



# **Oatlands Junior School Admissions Policy 2023/24**

Latest consultation on this policy: 23 November 2020 to 11 January 2021

Policy determined: 9 December 2021

Policy amended to comply with the School Admissions Code 2021:

with effect from 1 September 2021

Policy determined by: Red Kite Learning Trust Board

## **Introduction**

Red Kite Learning Trust (RKLT) is a Multi-Academy Trust (MAT) providing education and services for young people in the Harrogate and Leeds Area.

Red Kite Learning Trust is the admission authority for the schools within the Trust and as such is responsible for setting fair, clear and objective arrangements and criteria for each constituent school. In doing so, the Trust has complied with the School Admissions Code 2021, Equality Act 2010, Human Rights Act 1998 and the School Standards and Framework Act 1998. The Secretary of State does have the power to vary this requirement where there is demonstrable need.

It is the responsibility of the Local Governing Bodies of each school to work with North Yorkshire County Council, to ensure that the policies agreed by the Trust are correctly administered for each school.

Trust schools who wish to make alterations to their admissions arrangements, including the admission number, must seek approval from the Trustees as part of the consultation process. Schools must be aware of the current School Admissions Code and ensure they work to this at all times.

Whilst Red Kite Learning Trust is the admission authority for each of the schools, parents and carers applying for the main entry into school (Year 3 in Juniors) apply via the Common Application Form (CAF) of the local authority in which they live. North Yorkshire County Council will provide the Common Application Form for families who live in North Yorkshire and will also notify these families of allocated places on National Offer Day.

## **Allocation of places**

The school has a published admission number (PAN) of 90 for entry into Year 3.

The school will accordingly admit this number of pupils each year if there are sufficient applications. Where fewer applicants than the published admission number for the relevant year group are received, the Trust will offer places at the school to all those who have applied. If there are more applications for places than places available in the year group in question, places will be allocated in line with the oversubscription criteria below.

### **Oversubscription criteria**

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care Plan (EHCP) naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

#### **Priority Group 1**

A previously looked after child is any child who was previously looked after but stopped being so because they were adopted, including children who appear to the admission authority to have been in state care outside of England and cease to be in state care as a result of being adopted, became subject to a Special Guardianship order or became subject to a Child Arrangements Order (see note 1).

## **Priority Group 2**

Children without an EHCP but who have Special Education Needs, or with exceptional medical, mobility or social needs, that can only be met at the school (see note 2).

## **Priority Group 3**

Children attending Oatlands Infant School at the time of the application to attend Oatlands Junior School.

## **Priority Group 4**

Children living in the catchment area of the school (see note 3).

## **Priority Group 5**

Any other children, by distance from the school (see note 4).

## **Tie break**

If there are not enough places for all the children in one of these priority groups, the Trust will give priority first to those with a sibling on the school admission register (aka the school roll) on National Offer Day at Oatlands Junior School or Oatlands Infant School (see note 5), then to those living nearest the school (see note 4).

If within a priority group there are not enough places for all those with a sibling at the schools at the time of allocation, the Trust will give priority to those children with a sibling at a) Oatlands Junior School, then b) Oatlands Infant School. If within these priority groups, there are not enough places, the Trust will give priority to those children living nearest the school.

In the unlikely event there are insufficient places for two (or more) pupils living in the same building (for example, but not by way of limitation; flats) or otherwise equidistant from the school, then any final place will be allocated by the drawing of lots. Lots will not be drawn for twins or other multiple birth siblings from the same family. Where they are tied for the final place, they will all be admitted, exceeding the PAN for the school.

## **Notification and Acceptance of Places**

In accordance with the Co-ordinated Admissions Arrangements, on 17 April 2023, North Yorkshire County Council will make the formal offer of a place to parents and carers on behalf of the Trust. Parents and carers must contact the school in writing, by 1 May 2023, to either accept or reject the offer of a place. This will in no way affect parents' or carers' right of appeal for a place at another school.

Written confirmation of offer acceptance or rejection of a place at Oatlands Junior School must be addressed by e-mail to: [admin@ojs.rklt.co.uk](mailto:admin@ojs.rklt.co.uk)

Or by recorded delivery to: School Admissions, Oatlands Junior School, Beechwood Grove, Harrogate, HG2 8QP

Alternatively, parents and carers may present in person at the school office to complete written acceptance or rejection of an offer. Parents and carers who do not wish to accept the offer, or do not accept the offer by the deadline, may have the place withdrawn.

## **Appeals Procedure**

Parents and carers may appeal against the Trust's decision not to offer their child a place at the school. The appeals are arranged by North Yorkshire County Council.

Appeals submitted for a Year 3 place, for a child to start school at the beginning of the academic year in September 2023 will need to be received by North Yorkshire County Council's deadline to guarantee being heard before the new school year starts (see below link). <https://www.northyorks.gov.uk/appeal-school-place>

Appeals will be heard by an independent appeals panel. Parents and carers will receive notification of the date and time of their appeal hearing, to which they can go and make their case. If they wish, parents and carers may be accompanied by an advisor or friend. Following the appeal, the Clerk to the appeals panel will write to parents and carers with the decision.

