



## ADMISSIONS POLICY

# The Oaks Infant School and Nursery

<Insert Date>

<b>Committee</b>	Board of Directors
<b>Approved on</b>	20/11/18
<b>New Review date</b>	<insert date>
<b>Version control</b>	v0.1

## Trust rationale

The Potential in Everyone Academy Trust has adopted the following arrangements with respect to the admission of pupils to The Oaks Infant School and Nursery.

Pupils will be admitted to the Reception Year before their fifth birthday, usually entering at the start of the academic year (September 2020 – July 2021). The Published Admission Number (PAN) to the Reception Year in September 2020 is 90.

Where the school is undersubscribed all applicants will be offered a place.

The school will admit any pupils with an Education Health and Care Plan (EHCP) naming the school.

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit.

## The Oaks Infant School Rationale

At The Oaks Infant School and Nursery we aim to provide a welcoming and caring environment which values diversity, promotes equal opportunities and has an ethos of inclusion. This policy outlines the procedures for admissions into our maintained Nursery and Reception year. It has been written in line with Local Authority guidance and statutory Admissions procedures.

## Aims

The aim of this policy is to:

- ensure fair and equitable access to The Oaks Infant School and Nursery for local children.
- clarify the school's admission arrangements and the rights of parents and pupils.
- ensure the school complies with the LA admissions code.
- meets its statutory duties regarding CLA pupils.

## Nursery

All children are entitled to 15 hours of free nursery education from the term after their third birthday. At The Oaks children can be admitted to the maintained Nursery the term after their third birthday. For example:

- A child turns 3 between 1<sup>st</sup> September and 31<sup>st</sup> December, they can start in January.
- A child turns 3 between 1<sup>st</sup> January and 31<sup>st</sup> March, they can start in April.
- A child turns 3 between 1<sup>st</sup> April and 31<sup>st</sup> August, they can start in September.

We admit children into the Nursery in September and if places are available we will admit children in January and April. This is due to the way in which funding is allocated from the Local Authority. The Admissions Limit for Nursery is 26, however it is possible to exceed this limit as the statutory 2.3m<sup>2</sup> per pupil and staff: pupil ratio are well within the requirements. We aim not to exceed 30 pupils per session.

### **30 hours eligibility:**

Some families are entitled to up to 30 hours of free childcare. Parents are eligible for up to 30 hours if they meet the following criteria:

- You, and any partner, must each expect to earn (on average) at least £120 a week (equal to 16 hours at the National Minimum or Living Wage). If you, or your partner, are on maternity, paternity or adoption leave, or you're unable to work because you are disabled or have caring responsibilities, you could still be eligible.

(You are not eligible for 30 hours of free childcare if you, or your partner, expect to earn £100,000 or more).

Parents who believe they are eligible, must gain an eleven digit code from the link provided on the Childcare Choices website (<https://www.childcarechoices.gov.uk/>). If a place is offered to a parent who

wishes to claim up to 30 hours of childcare, they must provide the eleven digit code in order for the school to check validity. Once confirmed, a place will be confirmed.

### ***Application Process:***

#### *Closing Date for Receipt of Applications*

The closing date for receipt of applications for nursery is in the April prior to starting in September. Throughout the year, applications can be made and if there are spaces available, the child will be able to start the term after their third birthday.

Parents / carers will be notified as to the outcome of an application as soon as the admissions process is completed (usually within ten working days after the closing date or after receiving an in year application).

#### *Allocation of Places and Admission Criteria*

For children who meet our age requirements, our admissions are given on the basis of the following order of priority:

- Current Family Association (sibling link).
- Health and Special Access reasons, including any special or additional educational needs set out in an Education and Health Care Plan.
- Nearness of children's homes to the school.

#### *False Information*

Any place offered on the basis of a fraudulent or intentionally misleading application will be withdrawn, e.g. giving a false address.

