GREEN OAKS
PRIMARY ACADEMY

PROPOSED ADMISSIONS POLICY 2028/2029

PROCEDURE FOR ADMITTING PUPILS TO THE GREEN OAKS PRIMARY ACADEMY

The Green Oaks Primary Academy provides for the needs of children within the 4 to 11 age range.

Pupils will be admitted at the age of 4+ without reference to ability or aptitude using the criteria set out in this policy. Admission to our Academy is not dependent on any 'voluntary' contribution.

The Greenwood Academies Trust is the Admissions Authority for the Green Oaks Primary Academy.

The Academy participates in the Local Authority co-ordinated scheme and all deadlines within that should be adhered to by applicants.

Admission number(s)

1. The Academy has the following agreed admission number:

   a) 30 for pupils in Year R (Reception)

2. A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

   Where children below compulsory school age are offered a place at the Academy, they will be entitled to attend the Academy full-time in the September following their fourth birthday.

   Parents/carers may defer their child's entry to the Academy until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year for which the offer was made, when the place will cease to be available for the child.

   Where parents/carers wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age. Please discuss this with the Academy directly once you have received an offer of a school place.

Process of Application

3. Arrangements for applications for places at the Academy will be made in will be made in accordance with the West Northamptonshire LA's co-ordinated scheme; parents resident in West Northamptonshire can apply online at:

   www.westnorthants.gov.uk/schooladmissions

   Parents resident in other areas must apply through their home Local Authority.

   Please note, attendance at the Academy's nursery does not guarantee admission to Reception. An application must be made for any transfer from the nursery to Reception.

4. The Academy will use the West Northamptonshire LA's timetable for applications to the Green Oaks Primary Academy each year (exact dates within the months may vary from year to year):

   a) September/October - the Academy will provide opportunities for parents to visit the Academy

   b) By 15 January – Parents complete the common application form (CAF) and return it to the LA to administer

   c) 16 April or the next working day – notification of offers made to parents.

The Academy will ensure its application processes enable parents to apply before these deadlines.

Consideration of applications

5. The Academy will consider all applications for places at the Green Oaks Primary Academy.

   Where fewer than the Published Admission Number are received, the Academy will offer a place at the Academy to all who have applied.

Procedures where the Green Oaks Primary Academy is oversubscribed

6. Where the number of applications for admission is greater than the published admission number in any age group, applications will be considered against the criteria set out below.

Admission to Reception (statutory age 5) – oversubscription criteria

7. The Green Oaks Primary Academy will first accept all pupils with a statutory right to a place at the Academy through an Education Health and Care Plan naming the Academy. After the admission of these pupils, criteria will be applied for the remaining places in the order in which they are set out below:

   a) Looked after children and previously looked after children, including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted*.

   b) Children with a sibling* attending the Academy at the time of application and admission

   c) Children who live closer to the preferred school than any other state maintained school in West Northamptonshire with an equivalent year group

   d) Other children.

Tie break

8. If the PAN is reached within any of the above criterion, priority will be given to those whose home address is closest to the Academy.

9. Distances* are measured on a straight-line basis from the address point of the child's home to the address point of the school, using a geographical information system.

10. If two children are tied for the last place, after the above distance tie-break has been applied, then a process of random allocation, using a computerised randomiser and undertaken by someone independent of the Academy, will determine who is allocated the last place.

    ** See definitions*

Admission of children outside their normal age group

11. Parents may request that their child is admitted outside their normal age group, for example, summer born children*, if the child is gifted and talented, has experienced problems such as ill health or is born prematurely.

    Please refer to Appendix 1 at the back of this policy for full information.

    ** The term 'summer born' is used to refer to children born from 1 April to 31 August.*

Arrangements for in-year admissions

12. An in-year admission refers to an application for a school place made during the school year, or an application for admission to a school made at the start of the school year for any year group other than the normal year of entry.

    West Northamptonshire local authority will co-ordinate in-year admissions and applications should be made online to their local authority Admissions website.

Operation of waiting lists

13. Waiting lists for all year groups are held by the LA and each added child will require the list to be ranked again in line with the Academy's published oversubscription criteria. Priority will not be given to children based on the date their application was received, or their name was added to the list.

14. Waiting lists will be held until 31 December. If you wish your child's name to remain on the waiting list for the remainder of the academic year, you will need to inform the School Admissions team at WNC, in writing via email by 31 December and again by 31 March to renew your interest. A new application will be required for a new academic year.

    Please note – placing a child's name on the waiting list does not affect parents' rights to appeal.

Right of Appeal

15. If a parent's/carer's application for a place at the Academy is unsuccessful, they have the right of appeal to an Independent Appeals Panel.

    Parents/carers should submit their appeal, in writing and giving their reasons for appeal, via the online appeal form on the WNC website. Please visit this Appeals website for more information about deadlines and to complete the form.

UK Armed Forces

16. Special conditions apply to applications from UK Armed Service Personnel and Crown Servants.

    For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in the area, a place will be allocated in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. Applications will not be refused solely because the family do not yet have an intended address, or do not yet live in the area.

    The address at which the child will live will be used when applying the oversubscription criteria as long as evidence of an intended address is provided. A Unit or quartering area address will be used as the child's home address where a parent requests this.

17. The Academy has discretion to admit above the admission number in these circumstances if they wish but are not obliged to do so. If a place is refused, you will be informed of your right of appeal.