### **Note 1**

This applies to all looked after children, including those who are in the care of another local authority or being provided with accommodation by a local authority in the exercise of their social services function at the time of making an application.

This includes children who were adopted under the Adoption Act 1976 and Children who were adopted under the Adopted & Children's Act 2002.

Child Arrangement Orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a Child Arrangement Order.

If an application is made under the priority for a previously looked after child, evidence must be submitted from the home local authority (or the relevant state if outside England) of the child's previously looked after status. A copy of the court order or adoption birth certificate and evidence of being in local authority care or a letter from the state must be sent with the application to North Yorkshire Council to verify this priority.

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

### **Note 2**

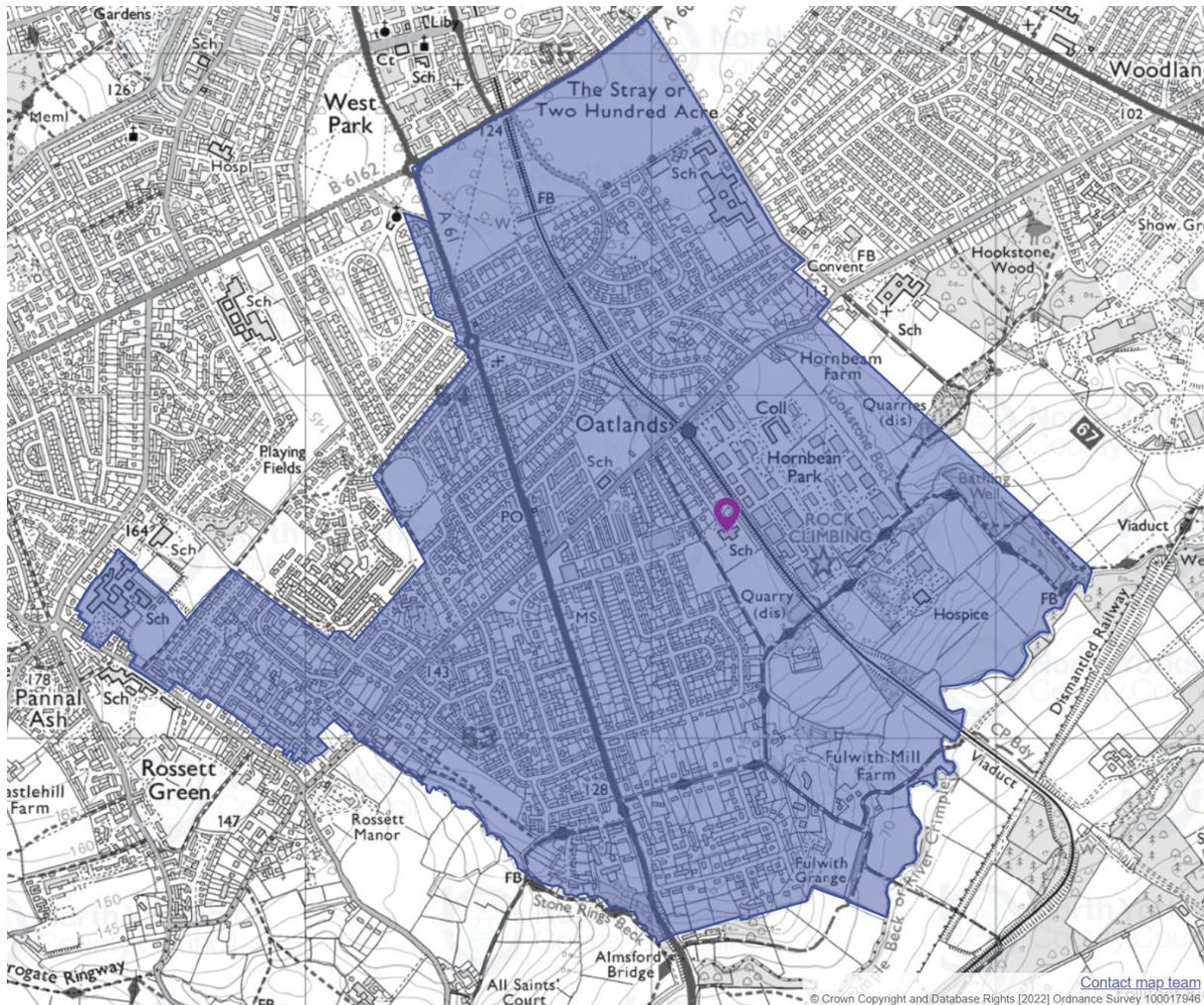
Applications in this category must be supported by a statement in writing from a doctor or other relevant professional. This is necessary because the Trust will need to assess the child as having a stronger case than other children.

This evidence must be submitted with the application by a written request addressed to North Yorkshire County Council. If evidence is not submitted with the application, a child's medical or social needs cannot be considered.

