

## Oasis Academy Pinewood Admissions Policy 2020-21

The Oasis Academy Pinewood follows the Local Authority (Havering) admissions criteria and parents wishing their child to join the Academy in Reception through to Year 6 must contact Havering Council directly, who administer admissions. For places in our Nursery, please contact the Academy Office.

### **Admissions for Nursery**

The Academy is responsible for admissions to our nursery classes in Oasis Academy Pinewood. A child is entitled to 15 hours a week or 30 hours a week for parent/carers entitled to the 30 hour free childcare. The nursery can accommodate a maximum of 39 children in a morning session starting at 8.45am and ending at 11.45pm, or an afternoon session starting at 12.15pm and ending at 3.15pm, Monday to Friday during term time.

If you would like your child to come to Oasis Academy Pinewood Nursery, you must complete an application form and send or bring it to the school office when your child is 2 years old, or as soon as possible after that. Applications will be considered in accordance with the admission criteria. The Academy will let parents know by letter of their decision where possible at least half a term before admission.

If your child is offered a place, you must confirm your acceptance to the Nursery class within two weeks otherwise the school may offer the place to another child.

The final decision on when a child is admitted, the number of hours a child is able to attend and his or her pattern of attendance, rests with the Principal.

Parents do not have a statutory right to appeal to an independent appeal panel in relation to nursery admissions so it is essential, therefore, that all admissions decisions can be justified by reference to the following criteria, taking into account the particular circumstances of the school.

The Academy Councillors will consider all applications in accordance with the following criteria, set out in priority order. Length of time on a waiting list will not be taken into account.

1. A child who is "looked after" by the Children's Services Department (in accordance with Section 22 of the Children's Act 1989).
2. Children for whom there is a recommendation for nursery education by a health professional, social worker, educational psychologist, outreach worker or education welfare officer on the basis of the child's special educational needs.

Examples of special educational needs, in no order of priority, might include:

- Emotional and behavioural problems
- Hearing difficulties
- Lack of personal interaction and stimulation
- Physical disabilities
- Speech and language problems
- Visual difficulties

3. Children who have a brother or sister (including children living as siblings in the same family unit) on the school roll.
4. If the nursery is oversubscribed within any of the above categories, then preference will be given to children who live closest to the school based on a straight line measurement from school to the entrance of the property. Google maps will be used to confirm the order of applicants.

**Admission to Oasis Academy Pinewood Nursery does not constitute any right of entry to Oasis Academy Pinewood, and places will be allocated according to the Local Authority admissions policy.**

## **Admissions for Reception through to Year 6**

Oasis Academy Pinewood's admission arrangements are in agreement with the Local Authority (LA), London Borough of Havering. Details of how to apply for a place at the academy are available at [www.havering.gov.uk/admissions](http://www.havering.gov.uk/admissions).

The Local Authority encourages parents/carers to consider applying through its eAdmissions process which is available at [www.havering.gov.uk/eadmissions](http://www.havering.gov.uk/eadmissions).

In 2020-21, the school has a planned admission number of 60 for entry into Reception. The school will admit at least 60 each year if sufficient applications are received. All applicants will be admitted if 60 or fewer apply.

Parents/carers who wish to apply for a Reception place in September 2020 need to complete an online application via [www.havering.gov.uk/eadmissions](http://www.havering.gov.uk/eadmissions). These applications will be considered using the published admissions criteria. Such applications should be submitted by **15<sup>th</sup> January 2020**.

### **Oversubscription Criteria**

When the school is oversubscribed (that is, there are more applications than places available), after the admission of pupils with an Education Health Care Plan we will use the following criteria, in priority order, for deciding which applicants to accept.

1. Looked after children or previously looked after children ie children in care, care homes, or who have previously been in care prior to being adopted.
2. Children with siblings on roll at the school on the date of admission.
3. Children of school staff.
4. The distance of the home address to the school. The remaining places are allocated in order of each child's proximity to the school.

### **Tiebreaks**

If, because of over subscription in any of the criterion above (apart from Criteria 1), the distance of the applicant's home address from the Academy (as measured by a straight line from the Academy) will be used with those pupils living nearer the Academy being given higher priority.

### **Late Applications**

All applications received by the Local Authority after the deadline will be considered to be late applications unless there is supporting evidence to say why the application is late. These will be considered after all those received on time. If all available places are allocated to children whose applications were received on time, parents and carers may request that their child is placed on the school's waiting list.

### **Appeals**

All applicants refused a place have a right to appeal to an independent appeal panel constituted and operated in accordance with the Schools Admission Appeals Code.

For information on the timetable for the appeals process and to lodge an appeal online parents should visit [www.havering.gov.uk/admissions/appeal](http://www.havering.gov.uk/admissions/appeal) within 20 days of being notified that their application has been unsuccessful.

### **In Year Applications**

In year admissions are admissions that take place after **1<sup>st</sup> September 2020**. Oasis Academy Pinewood's admission arrangements for in year applications are in agreement with the Local Authority (LA), London Borough of Havering. Details of how to apply for a place at the academy are available at [www.havering.gov.uk/admissions](http://www.havering.gov.uk/admissions).

The Local Authority encourages parents/carers to consider applying through its eAdmissions process which is available at [www.havering.gov.uk/eadmissions](http://www.havering.gov.uk/eadmissions).

The Local Authority will process the application and a place will be offered at the highest preferred school/academy with a vacancy. If there are no vacancies at any of the preferred schools/academies and the child has not requested that the child remain at their current school, the nearest school with a vacancy will be offered. Parents/carers will be advised of this information and advised of their right of appeal against the decision not to offer their child a place at any of their preferred schools/academy.

