



**Harriers Banbury Academy**  
an Aspirations Academy

# Admissions Policy

For Admissions in September 2025 – July 2026

Signed Chair of Governors.....  
Signed Principal.....  
Date.....

*Our Vision: to cultivate high quality education in a supportive environment, enabling our pupils to become kind, happy, confident individuals, ready to take on the world.*

## **THE ADMISSION OF PUPILS TO HARRIERS BANBURY ACADEMY**

This policy sets out admission arrangements for Harriers Banbury Academy. The Academy will comply with the law on admissions as it applies to maintained schools at any given time and with all relevant provisions of the statutory codes of practice (the School Admissions Code of Practice and the School Admission Appeals Code of Practice). The Academy will have regard to the LA's advice and participate in co-ordinated admission arrangements operated by the LA, including any local Fair Access Protocols that are in place.

Notwithstanding these arrangements, the Secretary of State may direct the Academy to admit a named pupil to the Academy on application from an LA. Before doing so, the Secretary of State will consult the Academy.

The admission arrangements for the Academy for the year 2025/26 and, subject to any changes approved by the Secretary of State, for subsequent years are:

➤ The Academy has an agreed admission number of 60 pupils for Reception. The Academy will accordingly admit at least 60 pupils in the relevant age group each year if sufficient applications are received.

Process of application for admission to Nursery (3 to 4 year olds – Duckling Class)

The Academy Governors have agreed to admit up to 56 pupils over 3 intakes in Nursery [N1 & N2.] The Academy will admit a number of 30 hour places per year. For applications to be considered under this policy, they must be submitted by the end of March the year before they are due to start. Parents/Carers can apply for either a 30-hour placement or a 15-hour placement. Those who do not receive a 30-hour place will automatically be entered into the 15-hour placement applications. 30 hour places will only be allocated to those who eligible through the online portal which currently states that they must satisfy the following conditions.

- Both parents/sole parent earns at least the equivalent of 16 hours at the living wage.
- Neither parent earns more than £100,000.

When there are more applications for either the 15 or 30 hour sessions than there are places available in the Nursery, the Governors will admit pupils according to the following oversubscription criteria, which are listed in order of priority. *[A 'place' is currently three terms' attendance (either a morning or afternoon session on five days per week for a total of 15 hours commencing Term 1, Term 3 or Term 5 – the term after the child is 3. Parents who wish to seek access to increased provision should make contact with the school administrator to discuss the possibilities.]*

After those Nursery Children with an Education, Health & Care Plan issued by a local authority naming a specific school where a pupil should receive his/her education, the following criteria will be applied in order of which they are set out below: Children we Care For by a local authority (CwCF)<sup>1</sup> or adopted children who were previously in care Then:

- I. Children with sibling attending Harriers Banbury Academy in the academic year of admission (for this purpose "sibling" means a whole, half or stepbrother or - sister resident at the same address)
- II. Children of staff employed by The Aspirations Academy Trust for two or more years at the time at which the application for admissions is made or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
- III. Children from whom this is the nearest school measured by the shortest designated route from the home address
- IV. Any other children whose parents wish them to attend the school.

### **Process of Application for Admission to Reception Year**

Applications for places at the Academy will be made in accordance with the LA's co-ordinated admission arrangements on the Common Application Form provided and administered by the home LAs of the applicants.

### **Consideration of applications**

The LA will consider all applications for places. Where fewer than 60 are received, the LA will offer places to all those who have applied, observing their application preferences.

### Procedures where the Academy is oversubscribed in Reception Year

Where the number of applications is greater than the published admissions number, and after the admission of pupils with an Education, Health & Care Plan where the Academy is named on the plan, applications will be considered against the criteria set out below:

- i. Children looked after by a LA; "Children we Care For" (CWCF), or adopted children who were previously in care (PLAC), within or outside of England (IAPLAC)<sup>1</sup>, who ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
- ii. Admission of pupils whose siblings currently attend Harriers Banbury Academy, from the age of 5 to 11, and who will continue to do so on the date of admission (for this purpose "sibling" means a whole, half or stepbrother/sister resident at the same address. This includes partners that are not legally married).
- iii. Remaining places will be allocated by the distance from the Academy. Pupils closest by drawing a straight line from the address point set by Ordnance Survey to the Academy will be considered first.

