



## Oasis Academy Shirley Park, Admission Arrangements - 2024-25

### Nursery, Primary, Secondary and Sixth Form

#### **Introductory Statement**

Oasis Academy Shirley Park is an academy where all young people are given the opportunity they deserve to make excellent progress and fulfil their full potential. Oasis Academy Shirley Park is a fully inclusive academy, accepting children of all abilities, of any faith or none.

#### **Application Process**

We welcome initial enquiries from parents and carers who would like information regarding admissions to the academy in-year, and our waiting lists.

In the first instance, please contact the academy office of the respective phase regarding admissions via telephone 020 8656 0222; alternatively call into Main Reception between 8.00 am and 4.00 pm at either our Primary or Secondary campuses, or email:

Primary phase [primaryadmissions@oasisshirleypark.org](mailto:primaryadmissions@oasisshirleypark.org)

Secondary phase and Sixth Form [admin@oasisshirleypark.org](mailto:admin@oasisshirleypark.org)

#### **Nursery**

Oasis Academy Shirley Park Nursery is where all young people are given the care, support, and opportunity to develop and grow in a safe and encouraging environment, and prepare them for their step into life at school.

Oasis Academy Shirley Park Nursery has a pre-school class for 3 and 4 year-olds. Children can start in our Nursery pre-school classes the September after they turn 3.

The Nursery has an admission number of 52 part time spaces. We do offer 30-hour funded spaces, as well as top up. The academy will accordingly admit this number of students if there are sufficient applications.

If you are a parent or carer and wish to apply for a place in our Nursery at Oasis Academy Shirley Park for the following September, you will need to complete our Application Form available on our website or from our primary site office reception.

The closing date for applications for 2024-25 is 15<sup>th</sup> January 2024. The process of allocating places will begin after this date and you will be sent a letter or email from the academy by 28th February 2024.

For more information please contact [primaryadmissions@oasisshirleypark.org](mailto:primaryadmissions@oasisshirleypark.org). Application forms must be returned to the Primary Phase Academy Reception.

*Please note children who have a place at our Nursery do not automatically move into our Reception classes. Parents and Carers must apply for a Reception place via Croydon Local Authority admissions service, but after application will have a Reception place secured for them.*

## **Nursery Funding**

Depending on your circumstances, you may be eligible for 30-hours free childcare through the Nursery Education Fund (NEF). Please visit the Government advice website <https://www.gov.uk/30-hours-free-childcare> for more information. If you believe you are eligible, please let the academy know when you make your application.

## **Late Nursery Applications**

All applications received by the academy after the deadline will be processed after those received on time. If, following consideration of all applicants the academy is oversubscribed, parents/carers may request their child is placed on the academy's waiting list.

## **Reception**

Arrangements for applications for places to Reception at the academy will be made in accordance with Croydon Local Authority co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by Croydon Local Authority.

Please access the application form by visiting Croydon Local Authority website <https://www.croydon.gov.uk/education/schools-new/school-admissions>.

The academy has a Published Admission Number (PAN) of 90 students in Reception. The academy adhere to the statutory infant class size limit of 30 students per class.

Children already in Nursery at the academy at the time Reception applications must be completed by, will have a place in Reception secured for them.

The closing date for applications for 2024-25 is 15<sup>th</sup> January 2025\*. The processing of applications will begin from 16<sup>th</sup> January 2025\*. You will be sent an email from Croydon Local Authority on the evening of 16<sup>th</sup> April 2025\* detailing the outcome of your application. You must accept or decline the place offered within 14 days of receiving the contact from the Croydon Local Authority. (all dates with a \* may be subject to change as these are determined by the local authority)

In the event of oversubscription and after all students applying from Nursery have been accommodated, any remaining places will be offered strictly in line with the oversubscription criteria set to the overall size of the year group of 90.

## **Year 7**

Arrangements for applications for places to Year 7 at Oasis Academy Shirley Park will be made in accordance with the Croydon Local Authority co-ordinated admission arrangements and will be made on the Common Application Form. The form should be completed online at <https://www.croydon.gov.uk/education/schools-new/school-admissions>.

The application process is administered by Croydon Local Authority. The closing date for applications for 2024-25 is **31<sup>st</sup> October 2024**. The outcome of your application will be



notified on **1<sup>st</sup> March 2025**. An email notification confirming the result of your application will be sent.

The academy has a Published Admission Number (PAN) of 180 students in Year 7. Children already in Year 6 at the academy at the time that secondary applications have to be completed by will have a place in Year 7 secured for them.

