

MAGDALEN COLLEGE SCHOOL

ADMISSIONS POLICY 2023/2024

Statutory Policy – Annual review

GOVERNORS' EDUCATION & WELFARE COMMITTEE

Date next due for review by	Reviewed by committee	Any Changes	Approved by Full Governing Body
	6 May 2008	Yes	8 July 2008
May 2009	2 June 2009	Yes	7 July 2009
June 2010	15 June 2010	No	n/a
June 2011	June 2011	No	n/a
June 2012	6 Nov 2012	Yes	n/a as only date changed
June 2013	18 June 2013	Yes	n/a as only 2 minor
June 2014	20 May 2014	Yes	1 July 2014
June 2015	19 May 2015	Yes	n/a as only minor
June 2016	17 May 2016	Yes (Silverstone added)	n/a as only minor update
June 2017	16 May 2017	Yes	4 July 2017
June 2018	19 June 2018	Yes	3 July 2018
June 2019	25 June 2019	Yes	9 July 2019
January 2020	28 January 2020	No	28 January 2020
January 2021	17 November 2020	Yes	1 December 2020
	16 November 2021	Yes	7 December 2021
January 2023			

MAGDALEN COLLEGE SCHOOL

Admissions Policy

1. Aims

This policy aims to:

- Explain **how to apply** for a place at Magdalen College School
- Set out the school's **arrangements for allocating places to the pupils** who apply
- Explain **how to appeal** against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

3. How to apply for a place in the Normal Admissions Round

The **normal admissions round** is the period during which parents/carers can apply for state-funded school places at the school's normal point of entry (Year 7), using the Common Application Form (CAF) provided by their home local authority.

Parents/carers should use the application form provided by their home local authority (regardless of which local authority the schools are in). This form is used to express a preference for a minimum of 3 state-funded schools, in rank order.

Parents/carers will receive an offer for a school place directly from their local authority on National Offer Day (01 March or the next working day).

4. Allocation of places

4.1 Admission number

Magdalen College School has an agreed Published Admission Number (PAN) of 270 children for entry in Year 7.

Places will first be allocated to children who have an Education, Health Care (EHC) Plan that names the school as offering the appropriate provision.

4.2 Oversubscription admission criteria

When there are more applications for places than there are places available, priority will be given in the following order:

- I. Children in public care (looked after children) or; previously Looked After Children

(LAC) also known as children in public care, including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

II. Students who live in the linked area associated with the school i.e., Astwell, Aynho, Brackley, Charlton, Croughton, Crowfield, Evenley, Falcutt, Halse, Helmdon, Hinton-in-the-Hedges, Newbottle, Radstone, Silverstone, Steane, Syresham and Whitfield;

III. Students who will have an older brother or sister continuing at Magdalen College School at the time of admission of the younger child;

IV. Students attending the designated contributory primary school (i.e., Bracken Leas, Brackley Junior, Croughton All Saints, Helmdon, Newbottle and Charlton, Radstone Primary School, Silverstone, Southfield Primary, and Syresham) and continuing in attendance until the final offer of places is made;

V. Other students.

4.3 Allocation to PAN

If the admission number is exceeded within criterion (ii), priority will be given to those who live furthest from the nearest alternative school.

If the admission number is exceeded within any other criterion priority will be given to those who live closest to the school. Distances are measured on a straight-line basis from the address point of the child's home address to the address point of the school using the Local Authority's Geographical Information System (GIS).

4.4 Tie-breaker

If two or more applications cannot otherwise be separated and there is only one place available, a random allocation process will be used to determine who should be allocated the place.

5. Definitions

Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

Siblings:

A sibling is defined as a child's brother or sister. A sibling must be living at the same permanent address and as part of the same family unit (one or two parents plus children) to qualify under this criterion.

For School Admissions purposes, the term sibling includes:

- half-brothers and half-sisters
- step-brothers and step-sisters
- adopted children
- children in foster care
- children living in the same family unit, even if they are not biological brothers and sisters – for example when the parents are not married/in a civil relationship.

Cousins are not regarded as siblings.

Multiple Birth Groups:

In the case of twins or other siblings from a multiple birth, if the last child to be admitted is from a multiple birth group, the applications will be considered together as one application, meaning we will offer places to all children in the group, even if it means exceeding the Published Admission number.

In the case of siblings (see definition above) in the same year group, where there is only one place remaining, these too will be considered as one application.

