



## **ADMISSIONS POLICY 2019/2020**

### **1 Introduction**

- 1.1 This document sets out the admission arrangements for Oasis Academy Coulsdon, throughout this document referred to as “the Academy”. These arrangements are without prejudice to the provisions of Annex B in the Master Funding Agreement (relating to Statemented students).
- 1.2 Any changes to the arrangements set out in this document, with the exception of setting a published admission number higher than the agreed admission number for a specific year, must be approved in advance by the Secretary of State.
- 1.3 Oasis Academy Coulsdon is a non-selective school open to students of all religious faiths or those of no faith.

### **2 School Admissions Code/ School Admissions Appeal Code**

- 2.1 The Academy will comply with all relevant provisions of the statutory codes of practice (the School Admissions Code of Practice and the School Admission Appeals Code of Practice) as they apply at any given time to maintained schools and with the law on admissions as it applies to maintained schools.
- 2.2 Reference in the codes to admission authorities shall be deemed to be references to Oasis Community Learning. References to “the LA” shall be deemed to be references to the London Borough of Croydon Local Education Authority and references to “the Admissions Forum” to be to the London Borough of Croydon Local Authority Admissions Forum. In particular, the Academy will take part in the Admissions Forum set up by the LA and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by the London Borough of Croydon and the local in-year Fair Access Protocol.
- 2.3 Notwithstanding these arrangements, the Secretary of State may direct the Academy to admit a named student to the Academy on application from an LA. Before doing so the Secretary of State will consult the Academy.

### **3 Admission arrangements approved by the Secretary of State**

The admission arrangements for the Academy for the year 2019/2020 and, subject to any changes approved by the Secretary of State, for subsequent years are:

- 3.1 The Academy has an agreed admission number of 180 students. The Academy will accordingly admit at least 180 students in the relevant age group each year if sufficient applications are received.
- 3.2 The Academy may set a higher admission number as its Published Admission Number for any specific year. Before setting an admission number higher than its agreed admission number, the Academy will consult those listed at paragraph 11.2 below. Students will not be admitted above the Published Admission Number unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.
- 3.3 If the Academy admits a total of 26 students in excess of its admission number in any 3-year period it will determine a higher admission number, after consulting those bodies listed at paragraph 11.2.

### **Admissions procedures**

#### **4 Application process**

- 4.1 Applications for places at the Academy will be made in accordance with the LA's co-ordinated admission arrangements and will be made on the Common Application Form (CAF) provided and administered by the LA.
- 4.2 The Academy will use the following timetable for applications each year (exact dates within the months may vary from year to year) which, whenever possible, will fit in with the common timetable agreed by the Admissions Forum or LA:
  - September - The Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2016 for admission in September 2017). The Academy will also provide information to the LA for inclusion in the composite prospectus, as required
  - July/September/October - The Academy will provide opportunities for Parents/Carers to visit the Academy
  - October - CAF to be completed and returned to the LA to administer
  - November - LA sends applications to Academy
  - December - Academy sends list of students to be offered places to LA

- February - LA applies agreed scheme for own schools, informing other LAs of offers to be made to their residents
- 1st March offers made to Parents/Carers

## 5 Consideration of applications

- 5.1 The Academy will consider all applications for places. Where fewer than 180 applications are received, the Academy will offer places to all those who have applied.
- 5.2 Late Applications  
Oasis Academy Coulsdon adheres to the late application process detailed in Croydon Secondary Admissions Transfer Booklet.

## 6 Procedures where the Academy is oversubscribed

- 6.1 Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below. After the admission of students with statements of Special Educational Needs where the Academy is named on the statement, the criteria will be applied in the order in which they are set out below:
1. Looked after children and previously looked after children (see note 1)  
Note 1  
**Looked after children** are defined as children in public care at the date on which the application is made  
**Previously looked after children** are children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order, immediately after being looked after.  
If an application is made under the 'looked after' criterion, it must be supported by a letter from the relevant Local Authority Children's Services Department. (If applying under the previously looked after criterion a copy of the adoption or special guardianship order must also be supplied.)
  - 2 Children who have specific medical needs, social needs or special needs where the application is supported by written specific health professional advice as to why admission to the Academy is necessary.
  - 3 Children of Staff at the School. Oasis Academy Coulsdon may give priority in the oversubscription criteria to children of staff directly employed by the Academy in either or both of the following circumstances:

- a) Where the member of staff has been employed at the Academy for two of more years at the time at which the application for admission to the Academy is made, and/or
  - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- 4 Children for whom Oasis Academy is the nearest school, with priority being given to those living nearest.  
The distance will be measured in a straight line from the child's home address to the designated entrance(s) of the school using a computerised measuring system (GIS) and geographical reference points as provided by the National Land and Property Gazetteer (NLPG). Those living closer to the school will receive higher priority.  
The child's permanent home address is where he or she normally lives and sleeps and from where they go to school. Proof of residence can be requested at any time throughout the admissions process. If false or misleading information is used to gain entry to the Academy, the offer of a place will be withdrawn and the application cancelled.
- 5 Siblings of students who will be attending the Academy and living at the same address on the date when the applicant would be admitted. The term 'sibling' means a full, step, half, adopted or fostered brother or sister, but not cousins. The Academy reserves the right to ask for proof of relationship.

In the event that the number of applications exceeds the places available within any of the above categories, distance will be used to decide between applications. Where there are insufficient places available to admit two or more siblings within one family, or where there is no difference in distance from home to the academy for two or more children, random allocation will be used to allocate the final available place(s). This will be independently verified.

## **7 Operation of waiting lists**

- 7.1 Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the Academy will operate a waiting list. 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 by the Academy and 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.
- 7.2 Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 6.1.
- 7.3 Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

## **8 Arrangements for appeals panels**

- 8.1 Parents/Carers will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy. The Appeal Panel will be independent of the Academy. The arrangements for Appeals will be in line with the Code of Practice on School Admission Appeals published by the Department for Children, Schools and Families as it applies to Foundation and Voluntary Aided schools. (Appendix 1)
- 8.2 The determination of the appeal panel will be made in accordance with the Code of Practice on School Admission Appeals and is binding on all parties. The Academy should prepare guidance for Parents/Carers about how the appeals process will work and provide Parents/Carers with a named contact who can answer any enquiries Parents/Carers may have about the process.

## **9. Arrangements for admitting students to other year groups, including to replace any students who have left the Academy**

- 9.1 Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy must consider all such applications and, if the year group applied for has a place available, admit the child. All in-year applications must be directed to the Local Authority under coordinated in-year admission arrangements.
- 9.2 A designated number of 180 students applies to Year Groups 8 to 11.
- 9.3 If more applications are received than there are places available, the oversubscription criteria shall applied. Parents/Carers whose application is turned down are entitled to appeal.

## **10 Annual procedures for determining admission arrangements**

- 10.1 The Academy will determine its admission arrangements each year by 28<sup>th</sup> February.
- 10.2 The Academy will consult by 31<sup>st</sup> January\*:
- The LA
  - The Admission Forum for the LA. Any other Admission Authorities for primary and secondary schools located within the relevant area for consultation set by the LA
  - Any other governing body for primary and secondary schools (as far as not falling within the above) located within the relevant area for consultation.
  - Affected admission authorities in neighbouring local authority areas.

- Parents/Carers/ living in the relevant area for consultation whose children have attained the age of two but are not above compulsory school age and who are or will be eligible to apply to be admitted to the Academy;
- Community groups which the Academy considers relevant;
- Teaching unions if the consultation includes an increase in admission number.

\*The consultation will be for a minimum of 6 weeks only between **1 October and 31 January**.

10.3 Following consultation, the Academy will consider comments made by those consulted. The Academy will then determine its admission arrangements by 28 February and notify those consulted what has been determined.

## **11 Publication of admission arrangements**

11.1 The Academy will publish its admission arrangements each year once these have been determined, by:

- Copies being sent to the offices of the LA for distribution to primary and secondary schools as appropriate
- Copies being sent to the offices of the LA and consultees in 12.2. above
- Copies being made available without charge on request from the Academy
- Copies being sent to public libraries in the area of the LA for the purposes of being made available at such libraries for reference by Parents/Carers and other persons
- Copies being published on our website

11.2 The published arrangements will set out:

- The name and address of the Academy and contact details
- A summary of the admissions policy, including oversubscription criteria
- A statement of any religious affiliation
- Numbers of places and applications for those places in the previous year
- Arrangements for hearing appeals

## **12 Representations about admission arrangements**

12.1 Where any of those bodies that were consulted, or that should have been consulted, make representations to the Academy about its admission arrangements, the Academy will consider such representations before determining the admission arrangements.

