



Together We Learn

Admission Arrangements for Oldfield Park Infant School

Oldfield Park Infant School is affiliated with the Palladian Academy Trust which constitutes the statutory Admission Authority for the school. The 'day to day' administration of admission applications and decision making is delegated to an Admissions Committee comprising of at least 3 school governors.

These Admission Arrangements have been compiled in accordance with the requirements of the 2014 School Admissions Code and the School Admission Appeals Code issued by the Department of Education, and with the law relating to admissions.

How to make an application for a Reception place

Oldfield Park Infant School is part of the Bath and North East Somerset's Co-ordinated Admissions Scheme. All applications for admission for a Reception place must be submitted to your Local Authority (LA) by the published closing date. The Local Authority will forward all applications for schools in BaNES area to BaNES local authority. BaNES will then forward all applications for Oldfield Park Infant School to the school and the Admission Committee of the Governing Body will rank all applications against the schools admission criteria. The ranked list will then be returned to the Local Authority under the co-ordinated scheme and they will make a single offer of a place on the published date.

In Year Admissions (i.e. all applications for existing year groups)

All In Year applications must be made directly to Oldfield Park Infant School using the Application Form which is available to download from the school website or as a paper copy from the School Office. An application is made by completing the application form which must be forwarded directly to the school. If no form is submitted the Governing Body will not be able to process the application.

All applications will be considered by the Admissions Committee of the Governing Body. Where there are more applicants at any one time than there are places available, priority will be determined by applying the admissions criteria set out below.

Published Admissions Number

Oldfield Park Infant School has a Published Admission Number of 60 which means it will admit 60 children into Reception in two classes of 30 each year.

Special Educational Needs

The Special Educational Needs Code of Practice requires the Admission Authority to admit any children with an Educational Health and Care Plan (EHCP) or with a Statement of Special Educational Needs naming Oldfield Park Infant School.

Admissions Criteria

To be considered under the following criteria parents must have named the school as a preference. Under the following criteria all preferences are considered equally. If a child qualifies for more than one school they will be offered their highest preference as stated on their application form.

PRIORITY A

Children in Public care (Looked after Children) or a child who was previously Looked After but immediately after being Looked After became subject to an adoption, child arrangement order, or special guardianship order.

Priority B (The 3 categories in this criterion will be given equal consideration).

- Children who live within a 1.5 mile radius* of the school and for whom there will be a sibling in attendance on the admission date at the preferred school.
- Children who live outside a 1.5 mile radius* of the school but their sibling was offered a place prior to September 2013 and will be in attendance at the time of admission.
- Children who live outside a 1.5 mile radius* of the school but it is their closest Community or Voluntary Controlled School and for whom there will be a sibling in attendance on the admission date at the preferred school.

(sibling is defined as sharing at least one parent or legally adopted into the family, and in every case the child should be living in the same family unit at the same address. For the purposes of Priority B, Oldfield Park Infant and Junior are a paired infant and junior school and will be treated as one school).

Priority C

Children who live closest to the school, as measured in a direct line.

In the case of Oldfield Park Infant and Junior Schools the direct line distance will be measured to a midpoint between the paired Infant and Junior Schools. For Oldfield Park Infant and Junior Schools the midpoint is 29 Maybrick Rd BA2 3PU. The measurements will be determined using a GIS computerised mapping system.

Oversubscription Criteria

When applications within the above categories exceed the number of places available, priority will be given to children who live nearest the school;

If it is necessary to use a tie breaker to distinguish between two or more applications, a distance criterion will be used. Priority would be given to those children living nearest the school as measured in a straight line from the address point of the child's home address to the address point of the school as defined by the Local Land and Property Gazetteer (LLPG).

Measurements will be determined using the Local Authority's Geographic Information System (GIS) computerised mapping system with those living closer to the school receiving higher priority. The GIS system used within this LA would not be able to calculate a staircase measurement in the case of multi-level dwellings. If the distance between two children's homes and the school is exactly the same then a random allocation would be used for any such cases.

This will be undertaken in the school building by a person entirely independent of the Admissions Committee and with no current connection to the school.

Multiple Birth Applications

In the event of a school being oversubscribed where the applicant for the final qualifying place(s) available within the admission number is the parent/carer of twins, triplets or other multiple births the school will breach the admission number to allow these children to be offered places. In the case of schools where there would normally be Infant Class Size issues such children will remain as an 'excepted pupil' to the class size limit for the time they are in an infant class or until the class numbers fall back to the normal class size limit of 30.

