

# School Admission Policy

1 March 2013

## Community and Voluntary Controlled Primary Schools

### 1. Statutory Framework

1.1 Oldham Council is the admission authority for all community and voluntary controlled schools in Oldham

1.2 The statutory requirements of the school admission legislation and related regulations are published in the School Admission Code 2012. The code details the mandatory requirements and refers to the statutory requirements (i.e. those imposed by primary or secondary legislation) with which all admission authorities must comply

1.3 The acts relevant to school admissions and appeals are:-

- a) Equality Act 2010
- b) Human Rights Act 1998
- c) School Standards and Framework Act 1998
- d) Education Act 1996

1.4 The Regulations relevant to school admissions and appeals are:-

- a) The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012
- b) The School Admissions (Infant Class Sizes) (England) Regulations 2012

- c) The School Admissions (Appeals) (England) Regulations 2012
- d) The School Information (England) Regulations 2008

## 2. Infant Class Size Legislation

- 2.1 Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) must not contain more than 30 pupils with a single school teacher (as defined in Section 4 of the SSFA 1998). Additional children may be admitted under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.
- 2.2 Subsequent guidance has made it clear that local authorities are expected to ensure that older children who have experienced the benefit of restricted class numbers should continue to benefit from a similar limit on the size of junior classes.

## 3. Duty To Comply With Parental Requests

- 3.1 Section 86 of the School Standards & Framework Act 1998 states the following:

"Subsection 1) A local education authority shall make arrangements for enabling the parent of a child in the area of the authority;

to express a preference as to the school at which he wishes education to be provided for his child in the exercise of the authority's functions; and to give reasons for his preference.

subsection 2) Subject to subsection (3), a local education authority and the governing body of a maintained school shall comply with any preference expressed in accordance with arrangements made under subsection (1).

subsection 3) The duty imposed by subsection (2) does not apply if compliance with the preference would prejudice the provision of efficient education or the efficient use of resources."

## 4. Planned Admission Numbers

- 4.2 The PAN is set for each 'relevant age group'.
- 4.5 The planned admission numbers for all community secondary schools covered by this policy are listed at appendix A.

## 5. Application Procedures

- 5.1 Oldham residents will apply for a reception school place by using the on-line facility. The application period will run from 2<sup>nd</sup> September 2013 to 15<sup>th</sup> January 2014.
- 5.2 Applications received after the appropriate closing date will be regarded as late unless, in Oldham's judgment, there are significant and exceptional reasons for the lateness. Proof of special circumstances will be required.
- 5.3 Late applications are not considered until all on-time applicants have been allocated places.
- 5.4 A child's name will be automatically placed on the waiting list for any Oldham community school where they have been refused a place in the school's normal year of entry.
- 5.5 Oldham residents, who wish to apply for a place in the first year at school after the first school day in September 2014, or to any other age group at any time, will apply on the Common Transfer Application Form.

## 6. Oversubscription criteria for community and voluntary controlled primary schools.

- 6.1 The duty to comply with parental preferences requires that all applicants will be offered a place providing there are enough places in the school for everyone who applies
- 6.2 If the number of applications exceeds the admission number it will be necessary to determine which pupils can be offered a place by applying the following oversubscription criteria in priority order.
- 6.3 All schools are required by section 324 of the Education Act 1996 to admit to the school a child with a statement of special educational need that names the school. This is not an oversubscription criterion and all children with statements naming a school will be admitted before other children are offered a place.
- 6.4 For all other applications the following criteria will be applied to prioritise children for admission to community and voluntary controlled primary schools:-

Criterion 1.

Children in care or children who have previously been looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order will be given the highest priority for admission.

#### Criterion 2

Those children who are considered to have exceptional medical or social reasons as to why they should attend a particular school. Parents will be required to submit evidence to support their application under this criterion (see note (a) below).

#### Criterion 3

Those children who already have a sibling at the school and who will still be attending when their brother/sister starts in reception. (see note (b) below).

#### Criterion 4

Geographical proximity to school, with those families living next nearest to the school having higher priority. Distance is measured in a straight line between the home postcode (see note (c) below) and the schools postcode, measured electronically by GIS software within the admission database using Post Office data and Ordnance Survey data.

#### Notes

(a) Exceptional reasons for priority over other applicants - Decisions must be consistent and based on objective evidence, which must be provided in writing by an appropriate professional i.e. a doctor or a social worker.

(b) Siblings - The LA accepts that in some family units (1 or 2 parents/carers and children), the children may not be natural brothers and/or sisters. Other children from the same family unit can be considered as a sibling link under this criterion provided that proof is available to demonstrate that the children are permanently resident at the same address and part of the same family unit.

(c) Tie breaker - Should it be necessary to distinguish between applicants with equal priority within any of the above criteria, the distance is measured as a straight line from the child's home address to the school property measured between the two central data points of the home postcode and school postcode. Measurements are calculated using Geographical information System mapping software based on Ordnance Survey and Postcode data.

