



# **ADMISSIONS**

**POLICY**

**2019-20**

# **Oak Academy**

## **Admissions Policy and Arrangements for 2019-2020**

The published admission number is 240.

The Governors are responsible for the admission of pupils. For entry into Year 7 the admissions application and offer process is co-ordinated by Bournemouth LA. All pupils are admitted without reference to ability or aptitude.

Places will be allocated at Oak Academy in the following order of category:

### **Year 7 to Year 11**

#### **Category 1**

Looked after children and all previously looked after children.

A "looked after child" is a child who is

- (a) in the care of the local authority, or
- (b) being provided with accommodation by the local authority in the exercise of their social services functions as defined in section 22 (1) of the Children Act 1989, at the time of making an application to a school.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order<sup>18</sup> or special guardianship order).

#### **Category 2**

Children living in the designated catchment area of the academy who will have a brother or sister (see note 4) attending the academy (or related infant/junior school) at the time of admission.

#### **Category 3**

Children living in the designated catchment area of the academy.

#### **Category 4**

Children living outside the designated catchment area of the academy who will have a brother or sister (see note 4) attending the academy (or related infant/junior school) at the time of admission.

#### **Category 5**

Children living outside the catchment area of the academy who live closest to the academy as measured by straight-line distance. (See note 2(ii))

## Admission Criteria - Notes

1. A looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by the local authority in the exercise of their social services functions as defined in section 22 (1) of the Children Act 1989.
2. In the case of over subscription in categories 1 – 5 priority will be given to these children:
  - (i) where a placement is recommended for medical reasons as essential by the Council's professional medical advisors or where there are exceptional reasons supported by evidence from a Social Worker, Educational Psychologist or Education Welfare Officer employed by the Council which in the view of the Corporate Director with specific responsibility for Children and Families Services require placement at a particular academy.
  - (ii) live closest to the academy as measured by the straight-line distance calculated by the Local Authority's Geographical Information System (GIS) in use at the time of allocation (the system at the time of setting the policy takes the measurement from the centre of the building of the home address to the centre of the building of the academy). If distances are equal, as calculated by the Council's GIS system, for example a flat in a block of dwellings with the same front entrance a random allocation system will be used to determine the allocation. Details of this process are outlined below in Note 11.
3. In the case of over-subscription in category 2, priority will be given to applicants in the main admission category order, sub-divided by the priorities in Note (2) (i) and (ii) above.
4. Brothers and sisters are defined as half or full brother or sister, adoptive brother or sister and the children of parents who are married or cohabiting, where the parents and children live together in the same household.
5. When considering twins, triplets or other multiple births, places will be offered above the published admission number to the other twin, triplet or multiple birth children whose twin, triplet or multiple birth sibling was offered a place within the admission number.
6. The Council will apply the above criteria to applicants subject to the following exceptions:
  - (i) Where an applicant is seeking admission for the September entry of the academy entry year, applications received before the closing date will initially be given priority over those received after the closing date. Under exceptional circumstances a late application may be considered as received on time. Exceptional circumstances could be illness, involving hospitalisation or a bereavement or as prescribed within the co-ordinated admission arrangements.
  - (ii) Where a child has an Education Health and Care Plan (EHCP) and for whom there is a legal requirement to admit to a particular school named in the statement.
7. A child's main residence will be the dwelling of the parent or carer in receipt of Child Benefit and proof of who is in receipt of Child Benefit may be required by the Academy.

If Child Benefit payments are not made or suspended then the decision on which address to be used for the child, for the purposes of admission to academy only, will be based upon the address at which the child is registered at a GP surgery.

## **Waiting Lists**

8. The Academy operates a formal waiting list for those refused a place. Subject to note 5, the waiting list is ranked according to the over-subscription criteria. Any places that do become available, if not required for a child with a statement of special educational need or one who is required to be admitted through an In-year Fair Access Protocol, are allocated in accordance with these criteria. The waiting list does not give priority either to those that have been on the list longest or to those that applied after the closing date.

Waiting Lists for main entry years will automatically cease on 31 December 2019. Previous applicants wishing to continue on a waiting list must automatically re-apply to the Academy between 1 and 31 December 2019. Waiting lists for all other year groups will cease at the end of the academic year. Applicants will be required to automatically re-apply (in August 2020) for admission if they wish to continue to be considered for a place.

## **Co-ordination between Admission Authorities**

9. In accordance with the law and the agreed schemes the offer of places at the main points of entry at the primary and secondary level will be co-ordinated between all those who decide upon admissions to schools (admission authorities) in Bournemouth.
10. Schools in Bournemouth together with Bournemouth Council operate an In-Year Fair Access Protocol in accordance with the Code on School Admissions. This is reviewed by The Admissions Forum on a regular basis. A single application form in accordance with the co-ordinated scheme will be used for all applications for in-year admissions.

## **Final Tie-Break Allocation Process**

11. If there are insufficient places to accommodate all applicants and after using all tie break criteria applicants for the final place(s) cannot be split the remaining place(s) will be allocated using a random allocation process. The process will be electronically administered through the IT providers in use at the time. At the time of setting this policy the providers are Synergy.

## **School Admission Appeals**

12. The Academy will not consider repeat appeals by the same applicant for the same academy in the same academic year unless the applicant is able to prove that there have been material changes in their circumstances since the previous admission appeal. The final decision as to whether the material changes warrant a fresh appeal will be determined by the Academy.

## **Withdrawal of an offer of a place**

13. The Academy may withdraw an offer of a school place where a parent fails to respond to an offer within a reasonable timescale or the place was offered on the basis of a fraudulent or misleading application.