



## Admissions Policy 2025-2026

Oasis Academy Warndon has a PAN (Pupil Admission Number) of 90 children. The Academy works with the Local Authority in admitting children to the Academy.

The Local Authority website contains all of the information that you need to apply for a place (<http://www.worcestershire.gov.uk/schooladmissions>), as well as other key information. If you have any further questions, then please contact the school office.

On the following pages of our policy, you will find further information on the specific criteria and details of admissions into Oasis Academy Warndon.

### **Admissions – Further Information**

When there are more applications than places children are admitted in the following order of priority:

- i. \*'Looked after' and previously 'Looked after' children. This includes those children who appear to Oasis Community Learning to have been in state care outside of England and ceased to be in state care as a result of being adopted. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to child arrangements order or special guardianship order).
- ii. Siblings (see below for definition) of pupils attending the school **and** living within the **catchment** area of the school. In order to qualify for a place on the grounds of a sibling attending the school, the sibling must already be attending the school at the time of application and still be attending at the time of admission. Copies of catchment area maps, if required are available from the LA, or can be viewed in schools.  
In the event of a school catchment area change being approved, pupils who would still have a **sibling connection** (see below for definition) at the time of admission and who are living at the same address in the previous catchment area for a school, (but not within the revised catchment area), at the time the change was approved will be considered as living within the **catchment area**.
- iii. Pupils living outside of the catchment area but who would still have a **sibling connection** (see below for definition) at school at the time of admission. In order to qualify for a place on the grounds of a sibling attending the school, the sibling must already be attending the school at the time of application and still be attending at the time of admission;
- iv. Pupils living within the **catchment** area of the school. Copies of catchment area maps, if required are available from the LA, or can be viewed in schools;
- v. Children of staff at the mainstream school, where that member of staff has been employed for two or more years, or is recruited to fill a post for which there is a demonstrable skill shortage. The criteria relating to the staff at the academy will relate to all OCL and OCP staff.

- vi. Pupils who live **nearest** to the school by the shortest straight line distance. The measurement will be taken using the GeoCode Points for each property and the GeoCode point for the School. The Local Authority uses a software package called Arcview GIS to determine distance. Ordnance Survey supplies the co-ordinates that are used to plot an address within this system. ***(In the event of equi-distance applicants, any place will be allocated by random selection (lottery). Someone totally independent of Children's Services will supervise this process).***

In accordance with legislation, a child with a Statement of Special Educational Needs or an Education, Health and Care Plan will be offered a place at the school named in the Statement or the Plan.

\*'Looked after' means all those currently in the care of a Local Authority or accommodated by a Local Authority under the terms of the Children Act 1989 and children who were previously in the care of or accommodated by a Local Authority but immediately after being looked after, became subject to an adoption, a child arrangements order or special guardianship order, including those children who appear to Oasis Community Learning to have been in state care outside of England and ceased to be in state care as a result of being adopted.

Where there are too many applications from within the catchment area, priority will be decided in the following order, i.e. sibling connection then children of staff then according to distance, each assessed as indicated above.

The sibling connection, as well as brother and sister will include half-siblings, adopted children, stepsiblings or a child of the parent/carers partner. They must also be living at the same home address. Children who are brought together as a family by a same sex civil partnership and who are living at the same address, are also considered to be siblings.

In the event that one or more but not all children from a multiple birth can be allocated a place(s), all of the children from that multiple birth will be admitted even if this takes the school over PAN. These children are exceptions to the Infant Class Size legislation.

There are a number of additional limited exceptions to the Infant Class Size legislation, including children of UK service personnel admitted outside the normal admissions round, children with statements of special educational needs, looked after children, children with special educational needs who are normally taught in a unit attached to the school, where a procedural error has occurred, children admitted following successful appeal and children admitted outside of the normal admissions round where no other place is available.

### **Late Applications**

The Council has agreed in its co-ordinated scheme to accept late applications, for Community and Voluntary Controlled Schools within Worcestershire, within the time-frame set out in the scheme, and treat them as being on time, only in the following circumstances.

- a. where a family have just moved address, (refer to Information for Parents booklet);
- b. where it is agreed by the Directorate of Children's Services, that individual circumstances apply and the delay was reasonable given the circumstances of the case;

In each case supporting documentary evidence will be required. In all other circumstances, or if the application is not received until after the date set out in the scheme, late applications will

receive a lower priority, and will only be considered after the applications received (or deemed to be) on time.