#### *Multiple Addresses*

Where a child is resident with parents at more than one address, the address used for admission purposes shall be the place at which the child spends the majority of the school week (Monday to Friday) during term time. Where there is a clear 50/50 split, parents should decide.

N.B Admission to the maintained nursery does not guarantee a place in the infant school. You will need to apply for a place at the infant school in the same way as all other parents. You can obtain more details from the school or the Local Authority.

#### *Waiting List*

If your child is not successful in gaining a place through the application process, parents will be informed in writing and an offer for your child to be placed on our Waiting List will be made. If a place becomes available, the school will contact the parents of the child who is next on the Waiting List. The Waiting List is held in criteria order. If the place is accepted, the child will be able to start nursery during the next intake (January or April).

Places will only be allocated from the waiting list when the number of pupils in the nursery falls below the Admission Limit.

#### *Record of Interest*

Parents are able to register an interest for future admission into the nursery for their child. They can contact the school and their child's name will be added to the Record of Interest. Parents will then be sent a letter which details when they should apply for a place for their child.

## **Reception**

### **OVERSUBSCRIPTION CRITERIA**

**1. Children in Local Authority Care or Previously in Local Authority Care** – a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. 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). **Children previously in Care outside of**

**England** - children who appear to KCC to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

**2. Sibling / Current Family Association A brother or sister attending The Oaks Infant School and Nursery;** in this context brother or sister means children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters. The sibling link is maintained as long as the family live at the same address as when the first child applied, or has moved closer to the school than when the first child was offered a place, or has moved to an address that is less than 2 miles from the school using the distance measured by the method outlined in the distance/nearness of children's home to school criterion.

**3. Medical / Health and Special Access Reasons** - medical, health, social and special access reasons will be applied in accordance with the school's legal obligations, in particular those under The Equality Act 2010.

Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend The Oaks Infant School and Nursery. Equally this priority will apply to children whose parents'/guardians', physical or mental health or social needs means that they have a demonstrable and significant need to attend The Oaks Infant School and Nursery. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the school.

**4. Children on School / Trust staff** - a child of a current member of staff of the school / Trust will be considered eligible for a place at the school.

**5. Distance / Nearness of children's home to the school** - we use the distance between the child's permanent home address and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody. When we apply the distance criterion for the school, these straight line measurements are used to determine how close each applicant's address is to the school.

Where partners live apart but share responsibility for the child, and the child lives at two different addresses during the week, we will regard the home address as the one at which the child sleeps for the majority of week days. A block of flats has a single address point reference, so applicants living in the same block will be regarded as living the same distance away from the academy.

## **Applications**

Applications for entrance should be made through Kent Primary Admissions Scheme, if applicants live outside the area at the time of application, these should be made through their home local authority. You will be required to complete the Reception Common Application Form (RCAF) either online through the KCC website [www.kent.gov.uk/ola](http://www.kent.gov.uk/ola) or by completing a paper form available from the academy or the Local Authority Admissions Office at Admissions and Transport, Sessions House, County Hall, Maidstone, Kent, ME14 1XQ. Telephone 03000 412121. National closing date for applications is 15 January and National offer days are 16 April. Late applications will be placed on a waiting list and places allocated based on the above criteria.

## **Tie Breaker**

In the unlikely event that two or more children are unable to be separated and in all other ways have equal eligibility for the last available place at the school, the names will be allocated a

number and drawn randomly, this must be supervised by someone independent of the academy, to decide which child should be given the place.

## **Appeals**

Parents have the right to appeal against any refusal to admit their child. Appeals should be directed to an Appeals Committee established within the terms of the Education Act 1996. Details of the appeals procedure can be obtained from the clerk to the Academy Directors. The Appeals Committee will notify the Appellant of the outcome:

- Appeals must be lodged in line with the Local Authority's published date (18 May), except where the initial application was a late application, in which case the appeal must be lodged within 21 days of the allocation decision being sent to the parents.
- The Academy will acknowledge an appeal within seven working days of it being lodged.
- Appeals relating to other admissions can be made at any time.

