

**Inclusion** is at the  
**heart** of our trust



# Admissions Policy

December 2022



## **1. Statement of Intent**

Admission arrangements for schools which are part of Oak Learning Partnership Trust ('the trust') aim to achieve full compliance with all relevant legislation and guidance, including compliance with all the mandatory provisions of the School Admissions Code of Practice.

## **2. The Admissions Authority and Responsibility for Admissions**

- 2.1 The trust is the Admission Authority for each of its schools, and is responsible for handling appeals against refusal of a place in any of its schools.
- 2.2 The local authority is responsible for admissions to the schools within our trust, and applications for places in any of our schools are made through the local authority. Full details of how to apply to each of our schools for new admissions or in-year transfers are found on the websites of our individual schools.

## **3. Published Admission Number (PAN)**

- 3.1 The trust is not required to consult on the PAN, where a school proposes either to increase or maintain the PAN.
- 3.2 The trust will consult in accordance with statutory guidance, if a school proposes a decrease to the PAN.
- 3.3 The trust will notify the local authority of any intention to increase a school's PAN and reference to such a change will be made on the school's website. If the trust decides that a school can accept more pupils than laid out in its PAN, it will notify the local authority in good time so that the local authority can deliver its coordination responsibilities effectively.
- 3.4 The PAN for each of our schools is as follows:

Elms Bank: Maximum intake of 300 pupils, spread across 8 year groups.

Hazel Wood High School: 144 places for each new Year 7 cohort.

Unsworth Primary School: 30 places for each new Reception class.

## **4. Oversubscription Criteria**

- 4.1 Elms Bank and Hazel Wood High School follow the oversubscription criteria laid down in the Bury Local Authority Admissions Policy for Community Secondary Schools in Bury (see Appendix A), and these are set out in each school's individual Admission Arrangements which can be found on their respective websites.
- 4.2 Unsworth Primary School follows the oversubscription criteria laid down in the Bury Local Authority's Oversubscription Criteria for Community and Voluntary Controlled Primary Schools (see Appendix B), and these criteria are set out in the Admission Arrangements which can be found on the school's website.



## **5. Number of Permitted Applications and Appeals**

- 5.1 If an application is unsuccessful, parents/carers may ask the trust to reconsider a second application but only if there has been a significant and material change in circumstances since the time of the initial application.
- 5.2 The trust is responsible for handling appeals against a refusal of a place at one of its schools. Parents or carers may only appeal once in an academic year against a refusal of admission to a particular school. If an application and appeal are unsuccessful, then parents/carers cannot submit another application or appeal during that same academic year. However, parents/carers can apply again and, if necessary, appeal for a place in the next academic year.

## **6. Appeal Procedure**

- 6.1 Parents/carers must make an appeal within 20 term-time school days of the date of the decision letter which informs them of the school which has been allocated to their child.
- 6.2 The trust will acknowledge receipt of the appeal within 5 term-time school days of receipt of the appeal, and will set a deadline for the submission by parents/carers of information and evidence to support their appeal of 20 term-time school days from the date of their acknowledgement. If parents/carers submit any information or evidence after the deadline it may not be considered and may result in delays to the hearing.
- 6.3 The trust will set a date for a hearing of the appeal within 40 term-time school days of the deadline for making an appeal. The trust will give at least 10 term-time school days' notice of the hearing.

## **7. The Appeal Hearing**

- 7.1 The appeal will be heard by an independent panel of 3 or more people, and the panel will follow the School Admission Appeals Code.
- 7.2 The trust as the Admission Authority will explain why the application was turned down.
- 7.3 Parents/carers will be given the opportunity to provide reasons why their child should be admitted.
- 7.4 The appeals panel must decide if the school's admission criteria was properly followed and if the criteria comply with the School Admissions Code.
- 7.5 A decision will be sent in writing within 5 term-time school days.

## **8. Complaints About the Appeal Procedure**

Parents/carers can complain about the way the appeal was carried out, but not about the decision itself. Complaints should be made to the Education and Skills Funding Agency (ESFA).

## **9. Home Address**

When deciding the home address of a child, the name and address of the parent/carer to whom Child Benefit is paid will be used.

## **10. Delaying Entry to Reception Classes and Part-time Entry**

- 10.1 A Local Authority is required to provide for the admission of all children to school in the September following their fourth birthday and most children do start school in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age which is following their fifth birthday. The School Admissions Code does allow for parents/carers to make a request to delay their child's entry to Reception class until later on in the academic year or until the term in which the child reaches compulsory school age.
- 10.2 Parents and carers can also request that their child should take up a reception class space on a part time basis until their child reaches compulsory school age. If a parent wishes to delay their child's entry to Reception class, or take up a part time Reception class place until the child reaches compulsory school age, then they should make an appointment with the headteacher to discuss their requirements.

## **11. Consultation**

- 11.1 The trust will consult on any proposed changes to the admission arrangements of its schools.
- 11.2 The trust will consult on admission arrangements at least once every 7 years even if no changes have been made in that time.

## **12. Determination and Publication of Admission Arrangements**

- 12.1 The admission arrangements of each school will be published on the school's website.
- 12.2 Admission arrangements will be determined by 28 February in the determination year on an annual basis, even when no changes to the arrangements have been made.
- 12.3 A copy of the finalised admission arrangements will be sent to the local authority for entry by 15 March in the determination year. Finalised admission arrangements will also be published on the school websites by 15 March in the determination year, and will continue to be displayed for the whole offer year.
- 12.4 Any objections to the admission arrangements will be directed to the Schools Adjudicator by 15 May in the determination year.

