

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

Admissions' Policy – September 2020 entry

Pupil Admission Number (PAN) is 90

The Oaktree School Academy Trust is the admission authority for the School. As an Academy Trust the Governing Body is part of Surrey County Council's coordinated admissions scheme and applies equal preference rules.

The Oaktree School Academy Trust is allowed an intake of 90 pupils into each year group.

All places are offered by The Oaktree School Academy Trust through the Surrey County Council admissions process. Places will be offered in accordance with equal preference rules.

PUBLISHED ADMISSION NUMBERS RECEPTION - 90

APPLICATION PROCEDURE

- All Academies operate individual admissions policies within a national framework. Consequently parents should read The Oaktree School Admissions' Policy.
- Applications for admission at the normal intake will be managed in accordance with Surrey's coordinated schemes on primary and secondary admission. Please see Surrey's coordinated schemes - <http://new.surreycc.gov.uk/schools-and-learning/schools/school-admissions/school-admissions-policies-and-reports> APPENDIX 4 for further details regarding applications, processing, offers, late applications, post-offer and waiting lists.
- All applicants are required to complete their Local Authority (LA) Application Form which must be returned to the address on the form by the closing date displayed on Surrey County Council website. Places will be offered by Surrey County Council. Please note a Local Authority form must be completed in all cases. For example – if you live in Surrey apply through Surrey. If you live in another county which is part of the co-ordination process nationally you should use our DfE number 936 2373 to apply for The Oaktree School. If you live in an area of the UK outside the national co-ordination process or live abroad you will still need to apply – see www.surreycc.gov.uk for further detailed advice. For example if you are in the UK Armed Forces serving abroad you can contact Surrey for a special UK postcode to enable you to apply online and give details of your address abroad as an additional note.
- The admission arrangements for The Oaktree School for September 2020 are set out in section 6 below.

Educational Health Care Plan (EHCP)

The admission of a student with an EHCP will be administered through Surrey Local Authority 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 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 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 at The Oaktree School. If you wish to apply under a school's 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 school and why no other school 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 at a particular school. 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 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. Please note that exceptional arrangements are normally only granted to the child's nearest school. If the school that you are applying for is not your child's nearest school you should explain why that school 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 September 2020. 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 school 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 school is defined as the school 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, 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.

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 School'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 Reception 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 school 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 and Surrey County Council 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 in-year applications where year groups are already at PAN 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. Waiting lists for all year groups will be cancelled at the end of each academic year. In year applications must be made directly to the school.

DEFERRING ENTRY

All children whose date of birth falls between 1 September 2015 and 31 August 2016 will be eligible to apply for a full time place in Reception for September 2020. Applicants can defer their child's entry to Reception until later in the school year, but this will not be agreed beyond the beginning of the term after the child's fifth birthday, nor beyond the beginning of the final term of the academic year for which the offer was made. Applicants may also arrange for their child to start part time until their child reaches statutory school age.

IN-YEAR ADMISSIONS

The following applications will be treated as in-year admissions:

- applications after 1 September 2020, for admission to Reception.
- all applications for admission to Years 1 and 2.

Applications must be made to The Oaktree School on Surrey's common application form.

HOME TO SCHOOL TRANSPORT

Surrey County Council has a Home to School Transport policy that sets out the circumstances in which children might qualify for free home to school transport. Generally, transport will only be considered if a child is under 8 years old and is travelling more than two miles or is over 8 years old and travelling more than three miles to the nearest school with a place.

Transport will not generally be provided to a school that is further away if a child would have been offered a place at a nearer school had it been named as a preference on the application form.

Eligibility for transport is not linked to the admission criteria of the School. In considering admission criteria and school preferences it is important that applicants also consider the home to school transport policy so they might take account of the likelihood of receiving free transport to their preferred school before making their application.

A full copy of Surrey's Home to School Transport policy is available on Surrey's website at www.surreycc.gov.uk or from the Surrey Schools and Childcare Service on 0300 200 1004.

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

THE ADMISSION OF CHILDREN OUTSIDE OF THEIR CHRONOLOGICAL YEAR GROUP

'Applicants may choose to seek places outside their child's chronological year group. Decisions will be made on the basis of the circumstances of each case. Applicants must state clearly why they feel admission to a different year group is in the child's best interest and provide any evidence they may have to support this. More information on educating children out of their chronological year group is available at www.surreycc.gov.uk/admissions.'