



MERCHANT TAYLORS'
OXFORDSHIRE
ACADEMY TRUST



ADMISSIONS POLICY

Version 1.0

2026-27

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*Wellbeing
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1. Admissions Policy

Wallingford School is an 11-18 mixed comprehensive school that aims to provide high quality education for students of all abilities. Our aim is to ensure that when students leave they are both 'Able and Qualified' so that they can lead a successful life.

The allocation of places for students wishing to attend Wallingford School is set out on the following pages and using the criteria identified herein.

2. Approved Admission Arrangements for Wallingford School

This document sets out the proposed admission arrangements for Wallingford School, hereinafter referred to as 'the Academy' for 2026 - 2027, based on the arrangements found in the Funding Agreement between Merchant Taylors' Oxfordshire Academy Trust (MTOAT) and the Secretary of State for Schools.

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

3. Admission Arrangements

a. Arrangements for admission to 11-16 provision

The admission arrangements for the Academy are as follows:

- i. The Academy has an agreed admission number of 243 students in Year 7. The Academy will accordingly admit at least, and no more than, 243 students in the relevant age group each year if sufficient applications are submitted.
- ii. The Academy may set a higher admission number as its published admission number (PAN) for any specific year. Before setting an admission number higher than its agreed admission number, the Academy will inform those set out in section 4a below. Students will not be admitted above the published admission number unless exceptional circumstances apply.
- iii. Children subject to an Education, Health and Care (EHC) plan that names the Academy in section I will always be admitted.

b. Process of application

- i. Applications for places at the Academy will be made in accordance with the LA's coordinated admission arrangements and will be made on the common application form (CAF) provided and administered by the LA. Information can be found at: <https://www.oxfordshire.gov.uk/residents/schools/apply-school-place/year-7-applications>
- ii. The Academy will use the following timetable for applications each year, which, whenever possible, will fit in with the common timetable agreed by the local authority. The Academy will also provide information for the LA, for inclusion in the composite prospectus.
 1. By 15 March of the preceding year the Academy will publish the arrangements for admission, including oversubscription criteria and admission number. In September (e.g. in September for admission in the following September) the Academy will publish details of open evenings and other opportunities for prospective students and their parents to visit the school.
 2. Early October: The Academy will provide opportunities for parents to visit the Academy (open evening).
 3. September/October: The Local Authority (LA) collects applications on behalf of the Academy online or via the paper Common Application Form (CAF) until national closing date on 31 October (on-time) or after that date (late applications).
 4. The LA will then send a list of applications to the Academy.
 5. January: The Academy sends a list of students to be offered a place to the LA.
 6. February: The LA processes all applications based on the information from the Academy and other admission authorities, applying parental preference to make final decisions about school offers, which includes liaising with other LAs about children in their area applying for schools in the LA and children in the LA area applying for schools in other LAs.
 7. 1st March (or next working day): National offer day. Parents are sent notification of their child's school offer by email and/or second-class post.
 8. March: Welcome packs sent to parents of children offered a place at the Academy on national offer day.
 9. Summer term: Further opportunities to apply for a place or change preferences. Places are re-allocated via the LA when they become available. Parents can add their child to the Academy's waiting list if a place was not offered and/or appeal for a place at the Academy if a place was not offered.

NB: For the academic year this policy relates to, applications will be processed by Oxfordshire County Council (including in-year applications).

c. Consideration of applications

- i. In the academic year this policy relates to (2026 – 2027), the Academy will consider all applications for places. If in any year there are fewer than 243 applications received, the Academy will offer places to all those who have applied.
- ii. There may be applications for students who have been excluded from two or more other schools. The ability to refuse admissions runs for a period of two years since the last exclusion. This applies to admissions at all age levels.

d. What happens when the Academy is oversubscribed?