12.2 Where the Academy has determined its admission arrangements and notified all those bodies whom it has consulted and any of those bodies object to the Academy's admission arrangements they can make representations to the Secretary of State. The Secretary of State will consider the representation and in so doing will consult the Academy. Where he judges it appropriate, the Secretary of State may direct the Academy to amend its admission arrangements.

12.3 Those consulted have the right to ask the Academy to increase its proposed Published Admissions Number for any year. Where such a request is made, but agreement cannot be reached locally, they may ask the Secretary of State to direct the Academy to increase its proposed Published Admissions Number. The Secretary of State will consult the Academy and will then determine the Published Admission Number.

12.4 The Secretary of State may direct changes to the Academy's proposed admission arrangements and, in addition to the provisions above, the Secretary of State may direct changes to the proposed Published Admissions Number.

### **13 Proposed changes to admission arrangements by the Academy after arrangements have been published**

13.1 Once the admission arrangements have been determined for a particular year and published, the Academy will propose changes only if there is a major change of circumstances.

13.2 In such cases, the Academy must notify those consulted under paragraph 11.2 above of the proposed variation and must then apply to the Secretary of State setting out:

- The proposed changes
- Reasons for wishing to make such changes
- Any comments or objections from those entitled to object

### **14 Need to secure Secretary of State's approval for changes to admission arrangements**

14.1 The Secretary of State will consider applications from the Academy to change its admission arrangements only when the Academy has notified and consulted on the proposed changes as outlined in 11.2

14.2 Where the Academy has consulted on proposed changes the Academy must secure the agreement of the Secretary of State before any such changes can be implemented. The Academy must seek the Secretary of State's approval in writing, setting out the reasons for the proposed changes and passing to him any comments or objections from other admission authorities/other persons.

- 14.3 The Secretary of State can approve, modify or reject proposals from the Academy to change its admission arrangements.

**15 Admission records**

- 15.1 Records of applications and admissions shall be kept by the Academy for a minimum period of ten years and shall be open for inspection by the Secretary of State.

## **Appendix 1 Admission appeals procedure**

### Oasis Community Learning Admission Appeals Information

#### **Admission Authority**

- 1 Oasis Community Learning is the Admission Authority for its Academies. Therefore, Oasis Community Learning is required to make arrangements for the hearing of appeals against decisions not to offer a place to a child at the Academy.

#### **Admission Appeals**

- 2 Parents/Carers have a right to appeal in the event that their application for a place in an Academy is unsuccessful. Appeals should be lodged with the Clerk to the Appeal Panel within 14 days of the date of the letter notifying that the application was unsuccessful. Appeals inside the normal admission round are normally held in April or May, whilst appeals for admission outside the normal admission round ('in year appeals') will be held within 30 school days of the appeal being lodged.

#### **Late Appeals**

- 3 Where an appeal is submitted after more than 14 days of notification of the decision, the appeal may be held at a later date. In year appeals (i.e. those outside the normal admissions round) will always be held within 30 school days of being lodged.

#### **Appeal Panel**

- 4 Admission appeals are heard by an independent Appeal Panel of three members, established by the Local Authority. At least one member of the Panel is a lay member; that is, someone without personal experience in the management of any school or the provision of education in any school. At least one member has experience in education; that is, someone who is acquainted with educational conditions in the area or who is a Parent/Carer of a registered student at a school. One member acts as Chair of the Panel.
- 5 No one may be a member of the Appeal Panel if they were party to the decision not to admit the child about whom the appeal is concerned, or took part in any discussions about how the decision was reached.
- 6 Parents/Carers should not attempt to discuss matters relating to their appeal with any member of the Appeal Panel prior to the meeting.

### **The Powers of the Appeal Panel**

- 7 The Appeal Panel's decision is binding on the Admission Authority. If the Panel upholds the appeal presented by the parents/Carers, the child must be admitted to the Academy.
- 8 An Appeal Panel decision can only be overturned by the Courts, where the parents/Carers or Admission Authority are successful in applying for Judicial Review of that decision.
- 9 The Appeal Panel cannot hear complaints or objections on the wider aspects of admission policies and practice. The Appeal Panel cannot change the Academy's admission criteria. The Academy's admission criteria are in section 6 of this policy.