### Pupils with Disabilities

Children with disabilities will be treated no less favourably and will be given equal consideration under the stated criteria for admission. The definition of disability is that contained within the Disability Discrimination Act (amended). The Academy will make reasonable adjustments to ensure that pupils with disabilities are not placed at a substantial disadvantage in accordance with the Disability Rights Commission Code of Practice.

### Notification of Places

The LA will notify applicants on the national offer date, before the intended admission date (September), by sending letters/emails to parents offering a place at the Academy. The LA may conduct proof of address checks. Where a child spends time with parents at more than one address, the address given should be that of the prime carer. The prime carer is the parent in whose name any Child Benefit payments are made.

### Operation of 'Continued Interest' lists

Where the Academy receives more applications than there are places available, the LA will operate a waiting list. It will be open to any parent to ask for his/her child's name to be placed on waiting list, following an unsuccessful application. Children's position on the list will be determined in accordance with the oversubscription criteria.

### Arrangements for Appeals

Parents have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision. The Appeal Panel will be independent of the Academy. Arrangements for Appeals will be in line with the Code of Practice on School Admission Appeals published by the Department for Education. Information regarding appeals is published on the Academy's website.

### In-Year Admissions

The LA also administer applications for places in other year groups at the Academy. Information for parents is published on the LA website at <https://www.oxfordshire.gov.uk/residents/schools/>.

In case of oversubscription, the same criteria listed above for Reception applications will apply.

Parents whose application is unsuccessful are entitled to appeal.

### Fair Access Admissions

The Academy will adhere to the Fair Access Protocol as determined by the LA to ensure that 'Hard to Place' students will receive a suitable school place. Managed Move requests for students from other Primary Schools will also be given consideration as part of the adherence to the School Admissions Code.

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<sup>1</sup> A 'Child we care for' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order, including those 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 we care for" is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989). An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

## **PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS**

### **Consultation**

The Academy will set admission arrangements annually. There will be public consultation where changes to admission arrangements are proposed. If there are no changes, consultation will take place at least every 7 years. The Consultation Period will last for a minimum period of six weeks, between 1st November and 31st January of the year before the arrangements are to apply.

The Academy will consult with:

- Parents of children between the ages of two and eleven;
- Other parties in the area who, in the opinion of the Academy, have an interest in the proposed admissions;
- Other admission authorities for primary and secondary schools located within the relevant area;
- Any adjoining neighbouring local authorities where the admission authority is the local authority.

For the purposes of consultation, the Academy will publish a copy of proposed admission arrangements on the Academy website together with contact details of the party to whom comments must be sent. The Academy will send, upon request, a copy of the proposed arrangements to any of the consulting parties listed above. The Academy will consider comments and notify parties of its decision.

### **Determination and Publication of Admission Arrangements**

The Academy will determine its admission arrangements by 28<sup>th</sup> February each year, even if they have not changed from previous years.

### **Publication of Admission Arrangements**

The Academy will notify the appropriate bodies and publish a copy of the determined arrangements on the Academy website for the whole offer year (the academic year in which offers for places are made). The Academy will also send a copy of the full, determined arrangements to the LA before 15<sup>th</sup> March.

In addition to the provisions above, the Secretary of State may direct changes to the Academy's proposed admission arrangements and proposed Published Admissions Number.

### **Proposed Changes to Admission Arrangements by the Academy after Arrangements have been Published**

Once admission arrangements have been determined for a particular year and published, the Academy will propose changes only if there is a major change of circumstances. In such cases, the Academy must notify those consulted of the proposed variation and must then apply to the Schools Adjudicator setting out:

- a) the proposed changes;
- b) reasons for wishing to make such changes;
- c) any comments or objections from those entitled to object.

Records of applications and admissions shall be kept by the LA for a minimum period of one year and shall be open for inspection by the Secretary of State.