

	<b>Burford School Admissions Policy</b> (Day and Boarding)			Date Reviewed: June 2017
	Applicable to:  Students	Committee Responsible:  Staff and Student Development	Person Responsible:  Caroline Skerten Assistant Head, Pastoral	Date for Next Review:  Annually

This policy will apply for admissions from 1<sup>st</sup> September 2017. Burford School is a school which prides itself in successfully welcoming new students and their parents into its community. For Year 6, this will often start as a visit to the school during the Autumn Term Open Evening and opportunities to meet Burford School staff on primary school visits; then there will be the chance to spend two induction days at Burford in the late summer term.

We are happy to show parents and their children round the school and boarding department welcome the opportunity to show and discuss potential placements. Please contact school to arrange an appointment.

This admissions policy is in two parts. The Burford School admission number is 210, which includes day and boarding students. Section 1 for Day School Admissions, and Section 2 for Boarding Admissions.

### **Section 1 - Day School Admissions**

Burford School is an academy but application for a place in Year 7-11 is made through Oxfordshire County Council following their overall admission policy, (apart from boarding as above). To make an expression of interest for admission into Years 8 -11, parents should contact Mrs J Morse, Admissions Officer.

Our Admissions criteria will be applied when we are oversubscribed.

The Admissions Team can be contacted as follows:

Mrs J Morse – Day School Admissions Officer Burford School Cheltenham Road Burford Oxon OX18 4PL Email: <a href="mailto:jm6511@burford.oxon.sch.uk">jm6511@burford.oxon.sch.uk</a> Tel: 01993 825320	Oxfordshire County Council Admissions Team County Hall Oxford OX1 1ND  Tel: 01865 815175
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## **Admission Rules for Day School - Burford School from September 2017**

In accordance with legal requirements, children who have a Statement of Special Educational needs naming the school in Part 4 of the Statement will always be admitted. The admission rules are shown below in descending order of priority.

1. Children who are “looked after” by a Local Authority (LA) within the meaning of Section 22 of the Children Act 1989 at the time of their application, and “previously looked after” children. The term “previously looked after” refers only to children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Disabled children who need to be admitted to a school on the grounds of physical accessibility. The definition of disability is that contained within the Equality Act 2010.
3. Children who live in the school’s designated (catchment) area. If there are more applicants than places in this category, priority will be given in the following descending order:
  - a. First priority in category 3 will go to those children who have a brother or sister on roll already at the time of application who will still be attending at the time of entry. However, if there are more applicants than places, priority will be given to those children who live closest to the school using the shortest designated public route as defined on the Directorate for Children, Education & Families’ Geographic Information System.
  - b. Second priority in category 3 will go to those children who live closest to the school by the shortest designated public route as defined on the Directorate for Children, Education & Families’ Geographic Information System.
4. Children living outside the designated (catchment) area who will have a brother or sister on roll at the time of application who will still be attending at the time of entry. If there are more applicants than places, priority will be given to children who live closest to the school by the shortest designated public route as defined on the Directorate for Children, Education & Families’ Geographic Information System.
5. Children who attend a partner primary school, and live outside the designated (catchment) area. If there are more applications than places, priority will be given to those children who live closest to the school by the shortest designated public route as defined on the Directorate for Children, Education & Families’ Geographic Information System.
6. Those children who live closest to the school by the shortest designated public route as defined on the Directorate for Children, Education & Families’ Geographic Information System

## Notes:

### 1. 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 step-brother or step-sister (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.

### 2. Measuring distances from home to school

For all schools where the Local Authority (LA) is the Admissions Authority (AA) for the school and any schools where the Admissions Authority (the Governing Body) has a policy to use the LA's measuring system, the route from home to school has been measured using the "shortest designated route" since September 2005 \*.

The start point of a measurement is the "seed point" of the home address. The "seed point" is provided by Ordnance Survey from information compiled from Royal Mail and/or district or city councils. The seed point normally falls within the bounds of a property. The accuracy of seed points is to the nearest ten centimetres. 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.

From the seed point the route firstly connects to the nearest point of the digitised network namely the road on which the house is situated. The positioning of front doors, driveways and back gates are not relevant to the route or the measurement and are not programmed to be used by the measuring system

The digitised network is constructed from road data supplied by Ordnance Survey called the Integrated Transport Network (ITN). The Integrated Transport Network has been accurately digitised to measure along the centre of roads and takes corners at right angles. This is the same underlying information as used by internet-based mapping solutions (e.g. Google Maps). However, the LA has a more accurate start point than internet-based mapping solutions and the ITN has been augmented by the LA to take into account other available public routes (e.g. alleyways, public footpaths, bridleways, etc.). Ordnance Survey assures that the augmented ITN used by the LA is accurate to at least 1 metre. All 548,000 kilometres of roads in Great Britain are accurately mapped in a consistent and logical network. The network does not include routes that are not defined as public; these include crossing parks with no paths where the park is not open and available all the time, "short-cuts" across patches of open land without paths, or footpaths across private land which are not defined by Ordnance Survey as public routes.

