



ADMISSION POLICY

RECEPTION TO YEAR 6

Hill View Primary School

2027/2028

Date ratified by Governors & Signature	Meeting of Full GB on September 2026
Audience	All stakeholders
Date for Review	September 2027

INTRODUCTION

Hill View Primary School is an academy. The Academy Trust is the admission authority and has determined the following admission arrangements for the 2027/28 school year. Applications are co-ordinated by Oxfordshire County Council in accordance with its co-ordinated admissions schemes.

PUBLISHED ADMISSION NUMBER

The Published Admission Number (PAN) is 60 for admission to the Reception year group in September 2027.

CHILDREN WITH AN EDUCATION, HEALTH AND CARE PLAN

Children with an Education, Health and Care (EHC) Plan that names Hill View Primary School in Section I must be admitted. This is not an oversubscription criterion. An EHC Plan is a plan made by a local authority under section 37 of the Children and Families Act 2014.

OVERSUBSCRIPTION CRITERIA

If there are more applications than places available, the following criteria will be applied in descending order of priority:

1. Children who are looked after by a local authority within the meaning of section 22(1) of the Children Act 1989 at the time of application, and all previously looked after children, including children who appear to the admission authority to have been in state care outside England and ceased to be in state care as a result of being adopted.
2. Disabled children who need to be admitted to Hill View Primary School on the grounds of physical accessibility. Disability has the meaning given in the Equality Act 2010.

3. Children of staff at Hill View Primary School where: (a) the member of staff has been employed at the school for two or more years at the time the application is made; and/or (b) the member of staff was recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Children who live in the designated (catchment) area and have a brother or sister on roll at the time of application who will still be attending the school at the time of entry.
5. Children who live in the designated (catchment) area.
6. Children who have a brother or sister on roll at the time of application who will still be attending the school at the time of entry, but who live outside the designated (catchment) area.
7. All other children.

Within each oversubscription category, priority will first be given to children who are eligible for Service Pupil Premium and then to children who live closest to the school, measured by the straight-line distance calculated by Oxfordshire County Council. If two or more applicants cannot be separated by distance, the tie-break arrangements below will apply.

For the first criterion, a previously looked after child is a child who was looked after in England but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order. A child is regarded as having been in state care outside England if they were in the care of, or accommodated by, a public authority, a religious organisation, or another provider of care whose sole or main purpose is to benefit society, and they ceased to be in state care as a result of being adopted.

DESIGNATED (CATCHMENT) AREA

The school's designated area can be viewed using Oxfordshire County Council's school admissions information. Living within the designated area gives an applicant a higher priority under these arrangements but does not guarantee a place. Admission arrangements and eligibility for home-to-school travel assistance are separate matters.

BROTHERS AND SISTERS (SIBLINGS)

For admissions purposes, a brother or sister means a child who lives at the same home address and is one of the following:

- a brother or sister sharing both parents;
- a half-brother or half-sister sharing one parent;
- a stepbrother or stepsister where a parent is married to, or in a civil partnership with, the other child's parent;
- an adopted brother or sister.

TIME OF ENTRY

Sibling priority applies only where the brother or sister will still be attending Hill View Primary School when the applicant starts. Therefore, for the normal Reception admissions round, a sibling who is in Year 6 at the time of application will not normally create a sibling priority because they will have left the school before the Reception child starts.

TWINS AND CHILDREN FROM MULTIPLE BIRTHS

Where the last available place is allocated to one child from a twin or other multiple birth and the remaining child or children would otherwise be refused, the remaining child or children will also be offered a place. The PAN may therefore be exceeded in these circumstances.

CHILDREN ELIGIBLE FOR SERVICE PUPIL PREMIUM

For the purpose of the priority in these arrangements, eligibility for Service Pupil Premium will be determined in accordance with the Department for Education criteria in force at the relevant time. Parents may be asked to provide evidence of eligibility. Current qualifying circumstances include pupils with a parent serving in the regular armed forces, pupils recorded as a service child in a school census within the prescribed period, certain children whose parent died while serving and who receive a qualifying pension, and pupils with a parent serving on full commitment as part of the full-time reserve service.

MEASURING DISTANCE FROM HOME TO SCHOOL

Straight-line distance will be calculated by Oxfordshire County Council using its published measuring system. The starting point is normally the Ordnance Survey address seed point for the child's home. Distances are calculated consistently using the Council's geographic information system. The relevant school measurement point or gate used for Hill View Primary School is the point specified by the admission authority and/or Oxfordshire County Council for the 2027/28 arrangements. The Council's published methodology should be referred to for the detailed technical method, including the treatment of addresses outside the British Coordinate System.

RANDOM ALLOCATION / TIE-BREAK

If two or more applicants in the same priority category have an identical distance measurement, live at different addresses and cannot otherwise be separated under these arrangements, random allocation will be used to determine priority. Children from a multiple birth are dealt with under the multiple-birth provision above.

SERVICE PERSONNEL AND CROWN SERVANTS RETURNING FROM OVERSEAS

Applications from families of UK service personnel with a confirmed posting and from Crown servants returning from overseas will be processed in accordance with the School Admissions Code. An application will not be refused solely because the family is not yet living in the area. Where the application is supported by the required evidence, an intended address, Unit address or quartering address may be used as permitted by the Code and the Oxfordshire co-ordinated scheme. Places will not be reserved in blocks for these children. The admission authority will have regard to the principles of the Armed Forces Covenant.

HOME ADDRESS

The application must use the child's home address. This is normally the address at which the child spends the majority of term-time school nights, Sunday night to Thursday night. Where a child lives equally at more than one address, Oxfordshire County Council may require evidence to determine the address to be used for admissions purposes in accordance with its published scheme.

