



Oaklands School Admissions Policy 2024/25

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Statement of Intent

Oaklands School welcomes all pupils, and places are offered in an open and fair way. Our admissions process is delivered in-line with the Equality Act 2010, the School Admissions Code, the School Admission Appeals Code, the Human Rights Act 1998 and the School Standards and Framework Act 1998.

The number of places available is determined by the capacity of the school, and is called the 'agreed admissions number'.

The table below sets out who the admission authority is and other responsible bodies in our school.

Type of school	Who is the admission authority?	Who deals with complaints about arrangements?	Who is responsible for arranging/providing for an appeal against refusal of a place at the school?
Academy	Oaklands School	Schools Adjudicator	Schools Adjudicator

1. Legal Framework

1.1. This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- Human Rights Act 1998
- School Standards and Framework Act 1998
- DfE 'School Admissions Code'
- DfE 'School Admission Appeals Code'
- The Education (Independent School Standards) Regulations 2014

1.2. This policy operates in conjunction with, but not limited to the following Trust policies:

- Equality Policy
- Data Protection (GDPR) Policy

2. Determined Admission Arrangements for: School for the Academic Year: 2024/25

2.1. Children reach compulsory school age at the start of the term following their fifth birthday. The Westbrook Trust will admit 4-year-olds into its Foundation Stage classes.

2.2. Parents/carers should complete the Medway Common Application Form in accordance with the co-ordinated scheme. For further information and an application form please contact Medway Council's Student Services Operations Team on 01634 331155.

2.3. Parents/carers are not obliged to start their child at school until the beginning of the term after the child is 5. Therefore, parents/carers who have been offered a September place may ask to defer their child's admission until later in the school year or until the child reaches compulsory school age in that school year without losing the offer of a place. Parents/carers can also request that their child attends part-time until the child reaches compulsory school age. Parents/carers of children with summer term birthdays (1st April to the 31st August) may ask to start their child in Year 1 but the Reception place will not be saved. Parents/carers will have to reapply for a Year 1 place. Parents/carers are not able to defer entry beyond the beginning of the term after the child's fifth birthday. More information regarding delayed admission to Year R can be found in the Medway co-ordinated admissions scheme.

2.4. The Published Admission Number for the school is **60**.

3. Oversubscription Criteria

3.1. Following receipt of parental/carer preferences, places will be offered to those children with Educational Health Care Plan (also known as Statement of Special Educational Need) where Oaklands School is named. Then, if the number of requests received via the co-ordinated scheme is more than the number of places available, places will be allocated in the following priority order:

- a) Children in public care, looked after children and previously looked after children.
- b) Children with a current family association (a brother or sister, including adopted, foster and step siblings) in the school at the time of application and still attending at the planned date of admission.
- c) Children with health, medical or special access reasons. Medical evidence must be provided which demonstrates a specific health reason which requires a child to attend Oaklands School.
- d) Multiple birth children, as defined in the Medway co-ordinated admission scheme.
- e) Children of a member of staff who has been employed at the school for two years or more.
- f) Children eligible for the Service Premium (proof of eligibility will be required)
- g) Nearness of child's home to school measured using Medway Council's criteria.

- 3.2. Where criteria involve measuring distance to a child's home, the Local Authority's procedures for ascertaining the shortest available route between home and the school will be used.
- 3.3. **Tie-breaker** - In the unlikely event that two or more children in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place.

4. Casual Admissions

- 4.1. Parents/carers should complete the Casual In-Year Admission Form and places will be offered in accordance with the co-ordinated scheme. Parents can apply for a casual admission at any time during the school year.
- 4.2. If no places are available at the time of application, a waiting list will be maintained. Names are kept in priority order according to the oversubscription criteria and not according to how long a child's name has been on the list.
- 4.3. Any place that becomes available will be offered to the child at the top of the list.
- 4.4. All vacancies will be allocated as they arise.
- 4.5. **Casual Admissions when transferring schools without moving home** - If a parent/carer wishes to transfer their child from another school without moving home, the Head teacher will contact the child's current school to ascertain the situation so that our school is able to offer the correct support should the child be offered a place. It is also expected that the parent/carer of the child, along with the child themselves when appropriate, visit our school and meet with the Head Teacher before any place will be offered.

5. Appeals

- 5.1. Parents/carers have the right to appeal to the school if a place is not offered to their child.
- 5.2. Appeals will be handled in line with the School Admissions Appeals Code.
- 5.3. The Office of the Schools Adjudicator will take complaints about the schools' admission arrangements: <https://www.gov.uk/government/organisations/office-of-the-schools-adjudicator>

An initial impact assessment under the Trust's Single Equality Scheme has been carried out for this policy	
A	Positive impact is explicitly intended and very likely
B	An adverse impact is unlikely, and on the contrary the policy has the clear potential to have a positive impact by reducing and removing barriers and inequalities that currently exist
C	An adverse impact is unlikely. On the contrary there is potential to reduce barriers and inequalities that currently exist. There is insufficient evidence, however, for this assessment to be made with as much confidence as is desirable
D	Adverse impact is unlikely, but positive impact is also unlikely.
E	Adverse impact is probable or certain, since certain groups will be disadvantaged, either proportionately or absolutely, or both. Remedial action is therefore necessary
F	Adverse impact is probable or certain for certain groups but the policy as a whole can nevertheless be justified. PLEASE NOTE: Selecting this assessment will necessitate the need for legal advice