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| Owner  | CfBT Schools Trust | Next review due | September 2018                            |
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**This policy applies to the whole of CfBT Schools Trust (CST), including all schools.**

**Policy: Admissions**

This document sets out the admission arrangements for Oakbank School. The policy links to Annex 1 of the Supplemental Funding Agreement between the school and the Secretary of State. Any changes to the arrangements set out in this document must be approved in advance by the Secretary of State.

The School 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. Reference in the codes to admission authorities shall be deemed to be references to the Local Governing Body acting on behalf of CST Schools Trust. Oakbank School will take part in the Admissions Forum set up by Wokingham Local Authority and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by Wokingham Local Authority.

Notwithstanding these arrangements, the Secretary of State may direct Oakbank School to admit a named student to Oakbank School on application from a local authority. Before doing so the Secretary of State will consult the school.

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

The admission arrangements for Oakbank School for the year 2017/8 and, subject to any changes approved by the Secretary of State, for subsequent years, are:

- a) Oakbank School has an agreed admission number of 112 pupils. Oakbank School will accordingly admit 112 pupils in the relevant age group each year if sufficient applications are received.
- b) Oakbank School 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, Oakbank School will inform Wokingham Local Authority and reference this change on the school’s website. 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.

**Process of application**

Applications for places at the school will be made in accordance with Wokingham Local Authority’s coordinated admission arrangements and parents will complete their Local Authority Common Application Form. Oakbank School 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 Wokingham Local Authority.

Please note that, to be considered for admission during the **normal admission round** – deadline 31 October 2017 and during the **late admission period [insert dates]**, all applicants must complete and submit their **home local authority’s common application form**, Oakbank School as one of their preferences. The school will also provide information to the local authority for inclusion in the composite prospectus, as required. Where an applicant applies from **September 2017 onwards** for a place for admission between September

2017 and end of Summer term 2018, **this will be an 'in-year' admission and parents must apply to the school directly for a place.** Parents can obtain information and an application from the LA.

- **September** – The school 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). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the school.

### Consideration of applications

Oakbank School will consider all applications for places. Where fewer than 112 applications are received, the school will offer places to all those who have applied.

### Procedures where Oakbank School is oversubscribed

If the school is oversubscribed, after the admission of pupils with an Education and Health Care Plan (EHCP) where the school is named in the EHCP, priority for admission will be given to those children who meet the criteria set out below, in order:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
2. Children for whom a particular school is appropriate on exceptional medical grounds. Such applications will be considered under this criterion only if they are supported by an attached medical statement from a doctor. This must demonstrate that there is a very specific connection between the child's medical need and the school requested. The Local Governors of Oakbank School will make the decision related to such applications.
3. Children with a sibling attending the school at the time of application. 'Sibling' is defined in these arrangements as half, full, step, adoptive or foster brother or sister living predominantly in the same home as the child. In the event of there being more siblings than there are remaining places in an ability band, it is possible that a sibling under these circumstances would not be offered a place. Where siblings exceed the remaining places in an ability band, places will be allocated by the drawing of lots.
4. Children of Founders of the school.
5. Other children by distance from the school, with priority for admission given to children who live nearest to the school as measured by a straight line between the Local Land and Property Gazetteer (LLPG) address points for the respective home address and school, using the Easting and Northing for each address point. Priority will be given within any of the above oversubscription criteria to the applicant whose permanent home address is nearest to the preferred school in terms of radial (straight line) distance. Distances will be measured consistently and will be measured as a straight line between the Local Land and Property Gazetteer (LLPG) address points for the respective home address and school, using the Easting and Northing for each address point. These are then used to calculate the distance, to three decimal points, between the two address points using a 'direct distance mathematical routine' within the Capita ONE system used by the council's School Admissions Team into which the LLPG address points are imported. This calculates the distance from the values created through this process using Pythagoras' Theorem by measuring the distance in metres between the Easting and Northing for each end address point then multiplied by 0.000621317 to convert to miles. It should be noted that this calculation may not be exactly the same as that created by a Geographical Information System (GIS) product as the GIS product may build in a formula to

allow for the curvature of the earth. This curvature does not begin to affect distance values until the distance is least 10 miles. In the unlikely event that two or more children live at the same distance or additional distance (measured as stated above) from school (including, for example, flats within the same building), and there are fewer places available, random allocation will be used to decide which child will be allocated the remaining place(s). This will be by supervised drawing of lots, carried out by at least two Children's Services staff. Blocks of flats are treated as one address. In blocks of flats, priority will normally be given to the lowest flat number. Addresses in private roads will measure from the footprint of the property, along the middle of the private road leading to the public road/footpath as adopted and recorded by Wokingham Borough. Not used are routes using common land, open spaces and public parks, subways or footpaths not adopted by the Highways team.

Where a child lives with both separated parents, the home that the child lives in for the most time per week will be counted. Where the child lives in both homes for equal amounts of time, the home nearest to the school will be counted as the child's home.

- Priority may be given to children eligible for pupil premium or service premium following a local consultation. Oakbank School will consider the wider impact of making such a change, in order to ensure that places remain available for local children.
- A proportion of places will be prioritised for nursery children who are eligible for early years pupil premium, pupil premium or service premium.

The school recognises that there is a risk that, where the school is over-subscribed, the application of the distance criterion might result in a pupil for whom the school is his/her nearest local school being allocated a place at a different school. In the event of an appeal on such a case, the Chair of Governors will review the situation and provide advice to the appeal panel.'

### **Tie-break**

In the case of a tie-break being necessary, children of multiple births (twins, triplets etc) will be given priority and then if a further tie-break is necessary, random allocation will be used. A person independent of the school will be asked to supervise any random allocation.

### **Operation of waiting lists**

Subject to any provisions regarding waiting lists in Wokingham Local Authority's coordinated admission scheme, the school will operate a waiting list. Where in any year Oakbank School receives more applications for places than there are places available, a waiting list will operate. This will be maintained by Oakbank School 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.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

### **Arrangements for appeals panels**

Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of Oakbank School. The arrangements for Appeals will be in line with the Code of Practice on School Admission Appeals published by the Department for Education. 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 school will prepare guidance for parents about how the appeals process will work and provide a named contact who can answer any enquiries they may have about the process.

### **Arrangements for admitting students to other year groups, including to replace any students who have left Oakbank School**

Subject to any provisions in the Wokingham Local Authority's coordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the school must consider all such applications and if the year group applied for has a place available, admit the child. If more applications are received than there are places available, our oversubscription criteria will apply. Parents of children whose application is turned down are entitled to appeal.

**Updated September 2017**