Gillotts

Admissions Arrangements for the Year Commencing September 2022

Section 1 – General principles

Gillotts is an 11-16 mixed comprehensive school and the only secondary school in Henley-on-Thames, Oxfordshire.

The main principle of admission to Gillotts is to maintain the character of the school as a comprehensive school, providing for the needs of young people within the 11-16 range, who live in Henley-on-Thames and the surrounding areas defined below or attend the listed partner primary schools. There is no guarantee of a place for children living in our priority admission area or who attend one of the partner primary schools.

Admission to our school is not dependent on any 'voluntary' contribution.

Pupils will be admitted at the age 11+ without reference to ability or aptitude. The Published Admission Number (PAN) for September 2022 will be 180.

The school participates in the Local Authority (Oxford County Council) co-ordinated scheme and all deadlines within that should be adhered to by applicants. The school follows the current published LA admission arrangements for Years 7 to 11 at community and voluntary controlled secondary schools and these comply with the School Admissions Code 2014.

Date approved: 1 December 2020, amended 28 August 2021
Next review date: December 2021

Section 2 – Definitions and details

School's designated area – 'catchment' area

Our designated area is the town of Henley-on Thames and the surrounding villages. To find out if Gillotts is your catchment school, visit https://www.oxfordshire.gov.uk/residents/schools/list/4055. If you do not have access to a computer, please contact the school.

Living within the 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.

Designated feeder schools

Our designated feeder schools are:

Badgemore School
Hop Gardens, Henley-on-Thames, RG9 2HL
Tel: (01491) 575665

Sacred Heart Catholic Primary School
Henley-on-Thames (VA)
Greys Hill, Henley-on-Thames, RG9 1SL
Tel: (01491) 572796 Fax: (01491) 413838

Shiplake Church of England School (VA)
Memorial Avenue, Shiplake,
Henley-on-Thames, RG9 4DN
Tel: (01189) 402024 Fax: (01189) 406130

Trinity Church of England Primary School (VC)
Vicarage Road, Henley-on-Thames, RG9 1HJ
Tel/Fax: (01491) 575887

Valley Road School
Valley Road, Henley-on-Thames, RG9 1RR
Tel: (01491) 573784 Fax: (01491) 637776

Sibling

For admission purposes a sibling is defined as a brother, sister, half-brother, half-sister, step-brother or step-sister who will be resident at the same address at the time of entry. An adopted child who, by reason of adoption, now shares one or more parents with a child living at the same home address is also defined as a sibling.

In the case of 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 a 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 that school. This means that in these circumstances the Published Admission Number would be exceeded.

Home address

The address on the application should be the child's address at the time of application. Proof of residence may be required by the LA co-ordinated scheme. The offer of a place may be withdrawn if proof of residency is not met.

Where a child lives part of the week with one parent and part of the week with another parent, the home address for the purposes of this admissions policy will be the address at which the child spends the majority of term-time school nights. School nights are Sunday, Monday, Tuesday, Wednesday and Thursday nights. If children spend time equally at different addresses then then the address which will be used for admissions purposes will be the one registered for child benefit.

If parents cannot agree on the schools to list on the application form and submit separate applications we will only consider the application made by the parent who receives child benefit for that child. If a parent is unhappy with this decision their only recourse would be to seek an order from the Court.

Measuring distances from home to school
(The straight line distance calculated by Oxfordshire County Council)

For admissions purposes, the straight line distance from home to school will be calculated.

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 Local Land and Property Gazetteer (LLPG). The seed point normally falls within the bounds of a property. The accuracy of seed points is to the nearest ten centimetres 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 in the school Reception.

The calculation of the distance will be made in metres using a Pythagoras calculation. This calculation will be converted into miles by dividing the distance by 1609.344 to achieve a distance in miles accurate to three decimal places.

