



# OAKFIELD C.E. (AIDED) PRIMARY SCHOOL

ADMISSIONS POLICY 2016

APPROVED BY THE GOVERNING BODY:

SIGNED:

DATE OF NEXT REVIEW: OCTOBER 2015

## Introduction:

### Admissions to Year R

This policy will apply to all admissions from 1 September 2016, including in-year admissions. It will be used during 2015 -16 for allocating places for September 2016 as part of the normal admission round for Year R.

The Governing Body of Oakfield Church of England (Aided) Primary School (The School) is the admission authority for The School. The admission arrangements are determined by the Governing Body, after statutory consultation.

The Published Admission Number (PAN) for Oakfield Church of England (Aided) Primary School (The School) is 60. The PAN is the number of places for children available in the year group above.

A guiding principle of admissions to this school is that the school should serve its local community, defined in the trust deed of 1856 as the ecclesiastical parish of The Benefice of St John the Baptist, Oakfield, Ryde and Holy Trinity Ryde (Parish). The current parish area and the current Local Authority area for the school are referred to as (the catchment area). A map of this area and a list of roads form part of this policy document. If you wish to know if you live within the current Parish please contact the school. The policy aims to be clear, fair and objective and to comply with all relevant legislation.

This policy has been developed in accordance with the Equality Act 2010 (EA 10) and Section 149 - the Public Sector Equality Duty contained within the EA10, The Human Rights Act 1998 and the School Standards Framework Act 1998.

This policy will be administered fairly and impartially. The decision to admit or otherwise, is the responsibility of the governing body.

Outside the normal admissions round, the Local Authority's Fair Access protocol will be applied alongside the policy to secure the admission of vulnerable pupils from specific groups.

The governors will admit any pupil whose final Education Health Care Plan (formerly known as a statement of special educational needs) names the school. Where possible such children will be admitted within the PAN.

The information given below is correct for the school year shown above, but it could be subject to alteration for future years. Parents should check with the school that no changes have occurred. All applications are made by parents for their child/children.

## The Admissions Timetable:

The Local Authority operates a timetabled co-ordinated admissions procedure for all schools in line with Government legislation.

The Local Authority will manage the process on behalf of The School according to the scheme which they will publish in their Admissions Booklet for that year. Also contained in that booklet will be information on how to complete the application form on-line, dates for notification to parents of admission decision and the closing dates for accepting places or lodging appeals. It is still The Governing Body, as the Admission Authority for this school who will offer the available places in line with this policy.

The closing date for admission application forms to be received by the Local Authority will be as published by the Local Authority. In case of any doubt on these dates or the admissions process, please contact the Local Authority or The School.

Parents applying who wish to use the Christian Commitment criteria will be asked to complete a Supplementary Information Form (SIF), which must be obtained from The School, completed and returned

to The School not later than the closing date set by the Local Authority for school applications to be received. (As it is a paper form that needs to be signed, the SIF is not available for completion on-line.)

### Admission Criteria

Places will be offered up to the Published Admission Number (PAN) i.e. 60 pupils, regardless of preference. If the school is oversubscribed, places will be offered in the following priority order. Places for applications received after the deadline will be allocated using the same criteria:

1. **Looked after children or children who were previously looked after.** (see Definition A)
2. **(For applicants in the normal admission round only)** Children or families who have a **serious medical, physical or psychological condition** which makes it essential that the child attends the preferred school rather than any other. (Appropriate medical or psychological evidence must be provided in support.) (see Definition B)
3. **Children living in the catchment area of the school:** (see Definitions C)
  - (i) *Children who at the time of application have a **sibling** (see Definitions D) on the roll of the school.*
  - (ii) *Other children living in the catchment area of the school.*
4. **Children living out of the catchment area of the school:**
  - (i) *Children who at the time of application have a **sibling** (see Definitions D) on the roll of the school.*
  - (ii) *Children with a parent who is an active member of a Christian church included in the list of Churches Together in England and who requests admission on denominational grounds and provides relevant evidence. (see Definition F)*
  - (iii) *Other children.*

### IN ALL CASES ABOVE

Where there are insufficient places for applicants within a particular criterion, children living closest to the School (measured by straight line by the Local Authority's Geographical Information System (GIS) from the centre of the building of the home address to the centre of the School building) will have priority. If distances are equal (e.g. with a block of flats), lots will be drawn by an independent person to determine allocation.

