

**Rutland County Council  
Admission Arrangements  
September 2023**



**For admission to  
Oakham C of E Primary School**

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## **INTRODUCTION**

### The School Admissions Code

The School Admissions Code 2021 imposes requirements and includes guidelines setting out aims, objectives and other matters in relation to the discharge of school admissions functions by local authorities, governing bodies of maintained schools, appeal panels and schools' adjudicators. Its purpose is to ensure that all school places for maintained schools and academies are allocated and offered in an open and fair way.

These Admission Arrangements have been produced in compliance with the School Admissions Code September 2021. In all cases, if there is a conflict between these arrangements and the Code then the Code will prevail, and if these arrangements are silent on any matter, then the Code will be followed. The School Admissions Code is made under section 84 (2) of the School Standards and Framework Act 1998.

The Code states that, in drawing up their admission arrangements, admission authorities must ensure that the practices and the criteria used to decide the allocation of school places are fair, clear and objective. Parents should be able to look at a set of arrangements and understand easily how places for that school will be allocated.

The Code also underpins the vision of access to schools which needs to be responsive to the needs of parents, families and their communities, and ensures that local authorities and schools are accountable for achieving fair access.

These admission arrangements are supported by Rutland County Council's Fair Access Protocol.

### Admission Authorities

The local authority is the admission authority for maintained voluntary controlled schools and community schools in the local authority area<sup>1</sup> and is responsible for drafting, if necessary, consulting on, and determining admission arrangements to these schools.

At the time of publication of these admission arrangements, there is just one voluntary controlled school in the Rutland area which is **Oakham C of E Primary School**. Rutland County Council is therefore the admission authority for this school and these admission arrangements apply to this school only.

There are a further 9 admission authorities which are responsible for determining the admission arrangements for the remaining 19 Rutland schools:

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<sup>1</sup> The local authority area is defined as the geographical area within the county boundary.

- Brooke Hill Academy Trust:
  - Brooke Hill Academy, Oakham
  - Edith Weston Academy
  
- Rutland & District Schools' Federation:
  - Catmose College, Oakham
  - Catmose Primary School, Oakham
  
- Rutland Learning Trust:
  - Cottesmore Academy, Kendrew Barracks
  - Empingham C of E Primary School
  - Exton & Greetham C of E Primary School
  - Great Casterton C of E Primary School
  - Ketton C of E Primary School
  - Langham C of E Primary School
  - St Nicholas C of E Primary School
  - Uppingham C of E Primary School
  - Whissendine C of E Primary School
  
- St Therese of Lisieux Catholic Multi-Academy Trust:
  - English Martyrs Catholic Voluntary Academy
  
- Discovery Schools Academy Trust:
  - Leighfield Primary School, Uppingham
  
- Peterborough Diocese Education Trust:
  - Ryhall CE Academy
  
- St Mary & St John C of E Primary School, North Luffenham (Voluntary Aided)
  
- Casterton College, Rutland (Academy)
  
- Uppingham Community College (Academy).

Applications within the normal admissions round

Applications received within the timetabled co-ordinated admissions process for a first-time primary school place into reception year group and for a first-time secondary school place into Year 7, for admission at the start of the academic year, are known as applications 'within the normal admissions round'. These applications will be processed in accordance with the co-ordinated admissions scheme published by Rutland County Council.

In-Year Admissions

Applications received outside of the timetabled co-ordinated admissions process for a primary school or secondary school place, into any year group and at any time of the year, are known as applications 'outside the normal

admissions round' and, within this document, are referred to as 'in-year' applications.

We hope this document clearly sets out the admission arrangements for 2023 for Oakham C of E Primary School and addresses any initial queries you may have about applying for a place at this school. However, if you find that you have any further questions, please refer to the point of contact information in Section 21 of this document.

Dawn Godfrey  
Strategic Director for Children and Families

## **Administering School Admission Applications**

### 1. Starting Primary School in September 2023

A child must be receiving full time education by the beginning of the term after their fifth birthday – this is the start of compulsory school age.

When a child has been offered a place at a school, the child is entitled to a full-time place at that school in the September following their fourth birthday.

Rutland primary schools operate a 4+ policy and will admit pupils at the beginning of the academic year in which their fifth birthday falls. This means that children who were born between 1 September 2018 and 31 August 2019 may start school in September 2023.

