Excellence, Aspiration and Care in Partnership

Admissions Policy

September 2028

Osidge School

A member of Ashmole Trust

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INTRODUCTION

Osidge School ("the School") is a primary school located in the London Borough of Barnet which is part of Ashmole Trust, a multi academy trust ("the Trust") which also runs Ashmole Academy (a secondary academy) and Ashmole Primary. The Trust is the "admission authority" for the School and therefore responsible for determining and implementing the admission arrangements for the School each year in accordance with the School Admissions Code 2021 ("the Code") and other legislation. The Trust delegates this responsibility to the Local Governing Committee of the School ("the Local Governing Committee").

Although the Trust delegates the responsibility and running of Admissions to each school, any changes to the policy must be reviewed and approved by the Trust Board.

EQUALITY AND INCLUSION

The School is fully inclusive and welcomes applications for the admission of children of all abilities and needs, including those with special educational needs and disabilities. The School fully complies with its responsibilities under the Equality Act 2010.

CHILDREN WITH AN EDUCATION HEALTH AND CARE PLAN

There are separate statutory procedures in place which govern the admission of children with special educational needs ("SEN") for whom an education health and care plan ("EHC plan") has been issued by their Local Authority. This means that the parents of children who have an EHC plan should not apply for admission to the School under this Admission Policy. If parents have a preference for the School to be named as the provider in their child's EHC plan, the Local Authority needs to be made aware of this so that they can consider whether the school is suitable in consultation with the child's parents and the school.

Where a child's EHC plan names the School as the educational provider, the child will be admitted to the School even where this will result in the published admission

number ("PAN") for that year group, or the statutory maximum infant class size, being exceeded. Where they are admitted to Reception Year in September (i.e. in the normal admission round) they will be allocated places within the PAN and the remaining places will then be allocated in accordance with this policy. At other times, they will be admitted over PAN where there are no places available.

AGE ON ADMISSION TO RECEPTION YEAR

All children are entitled to a full-time place in Reception Year at a primary school from the September following their fourth birthday. Children do not, however, reach compulsory school age until the first of three prescribed dates after their fifth birthday. These prescribed dates are 31 December, 31 March and 31 August.

For example, a child who will reach the age of five years on 18 November will not reach compulsory school age until the following 1 January, a child who will reach the age of five years on 22 March will not reach compulsory school age until the following 1 April and a child who will reach the age of five years on 3 June will not reach compulsory school age until the following 31 August.

DEFERRED ENTRY AND PART-TIME ATTENDANCE

Parents who have achieved a place for their child in Reception Year at the School can then choose to defer their child's start date until they have reached compulsory school age (i.e. on one of the three prescribed dates stated above) and still retain their child's place in Reception Year at the School.

However, the start date for a child born between 1 April and 31 August who will not reach compulsory school age until 31 August (known as a "summer born child") cannot be deferred later than the first day of the last term (usually when the School reopens after Easter) without losing the place achieved, which will then be allocated to another child. Parents of "summer born children" can, however, choose to delay their child starting school for a whole school year (see below for further details).

Parents may also choose to send their child to school part-time until they reach compulsory school age (i.e. on one of the three prescribed dates stated above). Unlike the right to defer entry, this right can be exercised during the last term in the case of "summer born children" and can also be exercised in combination with the right to defer the child's start date until later in the school year, as set out above.

For example, a child born on 18 November could start school part-time from 1 September and then full-time from 1 January, and a child born on 22 March could start school part-time from either 1 September or 1 January and then full-time from 1 April.

DELAYED ENTRY FOR "SUMMER BORN CHILDREN"

Parents of children born between 1 April and 31 August (known as "summer born children") have the following options in relation to their child:

1. To start school full-time in Reception Year in the September following their fourth birthday in the usual way; or

2. To retain the place they have achieved for their child in Reception Year and decide that their child will start school later in the school year (i.e. deferred entry) and/or attend part-time, as set out above; or

3. To lose any place achieved for their child in Reception Year and delay (rather than defer) their child starting school for one whole school year (i.e. until the following September).

