



St Oswald's C.E. Primary School

Admissions Policy for Pupils Applying to St Oswald's C.E. Primary School for the 2025/2026 Academic Year

Issue Date	26 th March 2024
Review Date	January 2025
Statutory (Yes/No)	Yes

1 Introduction

- 1.1 The Governing Board of St Oswald's C.E. Primary School applies the regulations on admissions fairly and equally to all those who wish to attend either. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This policy conforms to the regulations that are set out in that Act and also further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice.

For further definitions of terminology and clarifications please refer to Appendix 3 of this policy.

2 Aims and Objectives

- 2.1 We are an inclusive school that welcomes children from all backgrounds and abilities.
- 2.2 All applications will be treated on merit and in a sensitive manner through the Local Authority Admissions arrangements
- 2.3 The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below for the school, in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.

- 2.4 The level of ability of a child or any special needs that s/he may have plays no part in the admissions policy of this school except where a child has an Education, Health and Care plan (EHCP) that names the school, in which case that child will be admitted. Governors co-operate with the Local Authority's Fair Access Protocol for children who are hard to place. Children identified under the protocol will be admitted before any others on the waiting list even if the school is full.

ST OSWALD'S PRIMARY SCHOOL - ADMISSIONS STATEMENT

Where the number of applications exceeds the published admission number (PAN) of 30 pupils then the Local Authority Admissions Department will allocate places based on the following criteria:

- 1) Children who have a statement of Special Educational Needs or Education Health Care Plan (EHCP) which names the school **will be admitted**;
- 2) Looked after children and children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). This includes those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted; *(see Appendix 1 for further information regarding this category)*
- 3) Children living in the normal area served by the school and who have siblings attending the school at the time of application and admission; *(see Appendix 2 for further information regarding the normal area of the school)*
- 4) Children living in the normal area served by the school at the time of application and admission;
- 5) Children not living in the normal area served by the school but who have siblings attending the school at the time of application and admission;
- 6) Other children whose parents have requested a place.

When, in the case of 2, 3, 4, 5 or 6 above, choices have to be made between children satisfying the same criteria, those children living nearest to the school (measured by straight line distance) will be given preference.

3 How parents can apply for their child to be admitted to each school

- 3.1 St Oswald's is a Voluntary Controlled school. The LA is the 'Admissions Authority' for this school and determines the admissions arrangements. The full regulations are published by the LA and parents can receive a copy of these regulations directly from the LA.

3.2 Parents have a right to express a preference for the school of their choice and they should do so on the online application form. The primary guide is available online in electronic format. Expressing a preference does not, in itself, guarantee a place at this school. The school notifies parents about the school place as soon as all the applications have been considered.

3.3 In this area, children enter the school in the academic year they become five. There is one admissions date per year, early in September (i.e. at the start of the school year). Therefore, parents who would like their child to be admitted to this school during the year their child is five should ensure that they complete the necessary application form and return them in accordance with Derbyshire's Co-ordinated Admissions Scheme Intake Timetable - details of which are available at www.derbyshire.gov.uk/admissions.

3.4 **Deferred and part-time entry**

The School admits children to the Reception class in the September of the school year in which a child attains the age of 5 years. (The school year runs from 1 September to the 31st August.) All parents/carers are entitled to a full-time place for their child in the Reception class from September, but may defer entry until the beginning of the term after their child is five years old (i.e. when the child reaches compulsory school age) or until the beginning of the Summer term whichever is earlier. Children may attend part-time until their child reaches compulsory school age. Parents/carers who have been offered a place at the school and wish to defer entry for their child and/or attend part-time must put this in writing to the Headteacher at the earliest opportunity and before the start of the Autumn term.

3.5 **Education out of normal (chronological) age group**

Children are normally educated in school with others of their age group; however, in exceptional circumstances parents/carers may seek a place outside of their child's normal age group. Decisions will be made on the basis of the circumstances of each case. Parents/carers must state clearly why they feel admission to a different year group is in the child's best interests and may provide recent professional evidence to support this. Further details of how to make such a request are available from the school.

3.6 **Applications for twins/multiple Births**

Where a place is offered to a child from a twin or multiple birth the Governors will normally offer places to both twins, triplets, etc. even if this means exceeding the Published Admission Number.

3.7 Service personnel and crown servants

Families of service personnel with a confirmed posting, or crown servants returning from overseas, will be allocated a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. Where the family do not yet have an intended address, or do not yet live in the area, the school will use the address at which the child will live when applying their oversubscription criteria, as long as the parents provide some evidence of their intended address. Parents may request that a Unit or quartering address be used as the child's home address when considering the application against their oversubscription criteria. The normal admissions round is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

3.8 Waiting List

A waiting list will be maintained at least until the end of the autumn term. Applications will be ranked according to the oversubscription criteria and not the date of application.

4 Admissions appeals

4.1 If we do not offer a child a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children in the school to increase too much.

4.2 If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LA. An independent appeals panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned. If the appeal panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school. (*Details of appeal arrangements are set out in the Code of Practice on School Admissions Appeals*)

5 Published Admission Number (PAN)

5.1 The Published Admission Number is the number of children the school can admit. The Published Admission Number is 30.

6 Infant class size

6.1 We teach infant children (aged four to seven) in classes that have a maximum number of 30 children.

7 Review

7.1 This policy will be reviewed annually with the Admissions Authority in the light of any changed circumstances in our schools or the local area.

The school will follow the LA's coordinated scheme for matters such as waiting lists, late applications, appeal dates etc.

APPENDIX 1: Further information regarding Looked After Children

Taken from the School Admission Code:

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) at the time of making an application to a school.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).

Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

APPENDIX 2: Normal Catchment Area Information

The following link is to the Derbyshire Admissions website where all applicants will be able to find the normal area school for their address:

- <https://www.derbyshire.gov.uk/education/schools/school-places/normal-area-school-search/find-your-normal-area-school.aspx>

The following link is directly to the infant/primary "Find you normal area school" page:

- <https://apps.derbyshire.gov.uk/dotnet-applications/Admissions/NormalAreaFinder.aspx?admissiontype=Primary&usercontrolfunction=AJAX>

The following link is directly to the junior "Find you normal area school" page:

- <https://apps.derbyshire.gov.uk/dotnet-applications/Admissions/NormalAreaFinder.aspx?admissiontype=Junior&usercontrolfunction=AJAX>

The following link is directly to the secondary "Find you normal area school" page:

- <https://apps.derbyshire.gov.uk/dotnet-applications/Admissions/NormalAreaFinder.aspx?admissiontype=Secondary&usercontrolfunction=AJAX>

APPENDIX 3: Definitions

Parents

Reference to parents includes legal guardians and applies to either or both parents, or a sole parent. Where only one parent/guardian satisfies a criterion, the application will be treated equally with one where the requirement is met by two parents.

Home address

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school.

If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. Any other evidence provided by parents will also be considered in reaching a decision on the home address for admissions purposes. This may be necessary, for instance, where parents don't agree on the child's home address. Parents are urged to reach agreement or seek a Specific Issues Order from a court to decide which parent should or should not pursue an application. Where they do not, the admissions authority will determine the home address. If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week.

Sibling

A "sibling" refers to brother or sister, half brother or sister, adopted or fostered brother or sister, stepbrother or sister, or the child of a parent's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.