RECEPTION APPLICATIONS FOR SEPTEMBER 2027

Applications for Reception in September 2027 are made through the applicant's home local authority. The national closing date is 15 January 2027 and National Offer Day is 16 April 2027, or the next working day where 16 April is not a working day. Applicants must follow Oxfordshire County Council's published 2027/28 co-ordinated admissions scheme for local deadlines and procedures.

CHANGES OF ADDRESS

Parents must tell the relevant admission authority and/or local authority promptly if their address changes after an application has been submitted. Evidence of the new address may be required. For the normal Reception round, a change after 15 January 2027 will be dealt with in accordance with the dates and evidence requirements in Oxfordshire County Council's determined 2027/28 co-ordinated admissions scheme. Failure to disclose a material change, or use of a fraudulent or intentionally misleading address, may affect the application or offer.

Evidence of a new address may include documents such as a solicitor's letter confirming exchange of contracts, an appropriate tenancy agreement, Council Tax evidence, employer-provided accommodation evidence, or relevant Service Family Accommodation/assignment documentation. Oxfordshire County Council may request other evidence where necessary.

FRAUDULENT OR INTENTIONALLY MISLEADING APPLICATIONS

An offer may be withdrawn where it was made in error, where a parent has not responded within a reasonable period after being given a further opportunity to do so, or where the offer was obtained through a fraudulent or intentionally misleading application. If an offer is withdrawn because of misleading information, the application must be reconsidered and a right of appeal provided if a place is then refused. Once a child has started at the school, a place must not be withdrawn except where it was fraudulently obtained; the length of time the child has attended must be taken into account.

PARENTAL DISPUTES / MULTIPLE APPLICATIONS

Where only one person holds parental responsibility, the application submitted by that person will be processed. Where a court order identifies the person authorised to decide schooling matters, that order will be followed. Where more than one person has parental responsibility, there is no agreement and no relevant court order, the application may be placed on hold until written agreement from all those with parental responsibility or an appropriate court order is provided. For main-round applications, the applicable Oxfordshire County Council deadlines will determine whether the application can be processed on time or in a later allocation round. The admission authority and local authority will not determine private parental disputes.

HOME-TO-SCHOOL TRAVEL ASSISTANCE

Eligibility for home-to-school travel assistance is determined separately from school admission. Parents should refer to Oxfordshire County Council's current Home to School Travel and Transport Policy and eligibility information at <https://www.oxfordshire.gov.uk/schooltransport>. Admission to a designated-area school does not itself guarantee free travel assistance.

ADMISSION OUTSIDE THE NORMAL AGE GROUP

Parents may request that their child is admitted outside their normal age group. Decisions will be made on the circumstances of each case and in the child's best interests, taking account of the parent's views, information about the child's academic, social and emotional development, relevant medical history and the views of medical professionals where appropriate, whether the child has previously been educated outside their normal age group, and the views of the headteacher. For summer-born children, the admission authority will also take account of the child's age in the year group they would join and the potential impact of joining Year 1 without first having attended Reception. Parents will be given clear reasons for the decision.

Where admission outside the normal age group is agreed and the child is to be admitted to a relevant age group, the application will be considered in accordance with the normal admissions arrangements for that year group and will not receive a lower priority merely because the child is outside the usual age range. A statutory appeal is against refusal of a school place, not against the year group in which a place is offered.

FAIR ACCESS PROTOCOL

Hill View Primary School participates in Oxfordshire County Council's Fair Access Protocol as required by the School Admissions Code. The protocol applies to eligible children who are having difficulty securing a school place through the usual in-year admissions process. The current protocol is published by Oxfordshire County Council.

WAITING LISTS

Where a place cannot be offered, parents may request that their child is placed on the appropriate waiting list. Waiting lists are ranked in accordance with the oversubscription criteria in this policy and must be re-ranked whenever a child is added or relevant circumstances change. A child's position can therefore move up or down. For Reception entry in 2027, the waiting list will be maintained in line with Oxfordshire County Council's 2027/28 arrangements, from the published point following the initial allocation process until the last day of term of the child's Reception year. In-year waiting lists will be maintained until the last day of term of the relevant academic year. A fresh application may be required for a later academic year.

IN-YEAR ADMISSIONS (RECEPTION TO YEAR 6)

Applications for admission outside the normal Reception admissions round are in-year applications. Hill View Primary School participates in Oxfordshire County Council's co-ordinated in-year admissions arrangements unless otherwise stated in the Council's published scheme. Applications should be made using the process published at <https://www.oxfordshire.gov.uk/admissionrules>. Parents must be notified of the outcome in writing within the timescales required by the School Admissions Code.

ADMISSION APPEALS

Parents have a statutory right of appeal where an application for a school place is refused. Appeals are heard by an independent appeal panel in accordance with the School Admission Appeals Code 2022. Information about the appeal process and timetable is available at <https://www.oxfordshire.gov.uk/schoolappeals>.

LEGAL FRAMEWORK AND KEY REFERENCES

- Children Act 1989
- Education Act 1996
- School Standards and Framework Act 1998
- Adoption and Children Act 2002
- Education Act 2002
- Equality Act 2010
- Children and Families Act 2014
- School Admissions Code 2021
- School Admission Appeals Code 2022
- Oxfordshire County Council determined admission arrangements and co-ordinated admissions schemes for 2027/28

Key online sources: <https://www.gov.uk/government/publications/school-admissions-code--2> and <https://www.oxfordshire.gov.uk/schools/apply-school-place/school-admission-rules-and-policies/admission-rules>