

# Admissions Policy

## Introduction

This document sets out the admission arrangements for Oasis Academy Putney, throughout this document referred to as “the Academy”.

Oasis Academy Putney is fully inclusive. It is a non-selective school open to pupils of all religious faiths or those of no faith.

### 1. Admission number

For 2018/19 and subsequent years the Academy has an agreed admission number of 60 full time pupils for year R.

The Academy will accordingly admit this number of pupils each year if there are sufficient applications. Where fewer than the published admission number for the relevant year group are received, the Academy Trust will offer places at the Academy to all those who have applied.

### 2. Application process

Applications for places at the Academy will be made in accordance with the LA’s coordinated admission arrangements and will be made on the Common Application Form provided and administered by the LA.

Admissions at Oasis Academy Putney are coordinated under the Common Application Form via London Borough of Wandsworth. If you are a parent or carer and wish to apply for a place at Oasis Academy Putney for the following September, you will need to complete the Common Application Form via the LA website:

[www.wandsworth.gov.uk/admissions](http://www.wandsworth.gov.uk/admissions)

If applicants live in another borough, they must apply through their local authority.

### 3. Consideration of applications

The Academy will consider all applications for places. Where fewer than the published admission number(s) for the relevant year groups are received, the Academy will offer places to all those who have applied.

### 4. Procedures where the Academy is oversubscribed

Places will first be offered to children with a Statements of Special Educational needs or Education Health and Care Plan which names the school. These children will be included in the overall admission number of the school. In the event of oversubscription, the remaining places will then be allocated in the following order of priority as follows:

(i) Looked after children and those who ceased to be looked after children looked after because they were adopted, or because they became subject to a residence order, child

arrangements order or a special guardianship order (note 1);

(ii) Children with a professionally supported exceptional medical need or exceptional social need for a place at a particular school, as decided by the Director of Education and Social Services (note 2);

(iii) Children with brothers and sisters on the roll of the school on the date of admission living up to a distance of 800 metres from the school. Children with a brother or sister at the school on the date of admission living over 800 metres from the school will also receive priority under this criterion where the family have not moved since last sibling was offered a place or the last sibling was admitted prior to September 2016 (notes 3 and 4);

(iv) Other children in order of straight line distance from home to school as measured by Wandsworth Council's Geographical Information System (note 4).

If there are more applications than places within any category, applications will be considered in order of straight line distance from home to school as measured by Wandsworth Council's Geographical Information System (note 4).

**Notes:**

1. *A child looked after is a child in the care of a local authority or provided with accommodation by that authority in accordance with Section 22 of the Children Act 1989. An adopted child is defined by section 46 of the Adoption and Children Act 2002. A residence order is defined by section 8 of the Children Act 1989. A child arrangement order is defined by section 8 of the Children Act 1989 as amended by section 14 of the Children and Families Act 2014. A special guardianship order is defined by section 14A of the Children Act 1989.*
2. *Applications made on exceptional medical grounds must be supported by a current letter from a specialist health professional. Applications made on exceptional social grounds must be supported by a current letter from a social worker or other care professional working with the family. The letters must give reasons why the child's condition or circumstances make it necessary for the child to attend the school applied for, and the difficulties that would be caused if the child had to attend an alternative school. If this information is not provided by the application closing date, the application will not be considered under this criterion. The Director of Children's Services may request professional advice, from within or outside Wandsworth Council, before reaching a decision.*
3. *A sibling is a full brother or sister, a step/half brother or sister living at the same address, a child who is living as part of the family by reason of a court order, or a child who has been placed with foster carers as a result of being looked after by a local authority.*
4. *The straight-line measurement used to prioritise applicants for admission to schools in Wandsworth commences in all cases at the location of the property determined by the National Land Planning Gazetteer and terminates at the central point of the school site as determined by Wandsworth Council's Geographical Information System. Measurements by alternative systems and/or to other points will not be taken into account in any circumstances. Where applicants have identical distance measurements, priority amongst them will be determined at random.*
5. *The permanent address of the parent/guardian with whom the child is living on the closing date for applications will be used for this purpose and this must be the address where the family normally lives. Parents are not permitted to use a temporary address to secure a school place*

*for the child. A business address, a childminder's address, or an address including a family member's address other than the child's permanent home will not be accepted. Proof of address will be sought and if there is any doubt about the validity of the address given it may be the subject of further investigation. Please see the "Choose a Wandsworth Primary School" admissions brochure for further information.*

- 6. There is no automatic right of transfer from the nursery class to the infant reception class within the same primary school. If there are more applications than places available, priority will be based on the above criteria alone.*

### **Tie-breaker**

In the event that the number of applications for places exceeds the number of places available after application of the admissions criteria, distance will be used to decide between applications. Where distance is the same for two or more applications the authority will use random allocation. If there are more applicants than there are places remaining within a particular category, random allocation will be used to allocate the final available place(s). Random allocation process will be independently verified.