Special Educational Needs

Children with a Statement of Special Educational Needs or with an Educational Health and Care Plan will be dealt with through the SEND Code of Practice and their placement is determined through the statutory assessment process or an annual review of their statement. All schools are consulted before being named on a pupil's Statement or Educational Health and Care and schools have the opportunity to draw attention to any difficulties arising from oversubscribed year groups. If a particular school is named on a Statement or Educational Health and Care Plan this will take priority over the Admissions Criteria, although, wherever possible the place will be offered within the Admission Number for the school.

Home Address & Families moving into the area

The child's normal permanent home address where he or she lives with his or her parents or legal guardians for more than 2.5 school days per week will be used to decide where the child lives. Temporary addresses cannot be used to obtain school places. If parents or carers plan to move, documentary evidence will be required and in order for address changes to be taken into account in the first round of allocations made on **16 April 2018** the appropriate documentary evidence should be received by the closing date of **15 January 2018**. However, if details of a change of address that will occur after the closing date (and before the start of term 1) is received with the appropriate documentary evidence by **30 January 2018** i.e. before the LA has sent details of applications to other councils, it will be considered in the first round of applications.

Examples of evidence that may be acceptable to determine a child's address are:-

- A solicitor's letter confirming exchange of contracts and completion date for a property which is being purchased or a property which is being sold.
- A copy of a signed rental agreement or a solicitor's letter if moving to a council or rented property and proof of your sale or Notice to Quit on your current/previous property.
- A copy of a council tax bill or utility bill such as water, gas or electricity in your name for your newly owned or rented property together with proof of your sale or Notice to Quit on your current/previous property.
- A child benefit book.
- If you are moving in with a relative a letter from them will be required confirming the date you will be moving in together with a copy utility bill showing their name and address. A solicitor's letter will also be required confirming that completion of contracts has taken place on your sale or Notice to Quit on your current/previous property.

- In the case of children of UK Service Personnel or Crown Servants returning from overseas, with a confirmed posting to the area an official letter declaring the relocation date and a Unit postal address or quartering area address should be provided.

Admission of children outside their normal age group

The Admissions Committee will consider applications for delayed or accelerated entry in cases where parents would like their child to be admitted to a year group either side of their chronological age group. The reasons for the request must be fully explained and included with the application form.

A parent of a 'summer born' child entitled to start school in September 2018, may choose to delay his/her entry to school until September 2019, where the parent(s) considers this arrangement to be in the best educational interests of the child. The parent(s) may request to apply for reception in September 2019 rather than Year 1. However, there is a risk attached to deciding this approach, which the parent must be clear about. Although the Governing Body may agree to a new application being submitted for a Reception place in September 2019, there can be no indication given as to whether a place will be available until the 2019 'normal' admissions round is complete. The following process will apply.

- The parent must submit an application to the home local authority during the 2018 'normal' admission round, making it clear in the text box on the application form that he/she wishes to delay the child's entry until September 2019. Where the intention is for the child to start within the 2019 reception cohort, this must be clearly stated on the form. The Governing Body will formally note the parent(s) instruction and will consider the request. If a request to delay is approved, parents/carers should withdraw their application and effectively, the child will no longer be part of the 2018 'normal' admission round. Parents will then need to make a new application as part of the main admissions round for the following year in September 2019.

Right of Appeal

Parents who are unsuccessful in their application for a place at the school have the right to appeal to an Independent Appeal Panel (IAP). Further information concerning how to appeal will be explained in the decision letter. The IAP's decision is binding for all parties concerned.

Where there is concern that the appeal process has not been properly administered in accordance with the 2012 School Admission Appeals Code, a complaint may be raised with the Academy Trust. Where no local resolution is reached the parent may escalate the matter to the Education Funding Agency for further consideration.

Waiting List

Parents/Carers who make a formal appeal against their allocated school will have their child's name kept on a waiting list for any places which may become available at their preferred school. They may also ask for their child to remain on the waiting list without making a formal appeal. Any places which do become available will be reallocated using the Admissions Criteria, taking into account those parents who have asked to remain on the waiting list or who have lodged a formal appeal together with any late applications received.

Every effort will be made to contact applicants on the waiting list using the last contact details provided by the applicant, but, where a response to an offer has not been received within 10 school days, the offer will be withdrawn and the available place offered to the next child on the waiting list to qualify for the available place.

Late applications for Reception places

Any late applicants should complete their home LA's common application form and return it to their home LA as soon as possible. In line with agreed co-ordinated admission procedures the School will be informed of any late applications received.

Monitoring and Review

The Admissions Authority will review these Admission Arrangements on an annual basis and where changes are proposed to policy or practice will conduct a public consultation in line with statutory requirement.