



# Admissions Policy 2018/2019

## 1 Introduction

- 1.1 This document sets out the admission arrangements for Oasis Academy Shirley Park, 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 Shirley Park 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 Local Authority 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 a Local Authority. 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 2018/2019 and, subject to any changes approved by the Secretary of State, for subsequent years are:

- 3.1 The Academy has agreed admission numbers for Nursery, Year R, Year 7 and Year 12 as follows;
  - a) The Academy has an agreed admission number of **52 part-time pupils** in the **Nursery**. The Academy will accordingly admit 52 part-time pupils each year who have reached their third birthday if sufficient applications are received. The Nursery school day will be split into 2 sessions (Morning & Afternoon), 26 applicants will be accommodated in each session.
  - b) The Academy has an agreed admission number of **120** pupils in **Year R**. We adhere to the statutory infant class size limit of 30 students per class.
  - c) The Academy has an agreed admission number of 180 students in **Year 7**, of which 60 places are intended for transfer from Year 6. If fewer than 60 pupils intend to transfer from Year 6, the Academy will admit using the criteria outlined in clause 6.1 up to the overall size of the year group (i.e. 180).

- d) The Academy operates a Sixth Form for a total of 200 students across two year groups. The admission number for **Year 12** is 115 minus those students eligible to transfer from Oasis Academy Shirley Park's own Year 11.
  - e) The Academy has an agreed admission number of 30 students in Years 8 -10 for children who attend the Crystal Palace Football Academy.
- 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 11.1 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 11.1.

## **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 provided and administered by the LA.
- 4.2 The Academy will use the following timetable for Year 7 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 2017 for admission in September 2018). The Academy will also provide information to the LA for inclusion in the composite prospectus, as required.
  - September/October - The Academy will provide opportunities for parents/carers to visit the Academy.
  - October – Common Application Form to be completed and returned to the LA to administer.
  - December - LA sends applications to Academy.
  - January - 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 – National Offer Day - offers made to parents/carers.

## 5 Consideration of applications

- 5.1 The Academy will consider all applications for places. Where fewer than the published admission number(s) for the relevant year groups are received, the Academy will offer places to all those who have applied.
- 5.2 Late applications should be made in line with the LA's agreed arrangements in the co-ordinated scheme. The LA will publish pre-determined dates for late applications.

## 6 Procedures where the Academy is oversubscribed

### 6.1 Nursery, Year R, Year 7 and In-Year Applications

Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of pupils 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:

- a) Children in public care (looked after children and previously looked after children).

**Looked after children** are children who are in the care of the LA or provided with accommodation by that authority 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.

Any application made within the "looked after" category must be supported by a letter from the relevant LA (Children's Services) Department.

If applying under the "previously looked after children" criterion a copy of the adoption or special guardianship order must also be supplied.

- b) Children whose sibling(s) currently attend the school (including the Sixth Form) and who will continue to do so on the date of admission. The term "sibling" means a full, half, adopted or fostered brother or sister. Sibling criteria may apply where, at the time of application, a sibling is expected to be on roll (including in the Sixth Form) when the child starts at the Academy. If the sibling unexpectedly leaves the Academy after the offer has been made, the place must not be withdrawn on these grounds. The Academy will request proof of relationship.
- c) Children whose parent is a member of staff who has been employed by the Academy for two or more years at the time at which the admission application is made, and/or has been recruited to fill a vacant post for which there is a demonstrable skill shortage.
- d) Children who live nearest to the Academy are calculated using the Local Authority's computerised system. 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. If a child lives in a shared property such as flats, the geographical references will

determine the start point within the property boundaries to be used for distance calculation purposes.

\* The child's permanent home address is where he or she normally lives and sleeps and goes to school from. Addresses involved in child-minding (professional or relatives) are excluded. Proof of residence and parental responsibility will be requested during the admissions process. If false or misleading information is used to gain entry to the Academy, the offer of a place will be withdrawn. The LA must be notified of any changes of address immediately. Failure to do so could result in the child being denied a place.

