

## Oakwood Primary School Admissions Policy Statement 2026-2027

This policy and criteria should be read in conjunction with the Guide for Parents and Carers which is available from the County Council's website [www.goucestershire.gov.uk/schooladmission](http://www.goucestershire.gov.uk/schooladmission) and from the Admissions and Transport Team. Shire Hall, Gloucester, GL1 2TP

Children are normally admitted into the Reception Year at the start of a new academic year in the September after their 4<sup>th</sup> birthday and before their 5<sup>th</sup> birthday.

Attendance at Gardners Lane or Oakwood Children's Centre clusters does not guarantee a place at the school. The Children's Centres have a separate admission policy that can be obtained directly from each Children's Centre.

Oakwood Primary School became a Foundation School with a Foundation on 26<sup>th</sup> April 2011. The indicated Admission Number is 60

The school will co-operate with the Local Authority in co-ordinating the admission of pupils to schools in the area.

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit

The following criteria will be applied in making any such decisions and priority given to:

**a)** 'looked after child' (1) or a child who was previously looked after but immediately after being looked after became subject to an adoption (2) child arrangements order (residency order) (3) or special guardianship order (4) including those 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 (5).

(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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. In Gloucestershire, such children are referred to as Children in Care.*

(2) *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's Act 2002 (see section 46 adoption orders).*

(3) *Under the provisions of s.12 of the Children and Families Act 2014.*

(4) 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).

(5) 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.

**b)** Children who will have siblings attending the school at the time when the younger child is admitted. For the purpose of this admissions policy the term 'sibling' refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child must be living in the same family unit at the same address, at the time of application.

**c)** Children who have an authenticated medical reason for attending Oakwood School. Application under this criterion will only be considered if they are supported by a written statement from the child's doctor. This must demonstrate that there is a very specific connection between the medical need and the facilities or resources of the school

**d)** Children with the strongest geographical claim, measured in a straight line from the ordnance survey address point of the child's home address (including flats) to the ordnance survey address point of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

**e)** Children for whom Oakwood School is not the nearest primary school.

If there is insufficient space for all children in any one of the above priorities (a, b or c) then places will be allocated to those with the strongest geographical claim, measured in a direct line.

In the event of a tie between two or more children when applying criterion d) (strongest geographic claim based on straight line distance) where there are not enough places available to offer all children a place at Oakwood a process of random allocation will be followed

Parents and guardians have a right of appeal to an independent appeals panel against any decision made by the governors, concerning the child's admission to school.

#### SEND

The school is required to admit a child with a EHC Plan that names the school, even if the school is full.

Other important information:

All letters offering places are sent out by Gloucestershire LA on a pre-determined date (you should check with the school office for this date).

**Applications must be made by completing and returning a School Admissions Application Form by 15<sup>th</sup> January on the year the applicant is due to start school.**

**You must also complete and return a Gloucestershire County Council Preference Form and return it to them by 15<sup>th</sup> January on the year the applicant is due to start school.**

Any decision to consider late applications made after the 15th January will be made by the Executive Director, Education or nominated officer as stated in the 'Guide for parents and carers Primary Admission' published by Gloucestershire County Council.

The definition of 'sibling' will be: 'child sharing a parent and living the majority of the time in the same household'. Where a child spends equal amounts of time with both parents, the address at which the child is registered for purposes of child benefit will be taken as the place where the child resides.

The definition of "Primary School" is any "state-maintained school that provides education for children in Key Stage 1 and/or Key Stage 2 age groups".

All distances will be measured in a straight line using an OS map. **The Ordnance survey point could be at any point on each address not necessarily the front door i.e. the ordnance survey point could be in the back garden or the playing field of the school.**

Offers will only be made in writing. Letters of refusal will give reasons for the decision together with information on a parent's right to appeal.

The School will also apply the DFES Code of Practice on School Admissions. For purposes of this policy, the Children's Centres do not count as part of Oakwood Primary School.

Where applications for places are made out of the normal admission times this policy will be applied if there are more applicants than places.

The address you give us telling us where your child resides must be the permanent home address, not a business address, nor the address of a friend, relative or child minder, nor a temporary address nor an address to which you hope to move. You must let us know if this permanent address changes after you have completed and submitted the application form to the School.

Fraudulent applications will be treated as such and offers of places in these instances may be withdrawn.

Admission of Summer Born Children for Reception Entry for Oakwood Primary School

The Governing Body of Oakwood Primary School acknowledges the updated

advice from the Department of Education that, parents/carers of "summer born" children (born between 1 April and 31 August) may request to start the Reception Class of a school a whole academic year later. The Governing Body will make a decision on behalf of Oakwood Primary School. We follow the Local Authority process which states that parents can only apply for a Reception place at a school once and must apply for a place during the standard application process timeline for their chronological year group, stating their reasons for requesting deferred entry to the following year. The Governing Body will decide whether the deferred entry can be approved for the school.

#### Normal Admission Round

The term 'normal admissions round' refers to all applications for admission to the main year of entry of the school i.e. Reception for Infant and Primary Schools. Applications made during the normal admissions round will be made in advance of the academic year in which the child is due to start at the new school. Children are entitled to a full-time place, however, may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

#### In-Year Admissions

In-year applications are all those made outside the normal admissions round for children of compulsory school age i.e. those applications made during the academic year for any school place in Reception through to Year 11. The Local Authority will no longer be responsible for offering places to children on behalf of all schools/academies, but the Local Authority does maintain the statutory duty of being responsible and aware of all pupils and vacancies within schools/academies within Gloucestershire. To apply for a place at Oakwood, parents should therefore contact the school in the first instance.

Updated September 2024