



## Admissions Policy 2025 - 2026

Policy Lead:	<b>Headteacher</b>
Last Review Date:	September 2023
Next Review Date:	September 2024
Approval needed by:	<b>Governing Body</b>



## **Introduction**

The Oaks Academy is an 11-16 school serving Crewe and the local area. It is part of The Learning Alliance Multi-Academy Trust. The normal application round to The Oaks Academy is at Year 7. In year applications are also welcome.

## **The Student Published Admission Number (PAN)**

The Oaks Academy has an agreed Published Admission Number (PAN) of 130 students for Year 7. The Oaks Academy restructures the staffing and timetabling to reflect the reduction in numbers such that the admission of new pupils may cause prejudice notwithstanding the lower numbers on roll.

If the Academy is named in an Education Health and Care Plan (EHCP), the Academy has a duty to admit the child and the number of available places in the normal admission round will reduce accordingly.

## **Applying for a place at The Oaks Academy**

- Applications for Year 7 are made through the common application process managed by Cheshire East Local Authority.
- Schedule for admission to Y7
  - September - Information and application packs are made available for parents by the relevant local authority, inviting a parental statement of preference of secondary school. Parents must apply to the academy on the Common Application Form (CAF) provided by the 'home' authority i.e. the authority where they live.
  - October - Preference Forms are to be submitted to the relevant authority by the given date. Parents are requested to notify the academy if they have applied for a place through the local authority process.
  - November - The authority sends preferences to the academy and the Governors' admissions panel applies the agreed criteria.
  - January - The academy informs the authority of which pupils are to be offered a place.
  - March - The authority advises parents whether their application has been successful and informs unsuccessful applicants of their right of appeal. Parents who do not initially receive an offer are advised always to lodge an appeal or request to be put on a waiting list. Places will be allocated as they become available using the same criteria as for the initial allocations.
- Late applications
  - Later applications will be accepted and placed on the waiting list and allocated using the oversubscription criteria outlined in the over subscription section of this policy. Full details of the application process are available via Cheshire East. The academy participates in the local Fair Access Protocol if it is an appropriate placement for the particular student. Each case will be reviewed individually by the Cheshire East Fair Access Panel.

## **In-Year Admissions**

In year admission applications should be made by writing directly to the academy. On receipt of an in-year application the academy will notify the local authority of both the application and its outcome. Admissions to the academy will be determined on the basis of whether the admission of the applicant would prejudice the efficient education of others or efficient use of resources.

## **Oversubscription criteria**

In the event of being oversubscribed for admission the criteria for allocation of places are, in order of priority:

1. 'A 'looked after child' 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 the definition in Section 22(1) of the Children Act 1989). This includes those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Primary feeder schools within our local community:
  - Gainsborough Primary School
  - Wistaston Academy
  - Vine Tree Primary School
  - Edleston Primary School
3. Siblings: pupils whose brother or sister attends the academy and are expected to continue to do so in the following school year. This also includes half-brothers/sisters and unrelated children living together as part of one household.
4. Children of staff members: provided they have been employed for a minimum of two years and/or are recruited to fill a vacant post for which there is a demonstrable skills shortage.
5. Distance: Pupils living nearest to the academy measured using the National Land and Property Gazetteer (NLPG) which measures straight line distances in miles from the school's coordinate point of the place of residence. *The selection of the nodal point will be determined by where the child wakes up most (Mon-Fri)*

Late applicants received after the published deadline for the receipt of supporting information will be classified as late and processed after all on-time applications even if there is a good reason for the late submission.

In the event of two or more applications that cannot otherwise be separated, the academy will use random allocation as a tie-break. This will be overseen by someone who is independent of the academy (Over Subscription Selection - Procedure for a Tie-Breaker).

The admissions criteria apply regardless of the local authority area in which pupils live.

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

Parents may seek a place for their child outside of their normal age group. Parents who wish to seek admission on this basis should write to the academy during the autumn term in the academic year of application, giving reasons and providing compelling professional evidence.

The academy will make its decision on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The Oaks Academy will also take into account the views of the Headteacher of the child's present school.

When informing a parent of the decision on the year group the child should be admitted to, the academy will set out clearly the reasons for the decision.