Where the number of applications for admission is greater than the published admissions number for any relevant age group, applications will be considered against the criteria set out below. These will be applied in the following order of priority:

- i. Children who are looked after by a local authority within the meaning of section 22 of the Children’s Act 1989 at the time of their application, and previously looked after children; this includes children who are looked after from outside the UK. 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).
- ii. Children with a disability who need to be admitted to the Academy on the grounds of physical accessibility, where this is supported by professional evidence being submitted at the time of application. The definition of disability is that contained within the Disability Discrimination Act as amended.
- iii. Children of a member of MTOAT staff where: the member of staff has been employed by MTOAT for two or more years at the time at which the application for admission to the Academy is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- iv. Children living in the Academy’s designated area (as defined by the designated area map provided on the school website ([Applying for a School Place](#))). If there are more applicants than places in this category, priority will be given in the following descending order:
 1. First priority will go to those children who have siblings who already attend and who will still be on roll at the time of admission, other than students who at the time are in the sixth form but were not previously in

lower years. The term sibling means a full, step, half, adopted or fostered brother or sister but not cousins who live at the same permanent address. However, if there are more applicants than places, priority will be given to those children whose permanent address is closest to the Academy using the nearest designated public route as defined on the LA's Directorate for Children, Young People and Families' geographic information system. A child's permanent address is where he or she normally lives and sleeps and goes to school from. Proof of residence may be requested at any time throughout the admissions process.

2. Second priority will go to those children whose permanent address is closest to the Academy by the nearest designated public route as defined on the LA's Directorate for Children, Young People and Families' geographic information system.
- v. Children living outside the designated area who have siblings who already attend and who will still be on roll at the time of admission. If there are more applicants than places, priority will be given to those children who live closest to the Academy by the nearest designated public route as defined on the LA's geographic information system.
- vi. Children who attend one of the schools listed below and live outside the designated area, as listed in Oxfordshire's composite prospectus:

Benson Church of England Primary School
Brightwell-cum-Sotwell Church of England Primary School
Cholsey Primary School
Crowmarsh Gifford Church of England School
Fir Tree Junior School, Wallingford
St John's Primary School, Wallingford
St Laurence Church of England School, Warborough
St Nicholas' Church of England School and Nursery Class, Wallingford
- vii. Those children who live closest to the Academy by the nearest designated public route as defined on the Directorate for Children, Education and Families' geographic information system.

NB: If false or misleading information is used to gain entry to the Academy, the offer of a place may be withdrawn and the application cancelled.

e. Arrangements for admissions to post-16 provision

The Academy will publish specific criteria in relation to minimum entrance requirements for the range of courses available based upon GCSE grades or other measures of prior attainment. The detailed information will be contained in the sixth form options booklet, published annually.

- i. Children already on roll are entitled to transfer to the sixth form if they meet the published standards for entry.
- ii. The admission number for the sixth form (Year 12 and Year 13) will total 300 students. The Academy will accept external students up to that figure less the number of the Academy's own students who are accepted into the sixth form. The number of external places will vary each year. If the sixth form is oversubscribed, the same criteria as in the rest of the school will be applied to determine which external students to admit.

f. Operation of waiting list

- i. Where, in any year group, the Academy receives more applications for places than there are places available, a waiting list will operate throughout the year. This list will remain for one academic year. This will be maintained by the LA on behalf of the Academy and it will be open to any parent to ask for his or her child's name to be placed on the list, following an unsuccessful application.
- ii. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in this document. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

g. Random allocation (*TIE BREAK*)

The nearest designated public route is measured from the start point (see below) to the end point (see 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/or Local Land and Property Gazetteers (LLPG). 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 (all-numeric) Coordinate System (Easting/Northing). 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 start point, the route firstly connects to the nearest point of the digitised network. The digitised network is constructed from a subset of the national road and path data supplied by Ordnance Survey. This data has been accurately digitised to measure along the centre of roads and takes corners at right angles. This is the same underlying information used by internet-based mapping solutions (e.g. Google Maps). However, the council has a more accurate start point than internet-based mapping solutions and the network has been augmented by the Council to take into account other available public routes (e.g. alleyways, public footpaths, bridleways, etc). The augmented network used by the council is accurate to at least 1 metre. 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 route is the nearest open gate of the Academy first arrived at from the direction of travel that is officially available for use by students for entry and exit to the Academy site at the start and end of the school day.