In the event of oversubscription and after all students applying from Year 6 have been accommodated, any remaining places will be offered strictly in line with the oversubscription criteria set to the overall size of the year group of 180.

### **Post 16**

The academy operates a Sixth Form (Year 12) 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.

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 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.

For each phase the school academy will accordingly admit this number of students if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Academy Trust will offer places at the school to all those who have applied.

### **Waiting Lists**

Subject to any provisions regarding waiting lists in the Croydon Local Authority'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/carer to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out within these arrangements. Each child added will require the respective year group waiting list to be ranked again in line with the published oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

## **Nursery**

The Nursery waiting list for Oasis Academy Shirley Park is held and maintained by the academy.

## **Reception**

The Reception waiting list for Oasis Academy Shirley Park is held and maintained by Croydon Local Authority.

## **In year applications – Primary phase**

For applications received upon the academic year being underway, it may be that your child will need to join Oasis Academy Shirley Park's waiting list. The waiting list is held and maintained by Croydon Local Authority.

## **Year 7**

When the academy is oversubscribed, a waiting list is maintained and administered by the academy upon receiving an applicant's detail from Croydon Local Authority.

Your child's name will automatically be placed on the waiting list for the academy if the academy was a higher preference on your application form than the school you have been offered.

## **In year Applications – Secondary phase:**

For applications received upon the academic year being underway, it may be that your child will need to join Oasis Academy Shirley Park's waiting list. Places for in year admission to all year groups are allocated via the academy directly. A Common Application Form (CAF) must be completed and submitted to the Local Authority in the first instance. Waiting lists are in place for the Secondary phase.

## **Oversubscription Criteria and Tie Break**

### **Nursery, Reception, Primary and Secondary**

When the academy is oversubscribed, after the admission of students with an Education, Health and Care plan naming the academy, priority for admission will be given to those children who meet the criteria set out below, in priority order:

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

**Looked after children** are children who are in the care of a LA or provided with accommodation by that authority, under section 22 of the Children Act 1989, at the date on which the application is made. This includes those children who appear to Oasis Community Learning to have been in state care outside of England and ceased to be in state care as a result of being adopted.

**Previously looked after children** are children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangement 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.

2. Children whose sibling(s) currently attend the academy (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.
3. 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.
4. 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 academy 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.

## Sixth Form

Where the number of external applications exceeds the number of post-16 places available and after the admission of students with Education, Health and Care Plans where the academy is named on the plan, the criteria will be applied in the order in which they are set out below:

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

**Looked after children** are children who are in the care of a LA or provided with accommodation by that authority, under section 22 of the Children Act 1989, at the date on which the application is made. This includes those children who appear to Oasis Community Learning to have been in state care outside of England and ceased to be in state care as a result of being adopted.

**Previously looked after children** are children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangement 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.

2. Other external students.

### **Late applications:**

All applications received by Croydon Local Authority admissions service after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the academy is oversubscribed, parents/carers may request their child is placed on the academy’s waiting list.

For more information on late applications, please visit Croydon Local Authority’s website - <https://www.croydon.gov.uk/education/schools-new/school-admissions/how-to-apply/faqs/waiting-lists>

### **Admission of Children Outside Their Normal Age Group**

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.

When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the view of the Principal and any supporting evidence provided by the parent/carer.

In the first instance, please utilise the following contact points:

Primary phase admissions [Primaryadmissions@oasisshirleypark.org](mailto:Primaryadmissions@oasisshirleypark.org)

Secondary phase admissions [admin@oasisshirleypark.org](mailto:admin@oasisshirleypark.org).

### **Applicants Living Outside the Local Authority**

Parents and Carers living outside the Local Authority, where the academy is located, should use the Common Application Form provided by their home Local Authority.

### **Appeals**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Appellants should access the following link for all information regarding appeals and the timetable for the appeal process:

<https://www.oasisacademyshirleypark.org/admissions/how-to-apply/appeals>

## Notes/Definitions

### \* Home Address:

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents, then the address used will be the address where the children spends the majority of the school week.

### Siblings:

'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half brother or sister, a step brother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.

### Tie Breaker:

If there are more children who have equal ranking based on the over subscription criteria than there are places remaining within each criterion, the children will be ranked according to proximity of their home address to the academy with the child living nearest being ranked higher. Distance will be calculated using the Local Authority's computerised system (GIS). If two or more children live the same distance then random allocation will be used to allocate the final available place(s). This will be independently verified.

### 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.