## **13. Variations**

- 13.1 The trust will not revise the admission arrangements for a school year once they have been determined, unless this would be necessary to give effect to a mandatory requirement, a determination of the Schools Adjudicator, or any misprint in the admission arrangements.
- 13.2 The trust may, in exceptional circumstances, propose variations where there have been major changes in circumstances that necessitate a change.
- 13.3 Any proposals to vary the admission arrangements will be referred to the Secretary of State.

## 14. Review

The policy will be reviewed by the trust board on an annual basis. The next date for review is December 2023.



## Appendix A

### Admissions Policy for Community Secondary Schools in Bury

Children with an Education, Health and Care Plan, will be given a place at the school named on their EHCP.

When schools are oversubscribed, priority for allocation of places will be as follows:-

1. Children in public care (Looked After Children) and previously looked after children. (1) (2)
2. Children who live within the catchment area. (3)
3. Children who will have an older brother or sister in the school in September 2023. For this purpose, a brother or sister may be a full or step-brother or a full or step-sister, living at the same address, at the time of admission.
4. Other children.

If applications are received after the closing date, they will be dealt with as late applications, and will not be considered until after those applications which were received on time.

If there is over-subscription in any category, places will be offered using a straight-line distance measurement from home to school. The distance will be measured using the Local Authority's computerised mapping system, which measures from the address point of the home property to the address point of the school as defined by Bury Council's LLPG (Local Land and Property Gazetteer). Those living closer to the school on this basis will receive the higher priority.

Where the final place in a year group can be taken by two or more children living an equal distance from the school, (for example two children living in the same block of flats) the Local Authority will then use random allocation to decide which of the children can be offered a place. Where a child has parents with shared responsibility and lives with each parent for part of the week, the home address will be decided by using the name & address of the parent/carer to whom the Child Benefit payment is paid or where the child is registered with a GP and in agreement with both parents.

If there is a situation where only one place is available and the next children to be offered are twins or triplets, both twins or the three triplets will be offered places.

1st, 2nd and 3rd preferences for all secondary schools in Bury will be considered equally. If you wish to give reasons for your preferences you may do so. However, parents should note that the criteria given above are the criteria which will be used to offer places. Parents are only entitled to one appeal for an individual school each year. A re-appeal would only be considered if new evidence became available which could not have been made available at the original appeal hearing.

*1 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, in England.*

*2 A 'previously looked after child' is a child who was looked after (in England), but ceased to be so because they were adopted, or become subject to a child arrangements or special guardianship order, as well as a child who appears to have been in state care outside of England care (ie. In the care of/or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.*

*3 Catchment area maps are published on the website at [www.bury.gov.uk](http://www.bury.gov.uk).*

## Appendix B

### **BURY LOCAL AUTHORITY OVER SUBSCRIPTION CRITERIA FOR COMMUNITY AND VOLUNTARY CONTROLLED PRIMARY SCHOOLS FOR SEPTEMBER 2023**

Children with Special Educational Needs or an Education, Health & Care Plan will be given a place at the school named on their EHCP.

When schools are oversubscribed, priority for allocation of places will be as follows:-

1. Children in public care (Looked After Children) and previously looked after children (1,2).
2. Children who will have an older brother or sister in the school in September 2023. For this purpose, a brother or sister may be a full or step-brother or a full or step sister, living at the same address, at the time of admission.
3. Other children

If applications are received after the closing date, they will be dealt with as late applications, and will not be considered until after those applications which were received on time.

If there is over-subscription in any category, places will be offered using a straight line distance measurement from home to school. The distance will be measured using the Local Authority's computerised mapping system, which measures from the address point of the home property to the address point of the school as defined by Bury Council's LLPG (Local Land and Property Gazetteer).

Where the final place in a year group can be taken by two or more children living an equal distance from the school, (for example two children living in the same block of flats) the Local Authority will then use random allocation to decide which of the children can be offered a place. Where a child has parents with shared responsibility and lives with each parent for part of the week, the home address will be decided by using the name & address of the parent/ carer to whom the Child Benefit payment is paid. Or where the child is registered with a GP and in agreement with both parents.

If there is a situation where only one place is available and the next children to be offered are twins or triplets, both twins or the three triplets will be offered places as a permitted exception to class size regulations. 1st, 2nd and 3rd preferences for all primary schools in Bury will be considered equally. If you wish to give reasons for your preferences you may do so. However, parents should note that the criteria given above are the criteria which will be used to offer places.

Parents of children who are admitted to the school before they are of compulsory school age can defer their child's entry until later in the school year. Where entry is deferred, the school will hold a place for that child and not offer it to another child. A parent cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. Parents can also request that their child attends on a part time basis until the child reaches compulsory school age. Where parents wish to defer admission under the 'summer born regulations', parents must put their request in writing to the school admissions team, together with any supporting evidence that the parent wishes to be taken into account.

Decisions on requests for admission outside the normal age group will be made 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; any information provided 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. This request should be sent team at the time of normal application.

Parents are only entitled to one appeal for an individual school each year. A re-appeal would only be considered if new evidence became available which could not have been made available at the original appeal hearing.

*1 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, in England.*

*2 A 'previously looked after child' is a child who was looked after (in England), but ceased to be so because they were adopted, or become subject to a child arrangements or special guardianship order, as well as a child who appears to have been in state care outside of England care (ie. In the care of/or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.*