Parents choosing to exercise the third option must then decide whether they want their child to be admitted to Year 1 in the following September with their usual age group (subject to there being an available place in Year 1, as no place will have been reserved for the child) or be admitted to Reception Year in the following September with children below their normal age group. The second of these options requires the parent to submit a separate Application for Admission Outside Normal Age Group to the Local Governing Committee of the School, as set out below.

APPLICATIONS FOR ADMISSION OUTSIDE NORMAL AGE GROUP

All parents have a right to apply for their child to be admitted to a year group above or below their child's normal year group, however it is for the admission authority for each school to decide whether to agree to this or not. Parents do not have an absolute right to decide that their child will be educated outside their normal age group.

In order to apply, parents must complete a separate application form (called an Application for Admission Outside Normal Age Group form, which is available for download via the School's website or in hard copy from the School's office) and submit it to the Local Governing Committee of the School and must include

supporting documentation. Applications should be submitted as early as possible so that all options are kept open before deadlines pass, as an application for admission will also have to be made.

On receipt of a completed application form and any supporting documentation, the Local Governing Committee will need to decide whether to agree or refuse the application. This decision will be made on the basis of the circumstances of each case and in the best interests of the child concerned. The factors the Local Governing Committee will consider include the following:

- The parent's views.
- The Head Teacher's views.
- Information about the child's academic, social and emotional development.
- Where relevant, the child's medical history and the views of their medical professionals.
- Whether the child has previously been educated or attended a nursery outside their normal age group.
- Whether the child may naturally have fallen into a lower age group if not for being born prematurely.

Where the application is refused, the Local Governing Committee will write to the parents confirming the refusal, clearly setting out their reasons for their decision. Parents do not have a statutory right of appeal against a decision to refuse an application for a child to be admitted outside their normal age group, however a complaint can be submitted under the School's Complaints Policy if the child's parents believe that the Local Governing Committee did not deal with the application properly.

Where the application is agreed in principle, the Local Governing Committee will write to the parents confirming the agreement in principle. Parents should note that an agreement in principle is not the same as an offer of a place in the desired year group - it is simply an indication that the Local Governing Committee will accept an application for admission of the child to the desired year group. Once an application for admission to the desired year group has subsequently been submitted, it will be processed with all other applications for that year group, applying the oversubscription criteria set out in this policy where that year group is oversubscribed. The application for admission must be accompanied by the letter confirming the Local Governing Committee's agreement in principle.

For the avoidance of doubt, this means that even where the Local Governing Committee has agreed in principle to a child being admitted outside their normal age group, there is no guarantee that a place in the desired year group will be achieved for the child. This is particularly relevant in the case of "summer born children" for whom a place in Reception Year is being sought one year later than usual, as they could be left without a place in Reception Year at the School, and the child's parents will then need to decide whether to submit an application for admission outside normal age group to another school with an available place in Reception Year, or to seek a place in Year 1 at the School if there are any places available in Year 1.

PUBLISHED ADMISSION NUMBER ("PAN")

The published admission number ("PAN") for Reception Year at the School is 60 pupils.

This means that the School will admit up to that number of children in the September of the school year to which this policy applies.

OVERSUBSCRIPTION CRITERIA

Where more applications are received than there are places available, the available places will be allocated in the following order of priority:

1. Looked After and Previously Looked After Children

Looked after and previously looked after children will be allocated places under this category by reference to the proximity of the child's home address (as defined by this policy) to the School, with those living nearer receiving higher priority.

A "looked after child" is a child who is in the care of the local authority or is being provided with accommodation by a local authority in the exercise of its social services functions at the time of application. A "previously looked after child" is a child who was in public care, but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order immediately after being in public care as well as those children who appear (to the Local Governing Committee) to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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.

To be included in this category, the application must be supported by the relevant Local Authority's Children's Services Department. In the case of a previously looked after child;

- a copy of the adoption, child arrangements or special guardianship order must also accompany the application for admission where a child falls under this criteria because they are subject to such an order; or
- for a child who appears to the Local Governing Committee to have been in state care outside of England and ceased to be in state care as a result of being adopted, parents should provide evidence to support their application under this criteria.

Failure to do so will result in the child being placed into the next category that applies.