### **Waiting Lists**

Waiting lists are ranked in accordance with our admissions criteria policy for our Academy and are maintained by our office admissions team at Oasis Academy Warndon. These waiting lists will be maintained until the 31 December. At that stage parents will need to reapply at the start of the following term if they wish to be included.

### **Shared Catchment Areas**

If there is more than one catchment area school and the number of applications for places from within the catchment area for one of those schools exceeds the number of places available, the allocation of places for the shared catchment area will be decided according to the following priorities, in the following sequence:

- i. pupils who would still have a **sibling connection** at the school at the time of admission;
- ii. children of staff at the mainstream school to which they apply, where that member of staff has been employed for two or more years, or is recruited to fill a post for which there is a demonstrable skill shortage. The criteria relating to the staff at the academy will relate to all OCL and OCP staff.
- iii. pupils living **nearer** to the oversubscribed school than to the alternative school.

If places still exist after consideration of i) and ii) above, they will then be allocated to other pupils who live **nearest** to the school by the shortest straight line distance. The measurement will be taken using the GeoCode Points for each property and the GeoCode point for School. The Local Authority uses a software package called Arcview GIS to determine distance. Ordnance Survey supplies the coordinates that are used to plot an address within this system. ***(In the event of equi-distance applicants, any place will be allocated by random selection (lottery). Someone totally independent of Children's Services will supervise this process).***

### **Fair Access Protocol**

As part of the new Worcestershire Fair Access Protocol, incorporating the 'Hard to Place Protocol', all schools with Key Stage 2, 3 and 4 classes can be required to exceed the published admission number to admit pupils covered by the Protocol.

The new School Admissions Code 2021 (the 2021 Code) sets out a number of new provisions in relation to FAPs. These include:

- extending the mandatory categories of children who can be placed via the FAP to include children on a Child in Need/Child Protection Plan, children in refuge, children in formal kinship care arrangements, children who have been out of education for four or more weeks and previously looked after children for whom the local authority has been unable to promptly secure a school place;
- removing the ability for local authorities to introduce their own FAP categories and prohibiting the routine use of FAPs in place of the usual in-year admissions process;
- requiring that placement decisions need to be made within 20 school days of a child being referred to the FAP.

### **'In Year' transfer arrangements**

Parents/Carers with a first preference application for 'In Year' transfers into Oasis Academy Warndon, must forward the application directly to the admissions authority. Those applications will be co-ordinated on behalf of all schools by School Admissions, on behalf of the Local Authority. The Co-ordinated Scheme can be viewed at the following link:  
<https://www.worcestershire.gov.uk/coordinatedschemes>

Parents or carers seeking to transfer to a school that does not involve a house move, or where there is no need for an immediate move, need to be aware that any date set for joining the new school may be after the next term or half term holiday and that parents/carers are responsible for ensuring their child continues to receive appropriate education in the interim.

### **Admission of Children outside of their normal age group**

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health, effectively in the year group below or above their chronological age group. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1. The Local Authority will request the Head Teacher of the school to reach the final decision. This will involve the Head completing an educational assessment to determine whether or not it is appropriate for the individual child to delay or accelerate their entry into school and be taught outside of their chronological age group.

### **Summer Born Children**

Usually children with a date of birth in the summer term wishing to start school in the September after their fifth birthday would start in Year 1 and consequently miss the entire reception year. Please be aware that there may not be a vacancy in Year 1 at that time. Parents can also request that their child enter the reception class in the September after their fifth birthday, effectively in the year group below their chronological age group. The admissions authority of the school must make the decision based on the circumstances of each case. This will involve the head completing an educational assessment to determine whether or not it is appropriate for the individual child to delay their entry into school and be taught permanently behind their chronological age group. This process must be completed in advance of the closing date of in January 2025, in the event that the delayed entry is not approved, parents will need to make application in time for the 2025 reception intake. Should the delayed entry be approved you will be advised how to proceed at that stage. Even if it is agreed that your summer born child can start school in the September following their fifth birthday in the reception class, the normal admission arrangements apply and there is no guarantee of a place. You should therefore give careful consideration to requesting delayed entry.

### **Deferred Entry**

Parents may request that their child's entry to a reception class be deferred until later in the same reception academic year group. Parents cannot defer entry until the following academic year. Parents wishing to consider a deferment should discuss the situation with the Headteacher at the school. Parents must apply for a school place in the normal way at the usual time. By law children must start school at the beginning of the term following their fifth birthday.