

Oldfield Park Junior School

....inspiring excellence, achieving together!



School Admission Arrangements 2019-2020



These Admission Arrangements reflect the statutory requirements of the 2014 Department for Education School Admissions Code and the 2012 School Admissions Appeals Code (www.education.gov.uk).

The following Acts have also been taken into account:

-  The Sex Discrimination Act,
-  The Race Relations Act,
-  The Human Rights Act,
-  The Disability Discrimination Acts 1995 and 2005
-  The Equalities Act 2006.

This document was agreed by the Governing Body (the Admissions Authority for the school) and published on the school website following a formal public consultation.

Oldfield Park Junior School is affiliated to the Palladian Academy Trust which constitutes the statutory Admission Authority for the School. The 'day to day' administration of admission applications and decision making is delegated to an Admissions Committee comprising at least three school governors.

How to make an application for a Year 3 place

Oldfield Park Junior School is part of the Bath and North East Somerset's Co-ordinated Admissions Scheme. All applications for admission for a Year 3 place must be submitted to the Local Authority (LA) by the published closing date. The Local Authority will forward all applications to the school and the Governing Body will rank all applications against the schools admission criteria. The ranked list will then be returned to the Local Authority under the co-ordinated scheme and they will make a single offer of a place on the published date.

In Year Admissions (i.e. all applications for existing year groups)

We recognise that children change schools for a variety of reasons from moving home to changes in family circumstances or for other personal reasons.

You are welcome to contact the school to enquire about the availability of places and make an appointment to look round, although we are unable to offer you a place directly (see below).

If you wish to change your child's school, we would also advise you to discuss your reasons for moving with your child's current head teacher prior to making a decision.



All In Year applications must be made directly to Oldfield Park Junior School. An application is made by completing an application form which must be forwarded directly to the school. If no form is submitted the Governing Body will not be able to process the application.

All applications will be considered by the Admissions Committee of the Governing Body. Where there are more applicants at any one time than there are places available, priority will be determined by applying the admissions criteria set out below.

Published Admissions Number

Oldfield Park Junior School has a Published Admission Number (PAN) of 60 which means it will admit 60 children into Year 3 in two classes of 30 each year.

Special Educational Needs

The Special Educational Needs Code of Practice requires that Governing Bodies admit any children with a Statement of Special Educational Needs or and Educational Health and Care Plan (EHCP) naming Oldfield Park Junior School, before it will consider any other applications. Following the admission of any children with a Statement of Special Educational Need or an Educational Health and Care Plan, the Governing Body will consider all other applications received by the closing date. Where there are fewer applications than places available within the school's Published Admission Number, the Governing Body will admit those children.

Admissions Criteria

To be considered under the following criteria parents must have named the school as a preference. Under the following criteria all preferences are considered equally. If a child qualifies for more than one school they will be offered their highest preference as stated on their application form.

PRIORITY A

Children in Public Care (Looked After Children) or a child who was previously Looked After but immediately after being Looked After became subject to an adoption, child arrangement order, or special guardianship order.

PRIORITY B (The 3 categories in this criterion will be given equal consideration).

- Children who live within a 1.5 mile radius* of the school and for whom there will be a sibling in attendance on the admission date at the preferred school.
- Children who live outside a 1.5 mile radius* of the school but their sibling was offered a place prior to September 2013 and will still be in attendance at the time of application at the start of the academic year and not when the place was offered.



- Children who live outside a 1.5 mile radius* of the school but it is their closest school and for whom there will be a sibling in attendance on the admission date at the preferred school.

(Sibling is defined as sharing at least one parent or legally adopted into the family, and in every case the child should be living in the same family unit at the same address. For the purposes of distance Priority B, Oldfield Park Infant and Junior are a paired infant and junior school and will be treated as one school. However, please note that a child having a place at Oldfield Park Infant School in Year 2 does not guarantee a place at Oldfield Park Junior for Year 3).

PRIORITY C

Children for whom are closest to the mid-point* as measured in a direct line.

