

AURORA ACADEMIES TRUST

Policy Title:	Admissions Policy 2019–20 Oakwood Primary Academy
Policy Reference:	AAT ADM-GP19
Function:	For Information and Guidance/ <u>Statutory</u>
Audience:	Prospective parents, Trustees, Local Academy Boards, Executive Headteachers, Head, Teachers, Support Staff, as necessary
Ownership/ Implementation:	The Academy will update this document annually in September for approval by the Trustees by 28 February the following year.
Version:	1
Approved by Trust Board:	28 th Feb 2018
Next Date for Review:	Sept 2018

OAKWOOD PRIMARY ACADEMY ADMISSIONS POLICY 2019-20

PART A – Admission Numbers

1 – Nursery Provision

Oakwood Nursery operates a full day-care nursery and a school nursery within our Foundation Village. The maximum number of children allowed at any one time in both nurseries is 62. The Nursery is registered as being open 52 weeks per year but is closed on Bank Holidays. Although the Nursery is registered for being open from 8am until 6pm, it currently operates from 8am until 4pm.

2 – Primary Provision

The Academy has an admission number of 60 in Reception year.

The Academy will accordingly provide for the admission of 60 pupils to the Reception Class each year if sufficient applications for entry are received. Where fewer than the published admission number for the relevant year group is received, the Academy will offer places to all those who have applied.

PART B – Oversubscription Criteria

1 – Nursery Provision

Where the number of applications for admission is greater than the published admission number, applications for the Nursery will be considered against the criteria set out below, in priority order. In both criteria children of multiple births (twins, triplets etc) will have priority:-

- 1) Pupils who, on the date of admission, will have an older sibling (i.e. a natural brother or sister, or a half brother or sister, or a legally adopted brother or sister or half-brother or sister, or step brother or sister who will be living with them at the same address at the date of their entry to the Academy) in the nursery or in years R-6 of the Academy. Proof of the sibling relationship will be required.
- 2) The remaining places will be offered to children who live closest to the Academy. The child living closest to the Academy will be given priority for admission. Distance is measured from the child's home to the front gates of the Academy in a straight line. Proof of residence will be required, (council tax bill, utility bill).

Nursery provision is non statutory education and so there is no right of appeal to an independent appeal panel if refused admission. If the applicant feels an error has been made in refusing admission he or she can ask AAT to review the decision.



Parents will need to apply for a place in Reception on the Common Application Form if they wish their child to be considered for a place. Nursery children are not automatically allocated a place in Reception.

2 – Primary Provision

When the Academy is oversubscribed, after the admission of pupils with Statements of Special Educational Needs or Educational Health & Care Plans where the Academy is named in the Statement, priority for admission will be given to those children who meet the criteria set out below, in priority order:

- (1) Looked after children¹ and previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted² (or became subject to a residence order³ or special guardianship order⁴)
- (2) Children who have siblings at the Academy
- (3) Other children.

For the purposes of this policy a “sibling” is a natural brother or sister, or a half brother or sister, or a legally adopted brother or sister or half-brother or sister, or step brother or sister who will be living with them at the same address at the date of their entry to the Academy in years R-6 of the Academy. Proof of the sibling relationship will be required.

If in categories 2-3 above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured from the child’s home to the front gates of the Academy in a straight line. Proof of residence will be required, (council tax bill, utility bill).

Random allocation will be used as a tie-break in categories 2-3 above to decide who has highest priority for admission if the distance between a child’s home and the Academy is equidistant in any two or more cases.

Where a child has been offered a place at the Academy that child is entitled to a full-time place in the September following their fourth birthday.

Parents can defer the date their child is admitted to the Academy until later in

¹ A 'looked after child' 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) at the time of making an application to a school.

² Under the terms of the Adoption and Children Act 2002. See Section 46 (adoption orders).

³ Under the terms of the Children Act 1989. See Section 8 which defines a 'residence order' as an order settling the arrangements to be made as to the person with whom the child is to live.

⁴ See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child’s special guardian (or special guardians).



the school year but not beyond the point at which they reach compulsory school age⁵ and not beyond the beginning of the final term of the school year for which the offer was made.

Where the parents wish, children may attend part-time until later in the Academy year but not beyond the point at which they reach compulsory school age.

PART C – Application Process

Application for places at the Academy for children of statutory school age must be made via East Sussex County Council. All other “in-year” admissions applications will be processed by the Academy.

Further details can be found here:

<https://www.eastsussex.gov.uk/educationandlearning/schools/admissions/>

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. Parents should contact the Academy Headteacher to discuss admission outside of a child’s normal age group. Decisions regarding admissions outside of a child’s normal age group will be made based on the circumstances of each case and in the best interests of the child.

PART D – Waiting lists

The Academy will operate a waiting list for each year group. Where in any year the Academy receives more applications for places than there are places available, a waiting list will operate until the end of the first term after the academic year has commenced. This will be maintained by the Academy and it will be open to any parent to ask for his or her child’s name to be placed on the waiting list, following an unsuccessful application.

Children’s position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

PART E – Appeals

Where the Academy is unable to offer a place because the Academy is over subscribed, parents have the right to appeal to an independent admission appeal panel.

⁵ A child reaches compulsory school age on the prescribed day following their fifth birthday. The prescribed days are 31 December, 31 March and 31 August.