2. Children with a Sibling at Osidge School

Children who will have a sibling at Osidge School at the date of application will be allocated places under this category by reference to the proximity of the child's home address (as defined by this policy) to the School, with those living nearer receiving higher priority.

A "sibling" will include a full, half, step, adopted and foster brother or sister, as well as a child of a parent's partner with whom he or she has been cohabiting for a period of at least one year at the application deadline, and in all cases the sibling must be living at the child's home address (as defined by this policy) and being brought up within the same core family unit as a sibling to the applicant child. For the avoidance of doubt, a child of a friend or extended family member (for example, a cousin) living at the same address as the applicant child will not be a "sibling" for the purpose of this policy.

In order to apply under this category, parents must ensure that full details of the sibling are stated within the Common Application Form. Failure to do so will result in the child being placed into the next category that applies.

3. Children of Staff

Children with a parent who has been employed by Osidge School, excluding employees on a casual contract, for a period of at least two years at the application deadline, or who were recruited to fill a vacant post for which there was a demonstrable skill shortage, will be allocated places under this category by reference

to the proximity of the child's home address (as defined by this policy) to the School, with those living nearer receiving higher priority.

In order to apply under this category, the parent who is the employee of Osidge School must complete the Common Application Form and ensure that they confirm within it that they are an employee. Failure to do so will result in the child being placed into the next category that applies.

4. All Other Children

Children who do not fall into any of the categories above will be allocated places under this category by reference to the proximity of the child's home address (as defined by this policy) to the School, with those living nearer receiving higher priority.

CHILD'S HOME ADDRESS

The child's home address will be the address at which the child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received and the residence is split equally by the closing date for applications, the home address will be determined to be the address at which the child is registered with the doctor, however, all evidence will be taken into account and each application will be assessed on a case-by-case basis. No other address (including a business address) will be accepted.

Where there is an issue over whether the home address stated by parents in the application for admission is the child's main home address as defined by this policy, parents may be required to provide documentary evidence to resolve the issue. This may include providing details of the times that the child has spent at the stated home address in the three-month period immediately preceding the application deadline.

WITHDRAWAL

Governors reserve the right to withdraw an offer if the offer has been offered in error, a parent has not responded within a reasonable period of time to the offer, or it is established that the offer was obtained through fraudulent or intentionally misleading

information. Where the parent has not responded to the offer, the Local Governing Committee will give the parent a further opportunity to respond and explain that the offer may be withdrawn if they do not respond. Where an offer is withdrawn on the basis of misleading information, the application will be considered afresh by the Local Governing Committee, and a right of appeal offered if an offer is refused. Governors also reserve the right to withdraw a place once the child has started at the school and at any time during the child's first term at the school, where it is established that the place had been fraudulently obtained. To determine whether an offer or a place has been obtained through fraudulent or intentionally misleading information, the Local Governing Committee frequently requests additional evidence, which it will check and monitor.

DISTANCE MEASURING

The distance between the child's home address (as defined by this policy) and the School will be measured in a straight line between the address point for the child's home, supplied by Ordnance Survey, to the school's gate on Cecil Road using the Council's computerised geographical information system.

In the case of buildings containing a number of different dwellings (i.e. an apartment block), the distance will be measured from the same point in the building regardless of where within the building the child's home address is actually located, with the tie breaker being applied as necessary.

FINAL TIE BREAKER

Applications from the same block of flats, or applicants who live the same distance from the school, will be selected in random order using Barnet's computerised system and places will be offered accordingly.

STATUTORY MAXIMUM INFANT CLASS SIZE

The maximum number of pupils legally permitted to be in a class in Reception Year, Year 1 or Year 2 class is 30 pupils.

There are, however, specific circumstances in which certain categories of children will not be counted towards the class size, which allows admission of these children to a class of 30 pupils or more pupils without breaching the statutory maximum infant class size. These children are known as "excepted pupils" until the class size falls back to 30 pupils. Parents are referred to Paragraph

2.16 of the Code (which is accessible on the Department for Education's website) for further details in this respect.