A child's attendance at the Nursery does not guarantee the child's admission to the Primary Phase of the Academy. A separate application must be made for transfer from nursery to primary phase.

### **Tie-Breaker**

If there are more applicants than there are places remaining within a particular category, and where there are siblings or 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).

### **Fair Access Protocol**

The Academy participates in the LA's Fair Access Protocol to allocate places to vulnerable and other children in accordance with Section 3: points 3.9 – 3.15 of the School Admission Code 2014. Admitting students under the protocol may require the Academy to admit above the planned admission number for the relevant year group.

## **6.2 Post 16 admission criteria**

The Academy will publish specific criteria in relation to minimum academic entrance requirements for admission to the post-16 provision. These criteria are the same for internal and external transfers. These academic entry requirements form part of the admission arrangements and so will be consulted upon in line with paragraph 11.2 and published in the Academy's prospectus and website, and in the LA composite admissions prospectus. Students failing to meet the grades for their preferred course option will be offered alternative courses if available. Students already on the Academy roll are entitled to transfer to Year 12 if they meet the published standards of entry.

Where the number of external applications exceeds the number of post-16 places available and 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:

- a) Children in public care (looked after children and previously looked after children).

**Looked after children** are children who are in the care of the LA or provided with accommodation by that authority 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.

Any application made within this category must be supported by a letter from the relevant Local Authority (Children's Services) Department. If applying under the "previously Looked after children" criterion a copy of the

adoption or special guardianship order must also be supplied.

- b) Other external students.

Entry into Year 13 A2 GCE level courses is not automatic. This is assessed on the basis of the successful completion of the AS level courses.

### **Tie-Breaker**

If there are more applicants than there are places remaining within a particular category, random allocation will be used to allocate the final available place(s).

## **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 until the end of the academic year in which the application was made 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 section 6.
- 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 Education as it applies to Foundation and Voluntary Aided schools. (Appendix 1)
- 8.2 As **Nursery** provision is non-statutory, there is no right of appeal to an independent appeal panel, although the Academy will consider any complaints.
- 8.3 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. In-year admission applications are co-ordinated by the Local Authority. An application form must be obtained from, completed and returned to the Local Authority to apply for an in-year admission.
- 9.2 If more applications are received than there are places available, the oversubscription criteria shall apply. Parents/carers whose application is turned down are entitled to appeal.
- 9.3 Children are normally educated alongside others of their age group. In exceptional circumstances however, a parent/carer may request a place outside of their child's normal age group. All applications requesting a child to be educated outside of their normal year group must include a detailed written explanation of why this is necessary, and where applicable provide recent professional evidence to support this. Decisions will be made on the basis of the circumstances of each case. Further details of how to make such a request are available from the Academy.

## **10 Consultation process**

- 10.1 When changes are proposed to the determined (formally agreed) admission arrangements, the Academy shall consult on its proposed admission arrangements that will apply for admission applications the following school year.

Where admission arrangements do not alter from the previous year, the Academy are not required to consult. The Academy recognises the requirement to consult on their admission arrangements at least once every 7 years, even where there have been no changes during that period.

- 10.2 The Academy will consult by 31<sup>st</sup> January with:

- 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.

- 10.3 Following consultation, the Academy will consider comments made by those consulted. The Academy will then determine its admission arrangements by 28<sup>th</sup> February of the relevant year and notify those consulted detailing 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;
- sent to the offices of the LA and consultees in 10.2. above
- made available without charge on request from the Academy
- 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.

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 with 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 10.2 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 10.2
- 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 20 school 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 20 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 Academy. 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 14 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/carer 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/carer 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, 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. First, the Academy's Presenting Officer presents the case that to admit any more students 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. Second, 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.
- 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/carer 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 non-attendance, 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.

### **Further information**

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