

# **The Oaktree School Academy Trust (Known as The Oaktree School)**

## **Nursery Admissions' Policy**

The Oaktree School Academy Trust is the admission authority for the School. Session A is held Monday, Tuesday and Wednesday morning and Session B is held Wednesday afternoon, Thursday and Friday.

All Nursery places are directly offered by The Oaktree School Academy Trust. **Please note that there is no automatic admission into The Oaktree Schools Reception Classes for children attending the nursery class. Parents will need to re-apply for a place in Reception when their child reaches statutory school age.**

### **APPLICATION PROCEDURE**

- All Academies operate individual admissions policies within a national framework. Consequently parents should read The Oaktree School Nursery Admissions' Policy.
- All applicants are required to complete a Nursery Admission Application Form.
- Applications for admission in September 2024 should be received by 12 noon on Wednesday 20<sup>th</sup> March 2024. Offer letters will be emailed on Monday 25<sup>th</sup> March 2024. If places are still available in the Nursery after these offers have been accepted, applications may be submitted up to 12 noon on Wednesday 8<sup>th</sup> May 2024. Offers for places admitted by Wednesday 8<sup>th</sup> May 2024 will be made on Monday 13<sup>th</sup> May 2024.
- Applications for admission in January 2025 should be received by 12 noon on Wednesday 16<sup>th</sup> October 2024. Offer letters will be emailed on Monday 21<sup>st</sup> October 2024.
- Applications for admission in September 2025 should be received by 12 noon on Wednesday 19<sup>th</sup> March 2025. Offer letters will be emailed on Monday 24<sup>th</sup> March 2025. If places are still available in the Nursery after these offers have been accepted, applications may be submitted up to 12 noon on Wednesday 7<sup>th</sup> May 2025. Offers for places admitted by Wednesday 7<sup>th</sup> May 2025 will be made on Monday 12<sup>th</sup> May 2025.
- The admission arrangements for The Oaktree School Nursery Class are set out below.

### **Educational Health Care Plan (EHCP)**

The admission of a student with an EHCP will be administered by the School in accordance with the requirements of the Education Act 1966 Section 324(5)(b) and Schedule 27 3 (3) and 3 (4) and the SEN Code of Practice (8:80-86 and 8:125-134).

Children with an EHCP that names The Oaktree School Nursery Class will be allocated a place before other children are considered. This will reduce the number of other places available.

**Governors reserve the right to withdraw an offer of a place if information contained on the Common Application Form is found to be incorrect or intentionally misleading.**

### **OVER SUBSCRIPTION CRITERIA**

If The Oaktree School Academy Trust Nursery Class is oversubscribed, the following criteria will be used to allocate places:

#### **1) Looked after and previously looked after children**

'Looked After' children are in the care of a local authority or provided with accommodation by a local authority as defined by Section 22 of the Children Act 1989(a). In relation to school admissions legislation a 'looked after child' is a child in public care at the time of application to a school. 'Previously Looked After Children' are those children who were looked after, or provided with accommodation by a local authority in accordance with Section 22 of the Children's Act 1989(a) but ceased to be so because they were adopted, or

a Child Arrangements Order was made in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014 or became subject to a special guardianship order.

Official confirmation of the child's status will be required from the LA at the time of application in all cases.

## **2) Exceptional social/medical needs**

Occasionally there will be a very small number of children for whom exceptional social or medical circumstances will apply which will warrant a placement within the Nursery Class at The Oaktree School. If you wish to apply under an exceptional medical or social criterion, you must provide additional information and professional written evidence to support your case. This needs to demonstrate clearly why you feel it is essential for your child to attend a particular Nursery and why no other Nursery can meet your child's needs. Supporting evidence should be provided from a professional, such as a social worker, health visitor, housing officer, the police, probation officer, doctor and/or hospital consultant.