TWINS AND CHILDREN OF A MULTIPLE BIRTH

Where a child who is a twin or a child of a multiple birth has failed to achieve a place in the usual way but their twin or at least one of their siblings of a multiple birth has achieved a place in the usual way, those children will be admitted to the School above the PAN for that year group. The children admitted over the PAN will be "excepted pupils" until the class size falls back to 30 pupils (see above).

CHILDREN OF UK SERVICE PERSONNEL AND CROWN SERVANTS

The School will accept applications and a place will be allocated (if the child is eligible) for the children of UK Armed Forces Personnel with a confirmed posting in the area of the School, or the children of Crown Servants returning from overseas to live in the area of the School, in advance of them arriving. This effectively means that these children do not have to be living at the stated home address at the application deadline, as all other children do.

The application for admission must be supported by an official letter declaring the relocation date. The school will use the address at which the child will live when applying our oversubscription criteria, as long as parents provide some evidence of their intended address. We will use a Unit or quartering address as the child's home address when considering the application against the oversubscription criteria, where a parent requests this.

APPLICATIONS FOR ADMISSION IN THE NORMAL ADMISSION ROUND

Applications for admission to Reception Year in September (known as admission "in the normal admission round") must be made to the home Local Authority by completing their Common Application Form ("CAF") which is accessible via the Local Authority's admissions page on its website.

Failure to submit the CAF by the application will result in the application being dealt with as a late application, which means that it will be accepted but will not be considered until all applications received on or before the application deadline have been considered, which will substantially reduce the chance of achieving a place.

IN YEAR ADMISSION AND APPLICATIONS TO OTHER YEAR GROUPS

The School participates in Barnet Council's coordinated scheme for in-year admission and admission to year groups other than Reception Year. These applications must be made to the Local Authority, rather than the School. Further information about this, including the relevant application form, is accessible via the Local Authority's admissions page on its website.

ADMISSION TIMETABLE

The deadline for applications for admission to Reception Year in the normal admission round is on or around 15th January. Late applications will be accepted but will not be considered until after all of the applications received on or before the application deadline have been processed, substantially reducing the chance of achieving a place.

National Offer Day for places in Reception Year in the normal admission round is on the 16th April, or the next working day. On that date, parents will be notified whether their application for admission has been successful or not. Where an application is unsuccessful, the reason for this will be confirmed in the notification letter.

ADMISSION APPEALS

Parents have a statutory right of appeal against the refusal of a place which will be heard before an independent panel. Full details about the statutory right of appeal, including how and when the request for an appeal must be lodged, will be available on the school's website.

A request for an admission appeal must be accompanied by the grounds for making the appeal (i.e. why it is believed that this Admission Policy does not comply with the School Admissions Code 2021 or other legislation, or was not correctly applied in relation to the application for admission). Before setting out the grounds of appeal, parents are advised to consider the reason for the refusal stated within the notification letter.

The School is required to publish an admission appeal timetable on its website on or before 28th February before National Offer Day.

WAITING LISTS

The names of all children who are unsuccessful in achieving a place in Reception Year will be automatically added to the waiting list for Reception Year, if a lower preference school is offered, until the end of July of the same school year in which they would otherwise be admitted. Parents with continued interest are invited to re-apply at the end of the academic year.

Where an application for in-year admission or admission to a year group other than Reception Year is unsuccessful, children of unsuccessful applicants are automatically placed on the waiting list until the end of the academic year. Those with continued interest for a place the following year must re-apply.

The child's position on a waiting list will be ranked solely in accordance with the order of priority set out in this policy, and not in accordance with the date that the child's name was added to the waiting list. This means that the child's name may go up or down the waiting list, as the names of other children are added or removed.

PRE-APPLICATION VISITS

The School is happy for parents and children to visit the School before an application for admission is made, and will try to be as flexible as possible in arranging a mutually convenient appointment to facilitate this. Parents who want to visit should telephone the School's office and speak to a member of the School's Admissions Team. If possible, a member of the School's Senior Leadership Team will be available to answer any questions that parents may have during the visit.

FAIR ACCESS PROTOCOL

The School is committed to taking a fair and reasonable proportion of children who are vulnerable and/or hard to place, as identified in the locally agreed Fair Access Protocol.

FURTHER INFORMATION

For further information about admission to the School, please contact Osidge School's office.