



# Admissions Policy

## Oasis Academy Skinner Street

Skinner Street, Gillingham, Kent, ME7 1LG

[www.oasis Skinner Street.org](http://www.oasis Skinner Street.org)

2023/2024



## **1. Introduction**

- 1.1. This document sets out the admission arrangements for Oasis Academy Skinner Street, throughout this document referred to as “the Academy”. These arrangements are without prejudice to the provisions in the Master Funding Agreement (relating to Statemented students).
- 1.2 Any changes to the arrangements set out in this document, with the exception of setting a published admission number higher than the agreed admission number for a specific year, must be approved in advance by the Secretary of State.
- 1.3 Oasis Academy Skinner Street is a non-selective school open to students of all religious faiths or those of no faith.

## **2. School Admissions Code / School Admissions Appeal Code**

- 2.1 The Academy will comply with all relevant provisions of the statutory codes of practice (the School Admissions Code of Practice and the School Admission Appeals Code of Practice) as they apply at any given time to maintained schools and with the law on admissions as it applies to maintained schools.
- 2.2 Reference in the codes to admission authorities shall be deemed to be references to Oasis Community Learning. References to “the LA” shall be deemed to be references to the Medway Council Local Education Authority and references to “Casual Admissions” to be to Medway Council Local Authority Admissions Team. In particular, the Academy will take part in the Admissions Forum set up by the Local Authority and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by Medway Council and the local in-year Fair Access Protocol.
- 2.3 Notwithstanding these arrangements, the Secretary of State may direct the Academy to admit a named student to the Academy on application from a Local Authority. Before doing so the Secretary of State will consult the Academy.

## **3. Admission arrangements approved by the Secretary of State**

- 3.1 The admission arrangements for the Academy for the year 2023/2024 and, subject to any changes approved by the Secretary of State, for subsequent years are:
  - A) The Academy has an agreed admission number of 60 children in Reception Year.
  - B) The Academy may set a higher admission number as its Published Admission Number for any specific year. Before setting an admission number higher than its agreed admission number, the Academy will consult those listed at paragraph 11.1 below. Children will not be admitted above the Published Admission Number unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.
  - C) If the Academy admits a total of 26 students in excess of its admission number in any 3 year period it will determine a higher admission number, after consulting those bodies listed at Section 2.

#### **4. Admissions Procedures**

##### **4.1 Application process**

The Academy process their own admissions but are in accordance with the LA's co-ordinated admission arrangements. Applications can be made by completing the Microsoft online application form which is available to complete on the website <https://www.oasisacademyskinnerstreet.org/admissions/how-to-apply> or the LA's Common Application Form which can be accepted.

#### **5. Consideration of applications**

- 5.1 The Academy will consider all applications for places. Where fewer than the published admission number(s) for the relevant year groups are received, the Academy will offer places to all those who have applied.
- 5.2 Late applications should be made in line with the LA's agreed arrangements in the coordinated scheme. The LA will publish pre-determined dates for late applications. 6 Procedures where the Academy is oversubscribed

#### **6. Procedures where the Academy is oversubscribed.**

##### **6.1 Reception and In-Year Applications**

In the event of there being a greater demand for admission than there are places available, then children with a Statement of Special Needs naming Oasis Academy Skinner Street will always be admitted. Once places have been offered to these children, the following criteria will be applied in the order set out below:

1. Looked after children and all previously looked after children and immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order. This includes those children who appear to Oasis Community Learning to have been in state care outside of England and ceased to be in state care as a result of being adopted. Previously looked after children are 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).
2. Siblings, where there are siblings in attendance at the preferred Academy and who will still be on roll in the year of entry (see note 4). Sibling refers to brother or sister, half brother or sister, step-brother or sister or the child of the parent/carer's partner where the child for whom the place is sought is living in the same family unit at the same address as that sibling.
3. Children (or parent) with exceptional medical or social needs (see note 3) that make it essential that they attend Oasis Academy Skinner Street rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family.
4. Distance: children living closest to the Academy (see note 5). The home address is where the child spends the majority of the time and is living with the person who has parental responsibility and is the main carer as defined in section 576 of the Education Act 1996 (documentary evidence may be requested). If a child regularly lives at more than one address, the Academy will have to reach a conclusion about which should be counted as the main address, when allocating places. This will normally be the address where the Child Benefit is paid and where the child is registered with a doctor.

5. In the event of over-subscription in any of the criteria above, proximity of the child's home to the Academy, please refer to Medway Council's co-ordinated admissions scheme. Those living nearer being accorded the higher priority, will be used to determine which children

should be offered places. If the c is identical then a random allocation in the presence of an independent person will take place. The local authority GIS (geographical information system) will be used to determine distance.

## 6.2 Notes

1) "Parent" is defined in law (The Education Act 1996) as either:

- any person who has 'parental responsibility' (defined in the Children Act 1989) for the child or young person; or
- any person who has care of the child or young person.

If you are in any doubt, please contact the Academy for advice.

If applicable, include details of all definitions. This will be dependent on the oversubscription criteria chosen.