## **Definitions of Admissions Criteria**

### **Looked after children and previously looked after children (LAC)**

Looked after children and previously looked after children will be considered to be:

- Children who are registered as being in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a) e.g. fostered or living in a children's home, at the time of application for a school is made; and
- Children who have previously been in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a) and who have left that care through adoption, a child arrangements order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989).

### **Sibling (Brother or Sister)**

A sibling will be considered to be:

A brother or sister (that is, another child of the same parents, whether living at the same address or not), a half-brother or half-sister or a step-brother or step-sister or an adoptive or foster sibling, living as part of the same family unit at the same address.

### **Children of staff**

Children of staff (full time, part time and both teaching and non-teaching) who have been employed as a member of staff by the Trust for two or more years at the time at which the application of admission is made, and /or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

### **Distance of the home address from the School**

The distance between the home address and the school is measured in a straight line, not by the shortest walking or bus route. The measurement is taken between the address point for the school and the address point of the child's normal place of residence.

Address points are located in the centre of the child's home, or in the centre of a block of flats, and for the school the address point is located in the centre of the schools' quadrant.

In the event that two or more applicants, apply for a single place at the school live at addresses that are located at exactly the same distance from the School, or live in the same block of flats, the place will be offered on a random basis drawn by an officer of the Local Authority who is not involved in the admissions process.

### **Starting School**

Schools in Havering have a single intake into Reception. All children whose date of birth falls between 1 September 2015 and 31 August 2016 will be eligible to apply for a full time place in Reception at a Havering school for September 2020.

Local authorities and schools must provide for the admission of all children in the September following their fourth birthday. However, a child does not reach statutory school age until the beginning of the term after they turn five years old.

### **Children with a Disability**

It is unlawful for a school in relation to certain activities to treat a disabled child less favourably than a non-disabled child, without justification. These activities include admissions and a school must make reasonable adjustments, as necessary, to ensure that this is the case.

### **Waiting Lists**

The Local Authority School Admissions Team will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until the end of the autumn term. This will be maintained by the Local Authority and the child's name will automatically be placed on the waiting list if the school is a higher preference than the school you have been offered. The waiting list will also 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.

A child's position on the waiting list will be determined solely in accordance with the admissions criteria as set out above. Where places become vacant they will be allocated to children on the waiting list in accordance with the admissions criteria. The waiting list will be reordered in accordance with the admissions criteria whenever anyone is added to or leaves it. Priority cannot be given to children based on the date that their application was received or their name was added to the waiting list.

A child's position on the waiting list can move up as well as down.

### **Remaining on a waiting list after the Autumn Term**

At the end of the Autumn Term, parents/carers wishing for their child's names to remain on the waiting list for the school, must complete the Local Authorities InYear Common Application Form (ICAF). These forms are available to download from the Havering website <https://www3.havering.gov.uk/Pages/Services/In-8-year-transfers.aspx>.

The ICAF will only allow parents/carers to request schools and parents will only be able to appeal for schools which they have not already appealed for within the same academic year.

### **Home Address**

The home address excludes any business, relatives' or childminders' address and must be the child's normal place of residence. Where the child is subject to a Child Arrangements Order and that order stipulates that the child will live with one parent/carer more than the other, the address to be used will be the one where the child is expected to live for the majority of the time. For other children, the address to be used will be the address where the child lives the majority of the time. In other cases, where the child spends an equal time between their parents/carers, it will be up to the parent/carers to agree which address to use. Where a child spends their time equally between their parents/carers and they cannot agree on who should make the application, we will accept an application from the parent/carer who is registered for child benefit. If neither parent is registered for child benefit we will accept the application from the parent/carer whose address is registered with the child's current school.

We will not generally accept a temporary address if the main carer of the child still possesses a property that has previously been used as a home address, nor will we accept a temporary address if we believe it has been used solely or mainly to obtain a school place when an alternative address is still available to that child.

The address to be used for the initial allocation of places will be the child's address at the closing date for application. Changes of address may be considered in accordance with Havering's co-ordinated scheme if there are exceptional reasons behind the change. Any offer of a place on the basis of address is conditional upon the child living at the appropriate address on the relevant date. Applicants have a responsibility to notify the Havering School Admissions Team of any change of address and must provide verification of the new address immediately. This should be supported by evidence from a solicitor regarding the date of exchange of contracts if parents/carers are purchasing a new home or the signed tenancy agreement if they are renting a property. The length of a tenancy agreement from the letting agent should be sufficient to cover the date on which their child would start attending their preferred school.

If a parent/carer is found to have used a false address or deliberately provided misleading information to obtain a school place, the offer will be withdrawn (or if before the allocation of places, the application will be cancelled).

With regards to how the information provided by parents/carers is handled by the Local Authority, the following statement is detailed on their application form:

"Havering Council will handle information you have provided in line with the Data Protection Act (DPA) and will be used for school admission purposes. The information will be held in confidence with only the necessary people working within the combined children's services able to access and handle it. The Council has a duty under the Children Act 2004 to work with partners to develop and improve services to children and young people in the area. As such, the Council may also use this information for other legitimate purposes and may share information (where necessary) with other Council departments and external bodies responsible for administering services to children and young people. For the purpose of validating proof of address the admissions team may refer to data held by Council Tax records. The Council also has a duty to protect the public funds it administers, and to this end it may use the information you have provided on this form for the prevention and detection of fraud. Under the DPA you have the right to make a formal written request for access to personal data held about you or your child. For further information please contact the School Admissions Team"