### Definitions

#### A **Looked after children or children who were previously looked after**

This criterion provides a priority for children who are (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). It can also be used for children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is as an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. 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).]

### ADMISSION OF LOOKED AFTER CHILDREN (LAC)

For LAC the school will follow the advice and guidance of the admissions code as detailed below:

3.19 *Local authority powers of direction (looked after children) – A local authority also has the power to direct the admission authority for any maintained school in England to admit a child who is looked*

after by the local authority, even when the school is full. The local authority **must not** choose a school from which the child is permanently excluded but may choose a school whose infant classes are already at the maximum size.

3.20 Before deciding to give a direction, the local authority **must** consult the admission authority of the school it proposes to direct. The admission authority **must** tell the local authority within 7 days whether it is willing to admit the child. If, following consultation, the local authority decides to direct, it **must** inform the admission authority, the governing body (if the school is a voluntary controlled or community school), the local authority that maintains the school, and the head teacher. The admission authority can appeal by referring the case to the Schools Adjudicator within 7 days. If the child has been permanently excluded from two other schools and the most recent exclusion was within the previous two years, the governing body (if the school is a voluntary controlled school) may also refer the case to the Adjudicator. The admission authority or governing body **must not** refer the case unless it considers that admitting the child would seriously prejudice the provision of efficient education of the efficient use of resources. If the admission authority or governing body does refer the case, it **must** notify the local authority that looks after the child. The local authority **must not** make a direction until the 7 days have passed and the case has not been referred.

3.21 If the case is referred to the Adjudicator, the Adjudicator may either uphold the direction or determine that another maintained school in England **must** admit the child. The Adjudicator's decision is binding. The Adjudicator **must not** direct an alternative school to admit a child unless the local authority that looks after the child agrees, nor if the child is permanently excluded from that school, nor if the admission of the child would seriously prejudice the provision of efficient education of the efficient use of resources.

#### **B Serious medical, physical or psychological condition**

Where a place is requested for a child or family who have a serious social or medical, condition, you must supply supporting independent evidence at the time of application confirming the reason(s) why attendance at The School is essential rather than any other school. You must also describe the difficulties that would be caused if the child had to attend another school. The evidence should be provided by a suitably qualified medical professional. The evidence will be considered carefully in confidence by the admissions committee of The Governing Body, who will endeavour to reach a fair and equitable decision.

#### **C The Catchment Area**

The catchment area for Oakfield Church of England (Aided) Primary School is the Benefice of St John the Baptist, Oakfield, Ryde and Holy Trinity Ryde. The child's permanent residence is where they live, normally including weekends and during school holidays as well as during the week, and should be used for the application. The permanent address of children who spend part of their week with one parent and part with the other, at different addresses, will be the address at which they spend most of their time.

#### **Moving home & UK service personnel & crown servants**

Places can only be offered on the basis of future moves on the basis of:

- a letter from the solicitor (or equivalent) confirming exchange of contracts to buy a property relevant to the application;
- a tenancy agreement confirming the renting of a specific property relevant to the application;
- a letter from a housing association confirming that the parent(s) will be living at a specific address relevant to the application; or
- in the case of UK service personnel and Crown servants, an official government letter (MOD, FCO or GCHQ) letter declaring a relocation date to the relevant parish or priority area of The School (or to establish distance from The School).

#### **D Siblings**

'Sibling' refers to brother or sister, half-brother or half-sister, adoptive brother or adoptive sister, step brother or step sister, and includes children living as siblings in the same family unit. It will also be applied to situations where a full or half brother or sister are living at separate addresses. Categories 3(i) and 4(i) includes children who at the time of application have a sibling for whom the offer of a place at the preferred school has been accepted, even if the sibling is not yet attending.

#### E Active member of a Christian Church

'Active member of a Christian church' is defined as attending worship at a church in the list of Churches Together in England at least twice a month for the previous two years before the deadline for admissions of **midnight on Friday 15 January 2016**. Parents applying under criterion 4(iii) are required to complete a Supplementary Information Form (SIF), which asks for declaration and verification of your active membership. The SIF, which is available from the County website [www.iwight.com](http://www.iwight.com) or the school website [www.oakfieldcepri.iow.sch.uk](http://www.oakfieldcepri.iow.sch.uk) must be completed and returned to the school by **midnight on Friday 15 January 2016**. (As it is a paper form that needs to be signed, the SIF is not available for completion online.)

