



**Cheney School**

Think for yourself; act for others

# **ADMISSION RULES AND ARRANGEMENTS**

**YEAR 7 TO YEAR 11  
2025-2026**

## Introduction

Cheney School is an academy. [River Learning Trust \(RLT\)](#) is responsible for admissions decisions. The Trust has delegated this responsibility to the Local Governing Board (LGB). The Trust and LGB will work closely with Oxfordshire County Council and will use the Council as their agent for the processing of applications for places.

## Legal Framework

These arrangements and over-subscription criteria meet all lawful requirements including those set out in the following Acts, Codes, policies and relevant case law.

Note in particular the final link, which is Oxfordshire's co-ordinated admissions scheme. Cheney takes part fully in this scheme and we do not repeat elements of it in this policy. The second last link is the admissions code, which contains much of the detail that Cheney works to: the contents are not repeated in this policy.

- Adoption Act 1976

[www.legislation.gov.uk/ukpga/1976/36/contents](http://www.legislation.gov.uk/ukpga/1976/36/contents)

- Children Act 1989

[www.legislation.gov.uk/ukpga/1989/41/contents](http://www.legislation.gov.uk/ukpga/1989/41/contents)

- School Standards & Framework Act 1998

[www.legislation.gov.uk/ukpga/1998/31/contents](http://www.legislation.gov.uk/ukpga/1998/31/contents)

- Adoption and Children Act 2002

[www.legislation.gov.uk/ukpga/2002/38/contents](http://www.legislation.gov.uk/ukpga/2002/38/contents)

- Education Act 2002

[www.legislation.gov.uk/ukpga/2002/32/contents](http://www.legislation.gov.uk/ukpga/2002/32/contents)

- Equality Act 2010

[www.legislation.gov.uk/ukpga/2010/15/contents](http://www.legislation.gov.uk/ukpga/2010/15/contents)

- School Admissions Appeals Code 2012

[www.gov.uk/government/publications/school-admissions-appeals-code](http://www.gov.uk/government/publications/school-admissions-appeals-code)

- Children and Families Act 2014

[www.legislation.gov.uk/ukpga/2014/6/contents](http://www.legislation.gov.uk/ukpga/2014/6/contents)

- School Admissions Code 2021

[www.gov.uk/government/publications/school-admissions-code--2](http://www.gov.uk/government/publications/school-admissions-code--2)

- Oxfordshire County Council's Co-ordinated Admissions Scheme

[www.oxfordshire.gov.uk/admissionrules](http://www.oxfordshire.gov.uk/admissionrules)

## **Admission Number**

The admission number for entry to Year 7 each academic year will be 270.

## **Coordination of admissions for the normal admissions round (Entry to Year 7 each September)**

The academy is part of the coordinated admission process for Oxfordshire for transfer from primary to secondary school for children to start Year 7 each September. Information and application form are on Oxfordshire County Council's website: [Year 7 - secondary school applications](http://www.oxfordshire.gov.uk/year7-secondary-school-applications)

## **In-Year Admissions (Years 7 to 11)**

The academy is part of the coordinated in-year admissions process for Oxfordshire. Cheney also takes part in the In Year Fair Access panel.

Applications must be made via Oxfordshire County Council's website:

[www.oxfordshire.gov.uk/schooltransfer](http://www.oxfordshire.gov.uk/schooltransfer)

## **Oversubscription Criteria**

In accordance with legal requirements, children who have an Education, Health & Care (EHC) Plan in which the school is named in Section 1 must always be admitted.

Where distance is a deciding factor, it is judged by County, using straight line distance.

The oversubscription criteria below will be followed in descending order of priority.

1. Looked-after children, previously looked-after children and children adopted from abroad (IAPLAC).
2. Children of current staff (with 2 or more years' service or in a shortage subject) at Cheney School.
3. Children living in the catchment area of the school with a sibling on roll at the time of application who will still be attending the preferred school at the time of entry. If there are more applicants than places in category 3, priority will be given to those children who live closest to the school.
4. Children living in the catchment area of the school. If there are more applicants than places in category 4, priority will be given to those children who live closest to the school.
5. Children living outside the designated area who have a sibling on roll at the time of application who will still be attending the preferred school at the time of entry. If there are more applicants than places in this category priority will be given to children who live closest to the school.
6. Those children who do not meet any of the above criteria. If there are more applicants than places in this category priority will be given to those children who live closest to the school.

In categories 2 to 6 above, priority will be given to children who are eligible for Service Pupil Premium.

### **Designated (Catchment) Areas**

Cheney's catchment area is visible on the County Council's website:

<https://www.oxfordshire.gov.uk/residents/schools/list> .

There is also no guarantee that free home to school travel assistance will be provided; applications need to be made to County, which will be judged on their merits. Cheney cannot pay for transport.

### **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.

### **Time of Entry (siblings)**

The admission rules give some priority to those with a brother or sister attending the academy at the applicant's "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 Year 7 if they have a brother or sister in Year 13; or
- applicants for entry to Year 7 if they have a brother or sister in Year 11 and there is no expressed intention of staying on into Year 12.

### **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.

### **Random Allocation**

If the distance "tie break" produces an identical result for two or more applicants and these applicants live at different addresses and are not children of a multiple birth (see above), the Admission Authority will use random allocation to determine who will be offered a place.

### **Home address**

Oxfordshire County Council will act as the agent for the academy to establish the home address for all admissions. Please refer to the full details on the links at the top of this policy.

### **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 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.

Oxfordshire County Council will act as the agent for the academy to establish whether a fraudulent application has been made and whether to withdraw a school place offer.

### **Admission Appeals**

There is a statutory right to an admission appeal should a child be refused a place at the academy. The Trust uses the appeals service provided by the Council.

### **Determined**

Paragraph 1.46 of the 2014 School Admissions Code requires Admission Authorities to determine Admission Arrangements by 28 February each year regardless whether a consultation has taken place.

[Objections to these arrangements and rules can be made to the Office of the Schools Adjudicator by 15 May in the determination year.](#)