These are defined as:

St Georges Road, North
460,459.2 metres (East)
190,070.2 metres (North)

St Georges Road, Visitors
460,437.5 metres (East)
189,978.8 metres (North)

St Georges Road, South
460,434.8 metres (East)
189,936.3 metres (North)

The location of these gates has been set by the Academy. The Academy consults with the council annually to ensure accurate placement of gate(s) and their availability for use.

The nearest designated public route is established using an algorithm within the bespoke software used by the council. This software is called Early Years Education System (EYES) which is supplied by System C (Liquidlogic) (www.systemc.com/). EYES measures in metres and the measurement is converted into miles carried to three decimal places, which gives an accuracy of 1.609344 metres. The nearest designated public route is not necessarily a driving route because it may use, in whole or in part, a non-driveable route (e.g. footpaths). The route is also not necessarily a walking route because, for example, where the measurement uses a road, the route 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 Academy cannot take a measurement from another measuring system into account because this would lead to inconsistency in the method used to measure the nearest designated public route which would constitute mal-administration.

If the distance 'tie break' produces an identical result for two or more applicants, the Academy will use random allocation to determine who will be offered the place.

h. Twins and children from multiple births

Where the parent has made the same preference for the Academy and through the normal operation of the admission arrangements the last available place has been allocated to one twin, or child from a multiple birth, the other twin, or child from a

multiple birth, will be offered a place at the Academy, even though this will mean that the published admission number would be exceeded.

i. Arrangements for appeals

Parents will have the right of appeal to an independent appeal panel if they are dissatisfied with an admission decision of the Academy. The appeal panel will be independent of the Academy. The arrangements for appeals will be in line with the Code of Practice on School Admission Appeals, published by the Department for Education.

NB: Currently this process is operated on our behalf by Oxfordshire County Council.

j. In-year admissions

This includes admitting students to other years during the school year, including replacing students who have left the Academy. Subject to any provisions in the LA's coordinated admission arrangements, the Academy will consider all such applications and, if the year group number is below the operating number for the year group, the Academy shall admit the student at the earliest convenience. Usually the operating number will be the PAN when that year group first started Year 7, but it may be different if the year group has been re-organised and the number of teaching groups reduced. Where any new student has a current Education, Health and Care (EHC) plan, the Academy will require time to put support in place before the student commences at the Academy to ensure their integration is successful. If more applications are received than places are available, the oversubscription criteria in section d will apply. Parents / carers whose application is unsuccessful will be entitled to appeal. The school will publish a link to the LA's in-year admissions arrangements on the school website by 31 October each year.

k. Fair access protocol (IYFAP)

The Academy will participate in Oxfordshire's 'In-Year Fair Access Panel' (IYFAP) arrangements.

4. Annual Procedures for Determining Admission Arrangements

a. Consultation

The Academy will consult by 31st January each year, when appropriate, on its proposed admission arrangements, with:

- i. Oxfordshire County Council.

- ii. Any other admission authorities for primary and secondary schools located within the relevant area for consultation set by Oxfordshire County Council.
- iii. Affected admission authorities in neighbouring local authorities.

b. Publication of admission arrangements

The Academy will determine its admission arrangements each year by 28th February and will publish these once they have been determined by 15th March (at the latest). Copies will be sent to:

- i. All primary schools and secondary schools in Oxfordshire County Council.
- ii. The offices of Oxfordshire County Council.
- iii. Copies to be made available (free of charge) on request from the Academy.

The published arrangements will include:

- i. The name and address of the Academy and contact details.
- ii. A summary of the admission arrangements, including oversubscription criteria and published admission number for entry to Year 7.
- iii. Information on the number of applications received in the previous year (available via the Council at www.oxfordshire.gov.uk/residents/schools/list/4140).
- iv. Arrangements for the hearing of appeals.

5. Monitoring, Review and Evaluation

The governing body will review this policy every year and assess its effectiveness and any relevant implications. The policy will be promoted and implemented throughout the Academy.