#### Additional Information

##### Tie-breaker

If the school is oversubscribed from within any of the above criteria or sub-criteria, straight line distance will be used to prioritise applications; applicants living nearer the school have priority. Local Authority's Geographic Information Systems (GIS) will be used to determine distances (normally from the Ordnance Survey home address point to the school office). Distances to multiple dwellings will give priority to the ground floor over the first floor and so on. On individual floors, distances will be measured to the stairs leading to the communal entrance. This method of prioritising admissions will also apply to any 'school specific' criterion unless otherwise stated in the school's brochure.

##### Who can apply?

Only a parent can apply for a place at a school. A parent is any person who has parental responsibility for or is the legal guardian of the child, as set out in the Children Act 1989.

##### How to apply

You must complete a Local Authority Application Form available from website [www.iwight.com](http://www.iwight.com) .. P. If you wish to use the "Active member of a Christian church' criteria to support your application you must also complete a Supplementary Information Form (SIF). This form is available from the Local Authority Website, website [www.iwight.com](http://www.iwight.com) or the school website [www.oakfieldcepri.iow.sch.uk](http://www.oakfieldcepri.iow.sch.uk) or ask for a paper copy from The School office. Please also see the definition on 'Active member of a Christian Church'.

##### Offering places

The Governing Body will consider first all those applications received by the published deadline of **midnight on Friday 15 January 2016**. Notifications to parents offering a junior school place will be sent by the Local Authority on **Monday 18 April 2016**.

Applications made after **midnight on Friday 15 January 2016** will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications.

For the normal admission round, all on time preferences will be considered simultaneously and ranked in accordance with the admission criteria. If more than one school can offer a place, the parent's highest stated available preference will be allocated.

##### Pupils with an Education Health Care Plan (formerly known as a statement of special educational needs)

The governors will admit any pupil whose education health care plan names the school. Where possible such children will be admitted within the PAN. The Governing Body will support the school in its aspiration to support all pupils within the catchment area across the curriculum, including supporting those with a range of abilities. The school will follow the advice and guidance contained within the IoW Fair Access Protocol.

##### Multiple births

Where a twin or child from a multiple birth is admitted to a school under this policy then any further twin or child of the same multiple birth will be admitted, if the parents so wish, even though this may raise the number in the year group above the school's PAN.

### **In-year applications (ordinary)**

The allocation of any places which may become available during the year will be made on the basis of the current Admissions Criteria. There are no deadline dates for in year applications. Applications must be made using the Local Authority Admission Form. Any parent can apply for a place for their child at any time to any school. The Governing Body will decide whether a place can be offered at this school.

### **In-Year Fair Access placements by the local authority**

The local authority must ensure that all pupils are placed in schools as quickly as possible. It may therefore sometimes be necessary for a pupil to be placed by the local authority, or a local placement panel acting on behalf of the authority, in a particular school even if there is a waiting list for admission. Such placements will be made in accordance with the provisions of the local authority's In-Year Fair Access Protocol. The Protocol is based on legislation and government guidance.

### **Waiting lists**

When all available places have been allocated, waiting lists will be operated by the School on behalf of the local authority.

Any places that become available will be allocated according to the criteria of the admission policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round. Fair Access admissions and school closure arrangements will take priority over the waiting list.

The waiting list will be reviewed and revised –

- each time a child is added to, or removed from, the waiting list;
- when a child's changed circumstances affect their priority;
- periodically, when parents with a child on the waiting list will be contacted and asked if they wish to remain on the list for the following school year.

At the time of receiving an offer of a school place parents will be advised of the process for adding their child's name to a school's waiting list. Parents may keep their child's name on the waiting list of as many schools as they wish and for as long as they wish.

### **Starting school and deferred entry to Year R**

Pupils born between 1 September 2011 and 31 August 2012 (inclusive) are entitled to full-time schooling from September 2016. Parents can request that their child's admission is deferred until later in the school year (usually at the start of a school term), but not beyond the point they reach compulsory school age, at the beginning of the term following their fifth birthday. Parents can request that their child attends part-time until the child reaches compulsory school age.

Children with birthdays between:

- 1 September and 31 December 2011 (inclusive) reach compulsory school age on 31 December 2016, and must be in school at the start of the Spring Term
- 1 January and 31 March 2013 (inclusive) reach compulsory school age on 31 March 2017, and must be in school at the start of the Summer Term
- 1 April and 31 August 2012 (inclusive) reach compulsory school age on 31 August 2017, and must be in school at the start of the new school year in September

Parents of children with birthdays between 1 April and 31 August 2012 (inclusive) whose child has not started in a Year R class during the 2016-17 school year, may wish to request admission to Year R in September 2017 rather than admission to Year 1. In these circumstances, all relevant factors will be considered in assessing the request; parents would be expected to state clearly why they felt admission to Year R was in their child's best interests.