When admitting children below compulsory school age:

- a) these arrangements do not apply to those children being admitted for nursery provision;
- b) parents of children who attend a co-located nursery must apply for a place at the school if they want their child to transfer to the reception class;
- c) attendance at the co-located nursery does not guarantee admission to the school;
- d) parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year. In addition, parents of summer born children may request that their child is admitted out of their normal age group (see Section 3); and
- e) parents can request that their child attends part-time until later in the school year but not beyond the point at which they reach compulsory school age.

The local authority (LA) is responsible for co-ordinating the primary school admissions process. It also acts as a central point of contact for all applications for a primary school place to start in September 2023. This ensures a common timetable, common application form and common date of allocation for the benefit of all parents and children. However, it is important to stress that voluntary aided schools and academies are their own admission authority and will therefore apply their own admission arrangements to applications received for their school.

These admission arrangements support the guidance given in the School Admissions Code which states: -

“While parents may express a preference for any state funded school – regardless of whether it is in the local authority area in which they live –

admission authorities must not give any guarantees that the preference will be met.”

Decisions to offer or refuse admission must not be made by one individual in an admission authority. Where the school is its own admission authority, the whole governing body, an admissions committee established by the governing body or the academy trust must make such decisions.

Such principles are applied equally to in-year admissions, in that head teachers or other school staff must not give parents an expectation that their application will be successful or tell them that their child has been given a place at the school before an offer of a place has been made formally by the admission authority.

## 2. Applications within the normal admissions round

Applications within the normal admissions round are made as part of a co-ordinated process. Each year, all local authorities must formulate and publish a scheme to co-ordinate admissions for the normal admissions round for all publicly funded schools within their area. A copy of Rutland County Council's Co-ordinated Admissions Scheme for admissions in September 2023 is available on the Council's website.

As part of the co-ordinated admissions process, an application must be submitted to the child's 'home' local authority – the Council where the child lives.

The application form used to collect details about the child and the family is available online from the application process opening date in October 2022 until the national closing date in January 2023. In some instances, supporting documentation is required to accompany the application form. Applications will only be considered as complete when both the completed application form and all supporting documentation, as appropriate, have been received by the LA.

Parents have a statutory right to express a preference for any maintained school they choose, though no guarantee of an offer of a place at a particular school can be made.

It is not a requirement that applications must include a preference for the child's catchment area school, if applicable. However, if a place cannot be offered at any of the preferred schools on the application, a place will be offered at the nearest school to the child's home address that has a place available after all allocations have been made. This will not be the catchment school if the catchment school is full.

Once the closing date for applications has passed, preferences cannot be changed without a genuine reason for doing so, for example, if the family has recently moved address. If changes to preferences are required then a new application must be submitted which will then be classed as 'late' (see Section 10) due to it being submitted after the closing date.

### 3. Deferring a child's admission to school

#### a) Deferring admission within the academic year:

If a parent prefers their child not to start primary school at the beginning of the academic year in which the child's fifth birthday falls, but chooses instead to wait a little longer, then this is acceptable as long as the child has started school by the beginning of the term after their fifth birthday and within the academic year. In such cases, an application form must still be submitted within the normal admissions round but the parent should state that they wish to express a preference for deferred entry. Any place offered should still be accepted within the normal response time (see Section 7) and the place will be held open for that child but only up to the end of that academic year. A parent that has expressed a preference to defer entry for their child will still be eligible to access funded education for 4 year olds in private or voluntary sector provision and as such will be benefiting from an offer of education.

#### b) Deferring admission to the start of the following academic year within the child's normal year group:

With regard to summer born children (born between 1 April and 31 August), compulsory education does not apply until the beginning of the following academic year although deferring entry beyond the 'normal' academic year of entry would normally comprise entry straight into Year 1 and, in such cases, a place would not be held for the child and the parent would have to apply for an 'in-year' place for Year 1.

#### c) Deferring admission to the start of the following academic year outside of the child's normal year group:

With regard to summer born children (born between 1 April and 31 August) a parent may request, alongside their application form, that their child is admitted into the reception year group in the following year, which would mean the child is admitted outside their normal age group. Such a request would have to be considered by the admission authority for the school and a decision made based on the circumstances of each individual case. This will include taking account of:

- the parent's views;
- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- whether they 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(s) concerned.

The admission authority cannot hold a place for a child beyond the academic year and if it is agreed that a child can be admitted outside their normal year group into the reception class the following year, the current application would be withdrawn and an application would need to be made as part of the normal round for the following year. Even if a place has been offered at a school for the previous September, there is no guarantee that a place will be available at the same school for the following September.