### **Action prior to the Appeal Panel meeting**

- 10 Parents/Carers have the right to attend the Appeal Panel meeting and to present their appeal orally to the Panel. However, in addition, parents/carers may provide their appeal in writing with any supporting evidence to the Clerk to the Appeal Panel prior to the meeting. Written material received seven days before the date of the appeal meeting will be sent to the Appeal Panel members prior to the meeting so that they can study the material in advance.
- 11 The Academy may also present its representations and evidence to the Clerk at least seven days before the date of the appeal meeting so that they may be read in advance by the Appeal Panel members.
- 12 Any materials presented by the Academy will be sent in advance to the Parents/Carers and any materials presented by the Parents/Carers will be sent in advance to the Academy. The basic principle followed is that all information presented to the Clerk as part of the appeals process is available to all parties to the appeal.

### **Notice of the Appeal Panel meeting**

- 13 Parents/Carers will receive written notice at least 10 school days before the date their appeal will be heard unless the parent agrees to a shorter notice period.

### **Representation**

- 14 Parents/Carers are encouraged to attend the Appeal Panel meeting in person and to make oral representations; that is, to clarify or supplement their written appeal. The parent may be accompanied by a friend, adviser or be represented. Parents/Carers may also bring an interpreter. In all circumstances where the Parents/Carers intend to bring along someone else, the Parents/Carers should give advance notice to the Clerk, preferably at least 3 working days prior to the

meeting of the name of the other person attending and the capacity in which they are attending.

### **The Appeal Panel meeting**

- 15 The Appeal Panel hearing is in two parts. Firstly, the Academy's Presenting Officer presents the case that to admit any more pupils would prejudice the provision of efficient education or use of resources. This part of the hearing may involve a number of parents/carers together. The Parents/Carers are given the opportunity to question the Presenting Officer. Secondly, the Parents/Carers are given the opportunity to present to the Appeal Panel individually (without other Parents/Carers present). The Chair of the Appeal Panel ensures that the stages of the second part of the meeting take the following order:
- a) The Parents/Carers present their case to the Panel.
  - b) The Presenting Officer is given the opportunity to question the parents/carers.
  - c) The Presenting Officer sums up the Admission Authority's case.
  - d) The Parents/Carers sum up their case.
- 16 The Appeal Panel members may ask questions at any time if they require clarification of what is being said or if they need information in order to reach a decision.

### **After the Appeal Panel meeting**

- 17 The written decision of the Appeal Panel will normally be sent to the Parents/Carers by the Clerk within seven days of the meeting.

### **Non-attendance at the Appeal Panel hearing**

- 18 If the Parents/Carers provide the Appeals Administrator with their telephone number, the Appeals Administrator will inform the Parent of the date and time of the Appeal Panel hearing both by letter and by telephone.
- 19 If through unforeseeable circumstances, the Parents/Carers are unable to attend the hearing on the day, they must telephone the Appeals Administrator immediately and give the reason for the non-attendance. The Parents/Carers will be asked if they want the appeal to go ahead in their absence. If they wish to seek another appointment, the matter will be referred to the Chairman of the Appeal Panel who will decide, based on the Parents/Carers' reason for nonattendance, whether to hear the appeal in the absence of the Parents/Carers or defer consideration to a subsequent hearing.

- 20 Where Parents/Carers fail to attend on two occasions, the Appeal Panel will consider the appeal in the absence of the Parents/Carers.

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

- 21 Parents may request that their child is exceptionally admitted outside their normal age group. The admission authority will decide whether or not the individual child's circumstances make this appropriate on educational grounds.
- 22 It is the expectation of the Academy that a child is educated alongside his/her age equivalent peers, in almost all cases. We would strongly advise that all children enter into their normal year group. The responsibility for addressing individual educational needs lies with the school through an appropriately differentiated and enriched curriculum.
- 23 All requests to educate a child outside their normal year group must include written explanation of why this is necessary and where applicable, evidence of the child's circumstances from a relevant professional detailing the child's educational need which makes education outside the normal age group necessary.
- 24 Decisions are made on the basis of the circumstances of each case and in the best interest of the child. This includes taking account of the following:
- Parents views
  - Information relating to the child's academic, social and emotional development, where relevant
  - Medical history and the views of a medical professional
  - Any previous history of being educated outside of their normal age group
  - If child may naturally have fallen into a lower age group if it were not for being born prematurely
  - Views of the head teacher of the school(s) concerned

### **Further Information**

- 25 Any queries about the appeals process should be made to the Appeals Administrator: All correspondence should be addressed to: Clerk to the Appeal Panel.