Defined Area (also known as linked or designated area/village):

The defined area for the school is: Astwell, Aynho, Brackley, Charlton, Croughton, Crowfield, Evenley, Falcutt, Halse, Helmdon, Hinton-in-the- Hedges, Radstone, Silverstone, Steane, Syresham and Whitfield.

There are close links between Magdalen College School and the primary schools in the area, namely:

Brackley C.E. Junior School	Helmdon Primary School
Bracken Leas Primary School	Newbottle and Charlton C.E. Primary School
Southfield Primary School, Brackley	Syresham C.E. Primary School
Croughton All Saints C.E. Primary School	
Silverstone C.E. Primary School	

Home Address (Child's):

The child's home address is defined as the address at which the child normally resides with their parent/carer at the time of application. If a child lives with parents who are separated, the home address will be treated as the place where the child sleeps for most of the school week (i.e. Sunday night – Thursday night inclusive)

If the child spends equal amounts of time at two addresses, the parents must agree which address they wish to be the child's main address before we can process the application.

Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residence at the property concerned.

6. Fraudulent or Misleading Applications

The admissions authority (or the LA processing an application on behalf of the admission authority) has the right to investigate any concerns we may have about an application and to withdraw the

offer of a place if it is considered that there is evidence that an applicant has made a fraudulent claim or provided misleading information.

7. Conflicting Applications

If we receive more than one application for the same child (made by separated parents) and where the home address and / or the preferences do not match, **neither application will be processed** until such time that the parents can agree on both the address and the preferences. If no agreement can be made, parents are recommended to seek legal advice. If an agreement cannot be reached before the closing date, this may affect the chances of your child being allocated a place at Magdalen College School.

8. Late Applications

Late applications are any common application forms (for the normal point of entry) received by the local authority after its statutory closing date of 31 October. Late applicants will not receive an offer of a school place by the local authority on National Offer Day (01 March or the next working day).

Late applications will be processed in the subsequent rounds of allocations between April and July (for more details, refer to the local authority's composite prospectus on the WNC website).

9. Transfer at age 11

The school holds an Open Evening for parents and Year 6 students in the autumn half term each year. Subsequently, parents may request to visit the school during an open morning.

The Headteacher and other staff for both phases meet regularly to plan arrangements for transfer and to make sure there is as much continuity of education as possible between the primary and secondary phases.

Every attempt is made to ensure that students joining the school in September are made welcome and introduced gradually to the school.

- The Headteacher and Leader of Learning for Year 7 meet parents collectively at Magdalen in the year before the students come to the school
- The Leader of Learning for Year 7 and Pastoral Support Assistant for Year 7 meet most new students in their primary schools in the Summer Term before entry
- All new entry students take part in Magdalen College School's induction programme in July when they spend 5 days in school. Students meet their Form Tutors and spend time in tutor groups experiencing 'taster' lessons in some of the subjects which will be on their timetable in the following September
- In the week of the induction programme, parents are invited to an introductory evening at Magdalen where they are able to meet Form Tutors. This gives them the opportunity to ask questions and give us any information they feel the school should know about their children
- A staggered start to the first day in the September term enables new students to familiarise themselves with the buildings with no other students present on the Waynflete site for the first part of the day
- Parents' wishes may be taken into account when placing students into tutor groups, but creating effective and balanced learning groups is the main priority

10. Transfer at age 16 – 19

Pupils attending Magdalen College School in year 11 and meet the schools' entry requirements for Year 12 will be eligible for a place.

The school has an agreed PAN of 20 external (pupils not attending Magdalen College School in year 11) places for entry in year 12. Pupils joining the school for the first time will be subject to the same entry criteria in years 7 -11

- a) Students considering applying to the school at normal transfer time should contact the Director of Sixth Form.
- b) The School holds a Subject Open Evening for all prospective 16-19 students and their parents/carers in November each year.
- c) All prospective sixth form students attend an Induction Day in July to become acquainted with their new working environment and routine in the company of their peers.
- d) Great care is taken to place new students in tutor groups with other students they already know.

11. Requests for admission outside the normal age group

Parents/carers may seek a place for their child out of their normal age group. They must put their request in writing to the school via email to www.northamptonshire.gov.uk/schooladmissions

The Admission Authority of the school will consider the request and make a decision on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

- the parent's/carer's views;
- information about the child's academic, social and emotional development;
- where relevant, the child's medical history and the views of a medical professional;
- whether the child has previously been educated out of their normal age group;
- whether the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- the views of the Head teacher of the school concerned.

