



## Oasis Academy Ryelands Admission Arrangements for 2022/2023

### **Application process**

Applications for places at the Academy will be made in accordance with the LA's coordinated admission arrangements and will be made on the Common Application Form provided and administered by the LA.

Admissions at Oasis Academy Ryelands are coordinated under the Common Application Form via London Borough of Croydon. If you are a parent or carer and wish to apply for a place at Oasis Academy Ryelands for the following September, you will need to complete the Common Application Form via the LA website: [www.croydon.gov.uk/admissions](http://www.croydon.gov.uk/admissions).

If applicants live in another borough, they must apply through their local authority. For 2022-2023 and subsequent years the Academy has an agreed admission number of 60 full time pupils for year R.

### **Nursery Admissions**

Please contact the school directly for Nursery admissions. Please note that admission to the Nursery does not guarantee a place in Reception. The Common Application Form will need to be completed.

### **Admission Criteria**

Where the number of applications for admission is greater than the published admission number, applications will be considered against the oversubscription criteria set out below.

After the admission of students with an Education, Health and Care plan naming the Academy, the criteria will be applied in the order in which they are set out below:

#### **A) Looked after children and previously looked after children**

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- I) 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
- II) 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.

**B) Siblings: children with a brother or sister who is reasonably expected to be in attendance at the school at the time of enrolment of the new pupil**

A sibling is defined as a brother or sister, half brother or sister, step brother or sister, foster brother or sister or adopted brother or sister whose main residence is at the same address.

**C) Children of Staff Member**

Children whose parent is a member of staff who has been employed at the Academy for two or more years at the time at which the admission application is made, and/or has been recruited to fill a vacant post for which there is a demonstrable skill shortage.

**D) Distance: priority will be given to Children living closest to the school as measured in a direct line from the home address to the school.**

"Home" is defined as the address where the child normally resides as their only or principal residence. Addresses involving child minders (professional or relative), are excluded. Childminding arrangements cannot be taken into account when allocating places.

Parents will be asked to provide documentary evidence to confirm an address and parental responsibility. The LA should be notified of changes of address immediately. Failure to do so could result in the child being denied a place at a preferred school.

The distance will be measured in a straight line from the child's home address to the designated entrance(s) of the school using a computerised measuring system (GIS) and geographical reference points as provided by the National Land and Property Gazetteer (NLPG). Those living closer to the school will receive higher priority.

If a child lives in a shared property such as flats, the geographical references will determine the start point within the property boundaries to be used for distance calculation purposes.

**Tiebreaker**

In the event that the number of applications for places exceeds the number of places available after application of the admissions criteria, distance will be used to decide between applications. Where distance is the same for two or more applications the authority will use random allocation. If there are more applicants than there are places remaining within a particular category, random allocation will be used to allocate the final available place(s). Random allocation process will be independently verified.

**Twins/triplets or other multiple births for admission into an infant class**

If you are applying for places for twins, or children from a multiple birth, and there is only one place available at the Academy, legislation allows us to admit them all, i.e. all siblings from a multiple birth. The government's School Admissions Code does state that infant classes must not contain more than 30 pupils with a single school teacher, but the code considers multiple births to be an 'exceptional circumstance' and they can be admitted in excess of the published admission number. If you applying for a place for more than one child as a result of multiple births, you must complete a separate form for each child. This is only applicable if the first sibling of the multiple births qualifies for the one remaining place at the school.

### **Shared custody**

If parents share custody of a child, only one address must be provided in the application. It must be the address where the child normally resides, and the applying parent must prove the child's residency at this address, e.g. relevant court documents or the address where the child benefit is payable. If the child resides with each parent for an equal amount of time each week we will treat the address at which the child benefit is payable as the normal place of residence.

### **Waiting lists**

A waiting list will operate for at least one term after the admission date. This will be maintained by the LA. It will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. Thereafter, applicants are required to complete the LA's 'In Year' application form if they wish to remain on the waiting list. 'In Year' waiting lists are maintained for one academic year and applicants are required to reapply for each academic year.

### **Appeals**

Parents whose applications for admission to Reception is unsuccessful have the right to appeal to the independent appeal panel, under the School Standards & Framework Act 1998. The timetable for appeals and the appeal form can be found on our website [www.oasisryelands.org](http://www.oasisryelands.org). Appeals must be submitted on the appropriate form. You must include any evidence or supporting material with your appeal form and you **MUST** give the grounds for your appeal at the time you lodge your appeal form. The appeal form will not be accepted unless you state the grounds for your appeal. The form and any evidence and supporting material must be addressed to the School Admissions Appeal Panel at the school address, so that it is received by the date given on the timetable.

### **Admission of children outside their normal age group**

Parents may request that their child is admitted outside their normal age group. When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Principal and any supporting evidence provided by the parent. All requests to educate a child outside their normal year group should include written explanation of why this is necessary and where applicable, evidence of the child's circumstances from a relevant professional detailing the child's educational need which makes education outside the normal age group necessary. The school will decide whether or not the individual child's circumstances make this appropriate on educational grounds.

### **Admission of children below compulsory school age and deferred entry to school**

The law states that children must attend school full-time from the beginning of the term after their fifth birthday. Whilst children normally start full-time school in the September after they are four, parents can opt to defer the child's start date until the beginning of the term after they are five, but they must take up the place within the same academic year. If you wish to do this, or you would like your child to start on a part-time basis, please contact the Principal. If your child's birthday is on or between 1 April to 31 August, and you want to defer entry until the beginning of the autumn term after their fifth birthday, you will lose any reception place offer, and will need to re-apply for a Year 1 place. Your child would therefore go straight into year 1 and miss reception class all together.

### **'In-Year' Application Process**

The 'In-Year' application process is relevant to applications for places in any year group that does not have a PAN (e.g. Years 1 - 6), starting at the beginning of the academic year or for any year group starting at any other point throughout the academic year. The Local Authority holds information on which schools in their area have spaces for each year group. In-year applications to Oasis Academy Ryelands can be submitted at any time and are made through Croydon Primary Admissions Department. Oasis Academy Ryelands will inform the Local Authority of any In-Year applications are received, as well as the outcome, so that they can track vacancies across the area.

If an In-Year application is refused the child will be added to the waiting list for that year group. A child's position on the waiting list will be determined solely according to the oversubscription criteria in this policy. See Admissions Criteria for the oversubscription criteria and the section on waiting lists. If an In-Year application has been refused, the parent/carers has the right to appeal the decision to an Independent Appeals Panel. For detailed information about the appeals process see the Appeals section.

### **Fair Access Protocol**

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced, vulnerable children are offered a place at a suitable school as quickly as possible. The school complies with Croydon's Fair Access Protocol. Admissions under Fair Access Protocol are discussed between the school and Local Authority on a case-by-case basis. This may mean admitting children above the PAN.