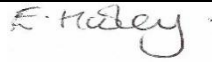





**The Oaks Academy
Admissions Policy
2019 – 2020**

PERSON RESPONSIBLE FOR POLICY:	Mrs E Hooley
APPROVED:	February 2018
SIGNED: Headteacher Chair of Board of Trustees	 
TO BE REVIEWED:	

Co-ordinated Admission Arrangements for Secondary School

The school will comply with School Admissions legislation requiring all Local Authorities (LAs) to co-ordinate admission arrangements in their area. Coordinated admission schemes provide a way for ensuring that every parent living in a Local Authority (LA) receives an offer of one, and only one, school place on the same day.

As an Academy, The Oaks Academy, is its own Admission's Authority, and applies its own admissions criteria as detailed below. However, all parents will only have to fill in the LA application form and will receive their offer from the Cheshire East Local Authority.

The Common Application Form (CAF) must be used by all Cheshire East parents applying for a school place, whether inside or outside Cheshire East Authority. Parents should have regard to the contents of information booklets issued by the LA.

Admission Information

Admission Numbers

The published admission number for this school is 156 pupils per year. Published admission numbers are established for each school in order to decide whether any age group within a school is full.

Admission and Age Groups

Applications for admission, and any appeals, are normally considered in relation to the availability of places in the child's chronological age group, other than in exceptional circumstances.

Admission of pupils residing outside the boundaries of Cheshire East Council

Pupils residing outside the boundary of Cheshire East Authority are offered places on the same basis as pupils resident within Cheshire East. However, applications on their behalf for a place at this school must be made using an application from their home LA in line with coordinated admission arrangements, e.g. pupils resident in other authorities wishing to express a preference for a place at this school must include the school on their local authority's application form.

Allocation of Places

As required by law, the Council makes arrangements for parents to express their preference for the school/schools where they wish their child to be educated and an opportunity to give reasons for their preference before any places are offered.

All preferences must be in writing and those meeting the criteria for this school will be met except where this would prejudice efficient education or the efficient use of resources, e.g. if the year group in question is full.

Admissions Criteria

In the event of The Oaks Academy being over-subscribed the Trustees of the school, in prioritising applications, will use the following criteria:-

1. Looked after children and previously looked after children – as defined in section 22 of the children act 1989. Previously looked after children are those who were looked after, but immediately after being looked after, became subject to an adoption, child arrangements order or special guardianship order.
2. Children with proven and exceptional medical and social needs where admission to the school might best help satisfy those exceptional needs, providing that such application is submitted with appropriate evidence or reports from a doctor or social worker.
3. Pupils whose brother or sister attends the school and who is expected to continue at the school in the following school year. This also includes half-brothers/ sisters and unrelated children living together as part of one household
4. Pupils who attend one of the following feeder primary schools:-
 - Underwood West Primary School
 - Vine Tree Primary School
 - Wistaston Green Primary School

All schools will be treated equally.

5. All other pupils based on distance criteria.

If the school is named in a statement of educational needs the Trustees have a duty to admit the child to the school.

In relation to children of multiple births, exceptionally it may be necessary to offer places over the published admission number. This is to ensure that, as far as possible, siblings (i.e. twins, triplets or children from other multiple births) can attend the same school.

Where capacity is exceeded in any of the above admission criteria a place will be allocated to the student living nearest to the school measured using an 'address – point system'. (i.e. the Local Authority distance measuring system which measures straight line distance in miles from the student's permanent place of residence to the main school).

Proof of address and residency may be required and the Trustees retain the right to withdraw any place offered on the basis of a fraudulent or intentionally misleading application.

When a child lives at more than one address e.g. spends part of each week at different addresses, full details of the arrangements must be included on the application form (or by means of an accompanying note) to enable the Governors to decide which address (or, exceptionally, addresses) to use for admission purposes.

Pupils whose applications for year 7 are unsuccessful will be placed on a 'reserve list' for one term after the start of the academic year in case any further places become available.

Admission Appeals

Parents who are not offered a place at the school have a right of appeal to an Independent Schools Appeals Panel. Appeals must be submitted in writing, but parents have the right to present their case to the Panel in person. The Panel will allow the parent(s) to be accompanied by a friend or to be represented. However, government advice is that legal representation should not normally be necessary. Decisions of Schools Appeal Panels are binding on the school governing body and parents.

Late Applications

Late applications for places will be considered after all applications received by the closing date unless the school considers that there are good reasons for the late application, which must be stated at the time of application, e.g. exceptional medical reasons preventing earlier application, late removal in to the area.

Supporting documentation must be provided to the school for consideration. Late applications will be forwarded by the local authority to the governing body for consideration in line with our published admission arrangements for late applications.

Repeat Applications

Repeat applications will not be considered within the same school year, unless the parents', child's or the school's circumstances have changed significantly since the original application was made.

Transfer between Schools (In year Admissions)

Parents seeking transfer should approach in the first instance Cheshire East Local Authority to find out if there are any places in the appropriate school year. Trustees of The Oaks Academy, as the Admissions Authority, are prepared to consider requests for transfers between schools other than at normal admission times. Parents are, however, advised as a first step, to discuss their child's progress and problems with the Headteacher of the child's present school.

Waiting Lists

Pupils whose applications are unsuccessful will be placed on a waiting list. If a parent decides to appeal against the decision not to offer a place for their child at their preferred school, the child's name will automatically be placed on a waiting list in case any further places become available. Parents who decide not to appeal can also ask for their child's name to be included on a waiting list if they wish. Placing a child's name on a waiting list does not affect the right of appeal.

The waiting list will be held in criteria order and not be held on a 'first come, first served' basis. New applications will be added to the waiting list in criteria order and should places become available, these will be offered in line with the over-subscription criteria outlined above. The waiting list for admissions into Year 7 will be retained until the end of the autumn term.

Other sources of help

Parents can seek advice from the Advisory Centre for Education (ACE) in London which is a voluntary body providing a helpline advice service to parents on education matters.

The telephone helpline number is 0808 800 5793 and they also have a website: www.ace-ed.org.uk

General information regarding appeals can be obtained from the School Admissions Team, who will also assist you if your appeal is unsuccessful.

Their helpline number is 0300 123 5012

The Department for Children, Schools and Families has a web site that provides a range of information for parents. www.dcsf.gov.uk.