### **Twins/triplets or other multiple births for admission into an infant class**

If you are applying for places for twins, or children from a multiple birth, and there is only one place available at the academy, legislation allows us to admit them all, i.e. all siblings from a multiple birth. The government's School Admissions Code does state that infant classes must not contain more than 30 pupils with a single school teacher, but the code considers multiple births to be an 'exceptional circumstance' and they can be admitted in excess of the published admission number.

### **Shared custody**

If parents share custody of a child, only one address must be provided in the application. It must be the address where the child normally resides, and the applying parent must prove the child's residency at this address, e.g. relevant court documents or the address where the child benefit is payable. If the child resides with each parent for an equal amount of time each week we will treat the address at which the child benefit is payable as the normal place of residence.

## **5. Operation of waiting lists**

Where in any year the Academy receives more applications for places than there are places available, a waiting list will operate for at least one term after the admission date. This will be maintained for the first term by London Borough of Wandsworth and thereafter, by the Academy. It will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria as detailed above.

Whenever a new applicant is added to the waiting list, the list will be reordered in accordance with the oversubscription criteria.

Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

## **6. Arrangements for appeals panels**

Parents of children who are not allocated a place at their preferred school for admission to Reception class in September 2018 have the right to appeal under the Admissions Appeals Code.

The timetable for appeals for the September 2018 admissions round will be published in late February. For details of the appeals process, contact the Academy office at [info@oasisputney.org](mailto:info@oasisputney.org)

Appeals for children refused a place at a preferred school for admission to Reception in September 2018 will be heard in line with the Admissions Appeals Code.

'On-time' appeals will be heard within 40 school days of the deadline for lodging appeals. Appeals lodged after these dates will be heard within 40 school days of the appeal deadline or 30 school days of being lodged, whichever is the later date.

Parents/carers will be notified of their appeal date by Wandsworth Council appeal services, at least 10 school days before the hearing. They will provide a copy of the Academy's statement of case which will be sent to each parent/carer at least 10 school days before the hearing.

Any additional evidence parents/carers wish to submit in support of their appeal must be sent to the panel members at least 5 working days before the hearing. Any evidence not submitted by this deadline may not be considered by the independent appeal panel.

## **7. Arrangements for admitting pupils outside the normal admissions round**

Subject to any provisions in the LA's coordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy must consider all such applications. If the year group applied for has a place available the Academy must admit the child and notify the local authority of both the application and its outcome, to allow the local authority to keep up to date figures on the availability of places in the area.

If more applications are received than there are places available, the oversubscription criteria shall apply. Parents/carers whose application is turned down are entitled to appeal.

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

Parents may request that their child is admitted outside their normal age group. When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Principal and any supporting evidence provided by the parent. The process for requesting such an admission is to contact the Academy Office either in person or at [info@oasisputney.org](mailto:info@oasisputney.org)

## **9. Admission of children below compulsory school age and deferred entry to school**

The law states that children must attend school full-time from the beginning of the term after their fifth birthday. Whilst children normally start full-time school in the September after they are four, parents can opt to defer the child's start date until the beginning of the term after they are five, but they must take up the place within the same academic year.

If you wish to do this, or you would like your child to start on a part-time basis, please contact the Principal.

If your child's birthday is on or between 1 April to 31 August, and you want to defer entry until the beginning of the autumn term after their fifth birthday, you will lose any reception place offer, and will need to re-apply for a Year 1 place. Your child would therefore go straight into year 1 and miss reception class all together.

## **10. In Year Admissions**

For in year admissions, parents/carers must apply to the school on the Wandsworth In Year Common Application Form. Applications will be considered in accordance with the above oversubscription procedures described above will apply.