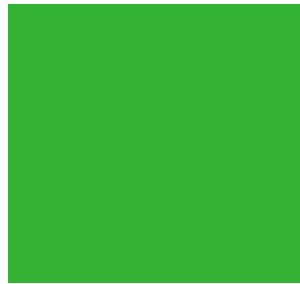




# Admissions Policy – 2018/19



# Oasis Academy Don Valley Admission Arrangements for the Year 2018/2019

## 1. Introduction

This document sets out the admission arrangements for Oasis Academy Don Valley, throughout this document referred to as “the Academy”. Oasis Academy Don Valley is a fully inclusive Academy accepting children of all abilities, of faith and no faith.

Oasis Academy Don Valley is a 2 -16 All-through Academy which opened with only primary school places available, in September 2015. The Academy will operate a Year 7 cohort for the first time from September 2018.

## 2. Admission Number:

Year 7 for 2018/19 and subsequent years the Academy has an agreed admission number of 120.

### Nursery

For nursery admissions, please see separate nursery admissions policy and application. [Oasis Academy Don Valley | Nursery Admissions](#)

### Year R – 60 children

The Academy has an agreed admission number of 60 children in Year R. We adhere to the statutory infant class size limit of 30 children per class.

### Year 7 – 120 students

The Academy has an agreed admission number of 120 students in Year 7, of which 60 places are intended for transfer of pupils from Year 6.

**All children who wish to transfer from Oasis Academy Don Valley Primary phase from Y6 to Y7 will do so automatically and will not be required to complete an application form.**

Where fewer than 60 pupils intend to transfer from Year 6, and / or where fewer than the published admission number for the relevant year groups are received, the Academy Trust will offer places at the Academy to all those who have applied.

In the event of oversubscription and after all pupils applying from Year 6 have been accommodated, any remaining places will be offered strictly in line with the oversubscription criteria set out at point 6.

## 3. Application process

Applications for places at the Academy will be made in accordance with the statutory Admission Code and will be made on the Common Application Form provided and administered by the Sheffield LA on behalf of Oasis. The Authority has determined co-ordinated admission schemes as required by law for the 2018/19 academic year.

This means that a parent completes the Common application form expressing up to three preferences and the Authority liaises with schools and other local authorities on their behalf.

The Local Authority will inform the parent of the outcome of their application, including the reason for the refusal and information on the appeals process if a place is refused at any of their preferred schools.

The Local Authority will communicate the outcome of individual applications to parents on the Academy's behalf on the national offer day, 1 March 2018 for Y7 applications and 16 April 2018 for Year R applications.

Nevertheless, Oasis Academy Trust is still responsible for considering the applications and ensuring that Oasis Academy Don Valley admission arrangements are compliant with the School Admissions Code.

If you are a parent or carer and wish to apply for a place at Oasis Academy Don Valley, you will need to complete the Common Application Form via the Local Authority Website: <https://www.sheffield.gov.uk/education/information-for-parentscarers/pupil-admissions.html>

#### **4. Consideration of applications**

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. Special Educational Needs**

Section 324 of the Education Act 1996 requires the Governing Bodies of all schools to admit a child with an Education and Health Care Plan that names their school (formerly a Statement). This is **not** an oversubscription criterion, schools are required to admit a child in these circumstances whether they have places or not.

#### **6. Oversubscription criteria**

The oversubscription criteria for the Academy is in line with the Schools Admission Code. Where the number of applications for admission is greater than the published admission number, applications will be considered by the Academy against the criteria set out below. After the admission of students with an Education, Health and Care plan or statement of special educational needs naming the Academy, the criteria will be applied in the order in which they are set out below<sup>1</sup>:

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## **Priority One - Children in Care or Previously in Care (Statutory Requirement)**

All Admission Authorities **MUST** prioritise the admission of Looked After Children and all previously looked after children within their admission criteria. These children are defined as: “a child who is looked after by a local authority in accordance with section 22(1) of the Children Act 1989**(b)** and who (a) is looked after at the time an application for admission to a school is made and (b) in relation to whom the local authority has confirmed that the child will still be looked after at the time when the child will be admitted to the school.

## **Priority Two - Catchment area & Sibling**

Children who normally reside with a parent or person with parental responsibility in the defined catchment area and who will have a brother or sister at the academy on the day of admission will be considered next.

The catchment area is defined at the end of this document in the form of a map. The definition of a sibling for these purposes is given at (4) below. This means that all catchment/sibling applications are prioritised before catchment applicants irrespective of distance. The normal distance tie-breaker will apply within each category.

