

# Admissions Policy 2024-2025

## Oasis Academy Byron

### 1. Introduction

This document sets out the admission arrangements for Oasis Academy Byron, throughout this document referred to as “the Academy”.

Oasis Academy Byron is fully inclusive. It is a non-selective school open to pupils of all religious faiths or those of no faith.

### 2. Admission number

For 2024/2025 and subsequent years the Academy has an agreed admission number of 30 full time pupils for year R.

### 3. Application process

Applications for places at the Academy will be made in accordance with the LA's coordinated admission arrangements and will be made on the Common Application Form provided and administered by the LA.

Admissions at Oasis Academy Byron are coordinated under the Common Application Form via London Borough of Croydon. If you are a parent or carer and wish to apply for a place at Oasis Academy Byron for the following September, you will need to complete the Common Application Form via the LA website: <http://www.croydon.gov.uk/education/schools-new/school-admissions/how-to-apply/sa-step3/>

If applicants live in another borough, they must apply using the Common Application Form provided by their home Local Authority.

All applications received by the Local Authority after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applications the school is oversubscribed, parents may request that their child is place on the school's waiting list.

#### **4. Consideration of applications**

The Academy will consider all applications for places. Where fewer than the published admission number(s) for the relevant year groups are received, the Academy will offer places to all those who have applied.

#### **5. Procedures where the Academy is over-subscribed**

Where the number of applications for admission is greater than the published admission number, applications will be considered against the oversubscription criteria set out below. After the admission of students with an Education, Health and Care Plan naming the Academy, the criteria will be applied in the order in which they are set out below:

##### **1: Looked after children and previously looked after children**

Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangement order, or special guardianship order. See notes 1

##### **2: Siblings: children with a brother or sister who is reasonably expected to be in attendance at the school at the time of enrolment of the new pupil**

A sibling is defined as a brother or sister, half brother or sister, step-brother or sister, foster brother or sister or adopted brother or sister whose main residence is at the same address. In the event of two applications for one vacancy using the above criteria, the Authority will apply a tie breaker decision based on geographical distance.

##### **3: Medical: children with serious medical reasons for needing to attend a particular school. For primary age children, a serious and continuing medical condition of a parent which would prevent them taking their child to school may also be relevant.**

Supporting evidence should set out particular reasons why the academy is the most suitable and the difficulties that would be caused if the child had to attend another school. The medical reasons must be verified in a written statement by a GP or consultant and declared at the time of application if known at the time.

Claims for priority of admission on medical grounds will not be considered if submitted after a decision on the original application has been made. The decision to prioritise children on these grounds will be determined via the academy governing body or nominated panel. Evidence for social grounds must be presented in writing from a social work professional. All applications must demonstrate that there is a very specific connection between the child's medical/social need and the Academy requested.

##### **4: Distance: priority will be given to Children living closest to the school as measured in a direct line from the home address to the school**

"Home" is defined as the address where the child normally resides as their only or principal residence. Addresses involving child minders, business or relatives cannot be considered. Parents will be asked to

provide documentary evidence to confirm an address and parental responsibility. The LA should be notified of changes of address immediately.

The Academy will use the equal preference model, through the Local Authority, for deciding which school/academy is offered. This means that all school preferences are considered together and the admissions criteria applied equally. The rank or order of preference will be used only if it is possible to offer more than one of the preferences. The highest ranked potential offer will be offered.

The distance will be measured in a straight line from the child's home address to the designated entrance(s) of the school using a computerised measuring system (GIS) and geographical reference points as provided by the National Land and Property Gazetteer (NLPG). Those living closer to the school will receive higher priority.

If a child lives in a shared property such as flats, the geographical references will determine the start point within the property boundaries to be used for distance calculation purposes.

### **Tie-breaker**

In the event that the number of applications for places exceeds the number of places available after application of the admissions criteria, distance will be used to decide between applications. Where distance is the same for two or more applications the authority will use random allocation. If there are more applicants than there are places remaining within a particular category, random allocation will be used to allocate the final available place(s). Random allocation process will be independently verified.

