GREEN OAKS
PRIMARY ACADEMY

ADMISSIONS POLICY 2020/2021

This policy was reviewed and approved by the Greenwood Academies Trust Board on 14 December 2018.

PROCEDURE FOR ADMITTING PUPILS TO THE GREEN OAKS PRIMARY ACADEMY

The Green Oaks Primary Academy provides for the needs of children within the 3 to 11 age range.

Pupils will be admitted at the age of 3+ without reference to ability or aptitude using the criteria set out in this policy. Admission to our Academy is not dependent on any 'voluntary' contribution.

The Greenwood Academies Trust is the Admissions Authority for the Green Oaks Primary Academy.

The Academy participates in the Local Authority co-ordinated scheme and all deadlines within that should be adhered to by applicants.

Admission number(s)

1. The Academy has the following agreed admission number:

   a) 30 for pupils in Year R (Reception)

2. All children are entitled to a full-time place in the September following their fourth birthday.

   Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

   Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

Process of Application

3. Arrangements for applications for places at the Green Oaks Primary Academy will be made in accordance with the Northamptonshire LA's co-ordinated admission arrangements; parents resident in Northamptonshire can apply online at:

   www.northamptonshire.gov.uk/schooladmissions

   Parents resident in other areas must apply through their home Local Authority.

4. The Academy will use the Northamptonshire LA's timetable for applications to the Green Oaks Primary Academy each year (exact dates within the months may vary from year to year):

   a) September/October - the Academy will provide opportunities for parents to visit the Academy

   b) By 15 January – Parents complete the common application form (CAF) and return it to the LA to administer

   c) 16 April or nearest working day – notification of offers made to parents.

   The Academy will ensure its application processes enable parents to apply before these deadlines.

Consideration of applications

5. The Academy will consider all applications for places at the Green Oaks Primary Academy.

Where fewer than the published admission number(s) for the relevant year groups are received, the Academy will offer places at the Green Oaks Primary Academy to all those who have applied.

Procedures where the Green Oaks Primary Academy is oversubscribed

6. Where the number of applications for admission is greater than the published admission number in any age group, applications will be considered against the criteria set out below.

Admission to Reception (statutory age 5) – oversubscription criteria

7. The Green Oaks Primary Academy will first accept all pupils with a statutory right to a place at the Academy through an Education Health and Care Plan naming the Academy. After the admission of these pupils, criteria will be applied for the remaining places in the order in which they are set out below:

   a) Looked After children or previously Looked After children*

   b) Children with a sibling* attending the Academy at the time of application and admission

   c) Children who live closer to the preferred school than any other school

   d) Other children.

   ** See definitions*

Tie break

8. If the admission number is exceeded within criterion c) above, priority will be given to those who live furthest from the nearest alternative school. If the admission number if exceeded within any other criterion above, priority will be given to those who live closest to the Academy.

9. Distances are measured from the property to address point of the Academy. It is measured on a straight line basis using a geographical information system. Each address has a unique address point established by the Ordnance Survey and the Royal Mail address files. The address point for a property does not change.

10. If two children are tied for the last place, after the above distance tie-break has been applied, then a process of random allocation, undertaken by someone independent of the Academy, will determine who is allocated the last place.

Admission of children outside their normal age group

11. Parents may request that their child is admitted outside their normal age group, for example, summer born children*, if the child is gifted and talented, has experienced problems such as ill health or is born prematurely.

12. Any parent of a summer born child wanting their child to be admitted outside of the normal age group for Reception year should make an application to their Local Authority for their child's normal age group at the usual time but also submit a request for admission outside of the normal age group at the same time.

    Any parent wanting their child to be admitted out of the normal age group for any other year should submit a request, in writing, to the Green Oaks Primary Academy as soon as is possible.

13. When such a request is made, the Academy will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the parent, the Principal and any supporting evidence provided by the parent. The Academy is responsible, as the admissions authority, for making the decision on which year group a child should be admitted to.

All such applications will be considered at the time they are submitted.

** The term 'summer born' is used to refer to children born from 1 April to 31 August.*

Arrangements for in-year admissions

14. Northamptonshire County Council will co-ordinate admissions for in-year applications and for applications for year groups other than the normal point(s) of entry.

15. Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy will consider all such applications and if the year group applied for has a place available, admit the child.

16. If more applications are received than there are places available, the oversubscription criteria in paragraph 7 for the relevant age group shall apply. Parents whose application is refused shall be entitled to appeal.

Operation of waiting lists

17. As required by the Schools Admissions Code, the Green Oaks Primary Academy will maintain a waiting list until the end of the autumn term. This 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.

Applications for inclusion on a waiting list will be ranked according to our over-subscription criteria as described in paragraph 7 above.

Right of Appeal

18. There will be a right of appeal to an Independent Appeals Panel for unsuccessful applicants relating to admissions at age 5 (statutory school age) or above. Appeals should be made, in writing, within twenty (20) school days of the date of refusal.

19. If refused admission you should contact the LA Admissions Team at the address below to lodge an appeal:

The School Admissions Team
Northamptonshire County Council
PO Box 216
John Dryden House
Northampton
NN4 7DD

Please mark your envelope 'Admissions Appeals'.

Fair Access

20. The Green Oaks Primary Academy participates in Northamptonshire County Council's Fair Access protocol.

All schools, including Voluntary Aided Schools, Trust Schools and Academies must participate in the protocol.

The purpose of the Fair Access Protocol is to ensure that vulnerable children are offered a school place as quickly as possible and to evenly spread children with additional needs across all schools in the county. The protocol only applies to mid-term applications; it does not operate when children transfer from primary school to secondary school.

Fraudulent or Misleading Applications

21. As an Admission Authority, we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example a false address was given which denied a place to a child with a stronger claim. We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.

Definitions

1. Definition of 'Looked After' and previously 'Looked After' children

In accordance with Section 22 of the Children Act 1989, a 'Looked After child' is defined as:

- a child who is in the care of a Local Authority at the time an application for admission to the Academy is made
- a child who is being provided with accommodation by a Local Authority in the exercise of their social services functions in accordance with section 22(1) of the Children Act 1989 at the time of making an application to the Academy.

Previously Looked After children are children who were looked after, but ceased to be so because they were adopted[1] (or became subject to a child arrangements order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 and Section 46 of the Adoption and Children Act 2002.

2. Definition of siblings and the position of twins

A sibling is defined as:

- Sibling is defined as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters or another child normally living for the majority of term time in the same household, where an adult in the household has parental responsibility as defined by the Children Act 1989, or any child in the household where an adult in the household is defined as a parent for the purposes of Section 576 of the Education Act 1996. This could include a person who is not a parent but who has responsibility for him/her.

1. An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'child arrangements order' is an order under Section 12 of the Children and Families Act 2014 determining (a) with whom the child is to live, spend time or otherwise have contact and (b) when a child is to live, spend time or otherwise have contact with any person. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians)

In the case of twins or other siblings from a multiple birth, where there is only one place available in the Academy, both will be considered together as one application. The Academy's admission number may be exceeded by one; the School Admissions Code makes an exception to the infant class limit in this situation.

In the case of siblings in the same year group, where there is only one place available in the Academy, both will be considered together as one application. The Academy may go above its admission number as necessary to admit all the children, except in cases where infant class regulations, as stated in the Schools Admissions Code, prevent this from happening.

3. Distance

Distances are measured on from the property to the nearest access point to the Academy grounds. It is measure on a straight line basis using a geographical information system. Each address has a unique address point established by the Ordnance Survey and the Royal Mail address files. The address point for a property does not change.

4. Home address

The child's place of residence is taken to be the parental home, other than in the case of children fostered by a Local Authority, where either the parental address or the foster parent(s) address may be used. Where a child spends part of the week in different homes, their place of residence will be taken to be their parent or parents' address.

If a child's parents live at separate addresses, the address where the child permanently spends at least three 'school' nights (i.e. Sunday, Monday, Tuesday, Wednesday or Thursday) will be taken to be the place of residence. Evidence that a child's place of residence is permanent may also be sought.

If a child spends equal amounts of time at the two addresses, the parents must agree which address they wish to be the child's main address.

Where parents share custody of their child but cannot agree on either the home address or school preferences, the Academy will only consider the application of the parent who receives Child Benefit for the child.

A fraudulent claim to an address may lead the Academy to withdraw an offer of a place.