Where the academy agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. Year 7 or Year 11) the academy and the local authority will process the application as part of the main admissions round, unless the parental request is made too late for this to be possible. The published admission arrangements and oversubscription criteria will be applied.

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the academy but it is not in their preferred age group.

### **Waiting list**

The Oaks Academy will operate a waiting list for each year group. Where, in any year, The Oaks Academy receives more applications for places than there are places available, a waiting list will operate until one term after the start of the school year. Students will be offered places as they become available, following the over-subscription criteria.

### **Appeals**

Where a student is not offered a place at The Oaks Academy their parent/carer may appeal to an independent appeal panel. A timetable for the management of appeals will be published on the website of The Learning Alliance Trust by 28th February of each year.

Appeals need to be submitted within 20 school days of notification that an application has been rejected. The appeals process will be fully compliant with the Schools Admission Appeals Code.

The Learning Alliance Trust will ensure that an Independent Appeals Panel is trained to hear admission appeals in accordance with statutory requirements. Full details of the appeals process will be forwarded on request.

### **Repeat Applications**

Repeat Applications Repeat applications will not be considered within the same school year, unless the parents', child's or the school's circumstances have changed significantly since the original application was made.

### **Over Subscription Selection - Procedure for a Tie-Breaker**

In making a random allocation it is important that there is scrutiny from a person who is not involved in the allocation process.

### **Definition of Roles**

Independent Scrutineer (IS) – this is a person who ensures the process is carried out in a correct and transparent way. The IS must be independent of the school.

Admissions Officer (AO) – this is the Headteacher or a governor from the school who is responsible for carrying out the administration of the random allocation procedure and recording the results, under the scrutiny of the IS.

Person who makes the draw (P) – this must be a person independent of the school.

### **Process to be Followed**

This entire process is carried out in sight of, and under the scrutiny of, the IS

1. The AO allocates each pupil to be included in the draw a number and records it on the 'Random Allocation Cross Reference Sheet'. This is placed in a sealed envelope.
2. The AO prepares as many equal sized pieces of white paper as are necessary, which are numbered consecutively.
3. The AO folds each numbered sheet and seals them in identical envelopes, i.e. envelopes with no visibly identifiable differences.
4. The AO shuffles the envelopes and hands them to P who shuffles the envelopes again, picks one envelope and opens it.
5. The AO records the first number drawn on the 'Random Allocation Record sheet'.
6. If more than one place can be offered, they continue to draw envelopes and record numbers until all of the available places are allocated.
7. The AO then opens the previously sealed envelope containing the 'Random Allocation cross reference sheet' and records the numbers drawn on the 'Random Allocation cross reference sheet', marking clearly which child(ren) has(have) been allocated a place and which have not.

8. Once the process has been completed, the AO, IS and P should sign and date both the 'Random Allocation Record sheet' and the 'Random Allocation cross reference sheet' in order to certify that the procedure has been carried out correctly.

**Random Allocation Record Sheet**

Date of Random Allocation:				Year Group:		
Number of Places to be offered:						
Reason for random allocation:		Multiple birth	Equidistant	Other .....	Other .....	
Number of applicants to be entered into process:						
1 <sup>st</sup> Number Picked		2 <sup>nd</sup> Number Picked		3 <sup>rd</sup> Number Picked		
Further allocations:						

If further places can be offered further draws continue until all of the available places are allocated.

N.B. Which child is to be allocated as a result of the draw should be recorded on the 'Random Allocation cross reference sheet' by the AO after the draw has taken place.

**Declarations**

**I confirm that the random allocation process has been carried out in accordance with the School's Random Allocation Procedure.**

Admission Officer (AO):		Sign
		Print

**I confirm that I am independent of the school named above and that the random allocation process has been carried out in accordance with the School's Random Allocation Procedure.**

The Independent Scrutineer (IS):		Sign
		Print
The person who makes the draw (P):		Sign
		Print

## Random Allocation Cross Reference Sheet

*To be completed by the AO after the draw has taken place*

Date of Random Allocation:		Year Group:	
Number of Places to be offered:			

### Declarations

**I confirm that the allocation recorded above is the correctly recorded result of the Random Allocation process.**

Admission Officer (AO):		Sign
		Print
The Independent Scrutineer (IS):		Sign
		Print
The person who makes the draw (P):		Sign
		Print