Parents wishing to seek a place for their child outside of their normal year group should contact their home local authority for guidance on the procedure to follow. A copy of Rutland County Council's guidance is available at <https://www.rutland.gov.uk/my-services/schools-education-and-learning/school-admissions/starting-primary-school-in-september-2021/>

4. Starting school before compulsory school age

It is not Rutland County Council's policy to admit a child to school before the beginning of the academic year in which their fifth birthday falls. This policy applies regardless of academic ability.

5. Process timetable for starting primary school in September 2023

<b>Date</b>	<b>Action</b>
15 January 2023	Closing date for Rutland residents to submit an application form to Rutland County Council (RCC), their 'home' LA.
By 6 February 2023	RCC to inform other LAs of any applications received for a place at a school within their LA area.
By 13 February 2023	RCC to forward a list of all applications received for Rutland VA and Academy schools to the school direct for processing and ranking.
By 6 March 2023	Rutland VA and Academy schools to return a confirmed, ranked list of applications for their school to RCC.
By 20 March 2023	RCC to inform other LAs of the outcome of applications for places at schools within their areas.
By 12 April 2023	RCC to send each Rutland primary school a finalised list of offers to be made to their school.
17 April 2023	*RCC to send offers to Rutland residents. Note: offer day is 17 April due to 16 April being a non-working day in 2023.
Post 17 April 2023	RCC will continue to administer the co-ordinated process in close partnership with all Rutland primary schools and other LAs.

\*NB. No school may confirm an offer of a place to an applicant until after the offer date. It is important to remember that it is the local authority that makes the offer as part of the coordinated admissions process.

6. Published Admission Number and oversubscription criteria for Oakham C of E Primary School

The Published Admission Number (PAN) is the number of children that will be admitted into a reception year group in September. The PAN for Oakham C of E Primary School is 45.

Where Oakham C of E Primary School is oversubscribed (more applications received than places available), the following criteria will be applied in priority order to rank the applications and determine which children will be offered a place:

**Criterion 1 – Child Looked After / Child Previously Looked After**

Where the child is a child looked after or is a child who was previously looked after, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child previously looked after is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order.

**Criterion 2 – Catchment Area**

Where the child's place of residence is within the catchment area of Oakham C of E Primary School (a map showing the catchment area for the school can be found on page 19);

- The place of residence is determined to be the address of the parent or carer with whom the child spends the majority of time as a child of a family during term-time. If clarification is required regarding a particular catchment area, applicants should contact the local authority for further details. If the child spends equal time with each parent/carers, the parents/carers must reach agreement as to which address will be classed as the child's place of residence for the application form.

**Criterion 3 – Sibling**

Where there is already a sibling at the school who is expected to be on roll at the school at the time of admission of the younger sibling;

- Sibling is defined as a child of the family, sharing a parent by birth or adoption or living at the same address as a child of a family for the majority of time during term-time at the time of application and until and including the child's first day at school.
- In the case of same age siblings, where there are insufficient places available to admit the children, the school will be authorised to exceed its Published Admission Number to allow admission of the subsequent child. This refers to twins but would also apply to children from other multiple births or siblings in the same age cohort.

#### **Criterion 4 – Medical/Social Need**

Where a child has a serious medical condition or exceptional social or domestic need that makes it essential that they attend the school requested.

- In order to be allocated a place under this criterion, supporting evidence is required, which must include reasons why it is essential that the child attends the school in question and the difficulties that would be caused if the child had to attend another school. Supporting evidence could be in the form of a written report from a GP, educational psychologist, health visitor, speech therapist, etc.

#### **Criterion 5 - Distance**

Pupils who live nearest the school by distance;

- Distance is measured from the centre point<sup>2</sup> of the child's place of residence to the centre point of the main school building. The route is defined as a driving route<sup>3</sup> or safe walking route, whichever is the shorter. Distance is measured using a computerised mapping system.
- In the event that two or more addresses have the same computerised distance measurement, a representative of the local authority will visit the locations to determine which address is closest to the school in question. Distances will then be measured by the representative physically travelling a route from the front door of the child's home address (including flats) to the main entrance of the main school building, with these distances overriding those of the computerised system.

It should be noted that where over-subscription results in the PAN being reached within one of the five criteria above, then sub-prioritisation within criteria will take place. For example, if there are 50 applicants for the PAN of 45, all of which are in catchment, then sibling within catchment will take precedence, followed by medical/social need within catchment, followed by distance within catchment.