### **Twins/triplets or other multiple births for admission into an infant class**

If you are applying for places for twins, or children from a multiple birth, and there is only one place available at the academy, legislation allows us to admit them all, i.e. all siblings from a multiple birth. The government's School Admissions Code does state that infant classes must not contain more than 30 pupils with a single school teacher, but the code considers multiple births to be an 'exceptional circumstance' and they can be admitted in excess of the published admission number.

### **Shared custody**

If parents share custody of a child, only one address must be provided in the application. It must be the address where the child normally resides, and the applying parent must prove the child's residency at this address, e.g. relevant court documents or the address where the child benefit is payable. If the child resides with each parent for an equal amount of time each week we will treat the address at which the child benefit is payable as the normal place of residence.

## **6. Operation of waiting lists**

Where in any year the Academy receives more applications for places than there are places available, a waiting list will operate for at least one term after the admission date. This will be maintained by London Borough of Croydon. It will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria as detailed above.

Whenever a new applicant is added to the waiting list, the list will be reordered in accordance with the oversubscription criteria.

Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.<sup>1</sup>

The Local Authority close waiting lists at the end of each academic year and applicants are required to re-apply if they wish to remain in the waiting list.

### **7. Arrangements for appeals panels**

Parents of children who are not allocated a place at their preferred school for admission to Reception class in September 2024 have the right to appeal under the Admissions Appeals Code.

The timetable for appeals for the September 2024 admissions round will be published in late February. For details of the appeals process, contact the Academy office at [byron@oasisbyron.org](mailto:byron@oasisbyron.org)

Appeals for children refused a place at a preferred school for admission to Reception in September 2024 will be heard in line with the Admissions Appeals Code published by the Department of Education.

### **8. Arrangements for admitting pupils outside the normal admissions round**

Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy must consider all such applications. If the year group applied for has a place available the Academy must admit the child and notify the local authority of both the application and its outcome, to allow the local authority to keep up to date figures on the availability of places in the area. For these in-year admissions parents will be required to complete the LA's in-year application form and submit it to the LA.

If more applications are received than there are places available, the oversubscription criteria shall apply. Parents/carers whose application is turned down are entitled to appeal.

### **9. Admission of children outside their normal age group**

Parents may request that their child is admitted outside their normal age group. When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Principal and any supporting evidence provided by the parent.

The process for requesting such an admission is to contact the Academy Office either in person or at [byron@oasisbyron.org](mailto:byron@oasisbyron.org)

## 10. Admission of children below compulsory school age and deferred entry to school

The law states that children must attend school full-time from the beginning of the term after their fifth birthday. Whilst children normally start full-time school in the September after they are four, parents can opt to defer the child's start date until the beginning of the term after they are five, but they must take up the place within the same academic year.

If you wish to do this, or you would like your child to start on a part-time basis, please contact the Principal. If your child's birthday is on or between 1 April to 31 August, and you want to defer entry until the beginning of the autumn term after their fifth birthday, you will lose any reception place offer, and will need to re-apply for a Year 1 place. Your child would therefore go straight into year 1 and miss reception class all together.

### <sup>1</sup> Notes:

i. Looked after children are those who are in the care of a local authority or provided with accommodation by that authority

under section 22 of the 1989 Children's Act.

ii. In relation to school admissions legislation a 'looked after child' is a child in public care at the time of application to a school. Applicants can provide evidence demonstrating their child was previously in care to an institution acting as a Local Authority, or an organisation that supports the best interests of the community/child. In the case of previously looked after children, admission authorities 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 they were looked after immediately prior to that order being made, or such evidence that demonstrates a child was in state care outside of England prior to being adopted. Please note that London Borough of Croydon close their waiting lists at the end of each academic year and applicants are required to re-apply if they wish to remain in the waiting list.