Providing professional evidence does not guarantee that your child will receive priority. The decision will be made by The Oaktree School Academy Trust, which will consider whether the circumstances warrant a child being placed at The Oaktree School Nursery above any other, and whether it should give the child priority over other applicants who, for example, have siblings at the school or who may live closer. If the place that you are applying for is not your child's nearest Nursery you should explain why that Nursery cannot meet your child's needs.

Parents or Carers are responsible for providing the evidence to support an application for a medical or social placement. Any application that does not have supporting evidence will not be given priority and the Academy Trust is not responsible for ensuring parents/carers provide it.

Please note that it is not possible for routine child-minding arrangements to be taken into account.

## **3) Brothers and Sisters (siblings) Children who will have a sibling at the school or at The Hermitage Junior School.**

After 'exceptional arrangements', places are then offered to siblings with a brother or sister who will be still at The Oaktree School or at The Hermitage School, which is on an adjoining site, in the term your child is due to start in the Nursery class. Siblings are children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

If, at the time of admission, your child will have a sibling at the school, or the adjoining site, you must show this on your preference form in order to be given sibling priority.

## **4) Children of teaching staff**

- where the member of teaching staff has been employed at the school for two or more years at the time at which the application for admission to the Nursery is made and/or
- the member of teaching staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

## **5) Children for whom the school is the nearest to their home**

The nearest Nursery is defined as the Nursery closest to the child's home address that has a Published Admissions Number to admit pupils of the appropriate age range and which admits local children. The distance is measured, in a straight line, from the address point of the pupil's house, as set by Ordnance Survey, to the **front gate**. **The nearest school may be either inside or outside the county boundary.** Where two or more children share a priority for a place, eg where two children live equidistant from a school Governors will draw lots to determine which child should be given priority which will be witnessed and recorded.

## **6) Any other applicant**

### **TIE BREAKER**

Should oversubscription occur within any criteria then priority will be given to those living closest to the school. Home to school distance will be measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey to the front gate. Where two or more children share a priority for a place, e.g. where two children live equidistant from a school, Governors will draw lots to determine which child should be given priority which will be witnessed and recorded.

Where parents live at different addresses, the address to be used will be the parental address where the child spends most of the time and evidence may be required.

Within the Nursery's admission arrangements the child's home address excludes any business, relative or child minder's 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 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/carer is registered for child benefit we will accept the application from the parent/carer whose address is registered with the child's current school or nursery.

The address to be used for the initial allocation of places to Nursery will be the child's address at the closing date for application. Changes of address may be considered in accordance with Surrey's Coordinated Scheme if there are exceptional reasons behind the change, such as if a family has just moved to the area. The address to be used for waiting lists, after the initial allocation, will be the child's current address.

We will not generally accept a temporary address if the main carer of the child still possesses or rents 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 Nursery place when an alternative address is available to that child.

Any offer of a place on the basis of address is conditional upon the child living at the appropriate address on the relevant date. Parents have a responsibility to notify The Oaktree School of any change of address.

### **MULTIPLE BIRTH APPLICANTS**

In the case of multiple births, where children are ranked consecutively in their order of priority for a place and there are not sufficient vacancies remaining for each of them, wherever is logistically possible, each child will be offered a place. Where it is not logistically possible to offer each child a place the child(ren) to be offered the last remaining place(s) will be determined by **their rank position**.

### **WAITING LIST**

All children who are unsuccessful in gaining a place once the oversubscription criteria have been applied will be offered a place on the waiting list. Waiting lists for applications are formed using the criteria above.

Waiting lists for the initial intake will be maintained until the last day of the Summer Term when they will be cancelled. Parents wishing to remain on the waiting list after this date must write to the School by 01 July 2021 stating their wish and providing their child's name, date of birth and the name of their child's current school.

### **APPEALS**

The normal Appeals Procedure is available for all those not granted a place and full details of how to appeal can be obtained from the Admissions Officer at The Oaktree School Academy Trust (tel: 01483 474981)

Email: [admissions@oaktreeschool.surrey.sch.uk](mailto:admissions@oaktreeschool.surrey.sch.uk)