## 7. Permanent Address

- 7.1 The only address the council can consider is the address of the adult with whom the child is permanently resident. Where a child stays with another parent for part of the week, further enquiries may be made in order to determine where the

child is permanently resident.

- 7.2 If a childminder, grandparents or another member of the family cares for the child on a daily basis at another address, the council cannot consider this address for the purpose of its admission process to schools.
- 7.3 The council will undertake any necessary investigations and an allocated place may be withdrawn if a false address is given or one where the child is not actually living when s/he is not at school.
8. Intention To Move House
- 8.1 An intention to change address cannot be considered by the council until such a move has actually taken place and proof is available to substantiate the change of address. Proof of change of address will be accepted up until the latest reasonable date prior to the final allocation of school places on 16<sup>th</sup> April 2014.
9. Twins or Triplets
- 9.1 In cases where twins, triplets, or other multiple birth siblings are split when allocations take place, they will be allocated a place over the Published Admission Number and will remain excepted pupils for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.
10. Flats
- 10.1 In the event of two or more children living equal distant from the school, e.g. blocks of flats, the place will be decided by drawing lots, the first name drawn will be offered the place.
11. Unsuccessful Applications
- 11.1 On completion of the allocation of places at the 16<sup>th</sup> April 2014 there may be applications where none of the parent's preferences have resulted in the offer of a school place. If it has not been possible to comply with any of the parent's preferences the council will identify all the schools with vacant places and allow parents to submit a further preference.
- 11.2 The council has a responsibility to ensure that there is a school place available for all children resident within the borough. Should parents fail to secure a school place for their child the council will offer a place at a school that has vacant places. If more than one school is identified the LA will determine the

school to be offered by selecting the school closest to home.

## 12. Appeals

- 12.1 All parents have the right to appeal against the refusal of a school place by submitting an appeal to the Independent Appeal Panel. If parents wish to appeal they can do so by completing a School Admission Appeal Form and returning it to Constitutional Services. A decision by an Admission Appeal Panel is binding on the council, school governors and parents.



**COMMUNITY AND VC SCHOOLS**

**PLANNED ADMISSION NUMBERS FOR SEPTEMBER 2014**

<b>Estab. Number</b>	<b>School</b>		<b>PAN SEPT 2013</b>
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**PRIMARY**

2000	Alexandra Park Junior		<b>90</b>
2104	Alt Primary School		<b>45</b>
2072	Bare Trees		<b>70</b>
2091	Beal Vale County Primary Sch.		<b>30</b>
2002	Beever Primary School		<b>30</b>
2058	Blackshaw Lane Primary School		<b>30</b>
2085	Buckstones		<b>30</b>
2099	Burnley Brow Community School		<b>60</b>
3011	Christ Church (Denshaw)	<b>VC</b>	<b>10</b>
2112	Clarksfield Primary School		<b>60</b>
2105	Coppice School		<b>70</b>
2110	Crompton Primary School		<b>30</b>
2079	Delph Primary School		<b>30</b>
2075	Diggle School		<b>30</b>
2069	Firbank		<b>30</b>
2008	Freehold Community School		<b>60</b>
2076	Friezland Primary School		<b>15</b>
2047	Glodwick Infant and Nursery		<b>90</b>
2010	Greenacres Primary School		<b>30</b>
2077	Greenfield		<b>20</b>
2097	Greenhill Primary School		<b>60</b>
3012	Hey With Zion	<b>VC</b>	<b>40</b>
3504	Higher Failsworth Primary		<b>60</b>

3509	Hodge Clough Primary		<b>60</b>
3009	Holy Trinity (Dobcross)	<b>VC</b>	<b>25</b>
2098	Horton Mill Primary School		<b>30</b>
2080	Knowsley Junior School		<b>90</b>
2033	Limehurst C.P. School		<b>45</b>
2044	Littlemoor Primary		<b>45</b>
2012	Lyndhurst Primary		<b>60</b>
2054	Mather Street Primary School		<b>40</b>
2034	Mayfield		<b>30</b>
2111	Medlock Valley Community School		<b>45</b>
2052	Mills Hill Primary School		<b>60</b>
2071	Propps Hall CP		<b>20</b>
2001	Richmond Primary School		<b>70</b>
2022	Roundthorn Primary School		<b>30</b>
2059	Royton Hall		<b>45</b>
2065	Rushcroft		<b>30</b>
2062	South Failsworth Primary		<b>60</b>
2078	Springhead Community I/N		<b>90</b>
3007	St Annes CE Lydgate	<b>VC</b>	<b>30</b>
3008	St Chad's CE Saddleworth	<b>VC</b>	<b>40</b>
2109	Stanley Road		<b>60</b>
3010	Thornham St James' CE	<b>VC</b>	<b>30</b>
2093	Thorp School		<b>30</b>
2027	Watersheddings		<b>30</b>
2030	Werneth School		<b>70</b>
2108	Westwood		<b>30</b>
2064	Whitegate End Primary		<b>30</b>
3005	Woodhouses	<b>VC</b>	<b>20</b>
2113	Yew Tree Community School		<b>60</b>