The end point of the “shortest designated route” is the nearest open gate of the school first arrived at from the direction of travel from the seed point officially available for use by students for entry and exit to the school site at the start and end of the school day. The location of these gates has been set by the LA. The LA consults with each individual school annually to ensure accurate placement of the gate and its availability for use.

The shortest designated route is established using an algorithm within the bespoke software used by the LA. This software is called RouteFinder and is produced by Higher Mapping Solutions ([www.highermappingsolutions.com](http://www.highermappingsolutions.com)). This programme integrates with the LA’s database (ONE) which is supplied by Capita Children’s Services ([www.capita-cs.co.uk](http://www.capita-cs.co.uk)).

RouteFinder measures in kilometres and the measurement is converted into miles accurate to three decimal places, which gives an accuracy up to 1.609344 metres.

The “shortest designated route” is not necessarily a driving route because it may use in whole or in part a non-driveable route (e.g. footpaths). The “shortest designated route” is also not necessarily a walking route for example, where roads are used, the measurement is along the centre of the road not along the edge (pavement or equivalent) of the road.

Other measuring systems may give a different measurement but the LA cannot take a measurement from another measuring system into account because this would constitute mal-administration of the admissions process by the Admissions Authority for the school.

For addresses which are outside the digitised network (approximately 6 miles outside Oxfordshire’s county boundary) an internet mapping solution will be used. For addresses in Europe, we use [maps.google.co.uk](http://maps.google.co.uk) For addresses outside Europe we measure a straight line distance using longitude and latitude. Firstly, we derive a start point (the home address) using [itouchmap.com/latlong.html](http://itouchmap.com/latlong.html) We then measure the straight line distance in statute miles from this start point to the end point (the school gate) using [www.nhc.noaa.gov/gccalc.shtml](http://www.nhc.noaa.gov/gccalc.shtml)

\* A small number of ‘Own Admission Authority’ schools measure using a straight-line distance from home to school. The LA also calculates these distances for those particular schools.

### **Terms used in this explanation**

“shortest designated route” The shortest distance between two points calculated using a computer programme as defined in this explanatory document

Geographic Information System (GIS) A system designed to capture, store, manipulate, analyse, manage and present all types of geographic data. The Admissions Team of Oxfordshire County Council uses MapInfo (supplied by Pitney Bowes Software) for its GIS needs

Local Authority (LA) Oxfordshire County Council

Admissions Authority (AA) The authority that has responsibility for admissions decisions

For Community and Voluntary Controlled schools the AA is Oxfordshire County Council

For all other schools and academies the AA is the Governing Body, a sub-group of the Governing Body or a group given authority to make admissions decisions by the Governing Body.

The AA is never an individual person

Ordnance Survey The national mapping agency for Great Britain, an executive agency and non-ministerial government department of the UK Government

“seed point” A geographically defined spatial point set by Royal Mail and/or district or city councils, and supplied to Ordnance Survey which then sells that data to other organisations (e.g. Oxfordshire County Council). The seed point used by the Admissions Team of Oxfordshire County Council is the “all numeric British Co-ordinate System” (easting and northing)

“easting” a measurement in metres east of the south-west corner of the SV square of the Ordnance Survey mapping grid (this square is in the far south-west of the British Isles and includes the Scilly Isles). Oxfordshire County Council uses a six-digit integer and a single decimal place (accuracy to 10 centimetres)

“northing” a measurement in metres north of the south-west corner of the SV square of the Ordnance Survey mapping grid (this square is in the far south-west of the British Isles and includes the Scilly Isles). Oxfordshire County Council uses a six-digit integer and a single decimal place (accuracy to 10 centimetres)

“digitised” network the geographic database of all possible, available, measurable routes. The digitised network is based on the Integrated Transport Network (ITN) produced by Ordnance Survey augmented to include additional non-driveable public routes “nearest open gate” the first gate arrived at from the direction of travel which is available for use by students for entry and exit to the school site at the start and end of the school day

“algorithm” a series of programmed instructions carried out by the Route Finder software which calculates all available routes between the start and end points and outputs the shortest

RouteFinder GIS-based software produced by Higher Mapping Solutions ([www.highermappingsolutions.com](http://www.highermappingsolutions.com)) which is designed to find the shortest measurement between two defined points using the available network.