'Social need' does not include a parent's or carer's wish that a child attends the school because of a child's aptitude or ability or because their friends attend the school. 'Medical need' does not include mild medical conditions as all schools are expected to be able to meet these needs.

### Note 3

#### Oatlands Junior School catchment area map



In order to check the catchment area for a particular address, North Yorkshire County Council School Admissions Team can be contacted at:

[schooladmissions@northyorks.gov.uk](mailto:schooladmissions@northyorks.gov.uk)

Living in the catchment area does not guarantee a place at the school. Offers will be made in priority order (see Oversubscription criteria).

If there are not enough places to admit all children who live in the catchment area, distance will then be used (see note 4 below for methodology). This means those living closest to the school, within the catchment area, would be offered a place before those living further away.

### Note 4

Distance measurements: All routes measured are to determine the allocation of school places only. North Yorkshire County Council uses an electronic mapping system. All distance measurements are based on the nearest route **recognised by the County Council's electronic mapping system** from the pupil's address to school. The

measurement is made from a fixed point from within the dwelling, as identified by Ordnance Survey, to the nearest school entrance using footpaths and roads. **The routes measured to determine the allocation of school places will be those recognised by the electronic mapping system used by the North Yorkshire admissions team. The Trust uses the same system.** The school location marker shown on the above map is for indicative, rather than measurement purposes.

#### **Note 5**

For these purposes, siblings must be living at the same address as the child who is applying. A sibling is a pupil who shares one or more parent (whether biological, step, foster or by adoption) with the applicant.

#### **Note 6**

If the school has to move to a temporary site for any reason, such as the building being damaged by a fire, distance measurements will be based on the school's permanent site.

#### **Address**

For admission purposes, the home address is the child's permanent address, where the child usually lives with their parent or carer. Parents and carers must not use any other address on their application, including using the address of a childminder or relative or renting a property for a short period of time, as this could be considered as using a fraudulent address. The Trust and/or North Yorkshire County Council will investigate any queries about addresses and, depending on what they find, they may change the school place offer.

Only one address can be used on an application for a school place. Where shared care arrangements are in place, both parents or carers must agree which address will be used on the application, and this should be the address where the child lives for the majority of the school week. If no joint declaration is received by the closing date for applications, North Yorkshire County Council will determine which address will be used, based on where the child spends the majority of the school week. In instances where the child spends equal time with each parent, the home address will be taken as the address where the child is registered with the doctor.

When an offer is made, North Yorkshire County Council will assume the address will be the same when the child takes up the school place in September. If parents or carers plan to move house, they must still use their current address on their application. As soon as they move house, they must tell North Yorkshire County Council and the school their new address, providing proof of their house move (including evidence of entry to the new address and exit from the old address) as this may mean there has to be a change of school place offer.

If it is found that an intentionally misleading or false address has been given with the aim of fraudulently securing a school place, that place may be withdrawn, even if the child has already started at the school.

## **Late Applications**

If parents or carers return the application form after the deadline (15 January 2023) the Trust cannot guarantee to consider preferences at the same time as those received on time. Late applications will be administered in accordance with the North Yorkshire County Council Co-ordinated Admission Arrangements and the Trust will adopt any late date they use.

## **Waiting List**

Unsuccessful applicants will have the opportunity to ask for their child's name to be added to a waiting list which will be compiled in accordance with the oversubscription criteria. Any places which become available will be filled from the waiting list.

The waiting list will be held in criteria order of the Admissions Policy and will close on 31 December 2023. Each time a child is added, the list is ranked again in line with the published oversubscription criteria in this policy. No waiting lists will be kept for any year groups, other than Year 3.

Under the Admissions Code, looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol must take precedence over those on a waiting list.

## **In-Year Applications**

Red Kite Learning Trust is part of the North Yorkshire County Council In-Year Co-ordination Scheme.

Parents and carers may apply at any time for an in-year transfer. Application forms are provided and processed by North Yorkshire County Council. Parents and carers will be notified in writing by North Yorkshire County Council, within 15 school days of the school's decision to admit or not. If the school is unable to offer a place, this will be confirmed in writing by North Yorkshire County Council with an explanation of the reasons for non-admittance.

Appeals against a decision for an in-year application can be submitted at any time during the academic year. (see Appeals Procedure above and below link).

<https://www.northyorks.gov.uk/appeal-school-place>

Where a family has moved into the area from abroad, another part of the country or city, and the child is effectively out of education, the application will be considered for an immediate start in the school, if there is a place available.

Where parents and carers simply wish for their child to change schools, the application may be considered for an admission date that would be at the start of the following term.

Applicants not currently living in North Yorkshire, requesting a place at a North Yorkshire school should contact their home authority and complete their in-year preference form.

## **Fair Access Protocol**

As part of the Co-ordinated Admissions Arrangements with North Yorkshire County Council, the school may accept hard to place learners onto the school roll from time to time in accordance with the In-Year Fair Access Agreement. These are special cases arranged outside the boundaries of this Admissions Policy.