## **DEFERRED ENTRY FOR INFANTS**

Parents offered a place for their child have a right to defer entry, or to take a place up part-time, until the start of the term beginning immediately after their child has reached compulsory school age. However, places cannot be deferred until the next academic year.

## **ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP**

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting on his or her schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows:

With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request.

Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, Headteacher etc. Some of the evidence a parent might submit could include:

- whether the child is 'summer born' and is seeking admission to a year group other than the Reception Year (or is seeking admission to the Reception Year rather than Year 1);
- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The academy will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a Year 1 child for a Reception Year place will be considered alongside applications for the Reception Year.

### **Right to Withdraw a Place:**

After a place has been offered The Oaks Infant School and Nursery reserves the right to withdraw the place in the following circumstances:

- When a parent has failed to respond to an offer within a reasonable time; or
- When a parent has failed to notify the school of important changes to the application information; or
- The admission authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent.

### **Waiting Lists:**

Parents of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list. The waiting list, which will be maintained until 31 July 2020, will be operated using the same admissions criteria listed above. Placing a child's name on the waiting list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place. It is possible that when a child is directed under the Local Authority's fair access protocol they will take precedence over those children already on the list.

Waiting lists will be re-ordered in accordance with the oversubscription criteria whenever a child joins or leaves the waiting list.

### **Applying for a deferred entry to school**

"Where a need is demonstrated and we can be assured it is in the child's best interest, Kent invariably supports parents in applying for Community or Voluntary Controlled Schools outside the expected age range. We currently ask our Community and Voluntary Controlled Schools to provide parents with a letter detailing their support of a child's case. Where schools have provided this letter to parents, KCC will always allow the child to apply in the following round. This letter should be attached to a paper application and sent to the Admissions team. "

Compulsory school age is set out in section 8 of the Education Act 1996 and The Education (Start of Compulsory School Age) Order 1998. A child reaches compulsory school age on the prescribed day following their fifth birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August. The term 'summer born' is used to refer to children born from 1 April to 31 August. These children are not required to start school until a full school year after the point at which they could first have been admitted.

As per the DfE School Admissions code, paragraph 2.17, 2014 ... "parents of a summer born child may choose not to send their child to school until the September following their 5th birthday and may request that they are admitted out of normal year group - in reception rather than year 1."

Reception class is defined in section 143 of the School Standards and Framework Act 1998 as "a class in which education is provided which is suitable to the requirements of pupils aged five..." and is referenced as such in sect 1.2 of the 2014 Schools Admissions Code as "the relevant age group" for entry to primary education.

The DfE also clarified in their "Advice on Summer Born Children", published July 2013, that "There is no statutory barrier to children being admitted to school outside their normal year group", and that there "are no statutory barriers to admitting a child of five to a reception class".

"Making a decision in the child's best interests... We are aware that, in making their decision, many admission authorities have focused on whether the child has any particular medical or special educational needs which mean their development is significantly below the expected levels for a child of their age.

The government would agree that, in general, children should be educated in their normal age

group, with the curriculum differentiated as appropriate, and that they should only be educated out of their normal age group in very limited circumstances.

If you meet the criteria you qualify for an interview with the headteacher, parents have to attend the school with their child and put forward their case. The headteacher's decision is final.

Deferred applications cannot be made online and have to be made on paper. They are however not guaranteed a place following interview. Applications should be made through KCC following the usual procedure, KCC may not allocate the school which has given assurance for deferred entry.

### **In-Year (Casual) Admissions**

Applications for a place at the academy should be made via the school office at the Potential in Everyone Academy Trust c/o The Oaks Infant School and Nursery, Gore Court Road, Sittingbourne, ME10 1GL where you will be sent an application form. This form must be returned to the above address who will offer a place, if one is available and the child meets the criteria for admission. If a place cannot be offered, parents will be offered the opportunity of placing their child's name on a waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.