It is recommended that parents considering such a request contact The School in the autumn term 2015 to ensure that an informed decision is made.

#### **Notes on compulsory school age and summer born children**

*A child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer born children this is almost a full school year after the point at which they could first be admitted. 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 his fifth birthday (or on his fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.*

*All children born from the beginning of April to the end of August reach compulsory school age in the September following their fifth birthday. It is likely that most requests for children to be admitted out of their normal year group will come from parents of children born in the later summer months or those born prematurely.*

#### **Admission of children outside their normal age group**

Parents who have deferred entry into Year R or of a gifted and talented child or a child who has experienced problems or missed part of a year, for example due to ill health, can request a place outside the normal age group. The Governing Body will make a decision on the basis of the circumstances of each case. Parents do not have a right to appeal if they have been offered a place and it is not in the year group they would like.

#### **Churches Together in England**

Antiochian Orthodox Church, Apostolic Congress, Armenian Orthodox Church, Assemblies of God, Baptist Union of Great Britain, Catholic Bishops' Conference of England and Wales, Cherubim and Seraphim Council of Churches, Church of England, Church of God of Prophecy, Church of Scotland (Presbytery of England), Churches in Communities International, Congregational Federation, Coptic Orthodox Church, Council of African and Caribbean Churches UK, Council of Lutheran Churches, Council of Oriental Orthodox Christian Churches, Elim Pentecostal Church, Evangelical Lutheran Church of England, Evangelische Synode Deutscher Sprache in Großbritannien, Exarchate of Orthodox Parishes of the Russian Tradition (Ecumenical Patriarchate), Free Church of England, Ground Level Ichthus Christian Fellowship, Independent Methodist Churches, International Ministerial Council of Great Britain, Joint Council for Anglo-Caribbean Churches, Malankara Orthodox Syrian Church Indian Orthodox Church), Lutheran Council of Great Britain, Mar Thoma Church, Methodist Church, Moravian Church, New Testament Assembly, New Testament Church of God, Oecumenical Patriarchate, Redeemed Christian Church of God, Religious Society of Friends, Ruach Network of Churches, Roman Catholic Church, Russian Orthodox Church (Moscow Patriarchate), Salvation Army, Transatlantic Pacific Alliance of Churches, United Reformed Church, Wesleyan Holiness Church.

List correct at 26-08-14 please check for up to date list at [www.cte.org.uk](http://www.cte.org.uk)

#### **Admission Appeals**

If you are unsuccessful in gaining a place for your child at The School you will be informed by The Local Authority in writing, be given reasons for the refusal and informed of your right to an independent appeal against the decision.

#### **Warning**

Places are withdrawn every year because parents give a false 'home address' on application forms. This includes cases where parents take out a short-term let or buy a property solely to use its address on the application form without any intention of taking up permanent residence there. In fairness to all parents, all allegations of fraudulent practice brought to The Governing Body attention will be investigated. The Governing Body reserves the right to withdraw the offer of a place if fraudulent or intentionally misleading information has been used on an application.

#### **Legislation**

This policy takes account of all relevant legislation including the legislation on sex discrimination, race relations, and disability, together with all relevant regulations and the School Admissions Code (published by the DfE in 2012).

**Further Information**

If you require further information about applying for a place at Oakfield Church of England (Aided) Primary School, please contact The School.

Oakfield CE (Aided) Primary School  
Appley Road  
Ryde  
Isle of Wight  
PO33 1NE