#### 7. Accepting the offer of a place

Following the offer of a place by the LA, the applicant will be required to respond to the offer, in writing to the local authority, within 14 days of the date of the offer.. If a parent has not responded to the offer of a place within this timescale, the local authority will remind the parent of the need to respond within a further seven days. Continued lack of response will be reported to the admission authority of the school who may withdraw the offer. With regard to offers made

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<sup>2</sup> The centre point of any location is determined by data taken from the National Land and Property Gazetteer.

<sup>3</sup> Routes follow maps supplied by the Ordnance Survey as part of the Integrated Transport Network dataset.

at Oakham C of E Primary School, if a response is not received from the applicant within 21 days, the offer will be withdrawn. (see Section 12).

#### 8. Right of appeal

In the case where an application is declined, the parent must be informed of their right to appeal against the decision made. All appeals must be heard by an independent panel and must operate within legislation and conform to the procedures laid down in the School Admission Appeals Code February 2012). The panel must also have regard to the implications of other legislation cited in the School Admission Appeals Code. This system is in place to provide an independent, impartial and informal forum for parents and the admission authority concerned to present their respective cases and to be confident that they will be given a fair hearing.

The appeal panel weighs up all the evidence presented to them carefully and objectively before reaching a final decision on the appeal. Admission authorities must admit a child whose parents have won an appeal. If the admission authority wants to challenge the decision of the appeal panel, it will be required to seek judicial review.

Parents wishing to submit an appeal against the refusal of a place at Oakham C of E Primary School should contact Rutland County Council's Admissions Team on 01572 722577 or [admissions@rutland.gov.uk](mailto:admissions@rutland.gov.uk) for further information.

#### 9. Waiting Lists

Each admission authority must maintain a clear, fair, and objective waiting list. The waiting list must be ranked in line with the oversubscription criteria for the school and priority must not be given to children based on the date their application was received or the date their name was added to the list. Whenever a child is added to the waiting list, the waiting list will be re-ranked in line with the published oversubscription criteria. Being placed on the waiting list does not remove an applicant's right to appeal.

In the case where a place becomes available before appeals are heard, the admission authority will allocate a place from the waiting list based on the oversubscription criteria. Should the place be allocated to a child whose parents are in the process of appealing then they may accept the place and withdraw the appeal.

The waiting list for Oakham C of E Primary School will be maintained for the whole of the academic year for which the original application was accepted. If a parent would like their child's name to remain on the waiting list for the school beyond the academic year, a new in-year application must be made.

#### 10. Applications received after the closing date

The national closing date for applications is 15 January 2023. Applications received by this date will be considered and processed within the first

admissions round with offers being sent out on national offer day. Applications received after the closing date will be held as pending and processed within the second offer round.

#### 11. Requests to reserve a school place

Admission authorities are not able to reserve school places for children whose parents may, or may not, decide to apply for a place later.

#### 12. Withdrawing offers of places

Once an offer of a school place at Oakham C of E Primary School has been made, the admission authority will only withdraw the offer in the following circumstances:

- a) when a parent has failed to respond to an offer within a reasonable time;

These arrangements define a reasonable time as 14 days from the date of the offer letter, inclusive. If a parent has not responded to the offer of a place within 14 days, the admission authority will send a reminder to the parent offering a further seven days to respond. If a response is not received within the 7-day reminder deadline, the offer will be withdrawn.

- b) when the place was offered on the basis of a fraudulent or intentionally misleading application from a parent;
- c) when a place was offered in error.

A school place will not be withdrawn once a child has started at the school, except where that place was fraudulently obtained. In deciding whether to withdraw the place, the length of time that the child has been at the school will be taken into account. For example, it might be considered appropriate to withdraw the place if the child has been at the school for less than one school term (Rutland County Council term). Where a place is withdrawn on the basis of misleading information, the application will be reconsidered and a right of appeal offered if a place is refused.

#### 13. Admission of a child into a year group other than that normally associated with their age

With the exception of deferred entry, (see Section 3), the admission authority will only admit children outside of their chronological (age) year group in exceptional circumstances as defined within the local authority document, 'Guidance for admission authorities - admission of children outside their normal year group'. A copy of this document is available at <https://www.rutland.gov.uk/my-services/schools-education-and-learning/school-admissions/additional-information/>

#### 14. Children with challenging behaviour

The admission authority will not refuse to admit children in or outside the normal admissions round on the basis of their poor behaviour elsewhere (unless the child has been excluded twice, see Section 15) or make subjective judgements as to the suitability of certain children for schools. There is a Fair Access Protocol in place, agreed with schools within Rutland, to ensure that, outside the normal admissions round, unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible.