## **Priority Three - Catchment Area**

Children who normally reside with a parent or person with parental responsibility in the defined catchment area, but will not have a sibling at the preferred school at the point of admission will be considered next. A copy of the catchment map is available in appendix 1 of this proposed policy and from the Oasis Academy Don Valley website [www.oasisacademydonvalley.org](http://www.oasisacademydonvalley.org)

## **Priority Four - Non-Catchment Siblings**

A sibling is a child who permanently or usually lives at the same address as below: - The term “sibling” means a full, half, adopted or fostered brother or sister, or the child of the parent/carer’s partner where the child for whom the place is sought is living in the same family unit at the same address as that sibling living permanently within the same household.

***The Academy reserves the right to ask for proof of relationship***

## **Priority Five - Contributory feeder school (year 6 to year 7 only).**

Applicants for a Year 7 place whose children attend a designated feeder primary school but do not fit into any of the above categories will be considered next.

The designated linked feeder Primary Schools for Oasis Academy Don Valley are proposed as:

- Phillimore Primary School
- High Hazels Primary School (shared with Sheffield Park Academy)
- Tinsley Primary School

**Children already attending Oasis Don Valley Primary phase will have an automatic right of transition in to Year 7 as confirmed above and will not have to submit an application.**

***Parents are advised in the Composite Prospectus "A Guide for Parents" that if they choose to send their children to a non-catchment primary school, they have a lower priority for entry to the linked secondary school and that there is no guarantee of a place there.***

### **Priority Six - For families of service personnel**

For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area, the Local Authority will;

- Allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against their oversubscription criteria. The Authority will not refuse a service child a place because the family does not currently live in the area

### **Priority Seven - All other applicants**

Any applicant who does not fall into one of the above categories will be considered next.

### **Tie Breakers**

For any admission category that is oversubscribed there are two stages of further consideration.

### **Exceptional medical, social or special educational needs**

Where exceptional medical, social or special educational needs are demonstrated and supported by a professional, an application may be prioritised by the Admission Committee (AC) but only within its admission category. It is the parent's/applicant's responsibility to provide supporting evidence.

The parent/applicant must supply sufficient supporting evidence from relevant professionals at the time of the original application, for the Authority to consider whether an individual case constitutes exceptional circumstances to be prioritised. In any event, the evidence must support the view that the child must attend the school applied for and that they could not have their needs met at any other school.

Applications will only be submitted to the Admission Committee for further consideration if they are accompanied by supporting evidence.

### **Distance**

Where exceptional circumstances are not demonstrated, the final tie-breaker will be the distance from the home address to the school building. This is a straight line measurement from the centre of the house to the centre of the school building.

Where the remaining place could be made for a number of children living equidistant from the school the determination of the single offer will be made by random allocation:

The random allocation will:

- i. be independently supervised by a representative of the Legal and Governance Service.
- ii. take place on a date and time notified in advance to the participating parents so that they can attend as witnesses.

## **Equal Preference**

The statutory School Admissions Code 2014 made the practice of offering places on a "First Preference First" basis unlawful. All Admission Authorities in Sheffield must operate an Equal Preference system when determining the final school offer.

This means that each of the three preferences will be considered as equal preferences and oversubscription criteria applied to each preference irrespective of ranking.

The ranking of the preferences is relevant only where the applicant is eligible for more than one school. In this case a place will be offered at the highest ranked school for which the child is eligible.

## **7. Waiting Lists**

A waiting list will be maintained on the Academy's behalf by the Local Authority. It is a statutory requirement to maintain a waiting list until 31<sup>st</sup> December 2018 for Year 7 and 31<sup>st</sup> August 2019 for Reception. Initial allocations will only include those applications received by the published closing date and accepted as 'on time'. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. Please contact the Academy office for more information on 0114 2200 400.

## **8. Appeals**

Parents/carers will have the right of appeal to an Independent Appeal Panel if they have been refused a place at the Academy. The Appeal takes place before a panel which is independent of the Academy. The arrangements for Appeals will be in line with the School Admission Appeals Code published by the Department of Education. Appellants will be advised of the appeal process by Sheffield City Council if they are refused admission. Information on the appeals process is available at: <https://www.sheffield.gov.uk/education/information-for-parentscarers/pupil-admissions/admission-policy.html>

## **9. Arrangements for Admitting Pupils Outside the Normal Admissions Round**

The arrangements for admitting pupils outside the normal admissions round for applications submitted for years other than the normal year of entry are as follows:

- If the year group applied for has a place available, the Academy must admit the child and notify the local authority of both the application and its outcome, to allow the local authority to keep up to date figures on the availability of places in the area.

