



Hanwell Fields Community School
The best in everyone™
Part of United Learning

ADMISSION POLICY

RECEPTION TO YEAR 6

Hanwell Fields Community School

September 2025

Date ratified by Governors & Signature	5 th February 2024	
Audience	All stakeholders	
Date for Review	September 2024	
Coordinated By	Head Teacher	

DESIGNATED (CATCHMENT) AREAS

Designated areas can be viewed on the Oxfordshire public website. Living within a particular school's designated area gives a high priority for admission but there is no guarantee that a place will always be made available. There is also no guarantee that free transport will be provided to the designated (catchment) area school if it is not the closest or nearest available school.

BROTHERS AND SISTERS (SIBLINGS)

For admissions purposes, a brother or sister is defined as one of the following:

- A brother or sister (both parents the same) living at the same home address; or
- A half-brother or half-sister (one parent the same) living at the same home address; or
- A stepbrother or stepsister (sharing a parent who is married or in a civil partnership) living at the same home address; or
- An adopted child who, by reason of the adoption, now shares one or more parents with a child living at the same home address.

TIME OF ENTRY

The admission rules give some priority to those with a brother or sister attending Hanwell Fields Community School at the applicants "time of entry". This means that in the normal admissions round there will be no sibling connection for admission purposes for the following:

- Applicants for entry to Reception if they have a brother or sister in Year 6

TWINS AND CHILDREN FROM MULTIPLE BIRTHS

Where the parent has made the same preferences of school and through the normal operation of the admission arrangements the last available place at Hanwell Fields Community School has been allocated to one twin, or child from a multiple birth, the other twin, or the other children from the multiple birth, will be offered a place at the school. This means that in these circumstances the Published Admission Number would be exceeded.

CHILDREN ELIGIBLE FOR SERVICE PUPIL PREMIUM

Central Government defines that children who meet the following criteria are eligible for Service Pupil Premium (SPP):

one of their parents is serving in the regular armed forces.

- they have been registered as a 'service child' on the January school census at any point since 2015.
- one of their parents died whilst serving in the armed forces and the pupil receives a pension under the Armed Forces Compensation Scheme or the War Pensions Scheme.
- a parent is on full commitment as part of the full-time reserve service.

Parents will need to provide evidence of eligibility.

THE NEAREST DESIGNATED PUBLIC ROUTE AS DEFINED ON THE DIRECTORATE FOR CHILDREN, EDUCATION & FAMILIES' GEOGRAPHIC INFORMATION SYSTEM

For admissions purposes, Oxfordshire County Council is the Admissions Authority for Hanwell Fields Community School and have adopted the LA's measuring system, the straight- line distance from home to school will be calculated as set out below.

- The start point of the measurement is the "seed point" of the home address. The "seed point" is provided by Ordnance Survey from information compiled from Royal Mail and Councils via National Land and Property Gazetteer (NLPG). The seed point normally falls within the bounds of a property. The accuracy of seed points is to the nearest metre and uses the British Co-ordinate System (Easting/Northing). It is possible to move the location of an individual seed point, but this is not necessary for most addresses. It is not possible to verify the individual location of every seed point prior to measuring due to the number of addresses in Oxfordshire and surrounding areas. The end point of the straight line distance will be determined by Oxfordshire County Council.

Changes of Address normal phased transfer for starting primary for the first time in Reception

Changes of address which occur after the closing date for applications (15 January in the allocation year) can be considered if proof of this change is provided no later than the date in February set down in Oxfordshire County Council's co-ordinated admissions scheme.

Changes of Address

To confirm a new address, the Local Authority needs one of the following:

- A solicitor's letter advising contracts have been exchanged (**if the property is being purchased**); *or*
- A copy of a tenancy agreement (if the property is to be rented). **If this tenancy agreement comes to an end before the September when the child is due to start school, the Local Authority may not accept the address for admissions purposes**; *or*
- A copy of the Council Tax Bill **showing the same name(s) as on the school place application (CAF)**; *or*
- **A letter from a new employer** (e.g. University college) where accommodation is being provided by the employer and is tied to the new post/job giving details of this new address; *or*
- **Service Family Accommodation (New Quarter)** if this is a military posting with provided accommodation and the parent has requested that this address should be used for allocation purposes; *or*
- **Assignment Order** if this is a military posting but new quarter has not yet been notified and the parent has requested that the address of the military base be used for allocation purposes.

The Local Authority may also ask for proof from HM Revenue & Customs, Child Benefit Division or Tax Credits Division. **Such correspondence must pre-date the application.**

Where children spend time with parents at more than one address then the address given on the form should be the one that they live at (i.e., sleep at) for the majority of term-time school nights (Sunday night to Thursday night).

If children spend time equally at different addresses, then the address which will be used for admissions purposes will be the one registered for child benefit. The Admissions Authority (and/or Local Authority) will request proof of the registered address, which must pre-date the application.

FRAUDULENT APPLICATIONS

If a place has been obtained on the basis of a fraudulent or intentionally misleading application (for example, a false claim to residence in a designated/ catchment area) and this results in the denial of a place to a child with a stronger claim, the local authority may withdraw the offer of the place. This follows the guidance in paragraphs 2.13 and 2.14 of the School Admissions Code (1 September 2021) published by the Department for Education:

[2.13] An admission authority **must not** withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application. Where the parent has not responded to the offer, the admission authority **must** give the parent a further opportunity to respond and explain that the offer may be withdrawn if they do not. Where an offer is withdrawn on the basis of misleading information, the application **must** be considered afresh, and a right of appeal offered if an offer is refused.

[2.14] A school **must not** withdraw a place 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 **must** 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 term.

ADMISSION TO AN OLDER OR YOUNGER AGE GROUP

Parents of gifted and talented children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group. Any decision will be made on the basis of the circumstances of each case. This will include:

- considering the parent's views.
- any information about the child's academic, social, and emotional development.
- whether they have previously been educated out of their normal age group.
- the views of the head teacher of the school(s) concerned.

When informing a parent of the decision on the year group to which their child should be admitted, the Local Authority will give clear reasons for the decision. Where it has been agreed that a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the application will be:

- processed as part of the main admissions round, unless the parental request is made too late for this to be possible; and
- considered against the determined admission arrangements only, including the application of oversubscription criteria where applicable.

The Local Authority will not give a lower priority on the basis that the child is not of the correct age.

Parents' statutory right to appeal against the refusal of a place at a school for which they have applied will not apply if they are offered a place at the school, but it is not in their preferred age group.

FAIR ACCESS PROTOCOL

The Fair Access Protocol is part of the admission arrangements for all community and voluntary controlled schools in Oxfordshire and all own admission authority mainstream schools in Oxfordshire schools.

The Protocol is published on the County Council's public website:

<http://www.oxfordshire.gov.uk/admissionrules>

CONTINUED INTEREST LISTS (CILs)

Parents will be able to place their child's name on the Continued Interest List for a community or voluntary controlled school where a place could not be offered and a lower preference was offered instead.

IL duration for normal phased transfer for starting primary or infant school for the first time in Reception

For those applying through the normal admissions round for entry to the Reception year group, the CIL will be maintained from shortly following initial allocation in the April preceding the start of the academic year in September until the end of June of their Reception year.

CIL duration for other age ranges

In the case of those applying in year, the CIL will be maintained until the end of June of that academic year. It will be possible to place a name on the list from 1 August, the beginning of the academic year, and the list will be discontinued at the end of June each year. Children will not be automatically moved to a new CIL for the following academic year. A re-application will be necessary each year.

More information about CILs is published on the County Council's public website.

<http://www.oxfordshire.gov.uk/continuedinterest>