#### 15. Children who have been permanently excluded twice

Where a child has been permanently excluded from two or more schools, a parent can still express a preference for a school place, but the requirement to comply with that preference is removed for a period of two years from the date on which the latest exclusion took place. This does not apply to:

- a) children who were below compulsory school age at the time of the permanent exclusion;
- b) children who have been reinstated following a permanent exclusion (or would have been reinstated had it been practicable to do so);
- c) children whose permanent exclusion has been considered by a review panel, and the review panel has decided to quash a decision not to reinstate them following the exclusion; and
- d) children with an Education, Health and Care Plan naming the school.

#### 16. Children with an Education, Health and Care Plan

If a child has an Education, Health and Care Plan (EHCP), there is no requirement for an admission application to be submitted. The child's admission to school will be co-ordinated by the local authority's special educational needs team.

A child's parent or a young person has the right to request a particular school, college or other setting (Section 33 of the Children and Family Act 2014). The local authority will consult with the named school which must comply with the expressed preference unless:

- a) it would be unsuitable for the age, ability, aptitude or special educational needs of the child or young person concerned;
- or
- b) the attendance of the child or young person at the named school would be incompatible with the efficient education of others, or the efficient use of resources.

### 17. Children without an Education Health and Care Plan who require special educational needs support

The School Admissions Code requires children and young people with special educational needs to be treated fairly.

Admission authorities have a statutory requirement that children and young people who do not have an EHCP:

- a) must have their applications considered on the basis of the school's published oversubscription criteria as part of normal admissions procedures;
- b) must not refuse to admit a child or young person because they do not feel able to cater for their needs;
- c) must not refuse to admit a child or young person on the grounds that they do not have an Education, Health and Care Plan.

### 18. Infant Class Sizes

Infant classes (those where the majority of children will reach the age of 5, 6, or 7 during the school year) must not contain more than 30 pupils with a single schoolteacher. The admission authority must, therefore, refuse admission to a school if admission of an additional child to an infant class would result in the class being in breach of infant class size legislation.

Infant class size legislation makes allowance for the entry of an additional child in limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the infant class size limit. The excepted children are:

- a) children admitted outside the normal admissions round with an Education, Health and Care Plan specifying the school;
- b) children looked after and children previously looked after admitted outside the normal admissions round;
- c) children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- d) children admitted after an independent appeals panel upholds an appeal;
- e) children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
- f) children of UK service personnel admitted outside the normal admissions round;

- g) children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;
- h) children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.

#### 19. Children of UK Service personnel and crown servants

For families of service personnel with a confirmed posting to the area, or crown servants returning from overseas, the admission authority will:

- a) 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.
- b) use the address at which the child will live when applying their oversubscription criteria, as long as the parents provide some evidence of their intended address. Admission authorities must use a Unit or quartering address as the child's home address when considering the application against their oversubscription criteria, where a parent requests this.
- c) Not reserve blocks of places for these children.
- d) ensure that arrangements in their area support the Government's commitment to removing disadvantage for service children.

#### 20. In-Year Admissions - applications outside the normal admissions round

Rutland County Council only coordinates in-year applications for Oakham C of E Primary School. If parents wish to apply for an in-year place at any other Rutland school, they must contact the school direct or visit the school's website for information about how to submit an application.

The local authority can provide information to parents about the places available in all Rutland schools.

For Oakham C of E Primary School, an in-year application must be submitted to Rutland County Council as the admission authority. A place will only be allocated in advance of a family moving into the area where suitable confirmation of residence, such as proof of completion of contracts for a house purchase or a letting agreement, has been received. If there are places available but more applicants than places, then the published oversubscription criteria will be applied. If a place cannot be offered, the applicant will be given the opportunity to put the child's name onto the school's waiting list and will be given details of their right to appeal against the decline of the place.

In-year admission applications will be processed up to 30 school days in advance of the school place being required. Applications received before this

timeframe will be held as pending and will be processed 30 school days prior to the school place being required.

The outcome of an in-year application will be notified to the parent in writing within 10 school days of receipt of the application.

Offers of an in-year place at Oakham c of E Primary School must be accepted or refused within 14 days of the date of the offer.. If a parent has not responded to the offer of a place within this time limit, the admission authority will remind the parent of the need to respond within a further 7 days. If a response is not received within the 7-day reminder deadline, the offer will be withdrawn. (see Section 12).