For addresses outside the British Coordinate System an internet mapping solution will be used to determine a start point using longitude and latitude via getlatlong.net/ A straight line distance will then be calculated to the end point at the school in statute miles using www.nhc.noaa.gov/gccalc.shtml

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;

- pupils with a parent who is on full commitment as part of the full time reserve service are classed as service children.

Parents will need to provide evidence of eligibility.

Section 3 - Over subscription criteria

In accordance with legal requirements, children who have an Education, Health & Care (EHC) Plan naming the school will always be admitted. These children will count towards the Published Admission Number but are not part of the normal admissions process.

In the event that there are more applications than places, children will be ranked and places will be offered under the following oversubscription criteria in descending order of priority.

1. Children who are "looked after"(LAC)[1] by a Local Authority (LA) within the meaning of Section 22(1) of the Children Act 1989 at the time of their application, and all "previously looked after" children (PLAC)[2] including those who appear to this Admissions Authority to have been in state care outside England (IAPLAC)[3] and ceased to be in state care having been adopted. Evidence of the previously looked after status and/or the adoption will be requested.

2. Children who attend one of the designated feeder schools in the partnership (listed above) and live in the designated (catchment) area and have a brother or sister on roll at the time of application who will still be attending at the time of entry.

3. 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 at the time of entry.

4. Children who attend one of the designated feeder schools in the partnership (listed above) and live in the designated (catchment) area.

5. Children who live in the designated (catchment) area.

6. Children who attend one of the designated feeder schools in the partnership (listed above) and have a brother or sister on roll at the time of application who will still be attending at the time of entry but live outside the designated (catchment) area.

7. Children who have a brother or sister on roll at the time of application who will still be attending at the time of entry but live outside the designated (catchment) area.

8. Children who attend one of the designated feeder schools in the partnership (listed above).

9. All other children who do not live in the designated (catchment) area and also do not attend a designated feeder schools in the partnership (listed above) and also do not have a brother or sister on roll at the time of application who will still be attending at the time of entry.

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[1] A 'looked after child' is a child who is either (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) at the time of making an application to a school.

[2] Previously Looked After Children (PLAC) are children who are no longer looked after by a LA in England because they are subject to an adoption, special guardianship or child arrangements order.

[3] The 2021 School Admissions Code regards a child as having been in state care outside England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

In categories 3 to 10 above, priority will be given to children who are eligible for Service Pupil Premium and then to children who live closest to the school by the straight line distance as calculated by Oxfordshire County Council.

If the distance "tie break" produces an identical result for two or more applicants then Gillotts will use random allocation to determine who will be offered a place.

Section 4 – Additional information

In year admissions

Admissions for entry outside of the normal admissions round will be dealt with in accordance with this policy.

Gillotts participates in Oxfordshire County Council's co-ordinated In Year Admissions Scheme. It covers all admissions for entry outside the normal admissions round. Offers or refusals will be determined by the Governing Body but will be communicated by the LA. The LA's Common Application Form (Secondary In Year) will be used for all in year admissions.

Continued interest lists

Parents will be able to place their children's names on the continued interest list for Gillotts where a place could not be offered and a lower preference was offered instead. The position of the child on the list will be determined according to the oversubscription criteria and so a child can move up or down the list.

For those applying through the normal admissions round for Year 7 the continued interest lists will be maintained from shortly after initial allocation in March to 30 June of the academic year of entry.

In the case of those applying in year the continued interest lists 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.

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:

- taking account of 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.

When informing a parent of the decision on the year group to which their child should be admitted, we 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.

We 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 of Gillotts School because it has adopted the same admission arrangements as community schools.

Appeals

If you are not offered a place at our school you have the right to appeal to an independent panel. Appeal papers will normally be sent out with offer letters to all those parents who were offered a school lower on their preference list than Gillotts. Please ensure that these are headed with the school name and address and are returned to the Clerk to the Governing Body at the school. The closing date on the appeal application form must be adhered to. If you are in any doubt please contact the school and we will send you appeal forms.

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, we may withdraw the offer of the place.