The Admission Authority of the school MUST set out clearly for parents the reasons for their decision about the year group a child should be admitted to.

Parents/carers do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

12. Children of UK service personnel and crown servants

For families of service personnel with a confirmed posting, or crown servants returning from overseas, the Admission Authority will:

- I. allocate a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. The Admission Authority will not refuse to process an application and will not refuse a place solely because the family do not yet have an intended address, or do not yet live in the area.
- II. use the address at which the child will live when applying their oversubscription criteria, as long as the parent provides some evidence of their intended address. The Admission Authority will use a Unit or quartering address as the child's home address when considering the application where a parent requests this.
- III. not reserve blocks of places for these children.
- IV. Ensure that arrangements in their area support the Government's commitment to removing disadvantage for service children.

13. In-year Admissions

An in-year admission refers to an application for a school place made during the school year or an application for admission to a school made at the start of the school year for any year group other than the normal year of entry.

If the school's published admission number has been reached in a child's year group, we will not be able to offer a place at the school. Parents/carers can ask for their child's name to be added to the waiting lists (see below for more information).

Further details of the Admissions Authority In-Year Admissions scheme for 2023-24 and application forms can be found online on the WNC website from 31 August 2023.

The Admissions Authority will allocate places on the basis of the oversubscription criteria. They will:

- Not refuse parents the opportunity to make an application or be told they will be placed on the waiting list rather than making a formal application
- Keep a clear record of any decisions for in-year applications
- Aim to inform parents of the outcome of their in-year application in writing within 10 school days
- Inform parents of their in-year application in writing within 15 days.

If a place is allocated, the following procedures are undertaken before the student begins to attend school:

- A visit to the school is undertaken and family meet pastoral staff
- Student information and achievement data is obtained from previous school through standard pro-forma or by telephone
- Student completes English, Maths & Science tests at Magdalen College School, and has an 'Options' interview if the student is to join Year 9, 10 or 11
- A tutor group is allocated
- A timetable is in place including any necessary support

Pupils may be admitted through the West Northamptonshire Council Fair Access Protocol scheme following a pre-admission interview with the Headteacher or Deputy Headteacher.

14. Waiting Lists

Waiting lists are held for all year groups by the Admissions Authority

Following an unsuccessful application, parents/carers can request that their child's name be placed on the waiting list.

Waiting lists will be cleared at the end of each school term. If you wish your child's name to remain on the waiting list for the remainder of the academic year, you will need to inform the School Admissions team, in writing, by the start of each subsequent term (ie: during the Christmas and Easter breaks) to renew your interest. When a place becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 4.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest and children being allocated places under the Fair Access Protocol will be given priority.

15. Appeals

If a parent/carer's application for a place at the school is unsuccessful, they will be informed why admission was refused and have the right of appeal against the decision not to offer their child a place at the school.

Parents/carers wishing to appeal should complete the online appeal form on the WNC website.

Please visit www.westnorthants.gov.uk/school-admissions/appeal-school-place for more information and to complete the form.

If parents/carers wish to submit supporting evidence after lodging their appeal, it should be e-mailed to appealsteam.NCC@westnorthants.gov.uk within 10 working days of the submission of the appeal.

Appeals must be lodged in writing, giving the reasons for appeal, by 5pm on March 29th 2023. Appeals received after this date will still be heard, but there is no guarantee they will be heard before the end of the school year in which the application is made.

NB: For appeals concerning places not offered during the normal admissions round, i.e. in-year places, appeals should be submitted within 30 school days of refusal of a place.

16. Admissions policy review

This policy will be reviewed and approved by the Full Governing Body annually.

Consultation:

When changes are proposed to the school's admission arrangements, the governing body **must** consult on their admission arrangements (including any supplementary information form) that will apply for admission applications the following school year. Where the admission arrangements have not changed from the previous year there is no requirement to consult, subject to the requirement that admission authorities **must** consult on their admission arrangements at least once every 7 years, even if there have been no changes during that period.

Determination:

All admission authorities **must** determine (i.e. formally agree) admission arrangements every year, even if they have not changed from previous years and a consultation has not been required. Admission authorities **must** determine admission arrangements by **28 February** in the determination year.