

# Oaklands Junior School Admission Policy

## Admissions arrangements for September 2019

Oaklands Junior School has adopted Wokingham Borough Council's determined admission arrangements for Community and Voluntary Controlled schools for September 2019.

These are given below, and further information is available on the Council website at [www.wokinghamboroughcouncil.gov.uk/schools/admissions](http://www.wokinghamboroughcouncil.gov.uk/schools/admissions)

1. The published Admission numbers for Oaklands Junior School in 2019 is 64.
2. Applications for admission at the normal intake will be managed in accordance with Wokingham's co-ordinated scheme on primary admissions.
3. Applications for Reception places must be made by 15th January 2019
4. Places at Wokingham Primary Schools will be offered on the basis of the preferences that are shown on the application form. Parents will be asked to rank up to four preferences and these will be considered under an equal preference system.
5. Children with an Education Health Care Plan that names Oaklands Junior School will be allocated a place before other applicants are considered. In this way the numbers of places available will be reduced by the number of children with a statement or plan that has named the school.
6. When Oaklands Junior School is oversubscribed for any year group, applications for entry in 2019-2020 will be ranked in the following order:

### Oversubscription Criteria

- A Looked after children and children who were looked after, but ceased to be so because they were adopted or became the subject of a child arrangements order or special guardianship order' (previously looked after children) (see note 1).
- B Families who have exceptional medical or social needs as the grounds for their admission to a particular school (see note 2).
- C Children who currently attend an infant school who have applied for the linked junior school. (see note 5).

<i>Linked Infant School</i>	<i>Linked Junior School</i>
<i>Emmbrook Infant School</i>	<i>Emmbrook Junior School</i>
<i>Gorse Ride Infant School</i>	<i>Gorse Ride Junior School</i>
<i>Oaklands Infant School</i>	<i>Oaklands Junior School*</i>
<i>Polehampton CE Infant School</i>	<i>Polehampton CE Junior School</i>
<i>Robert Piggott CE Infant School</i>	<i>Robert Piggott CE Junior School</i>
<i>Shinfield Infant &amp; Nursery School</i>	<i>Shinfield St Mary's CE Aided Junior School*</i>
<i>Walter Infant School</i>	<i>St Paul's CE Junior School</i>
<i>Wescott Infant School</i>	<i>Westende Junior School</i>
<i>Willow Bank Infant School</i>	<i>Willow Bank Junior School</i>

\*Governing body's admissions policy applies.

- D** Children whose permanent home address is **inside** the schools' designated area and who has a sibling at the school at the time of application; who is expected to be attending the school when the child will enter the school. (See notes 3 and 4)
- E** Children whose permanent home address is in the schools' designated area. (See note 3)
- F** Children whose permanent home address is **outside** the schools' designated area and who has a sibling at the school at the time of application; who is expected to be attending the school when the child will enter the school. (See notes 3 and 4)
- G** Any other children

#### **Notes relating to oversubscription criteria**

**Note 1:** 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 function (see definition in section 22(1) of the Children Act 1989).

A previously looked after child is a child who was looked after by a local authority but ceased to be so because they were adopted, or became the subject of a child arrangements order or special guardianship order. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders). It also includes children who have been provided with child arrangement orders (previously known as residence orders) under the provisions of section 14 of the Children & Families Act 2014 which amends section 8 of the Children Act 1989 and children with a special guardianship order appointing one or more individuals to be a child's special guardian under section 14A of the Children Act 1989. Applications received under the Criterion A must be made by the person with parental responsibility for the child (e.g. the child's social worker, acting on behalf of the local authority for a looked after child) and will need to be supported by the following official documentation, as applicable:

- confirmation by the home local authority that the child is looked after or
- confirmation by the local authority that last looked after the child confirming that the child was looked after immediately prior to the issuing of one of the orders detailed above.

