



# **The Oak Tree Academy**

## **Admissions Policy 2016**

The Oak Tree Academy,  
Newton Grange Avenue,  
Stockton on Tees,  
TS19 0SE.

# The Oak Tree Academy

## Admission Policy 2016

### Introduction

The Oak Tree Academy is sponsored by the Northern Education Trust. Northern Education Trust is the admission authority for the Academy.

The Oak Tree Academy will adhere to Stockton Borough Council's Admission Policy and the Admission Arrangements for the Academy will follow the Co-ordinated Admissions Scheme for schools in Stockton.

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

<http://www.stockton.gov.uk/childrenandyoungpeople/schools/schooladmissionsandtransfers/>

### Admission Policy

**The Published Admission Number for September 2016 is 60.**

The admission arrangements are as follows:

The Oak Tree Academy (via Stockton Borough Council) will allocate 60 places to applicants.

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

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

Criteria (In priority order)	Explanatory Notes

<p>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, residence, or special guardianship order.</p>	<p>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 school. The Local Authority may request a copy of the adoption order, residence 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.</p>
<p>2. Pupils with complex needs who have been discussed at the Moderating or Statements Panel and who have been identified as needing a ‘named’ primary or secondary mainstream school</p>	
<p>3. Pupils who have a brother or sister living at the same address, who are still at the school when the pupil begins.</p>	<p><b>Stockton Borough Council (SBC) define brother or sister as follows:</b> A brother, sister, stepbrother, stepsister, adopted brother or sister, or children of partners who are living at the same address as a family unit. In all cases, the parent who receives the Child Benefit for those children must permanently live at that address with the children. SBC 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 circumstances (subject to approval by the Panel mentioned in the explanatory notes for criterion 5). This does not include separate families living together in the same property. If there are other family situations where there are different carers, e.g. aunts, uncles or grandparents, each case will be considered individually.</p>

<p>4. Pupils resident within the admissions zone (catchment area*) who have returned a Common Application Form by the closing date (31<sup>st</sup> October 2013 for Secondary applications and 15<sup>th</sup> January 2014 for Primary applications)</p>	<p>When a school is oversubscribed with inzone (in-catchment area) applications i.e. there are more applications from children living in the catchment area of the school than there are places available, we will allocate places:</p> <ul style="list-style-type: none"> <li>• firstly to children living in the admissions zone (catchment area) (Criterion 4) with social or medical reasons for attending the school (Criterion 5);</li> <li>• then to children living in the admissions zone (catchment area) (Criterion 4) according to their distance from the school.</li> </ul>
<p>5. Pupils who have social or medical reasons for being admitted to the school which would, should the child not be admitted, cause him or her to be seriously disadvantaged or put their personal safety at risk. In all cases corroboration will be sought from independent sources such as a medical specialist who has had continued involvement over a period of time; a social worker; an attendance officer; or another professional. It should be noted that places would not be allocated on the basis of aptitude or ability.</p>	<p>A panel of professionals from Children, Education &amp; Social Care is set up to look at any applications where there are social or medical reasons for a child to attend a particular school. In all cases parents must provide written information from independent sources to confirm the social or medical condition and to explain why the child has to attend the preferred school as opposed to any other. Please note that submitting this information does not guarantee that their child will be included in this category. The panel will make a decision as to whether the child's needs can only be met in the preferred school or whether they could be met in any Stockton school.</p>
<p>6. Pupils who attend the nursery of the school they wish to attend on a fulltime basis at the time of application.</p>	<p>Please be aware that attendance at a particular school nursery does not guarantee that your child will be offered a place at that school.</p>
<p>7. Pupils who live closest to a particular school measured in a straight line ("as the crow flies").</p>	<p>The LA uses a Geographic Information System, known as GIS, to identify and measure the distance from the home to the school. The distance is measured electronically from a point of the school (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>

\*Preference is given to those who live within the admissions zone (catchment area) as defined by Stockton Borough Council and agreed by the Academy.

## **Waiting Lists**

The School Admissions Code (February 2012) requires each admission 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 a 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 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.

Stockton Borough Council Admissions team handle appeals for The Oak Tree Academy. A member of senior staff from the academy will attend all appeals

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

*Please refer also to Stockton Borough Councils Primary School Admissions Process*