

## Introductory statement

Oasis Academy Pinewood is an academy where all young people will be given the opportunity to be the best they can be, and will be provided with the support, care and guidance they require to allow them to successfully transition to the next stage in their education. Oasis Academy Pinewood is a 3-11 co-educational, fully inclusive academy, accepting children of all abilities, of faith and no faith.

## Admission number(s)

The academy has an admission number of 60 for entry in Reception in 2024-25.

The academy will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the academy will offer places at the academy to all those who have applied.

## Application process

The Havering School Admissions Team manage the In-Year application process on behalf of Oasis Academy Pinewood alongside all other schools in Havering. You must therefore apply following the In-Year process set out via

[www.havering.gov.uk/admissions/inyear](http://www.havering.gov.uk/admissions/inyear)

## Oversubscription criteria

When the academy is oversubscribed (there are more applications than places available), after the admission of pupils with an Education, Health and Care plan or a Statement of Special Educational Needs naming the academy, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and all children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Priority will next be given to children based on their exceptional medical or social needs. Each application must include evidence, from a medical specialist or social worker of the child's need and why they must attend this academy rather than any other, based on those needs. If evidence is not submitted to the LA with the application, a child's medical or social needs cannot be considered.
3. Priority will next be given to the siblings of pupils attending the academy at the time the application is received.
4. Priority will next be given to the children of staff.

5. The distance of the home address to the school. The remaining places are allocated in order of each child's proximity to the school

## Tie-break

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. Late applications will be considered after all those received on time. If, following consideration of all applicants the academy is oversubscribed, parents/carers may request that their child is placed on the academy's waiting list.

## Admission of children outside their normal age group

Parents/carers may request that their child is admitted outside their normal age group. To do so parents/carers should include a request with their application, specifying why admission out of normal year group is being requested and the year group in which they wish their child to be allocated a place.

When such a request is made, the academy trust 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 principal and any supporting evidence provided by the parent/carer.

Applications should contact [office@oasispinewood.org](mailto:office@oasispinewood.org) for information on how to request admission outside of their normal age group. The academy recommend that parents/carers make a request inside the normal age group at the usual time, as well as such a request.

## Waiting lists

The academy will operate a waiting list for each year group. Where the academy receives more applications for places than there are places available, a waiting list will operate until the end of first term after the beginning of the academy year. This will be maintained by the Academy and it will be open to any parent/carer 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. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

## Appeals

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

For information on the timetable for the appeals process and to lodge an appeal online parents should visit the local authority website within 20 days of being notified that their application has been unsuccessful.

[www.havering.gov.uk/admissions/appeal](http://www.havering.gov.uk/admissions/appeal)

## Notes:

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.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

Adoption includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).

Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

Home address: The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each part of week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to the academy. If no joint declaration is received by the closing date for applications, the home address will be taken as the address where the child benefit is registered. In the absence of this other supporting information defined by the Local Authority will be used to determine the home address.

1. Admission authorities must not refuse to process an application solely because the family do not yet have an intended address and that admissions authorities must:
  - a) allocate a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date
  - b) use the address at which the child will live when applying their oversubscription criteria, as long as the parents provide some evidence of their intended address. Admission authorities **must** use a Unit or quartering address as the child's home

address when considering the application against their oversubscription criteria, where a parent requests this

- c) **not** reserve blocks of places for these children
- d) ensure that arrangements in their area support the Government's commitment to removing disadvantage for service children. Arrangements **must** be appropriate for the area and be described in the local authority's composite prospectus

**Sibling:** 'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a stepbrother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.

**Medical and Social Need:** 'Social need' does not include a parent's wish that a child attends the academy because of a child's aptitude or ability or because their friends attend the academy. 'Medical need' does not include mild medical conditions.

**Academy Location:** When referring to the location of the academy in this document it refers to the permanent site on Thistledene Avenue, Collier Row, RM5 2TX