ONE database Database created by Capita Children’s Services ([www.capita-cs.co.uk](http://www.capita-cs.co.uk)) used by Oxfordshire County Council to hold information about children and their applications for school places

## **Home Address**

The address on the application should be the child's address at the time of application. This is the address at which the child spends the majority of term-time school nights (Sunday night to Thursday night).

## **Changes of Address**

Changes of address which occur after 31 October 2017 can be taken into account if proof of this change is provided no later than 22 November 2017 (see below). To confirm your new address we need 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 September 2017 we may not accept the address for admissions purposes;

or

- A copy of your Council Tax Bill showing the same name(s) as in Section 5 of the CAF.
- Letter from a new employer (e.g. University college) where accommodation is being provided by them and is tied to the new post/job giving details of this new address;

or

- New Quarter Information if this is a military posting with provided accommodation;

or

- Assignment Order if this is a military posting but new quarter has not yet been notified.

We may also ask for proof from HM Revenue & Customs, Child Benefit Division or Tax Credits Division. Such correspondence must pre-date the application you have made.

## **Multiple Addresses**

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 we will use for admissions purposes will be the one registered for child benefit. We 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 admission authority for the school may withdraw the offer of the place.

This follows the guidance in paragraphs 2.12 and 2.13 of the School Admissions Code (February 2012) published by the Department for Education:

[2.12] An admission authority must not withdraw an offer of a place unless it has been offered in error, parents has not responded within a reasonable amount 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.

2.13] 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 had 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.

## **Section 2: Admissions Policy for Boarding Places at Burford School**

### **Introduction**

This policy will apply for admissions from 1st September 2017. It will be used during 2017-2018 for allocating places for September 2018. Admissions to Boarding Department at Burford School are regulated by the school Admissions Policy set in accordance with the DFE Statutory School Admissions Code for 2012.

### **The Process**

**There are three separate and distinct parts to the boarding admissions process;**

- 1) Eligibility for a Boarding Place
- 2) Suitability for Boarding
- 3) Main Admission Process

Students who are admitted to the Boarding House are thereby accepted as students of the day school. The Boarding House does not operate a catchment area.

## **1) Eligibility for a Boarding Place**

The process for considering eligibility for a boarding place is distinct from the Suitability for Boarding process and the Main Admission Process.

In order for prospective students to demonstrate that they are eligible for a boarding place, they must meet one of the following criteria before an application can proceed;

- full UK Citizenship or;
- a permanent or temporary UK Residency Permit, or;
- citizenship of another member state of the European Union (EU), European Economic Area (EEA), Norway, Iceland or Switzerland, or;
- have other approved residential status in the UK.

The school will require proof of eligibility before processing the application. The submission of photographic identification will be used to assess eligibility only and is not used as part of the admission process.

The school reserves the right to re-assess Eligibility for a Boarding Place at any time during the student's time at the school.

## **2) Suitability for Boarding**

The process for considering Suitability for Boarding is distinct from the Eligibility for a Boarding Place process and the Main Admission Process.

The school will require proof of eligibility before processing the application.

The Governors and the Headteacher are committed to providing an education for suitable students that combines the best aspects of boarding school life with a broad and balanced education. In following their responsibilities under the Children Act 1989 (as amended) the Governing Body and the Headteacher will not admit any child to the school as a boarder unless they have satisfied the school that they are suitable to board. Boarding entry and day entry are separate processes.

In order for a prospective student to demonstrate that they are suitable for boarding an interview will be conducted to consider whether;

- a) The child would benefit from a boarding environment and be able to cope with living independently, or
- b) The child presents a serious health and safety hazard to the boarding community (therefore including staff and buildings)

The school reserves the right to re-assess Suitability for Boarding at any time during the student's time at the school.

The process for considering Suitability for Boarding includes;

- Year 7 - 10 Applicants: An interview with the Director of Boarding and the Housemaster/Housemistress. This may be a Skype™ interview.



- Year 12 Applicants: An interview to determine suitability for boarding with the Director of Boarding, the Housemaster/Housemistress and an interview to determine academic suitability with the Head of Sixth Form or a member of the Sixth Form Management Team. This may be a Skype™ interview.
- Consideration of any other information that the parent/carer of the applicant may wish to provide to support the application or which may be provided at the request of the parent/carer by another person.

