



Outcomes Focused, Child Centred



# The Oak Tree Primary Academy

## Admission Policy 2020 – 2021

### Introduction

The Oak Tree Primary Academy is sponsored by the Northern Education Trust. Northern Education Trust is the Admissions Authority for the Academy.

The Northern Education Trust Combined Academy Council for Stockton-on-Tees Primary Academies has decided that The Oak Tree Primary Academy will adhere to the Stockton-on-Tees Borough Council's Admissions Policy and the admissions arrangements for the Academy will follow the Co-ordinated Admissions Scheme for schools and academies in Stockton-on-Tees.

Full copies of the Co-ordinated Admissions Scheme can be found on the Stockton-on-Tees Borough council website at:

<https://www.stockton.gov.uk/children-and-young-people/schools-and-campus-stockton/school-admissions-and-transfers>

### Admission Policy

The Published Admission Number (PAN) for September 2020 is 60.

The Oak Tree Primary Academy will follow the Stockton Co-ordinated Admissions Scheme to allocate up to 60 places to applicants.

All Academy Councils are required by section 324 of the Education Act 1996 to admit to the academy a child with a Statement of Special Education Needs (SEN) or an Education Health Care Plan (EHC) that names the academy. This is not an oversubscription criterion. This relates only to children who have undergone statutory assessment and for whom a final statement of SEN or an EHC Plan has been issued.

Where there are more applications for The Oak Tree Primary Academy than there are places available, places will be allocated using the over subscription criteria shown in the following table.

<b>Criteria</b> In priority order	<b>Explanatory Notes</b>
1. Pupils who are in the care of the local authority, or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements 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 definition in section 22(1) of the Children Act 1989) at the time of making an application to the academy. The Local Authority may request a copy of the adoption order, child arrangements order or special guardianship order and a letter from the Local Authority that last looked after the child confirming that he or she was looked after immediately prior to the order being made.
2. Children who were previously in care outside of England.	The Local Authority may request a copy of any adoption paperwork from the respective agency involved that last looked after the child confirming that he or she was looked after immediately prior to the order being made.
3. Pupils with a Special Education Need who are going through a statutory assessment and who have been identified as needing a “named” mainstream school.	This criteria applies to those children who have a Special Education Need, who are going through a statutory assessment and have been identified as in need of a ‘named’ mainstream school that can offer the enhanced support and resources they require to meet their specific SEN.
4. Pupils who have a brother or sister permanently living at the same address, who are still at the academy when the pupil begins. Please note this criteria only applies to siblings who are of compulsory school age, not younger siblings who attend a nursery setting attached to the academy.	We define brother or sister as follows: <ul style="list-style-type: none"> <li>▪ A brother, sister, stepbrother, stepsister, adopted brother or sister, or children of partners who are permanently living at the same address as a family unit. In all cases, the parent who received the Child Benefit for those children must permanently live at that address with the children.</li> <li>▪ We will consider brothers or sisters who live in separate households because the parents are separated and have shared responsibility for the children under conditions covering exceptional social or medical reasons. This does not include separate families living together in the same property.</li> <li>▪ If there are other family situations where there are different carers, e.g. aunts, uncles or grandparents, each case will be considered individually.</li> </ul>
5. Pupils permanently resident i.e. the address at which the child is registered for Child Benefit, who expresses a preference for that school (proof of address may be required) within the admission zone who have returned a Common Application Form by the closing date of 15 <sup>th</sup> January 2020.	When the academy is oversubscribed with in-zone applications i.e. there are more applications from children living in the admission zone of the academy than there are places available, we will allocate places: <ul style="list-style-type: none"> <li>▪ Firstly to children permanently living in the admission zone (Criterion 5) with exceptional social or medical reasons for attending the academy (Criterion 6);</li> <li>▪ Then to children permanently living in the admission zone (Criterion 5) according to their distance from the academy measured in a straight line “as the crow flies”. (Criterion 7).</li> </ul>