**Note 2:** When submitting applications under criterion B (exceptional medical or social needs as grounds for a child's admittance to a particular school), this must be supported by written evidence from an independent professional aware of the case relating to the child, parent/carer or other children living at the same address (e.g. doctor, hospital consultant or psychologist for medical grounds or registered social or care worker, housing officer, the police or probation officer for social needs). This evidence must be specific to the school in question; it must show why that school is the most suitable; what facilities will benefit the child, and why no other school can offer the same support.

Your application cannot be considered if you do not declare that you are applying under this criterion and you do not provide written independent professional evidence. All supporting documentation must be received by 15 January 2019 for consideration prior to the main allocation of places. An admissions panel will consider the supporting evidence provided and will advise the applicant of its decision; the panel's decision is final. Any evidence received by the school admissions team after 15 January will not be taken into account in the main allocation of places but may if agreed by panel; affect the applicant's position on a school's waiting list after offer day.

It should be noted that all schools have the resources to work with special educational needs and common childhood complaints such as asthma or allergies.

**Note 3:** A sibling is a brother or sister (that is, another child of the same parents, whether living at the same address or not), or a half-brother or half-sister, step-brother or step-sister, or adopted or foster children living at the same address.

Siblings attending a school nursery cannot be considered under this criterion. It includes children who at the time of application have a sibling for whom the offer of a place at the preferred school has been accepted, even if the sibling is not yet attending.

In the case of linked infant and junior schools, the application will be treated as meeting criteria C or E if the child's sibling is expected to be at either of the two schools at the time the child would enter the school. At the initial allocation, when a parent is applying for a Reception place at an infant school that has both a feeder and a sibling link to a junior school and that child has a sibling currently attending Year 2 of the infant school but who will have left by the time the younger child starts, the Reception applicant will be considered under the sibling criterion as part of the initial allocation. This is because, due to the feeder link, they will be expected to still have a sibling at the linked junior school at the time of admission.

#### **Linked Infant School**

Emmbrook Infant School  
Gorse Ride Infant School  
Oaklands Infant School  
Polehampton CE Infant School  
Robert Piggott CE Infant School  
Shinfield Infant & Nursery School  
Walter Infant School  
Wescott Infant School  
Willow Bank Infant School

#### **Linked Junior School**

Emmbrook Junior School  
Gorse Ride Junior School  
Oaklands Junior School  
Polehampton CE Junior School  
Robert Piggott CE Junior School  
Shinfield St Mary's CE Aided Junior School  
St Paul's CE Junior School  
Westende Junior School  
Willow Bank Junior School

**Note 4:** Occasionally a parent with more than one child can express a preference for their designated area school(s) for the older child, but the local authority is unable to meet this preference. The local authority will then allocate a place at a lower ranked preferred school or the closest available school with places. In this case, the parent may then prefer to send younger sibling(s) to the same school as the older child attends. In such instances, the allocated school may be regarded as if it were the designated area school for subsequent siblings and would be treated as meeting criterion C (sibling resident inside the designated area). This only applies to preferences submitted on an original application. Parents must notify the school admissions team at the time of application that they consider this exception applies. Where there is an application for the actual designated area school(s), designated area status would still be applied.

### **Important Information**

#### **Tie breaker**

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 event that two or more children live at the same 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 members.

## **Residency requirements**

### **Home address**

Applications are processed on the basis of the child's single permanent home address living with parent(s) or a carer/legal guardian at the closing date for applications. An address will not be accepted where the child was resident other than with a parent or carer unless this was part of a private fostering or formal care arrangement. Checks will be made to determine whether an address declared on the application form is that of a second home with the main home being elsewhere. Some residential arrangements will be considered to be temporary arrangements. Where the applicant, or their partner or spouse reasonably considered to be living with them as a single family unit own another property, have previously lived in it and chose not live in it (including where a home is rented out to a third party) the owned property will ordinarily be considered to be the permanent home. Special circumstances that might lead to the declared address being considered as a permanent home despite another home being owned or otherwise available for occupation will need to be declared at the point of application by parents. Without being exhaustive these might include:

- an owned property being a considerable distance from the preferred school, indicating that the family had permanently relocated to the new home, or
- that the owned property is uninhabitable and cannot reasonably be made habitable in the period leading up to admission to the school or
- that the owned property is in the process of being sold and the family live permanently in the declared property or
- that following divorce or separation the family home cannot be occupied by the applicant or otherwise treated as the child's permanent home

Where the declared address is rented and the applicant has no claim on any other property the declared address may be considered to be a temporary address if there is evidence the applicant has chosen to rent the property solely for the period necessary for a child to be admitted to a particular school.

