



# Oaklands Junior School

## Proposed Admission arrangements for Academic year 2020-21

### Introduction

The proposed admission arrangements set out below are for the children born between 1<sup>st</sup> September 2013 and 31<sup>st</sup> August 2014.

Oaklands Junior School is an Academy and part of a multi-academy Trust called The Corvus Learning Trust. The Corvus Learning Trust is the admissions authority for this school. The Trust works in close collaboration with Local Authorities to manage the admission process for parents and carers.

The Trustees propose to set the following admission arrangements in accordance with the applicable legislation and the School Admissions Code and after consultation with the relevant local admissions authorities and interested parties. They conform to the requirements of the Wokingham Borough Council's coordinated admissions arrangements.

The Governing Body of the school, not Wokingham Local Authority (the LA), is responsible for deciding on admissions to the school. The school is a partner in the coordinated admission arrangements for primary admissions in Wokingham LA and follows their admission timetable.

### Entry to Primary Admissions

The total pupil admissions number (PAN) will be 64, in our two-form entry school. Wokingham Borough Council's school admissions team will manage the application and allocation process on behalf of Oaklands Junior School. This means parents/carers wanting their children to attend the school must apply to their home Local Authority as they would for any other state school.

Applications for entry to Oaklands Junior School in the school year September 2020 - August 2021 must be included on the LA Common Application Form for the applicant's Home Authority (i.e. the Authority in which the parents/legal guardian pays council tax) and must be submitted to that LA. Full details are available in the LA Admissions Guide.

The Governors' Admissions Committee will consider all applications during March 2020 and applications will be ranked in accordance with the oversubscription criteria. Wokingham LA will be notified by 15 March 2020. Offers and refusals of places will be sent by the home LA on 16 April 2020. Parents (see Note 1) will be given a date by which to accept an offer. Applications received after the deadline for receipt will only be considered after all those received by the deadline. This means that, if no places are left after considering all the applications received by the deadline, even if you fulfil a higher criterion than that under which places have been offered to other applicants, your application will be unsuccessful.

For admission to school for the 2020/2021 school year, the school will offer all children a full-time school place from the September following their seventh birthday.

When Oaklands Junior School is oversubscribed for any year group, applications for entry in 2020-2021 will be ranked in the following order

## Oversubscription Criteria

- A. 'Looked after' 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 (previous 'looked after' children). Previously looked after children also includes children previously in state care outside of England (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 are transferring from Oaklands Infants School
- D. Children of staff in either or both of the following circumstances:
  - a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
  - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- E. Children who have 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)
- F. Children whose permanent home address is in the schools' designated area.
- G. All 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's 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. This includes children who were in the care of, or were accommodated by, a public authority a religious organisation or other provider of care whose sole purpose is to benefit society.

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 2020 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.

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.

**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 at 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 to 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 E or F. 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 2020. 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.

### **Split living arrangements**

Where a family claims to be resident at more than one address, justification and evidence of the family's circumstances will be required e.g. formal residence order, child arrangements order or legal separation documentation. The application must be completed by the parent, at an address which is owned, leased or rented, where the child lives for the majority of the school week. This is based on the number of school nights a child spends at the home (Sunday night 1800hrs to Friday 0900hrs).

Where there is an equal split or there is any doubt about residence, the School Admissions Team will assess and make a judgement about which address to use for the purpose of the allocation of a school place where necessary requesting further information e.g.

- Any legal documentation confirming residence
- The pattern of the residence
- The period of time over which the current arrangement has been in place
- Confirmation from any previous school of the contact details and home address supplied to it by the parents
- Where the child is registered with the GP
- Any other evidence the parents may supply to verify the address

It is recommended that consensus is reached by both parents and child on the school preferences to be expressed and it should be noted that only one offer letter will be sent to the main applicant unless otherwise requested and agreed by both parents.

The information provided to determine the home address will be considered by an admissions panel of at least two officers and their decision is final.

### **Applicants from abroad**

An application for a school place can be made from applicants applying for a school place for their child from abroad, provided that they can provide evidence of their right of abode. The address used will be the address where the child is living at the closing date for applications unless evidence is provided that the family is returning to a property that they own by January 15, 2019. Third party written evidence confirming the details and timing of the relocation will be required. Adjustments will be made to any waiting lists, if the family returns later, prior to the start of school. Further advice on the documentation required can be obtained from the School Admissions Team at Wokingham Borough Council.

### **Service Families**

Families of UK service personnel (and other Crown servants) who are not yet living in the area will be able to make an application if it is accompanied by an assignment order declaring a relocation date and intended address. In the absence of a new home postal address, the authority will use the former Hazebrouck Barracks (co-ordinates: Easting 476869 and Northing 166249) as the postal address to determine distance to a preferred school. A letter from the Commanding Officer or garrison headquarters will be required confirming the living arrangements for families who are being housed at the army quarters at Arborfield Garrison but are assigned to another base.

### **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.

Where the application of oversubscription criteria results in children with dates of birth in the same school year in the same family, places will be offered even if this will result in the school going above the admission number.

*In cases where there is one place available, and the next child on the list is a twin, triplet, etc., we would admit both twins (and all the children in the case of other multiple births) even if this meant exceeding the agreed admission number of 64*

## **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, 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.

## **In-Year applications**

Parents who wish to transfer their child to Oaklands Junior School during the 2020/21 academic year will need to apply to Wokingham Borough Council admissions team, who will co-ordinate in year transfers.

The governing body of Oaklands Junior School is its own Admissions Authority.

If there are fewer than 64 applications for Year 3 or spaces available for children in any other year group (with each cohort limited intake to 64), all applicants will be offered a place.

Where the number of applications for admission is greater than the published admissions number for any relevant age group, Oaklands Junior School will consider applications against the criteria set out in Oversubscription Criteria outlined previously. This does not apply to those children whose statement of Education, Health and Care Plan (EHCP) names Oaklands Junior School, who will be admitted first.

## **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.