### **Looked after children and previously looked after children:**

1. Looked after children are those who are in the care of a local authority or provided with accommodation by that authority under section 22 of the Children Act 1989. [1989 Children's Act](#)

2. In relation to school admissions legislation a 'looked after child' is a child in public care at the time of application to a school. Applicants can provide evidence demonstrating their child was previously in care to an institution acting as a Local Authority, or an organisation that supports the best interests of the community/child. In the case of previously looked after children, admission authorities may request a copy of the adoption order, child arrangements order or special guardianship order and a letter from the local authority that last looked after the child, confirming that they were looked after immediately prior to that order being made, or such evidence that demonstrates a child was in state care outside of England prior to being adopted.

### **Home address:**

The address you use on your child's school application is important and will be used to calculate the home to school distance for the schools you have named on your school application. The address you provide must be your child's main place of residence.

This means they must live at this address permanently or the address of the parent where the child spends most school nights. School nights are Sunday, Monday, Tuesday, Wednesday and Thursday as children will be travelling to school from that address the next day. You can only use one address in your application.

### **Sibling:**

'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.

## **Medical and Social Need:**

'Social need' does not include a parent'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.

### **7. Review**

The Admissions Policy will be reviewed annually by the Oasis Academy Council.

### **8. Fair Access Protocol**

The Academy participates in the LA's Fair Access Protocol to allocate places to vulnerable and other children in accordance with Appendix A of the School Admission Code 2012. Admitting students under the protocol may require the Academy to admit above the planned admission number for the relevant year group.

### **9. Other General Admission Elements to these Arrangements**

#### **9.1 Applications relating to twins, triplets or other multiple births.**

Where a parent applies for entry into the same year group for more than one child and it is not possible to offer a place to all of them, the names of the children who were unsuccessful will be added to the waiting list in accordance with the published admissions criteria, as per other children. Where the determining factor is based on distance, and these children have the same home to school distance, the LA will randomly allocate places to determine the rank order. Where there is one school place available and there is more than one sibling who is eligible for a place under the published admissions criteria, the LA will randomly allocate the place in order to determine who gets the offer. The parent can then determine whether to accept or reject the offer.

#### **9.2 Deferred entry to primary school Medway LA will provide for the admission of all its residents in the September following their fourth birthday. These arrangements make clear that where the child has been offered a place at the school, that:**

- a) The child will initially be offered a full-time place in the September following their fourth birthday.
- b) The child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made.
- c) Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

### **10. Appeals**

There are established arrangements for appeals against non-admission. Details are available from the Academy. It should be noted that, in the event of an unsuccessful appeal against non-admission to the Academy, the Academy does not consider any further application in the same Academy year (1st September – 31st August) unless there has been a change in circumstances. The Academy maintains a waiting list for that academic year only for those children who are not offered a place; the order of priority on the waiting list is the same as the list of criteria for over-subscription (Section 6).

### **11. Arrangements for appeals panels**

Parents/carers will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy. The Appeal Panel will be independent of the Academy. The arrangements for Appeals will be in line with the Code of Practice on School Admission Appeals published by the Department for Education as it applies to Foundation and Voluntary Aided schools.

The determination of the appeal panel will be made in accordance with the Code of Practice on School Admission Appeals and is binding on all parties. The Academy should prepare guidance for parents/carers about how the appeals process will work and provide parents/carers with a named contact who can answer any enquiries parents/carers may have about the process.

## 12. Annual procedures for determining admission arrangements

The Academy shall consult each year on its proposed admission arrangements.

12.1 The Academy will consult:

- The LA; Medway Council
- The admission team for the LA; Medway Casual Admissions
  
- Any other admission authorities for primary and secondary schools located within the relevant area for consultation set by the LA; Medway Council.
- Any other governing body for primary and secondary schools (as far as not falling within the above) located within the relevant area for consultation.
- Parents/carers living in the relevant area for consultation whose children have attained the age of four but are not above compulsory school age and who are or will be eligible to apply to be admitted to the Academy.
- Community groups which the Academy considers relevant.
- Teaching unions if the consultation includes an increase in admission number.
- Following consultation, the Academy will consider comments made by those consulted. The Academy will then determine its admission arrangements by April of the relevant year and notify those consulted what has been determined. 11

## 12. Publication of admission arrangements

The Academy will publish its admission arrangements each year once these have been determined, by copies being:

- Sent to the offices of the LA for distribution to primary and secondary schools as appropriate.
- Sent to the offices of the LA and consultees in the above
- Made available without charge on request from the Academy.
- Sent to public libraries in the area of the LA for the purposes of being made available at such libraries for reference by parents/carers and other persons.

### **The published arrangements will set out;**

- The name and address of the Academy and contact details.
- A summary of the admissions policy, including oversubscription criteria.
- A statement of any religious affiliation.
- Arrangements for hearing appeals. 12 Representations about admission arrangement.

## 13. Admission appeals Procedure

### 1. Admission Authority

Oasis Community Learning is the Admission Authority for its Academies. Therefore, Oasis Community Learning is required to make arrangements for the hearing of appeals against decisions not to offer a place to a child at the Academy.