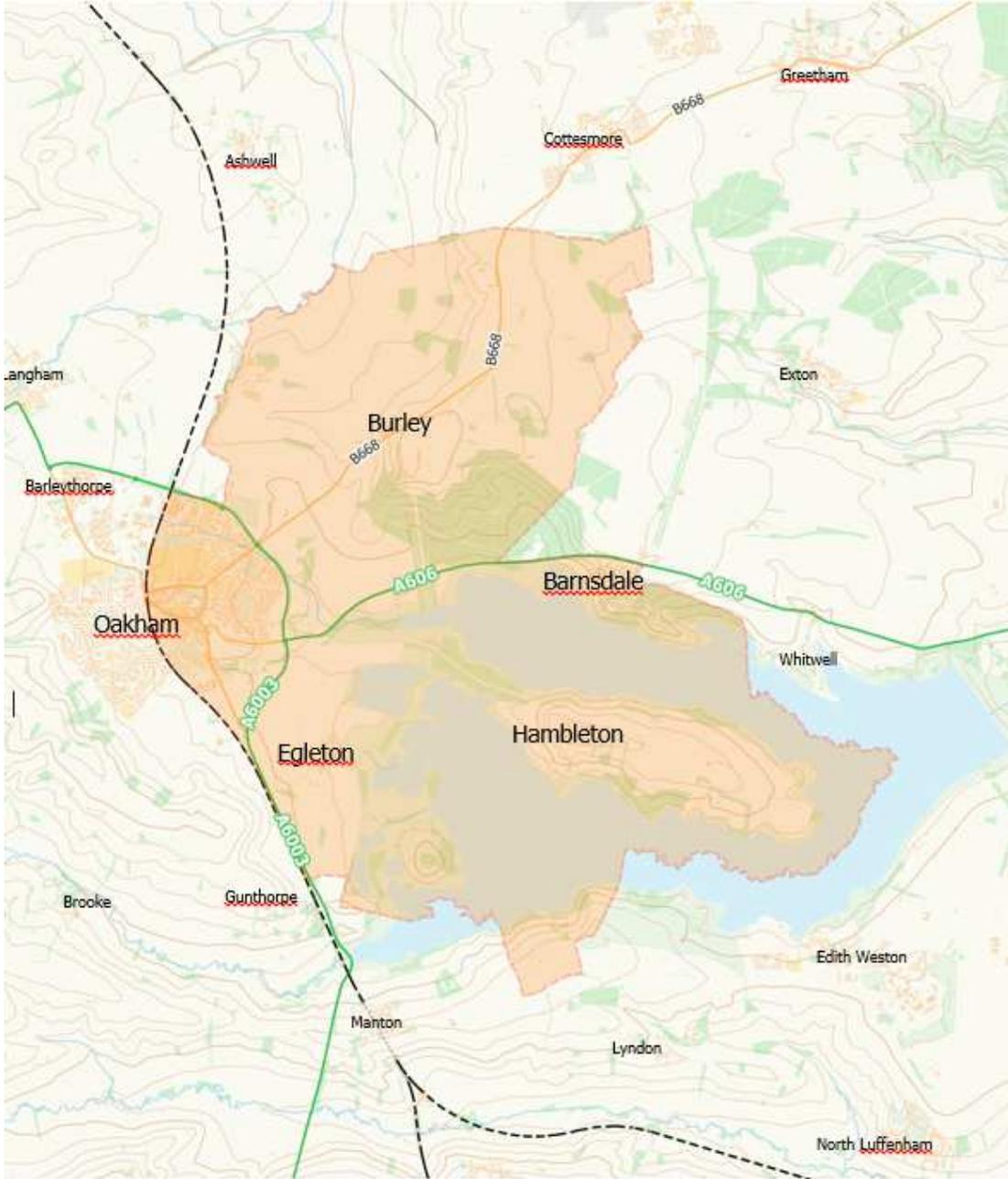
## 21. Point of Contact

For further information regarding these arrangements, please contact:

School Admissions  
Rutland County Council  
People Directorate  
Catmose  
Oakham  
Rutland LE15 6HP

Tel: 01572 722577  
Email: [admissions@rutland.gov.uk](mailto:admissions@rutland.gov.uk)

# Oakham Church of England Primary School Catchment Area



 Oakham C of E Catchment Area

 - - Railway Line