Applicants should note that should any evidence arise after a child has been offered a place or admitted to a school that indicates that the declared home was not a permanent home, the place may be withdrawn, even when a child has started school.

Reference to council tax records will be made to determine a single address for consideration of a place under criteria C or D. It is for the applicant to satisfy the local authority that they live at the address stated.

After allocation, if an applicant moves from the property they have used in their application to another property which is within or nearer to the designated area of the preferred school; the address of the property they originally owned and declared on application will be the address used for determining their designated area, unless this house has been sold or rented out for 12 months prior to the closing date for applications.

Applicants will be asked to declare that the address used is expected to be their place of residence beyond the date of the pupil starting school. Applicants are required to advise of any change of circumstance at any time prior to the child starting school. If you do not declare such arrangements, or a different address is used on the application where the child does not usually live; it will be considered that a false declaration has been made and it may be decided to decline to offer a place at a particular school, or to withdraw the offer of a place. In deciding whether a place was allocated on the basis of a misleading or fraudulent application, an admissions panel will consider any supporting evidence giving reasons why the move was necessary prior to the child starting school.

It is important to declare if there is to be a change of address prior to the child starting school. If the applicant already owns a property which is in the process of being sold, we are able to accept the address of the new property only on submission of the appropriate evidence in support e.g. exchange of contracts letter on both the new property and, where possible, disposal of their current property. The deadline for submission of evidence to support a move is 15 January 2019. If the move takes place later or evidence is submitted later, the local authority will only be able to consider this information after the initial allocation of places has taken place and treat the new address for waiting list purposes.

A temporary address cannot be used to obtain a school place. Temporary addresses will only be considered where evidence is provided of a genuine reason for the move e.g. flooding or subsidence.

The governing body reserves its right to carry out further investigation and require additional evidence and to reject applications or withdraw offers of places, if it believes it has the grounds to do so. In such cases, the applicant will have recourse to putting their application through the independent appeals process.

### **Multiple births or children with birth dates in the same academic year**

Where the application of oversubscription criteria results in splitting twins or other siblings from a multiple birth in the same school year; places will be offered even if this will result in the school going above admission number.

### **Waiting lists**

Waiting lists will be maintained by the local authority for all schools where necessary for children not offered a school place at their preferred school until year 6. Positions on the list will be determined by applying the oversubscription criteria outlined above. Positions on waiting lists may go up or down due to pupil withdrawals or new or revised applications and no account is taken of the length of time spent on a waiting list.

Parents will be able to apply on line to Wokingham Borough Council for each year if they wish to be placed on the waiting list for that year. It is the responsibility of parents to ensure that the school admissions team is informed in writing if they want their child's name to be removed from the waiting list or if their circumstances have changed from the original application.

When the normal round of admissions closes (August 31) for F2 Reception, the waiting list will transfer to own admission authority schools on 31 December 2019, unless the governing body indicates that they want the local authority to hold their lists and there is agreement to this.

Waiting list information will be available in accordance with the published timeline.

Children who are the subject of a direction by the local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol will take precedence over those on a waiting list

### **Appeals**

All applicants who were not allocated a preferred school will be informed of their right of appeal. Appeals against the decision not to admit a child should be sent on the appropriate appeal form within 20 school days from the date of the letter refusing a place. The Appeals process for the school will be managed by Wokingham Borough Council as a contracted service. Further details of the appeals process would be sent to the applicant if they are not offered a place, this will also be available from Wokingham Borough Council's Admissions team.

Applicants will be informed where the admission of additional children would breach the infant class size limit