## **2. Admission Appeals.**

Parents/carers have a right to appeal in the event that their application for a place in an Academy is unsuccessful. Appeals should be lodged with the Clerk to the Appeal Panel within 20 school days of the date of the letter notifying that the application was unsuccessful. Appeals inside the normal admission round are normally held in April or May, whilst appeals for admission outside the normal admission round ('in year appeals') will be held within 30 school days of the appeal being lodged.

## **3. Late Appeals**

Where an appeal is submitted after more than 20 days of notification of the decision, the appeal may be held at a later date. In year appeals (i.e. those outside the normal admissions round) will always be held within 30 school days of being lodged.

## **4. Appeal Panel.**

Admission appeals are heard by an independent Appeal Panel of three members, established by the Academy. At least one member of the Panel is a lay member; that is, someone without personal experience in the management of any school or the provision of education in any school. At least one member has experience in education; that is, someone who is acquainted with educational conditions in the area or who is a parent/carer of a registered student at a school. One member acts as Chair of the Panel. No-one may be a member of the Appeal Panel if they were party to the decision not to admit the child about whom the appeal is concerned, or took part in any discussions about how the decision was reached. Parents/carers should not attempt to discuss matters relating to their appeal with any member of the Appeal Panel prior to the meeting.

## **5. The Powers of the Appeal Panel**

The Appeal Panel's decision is binding on the Admission Authority. If the Panel upholds the appeal presented by the parents/carers, the child must be admitted to the Academy. An Appeal Panel decision can only be overturned by the Courts, where the parents/carers or Admission Authority are successful in applying for Judicial Review of that decision. The Appeal Panel cannot hear complaints or objections on the wider aspects of admission policies and practice. The Appeal Panel cannot change the Academy's admission criteria. The Academy's admission criteria are in section 6 of this policy.

### **Action prior to the Appeal Panel Meeting**

Parents/carers have the right to attend the Appeal Panel meeting and to present their appeal orally to the Panel. However, in addition, parents/carers may provide their appeal in writing with any supporting evidence to the Clerk to the Appeal Panel prior to the meeting. Written material received seven days before the date of the appeal meeting will be sent to the Appeal Panel members prior to the meeting so that they can study the material in advance. The Academy may also present its representations and evidence to the Clerk at least seven days before the date of the appeal meeting so that they may be read in advance by the Appeal Panel members. Any materials presented by the Academy will be sent in advance to the parents/carers and any materials presented by the parents/carers will be sent in advance to the Academy. The basic principle followed is that all information presented to the Clerk as part of the appeals process is available to all parties to the appeal.

### **Notice of the Appeal Panel Meeting**

Parents/carers will receive written notice at least 10 school days before the date their appeal will be heard unless the parent/carer agrees to a shorter notice period.

### **Representation**

Parents/carers are encouraged to attend the Appeal Panel meeting in person and to make oral representations; that is, to clarify or supplement their written appeal. The parent/carer may be accompanied by a friend, adviser or be represented. Parents/carers may also bring an interpreter. In all circumstances where the parents/carers intend to bring along someone else, parents/carers should give advance notice to the Clerk preferably at least 3 working days prior to the meeting of the name of the other person attending and the capacity in which they are attending.

### **The Appeal Panel Meeting**

The Appeal Panel hearing is in two parts. First, the Academy's Presenting Officer presents the case that to admit any more students would prejudice the provision of efficient education or use of resources. This part of the hearing may involve a number of parents/carers together. The parents/carers are given the opportunity to question the Presenting Officer. Second, the parents/carers are given the opportunity to present to the Appeal Panel individually (without other parents/carers present). The Chair of the Appeal Panel ensures that the stages of the second part of the meeting take the following order:

- a) The parents/carers present their case to the Panel.
- b) The Presenting Officer is given the opportunity to question the parents/carers.
- c) The Presenting Officer sums up the Admission Authority's case.
- d) The parents/carers sum up their case.

The Appeal Panel members may ask questions at any time if they require clarification of what is being said or if they need information in order to reach a decision.

The written decision of the Appeal Panel will normally be sent to the parents/carers by the Clerk within seven days of the meeting.

### **Non-attendance at the Appeal Panel Hearing**

If the parents/carers provide the Appeals Administrator with their telephone number, the Appeals Administrator will inform the parent/carer of the date and time of the Appeal Panel hearing both by letter and by telephone. If through unforeseeable circumstances, the parents/carers are unable to attend the hearing on the day, they must telephone the Appeals Administrator immediately and give the reason for the non-attendance. The parents/carers will be asked if they want the appeal to go ahead in their absence. If they wish to seek another appointment, the matter will be referred to the Chairman of the Appeal Panel who will decide, based on the parents'/carers' reason for nonattendance, whether to hear the appeal in the absence of the parents/carers or defer consideration to a subsequent hearing. Where parents/carers fail to attend on two occasions, the Appeal Panel will consider the appeal in the absence of the parents/carers.

### **Further Information**

Any queries about the appeals process should be made to the Appeals Administrator. All correspondence should be addressed to: Clerk to the Appeal Panel.