Fair Access

18. The Green Oaks Primary Academy participates in West Northamptonshire Council's Fair Access protocol. All schools, including Voluntary Aided Schools, Trust Schools and Academies must participate in the protocol.

The purpose of the Fair Access Protocol is to ensure that vulnerable children are offered a school place as quickly as possible and to evenly spread children with additional needs across all schools in the county. The protocol only applies to mid-term applications; it does not operate for children starting primary school.

Fraudulent or Misleading Applications

19. As an Admission Authority, we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example a false address was given which denied a place to a child with a stronger claim. We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.

Definitions

1. Definition of 'Looked After' and previously 'Looked After' children

A 'looked after child' is a child who is:

- in the care of a local authority, or
- 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) 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 under the Adoption Act 1976 (see Section 12 adoption orders) or the Adoption and Children Act 2002 (see Section 46 adoption orders), or became subject to a child arrangements order (as defined in Section 8 of the Children Act 1989 and as amended by Section 12 of the Children and Families Act 2014), or became subject to a special guardianship order (see Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

This includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

2. Definition of siblings and the position of twins

A sibling is defined as:

- Sibling is defined as 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 or another child normally living for the majority of term time in the same household, where an adult in the household has parental responsibility as defined by the Children Act 1989, or any child in the household where an adult in the household is defined as a parent for the purposes of Section 576 of the Education Act 1996. This could include a person who is not a parent but who has responsibility for him/her.

In the case of twins or other siblings from a multiple birth, if the last child to be admitted to the school is from a multiple birth group, all other children in the group will be offered places at the school, even if it means exceeding the Published Admission Number (PAN).

In the case of siblings in the same year group, where there is only one place remaining, places will be allocated over the PAN to accommodate all siblings unless this would make the class too large and prejudice the education of the other children or when this would breach infant class size limits.

3. Distance

Distances are measured on a straight-line basis from the address point of the child's home to the address point of the Academy, using a geographical information system. Each address has a unique address point established by the most valuable elements from the National Land and Property Gazeteer (NPLG), Ordnance Survey Master Map, Royal Mail Postal Address File and The Valuation Office Agency. The address point for a property does not change.

4. Home address

When we refer to the child's home address, we mean the address at which the child normally resides with their parent/carer at the time of application (or the application deadline for the normal admissions round

If a child's parents live at separate addresses, the address where the child permanently spends at least three 'school' nights (i.e. Sunday, Monday, Tuesday, Wednesday or Thursday) will be taken to be the place of residence. Evidence that a child's place of residence is permanent may also be sought.

If a child spends equal amounts of time at the two addresses, the parents must agree which address they wish to be the child's main address.

A fraudulent claim to an address may lead the Academy to withdraw an offer of a place.

Appendix 1 – Requests for admission outside the normal age group (summer born)

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than year 1.

Requests for admission to Reception outside the normal age group (summer born children)

Parents/carers of summer born children (those born between 1 April and 31 August) who do not reach compulsory school age until a full year after they would normally start school, may wish to delay their child's start to school until the September following the child's 5th birthday.

If parents wish to delay their summer born child's start at school until the September after their 5th birthday, the expectation is that they will join their normal age group as they move from Reception to Year 1. Parents should make an in-year application in the summer term for a Year 1 place in September.

If parents do not want their child to miss their Reception year, they may instead request that their child be admitted out of their normal age group, i.e. into Reception instead of Year 1. Please note, this is a 'request' and parents do not have the right to insist that their child is admitted to a particular age group. The school's admission authority is responsible for making the decision about which year group a child should be admitted to.

Parents/carers are advised to still make their application for a Reception place for their child's normal year of entry. If it is agreed that an application for Reception out of the normal age group will be accepted, this application for their normal age group can be withdrawn.

In addition to the above, parents/carers wishing to seek a place for their child out of the normal age group for Reception at the Green Oaks Primary Academy should make a formal request in writing (email is sufficient) directly to the Academy, giving some information about their child to explain why they believe it would be in their best interests to be educated out of their normal age group and not miss Reception. Parents can provide any additional evidence to support their request as this information will help the admission authority to make their decision.

The request will be passed to the admission authority who will then consider the request and decide on the best year group for the child to start school in on the basis of the circumstances of the case and in the best interests of the child concerned. The admission authority will then respond to parents/carers in writing, letting them know the reasons for the decision about the year group the child should be admitted to.

If it has been decided that the child should start school in Reception out of the normal age group, the parent/carer will then need to make an application for a place in Reception in the normal admissions round in the following academic year.

General requests for admission outside the normal age group

Parents/carers wishing to seek a place for their child out of their normal age group at the school for any other year group than Reception, or for Reception after the start of the new school year in September, must put their request in writing to the school in the first instance, giving some information about their child and explaining why they would like to apply for a place out of the

normal age group. Parents/carers should also indicate in their request whether the child has been educated out of their normal age group at the current/previous school.

The school will pass the request to the admission authority who will then consider the request and make a decision on the appropriate year group for the child on the basis of the circumstances of each case and in the best interests of the child concerned. The admission authority will then respond to parents/carers in writing, letting them know the reasons for their decision about the year group the child should be admitted to. Once the year group has been agreed, an application for that year group can be processed.

Parents/carers do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.