**In the case of Oldfield Park Infant and Junior Schools the direct line distance will be measured to a midpoint between the paired Infant and Junior Schools. For Oldfield Park Infant and Junior Schools the midpoint is 29 Maybrick Rd BA2 3PU. The measurements will be determined using a GIS computerised mapping system.*

Oversubscription Criteria

When applications within the above categories exceed the number of places available, priority will be given to children who live nearest the school;

If it is necessary to use a tie breaker to distinguish between two or more applications, a distance criterion will be used. Priority would be given to those children living nearest the mid-point as measured in a straight line from the address point of the child's home address to the address point of the school as defined by the Local Land and Property Gazetteer (LLPG).

Measurements will be determined using the Local Authority's Geographic Information System (GIS) computerised mapping system with those living closer to the mid-point receiving higher priority. The GIS system used within this LA would not be able to calculate a staircase measurement in the case of multi-level dwellings. If the distance between two children's homes and the mid-point is exactly the same then a random allocation would be used for any such cases.

This will be undertaken in the school building by a person entirely independent of the Admissions Committee and with no current connection to the school.

Multiple Birth Applications

In the event of a school being oversubscribed where the applicant for the final qualifying place(s) available within the admission number is the parent/carer of twins, triplets or other



multiple births the school will breach the admission number to allow these children to be offered places.

Special Educational Needs

Children with a Statement of Special Educational Needs or with an Educational Health and Care Plan will be dealt with through the SEND Code of Practice and their placement is determined through the statutory assessment process or an annual review of their statement. All schools are consulted before being named on a pupil's Statement or Educational Health and

Care Plan and schools have the opportunity to draw attention to any difficulties arising from oversubscribed year groups. If a particular school is named on a Statement or Educational Health and Care Plan this will take priority over the Admissions Criteria, although, wherever possible the place will be offered within the Admission Number for the school.

Home Address & Families moving into the area

The child's normal permanent home address where he or she lives with his or her parents or legal guardians will be used to decide where the child lives. Temporary addresses cannot be used to obtain school places. If parents or carers plan to move, documentary evidence will be required and in order for address changes to be taken into account in the first round of allocations made on **16 April 2019** the appropriate documentary evidence should be received by the closing date of **15 January 2019**. However, if details of a change of address that will occur after the closing date (and before the start of term 1) is received with the appropriate documentary evidence by **30 January 2019** i.e. before the LA has sent details of applications to other councils, it will be considered in the first round of applications.

Examples of evidence that may be acceptable to determine a child's address are:

- A solicitor's letter confirming exchange of contracts and completion date for a property which is being purchased or a property which is being sold.
- A copy of a signed rental agreement or a solicitor's letter if moving to a council or rented property and proof of your sale or Notice to Quit on your current/previous property.
- A copy of a council tax bill or utility bill such as water, gas or electricity in your name for your newly owned or rented property together with proof of your sale or Notice to Quit on your current/previous property.
- A child benefit book.
- If you are moving in with a relative a letter from them will be required confirming the date you will be moving in together with a copy utility bill showing their name and address. A solicitor's letter will also be required confirming that completion of contracts has taken place on your sale or Notice to Quit on your current/previous property.
- In the case of children of UK Service Personnel or Crown Servants returning from overseas, with a confirmed posting to the area an official letter declaring the relocation date and a Unit postal address or quartering area address should be provided.



Admission of children outside their normal age group

The Governing Body will consider applications for delayed or accelerated entry in cases where parents would like their child to be admitted to a year group either side of their chronological age group. The reasons for the request must be fully explained and included with the application form.

Right of Appeal

Parents who are unsuccessful in their application for a place at the school have the right to appeal to an Independent Appeal Panel (IAP). Further information concerning how to appeal will be explained in the decision letter. The IAP's decision is binding for all parties concerned.

Waiting List

Parents/Carers who make a formal appeal against their allocated school will have their child's name kept on a waiting list for any places which may become available at their preferred school. They may also ask for their child to remain on the waiting list without making a formal appeal. Any places which do become available will be reallocated using the Admissions Criteria, taking into account those parents who have asked to remain on the waiting list or who have lodged a formal appeal together with any late applications received. However children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol must take precedence over those on a waiting list.

Every effort will be made to contact applicants on the waiting list using the last contact details provided by the applicant, but, where a response to an offer has not been received within 10 school days, the offer will be withdrawn and the available place offered to the next child on the waiting list to qualify for the available place.

Monitoring and Review

The Governing Body will monitor this admissions policy and it will be reviewed every year or sooner if required.