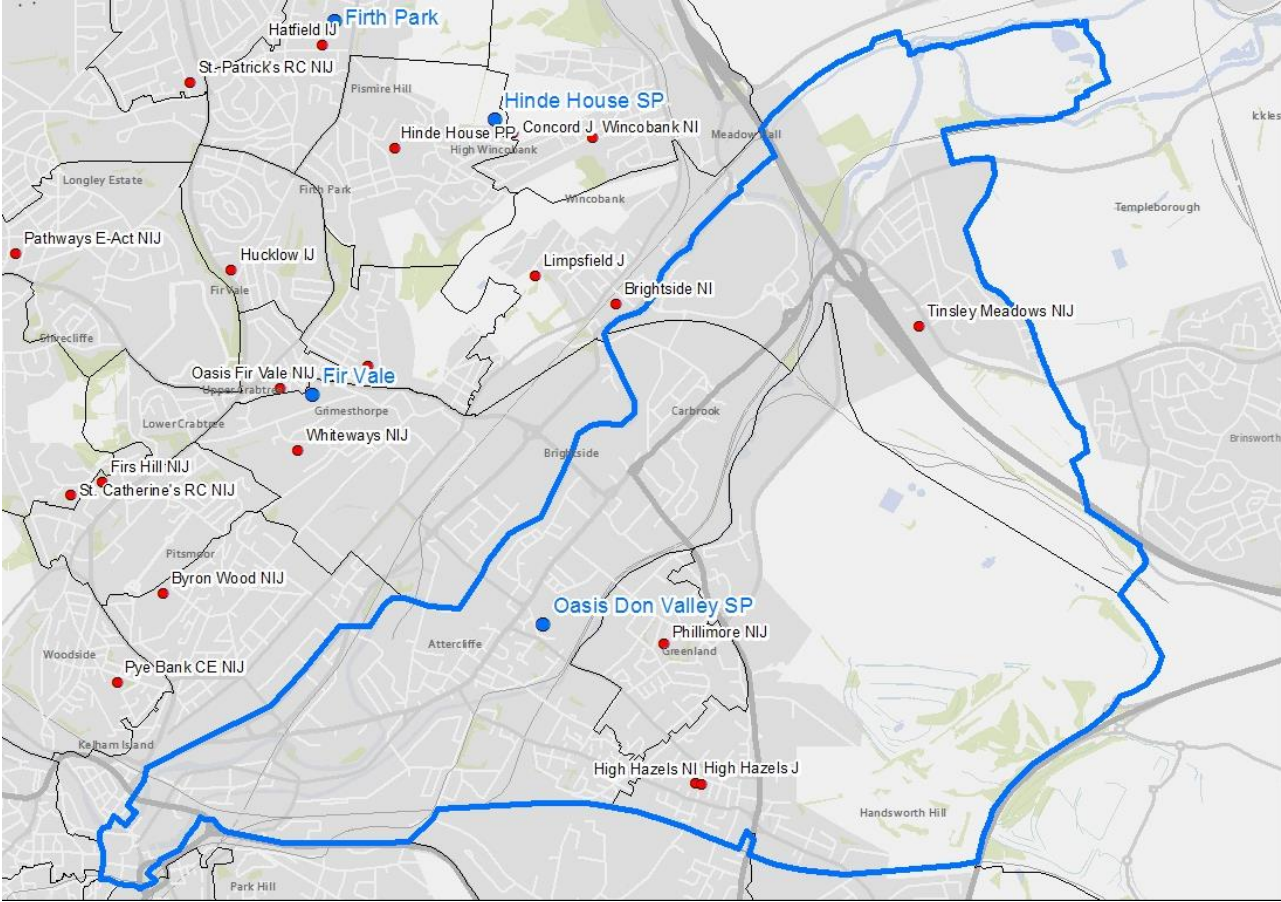
- If more applications are received than there are places available, the oversubscription criteria shall apply. Parents/carers whose application is turned down are entitled to appeal.

## **10. Admission of children outside their normal age group**

Parents may request that their child is admitted outside their normal age group. 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 views of the Principal and any supporting evidence provided by the parent.

The process for requesting such an admission is to contact the Academy Office either in person or at [info@oasisdonvalley.org](mailto:info@oasisdonvalley.org)

**Appendix 1**



This is the proposed catchment area for Oasis Academy Don Valley