In determining whether or not an applicant is suitable to board, the school has regard to the following questions:

- a) Does the applicant wish to board?
- b) Does the applicant have experience of staying away from his/her parents/carers whether or not they are currently a boarder?
- c) Does the applicant show evidence of an understanding of boarding and an ability to enjoy the challenges and responsibilities of communal life?
- d) Does the applicant show evidence of good conduct, self-reliance, independence and respect?
- e) Is there any medical or psychological reason why boarding would not be appropriate, or any need that could not be met by reasonable adjustment to the boarding accommodation and facilities, routine and practice?

At least two of the following staff must make the final decision on the suitability for boarding:

Headteacher	Director of Boarding
Housemistress	Housemaster
Chair of Boarding Governors	Head of Sixth Form

For Year 12 applications, the Head of Sixth Form must assess whether academic criteria are met before any further processes are completed.

The school will inform the parents/carers of applicants whether or not their child is considered suitable for boarding as soon as possible after the process has been completed. Applicants judged to be unsuitable for boarding will not be kept on a waiting list for another place.

### **3) The Main Admission Process and Procedures**

Parents/carers will have the right to appeal against the refusal to offer a place to the Chair of Governors.

#### **Applications for Boarding Places**

Applicants for a boarding place must return the following documents to the school:

1. Burford School Boarding Application Form;
2. Photocopy of valid passport;

3. Most recent school report;
4. Reference from current school indicating suitability for Boarding.
5. Year 12 applicants must also return a Burford School Sixth Form Application. The Boarding Department does not take applications into Year 11 or Year 13.

### **Current Burford School Students**

In the case of students already attending boarding in Year 11 they will normally transfer automatically into the Sixth Form, provided that they meet the requirements of the courses that they intend to follow.

### **Admissions Over or Under Age**

In exceptional circumstances and where there is a strong educational or social reason why a pupil should be educated out of their chronological year group, the Headteacher may use discretion to permit an application for a candidate who is over or under the normal age for their year group.

### **Admission Categories**

Boarding places are available for both boys and girls. Admission numbers will depend upon the boarding facilities available at the time. The total number of places available for September 2018 is 90.

### **Sixth Form Admissions**

Admission to the Sixth Form is by a separate process. Admission in other years, and mid-year will be dependent on the overall number of boarders and the day school's overall capacity. The majority of boarders are full time, although weekly boarding places are available.

Applicants must achieve the Minimum Qualifying Standard (MQS) for the Sixth Form in order to be offered a place in accordance with Burford School admission arrangements for Sixth Forms.

The MQS for applicants to the Sixth Form for 2018 are six GCSE passes at grades A\* - C or equivalent, a minimum of two B grades and four C grades (preferably including English Language and Mathematics).

Candidates must also meet the particular entry requirements of the courses for which they wish to apply as set out in the Sixth Form Prospectus and Application Form.

### **Over-subscription Criteria**

In the case of over-subscription for boarding places, priority will be given to the following in the order in which appear below;

#### **Year 7-10**

1. Parent/carer is a member of HM Armed Forces deployed overseas or liable to frequent changes of postings within the UK

2. Applicants who satisfy the Governing Body and Head that they have a significant boarding need.
3. Applicants with a sibling at the school, including the Sixth Form boarding accommodation. This includes adopted children and those living in the same home under a recognised fostering arrangement.
4. Applicants who are transferring from a day place to a boarding place at Burford Boarding
5. Applicants with the offer of an award or with support from a charitable foundation.

## **Year 12**

1. Parent/carer is a member of HM Armed Forces deployed overseas or liable to frequent changes of postings within the UK.
2. Applicants who satisfy the Governing Body and Head that they have a significant boarding need.
3. Applicants transferring from a day student place in Year 11 at Burford Boarding.
4. Applicants who have a sibling at the school.
5. Applicants with the offer of an award or with support from a charitable foundation.
6. Applicants attending schools without Sixth Form Provision.
7. Any other applicants for places as boarders.

## **Waiting List Procedures**

Parents/guardians of applicants who are unsuccessful in obtaining a place will be asked to indicate whether they wish to remain on a waiting list. Waiting lists are maintained for 12 months after the September of the year in which the admission was originally brought. Applicants judged to be unsuitable for boarding may reapply and be reassessed for each year of entry.

## **Acceptance of Boarding Places**

In order to secure a Boarding place, parents/guardians will be asked to return the agreement of acceptance at Burford School and a deposit. Where this requirement is not met by a given date, the offer will be withdrawn and the place offered to another eligible candidate.