Tel: 01983 563732

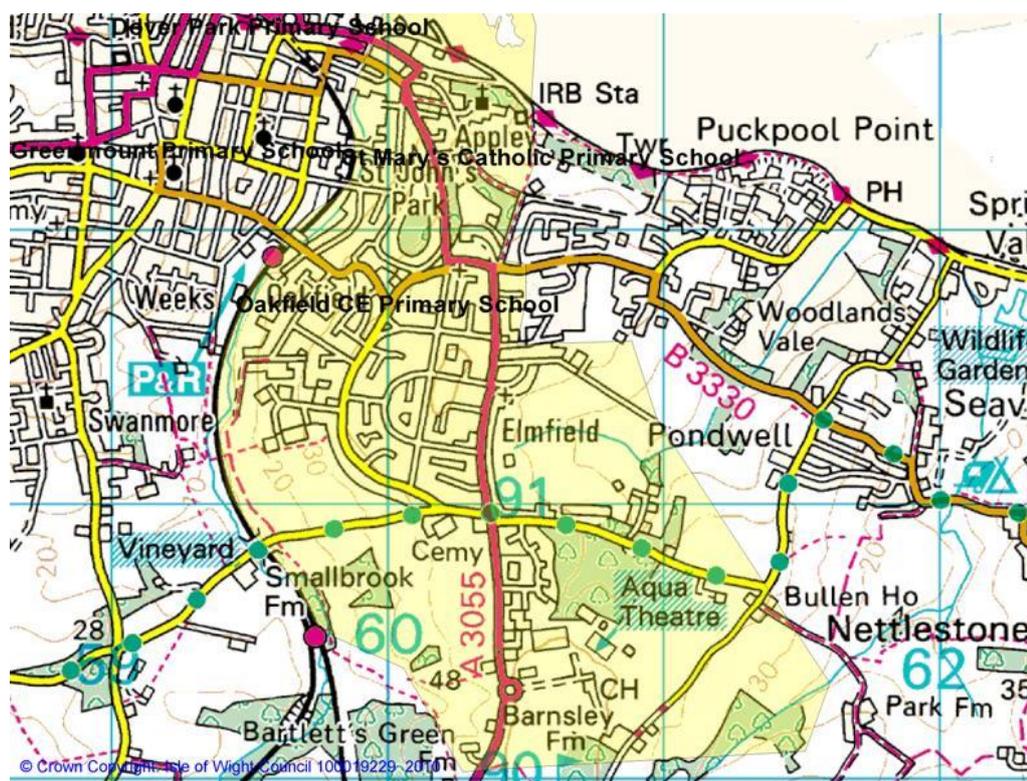
email: [office@oakfieldcepri.iow.sch.uk](mailto:office@oakfieldcepri.iow.sch.uk)

Map of the The Benefice of St John the Baptist, Oakfield, Ryde and Holy Trinity Ryde parish / catchment area of the school.

**The Benefice of St John the Baptist, Oakfield, Ryde and Holy Trinity Ryde Map.**



### Oakfield Church of England Voluntary Primary School Local Area



## Oakfield Church of England (Aided) Primary School SUPPLEMENTARY INFORMATION FORM

**Only for use to support admission applications using the 'Active member of a Christian church' criteria.**

The purpose of the Supplementary Information Form is to declare and have verified that one parent is an 'Active member of a Christian church'.

You must complete this form, have it signed by an authorised church official, return it to The School as soon as possible but before the deadline of **midnight on Friday 15 January 2016**.

(The authorised church official is usually the priest of your church or if there is none, a person authorised to do so by your church. Should there be an interregnum the SIF may be verified by a churchwarden or other suitably qualified official on behalf of the parish. Please ask at your church, or the church school you are applying to, who has been authorised to verify your declaration)

I .....	(Parent Name)
Of .....	(Address)
Being the Parent of .....	(Child's Date of Birth)
(Child's Name)	
applying for a place at <b>Oakfield Church of England (Aided) Primary School</b>	

I declare that I have attended worship at a church in the list of Churches Together in England at least twice a month for the previous two years before the deadline for admissions of <b>midnight on Friday 15 January 2016</b> .	<small>please tick</small>
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Please give the name of the church you attend in the space below. Thank you.

Name of Church:

Parental signature <small>(Please sign below)</small>	Please print your name below.
Date:	

**PLEASE GET THIS FORM SIGNED BY THE PERSON VERIFYING YOUR DECLARATION**

I verify that the information given above is correct.	
Signature	
Please print your name	
Status within the church (Vicar / Priest in Charge etc)	
Date	
Your contact address / telephone	

The information you give may be processed electronically and stored on computer for administrative purposes in accordance with the Data Protection Act 1998.

**When completed and signed by the church official please return to Oakfield CE (A) Infant Primary School as soon as possible and not later the closing date of midnight on Friday 15 January 2016.**

<b>For School Use Only</b>			
Accepted by The School as a verified 'Active member of a Christian church' declaration and signed on behalf of the Governing Body by			
Name of person signing on behalf of the Governing Body.			
<small>Name</small>	<small>Signature</small>	<small>Date</small>	