<p>6. Pupils with exceptional social and/or medical reasons for attending the academy. A letter from the child's GP or other relevant professional such as a social worker must be submitted by you with the applications stating why your child's needs can only be met by attending the preferred academy.</p>	<p>It is up to you to provide any evidence. The admissions team will not seek information about your child or telephone people on your behalf, the decision will be based solely on the information you send in. When you apply on line, tell us that there is supporting evidence in the space provided, and send it to the Schools Admissions and Transfers team or email to <a href="mailto:school.admissions@stockton.gov.uk">school.admissions@stockton.gov.uk</a> or by post. If we do not receive this information by the closing date, we will not be able to consider your child under this priority, unless it relates to a change of circumstances (such as a new diagnosis) which has occurred since the closing date. All correspondence will be treated as private and confidential. If the evidence you supply is not considered compelling enough to be included in this priority, your application will be considered under the other priorities as appropriate.</p> <p><b>Medical reasons</b></p> <ul style="list-style-type: none"> <li>▪ If there are medical reasons that make it essential for your child to attend a particular school, you must provide supporting information from a doctor together with any other relevant information by the deadline.</li> <li>▪ This must make a compelling case as to why your child's needs can only be met at the preferred school, a medical condition in itself will not automatically result in a place at your preferred school.</li> <li>▪ The evidence should explain exactly what the child's needs are, and what specialist support and/or facilities your child requires.</li> <li>▪ The evidence should explain why other schools could not provide the appropriate support for your child.</li> </ul> <p><b>Social reasons</b></p> <ul style="list-style-type: none"> <li>▪ If there are social reasons that make it essential for your child to attend a particular school, you must provide independent evidence from a professional who is supporting your family.</li> <li>▪ The supporting evidence needs to set out the particular reasons why the school in question is the most suitable and the difficulties that would be caused if the child had to attend another school.</li> <li>▪ The evidence should explain exactly what the child's needs are, and what specialist support and/or facilities your child requires; the evidence should explain why other schools could not provide the appropriate support for your child. Social reasons do not include domestic arrangements such as parents working commitments or childcare arrangements.</li> </ul> <p>Please note that submitting this information does not guarantee that your child will be included in this category.</p>
<p>7. Pupils who live closest to a particular academy measured in a straight line "as the crow flies".</p>	<p>The local authority uses a Geographical Information System, known as GIS, to identify and measure the distance from a home to the academy. The distance is measured electronically from a point of the academy (the same point for all applications) to a point of the home (including flats). The GIS undertakes all measures in exactly the same way for every applicant to ensure consistency and fairness.</p>

Please note that attending a nurse setting attached to the academy does not guarantee a place in the reception class at the academy.

## **Waiting Lists**

The School Admissions Code (February 2012) requires each Admissions Authority to maintain a clear, fair and objective waiting list for at least the first term of the academic year of admission. If we cannot offer your child a place at the Academy we will place your child's name on the waiting list for the Academy. The waiting list will be ranked according to our oversubscription criteria. Parents will be asked in the January following the start of the academic year to confirm whether or not they wish their child to remain on the waiting list.

## **Right to Appeal**

It is our aim to offer your child a place at The Oak Tree Primary Academy. However if more applications are received than there are places available and your child is not offered a place at the Academy after applying the admission criteria, you have the right to appeal to an Independent Appeals Panel. These panels are set up in accordance with the requirements of the School Standards and Framework Act 1998 and the School Admission Appeals Code.

If you choose to appeal you will need to request an appeal form from the Customer Services Centre at Stockton Library. Alternatively you can download the form from [www.stockton.gov.uk/schoolappeals](http://www.stockton.gov.uk/schoolappeals). Complete the form with the details of your case then send it to the address on the form by the date given. The Law and Democracy section of the local authority will then notify you of the date of your appeal at least ten school days before the appeal will take place unless you have waived this right.

You may present your appeal in person, have someone else present the case for you or request that a written appeal be considered.

The Appeals Panel will take all your reasons and the Admission Authority's admission arrangements into consideration when reaching its decision. The Appeals Panel decision will be completely independent of any previous decision taken by the Admissions Authority and will be binding on all parties, that is the Academy Trust and the parents/carers.

Please note that only one appeal in the same academic year will be considered unless there have been significant changes in the circumstances relevant to the application.