



Oak Grange Primary School admission arrangements for 2023-24

Introductory statement

Oak Grange Primary School is a new school opening for Reception Year only in September 2023. The school will also be opening a nursery for 3 and 4 year olds. Please see our nursery admissions page for more information [here](#).

Admission number(s)

The school has an admission number of 45 for entry in year Reception.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Academy Trust will offer places at the school to all those who have applied.

Application process

The school will process applications outside the normal local authority process for co-ordinating school offers. This means you will need to complete your LA common application form for your other choices of school in addition to a separate application for this school.

The application form for Oak Grange Primary School can be found on our website [here](#) and, once completed, should be emailed to our Admissions Team at oakgrange@emet.uk.com

The closing date for applications is 13 January 2023.

Offers will be made on 17 April 2023. If we have not entered into a funding agreement with the Secretary of State opening the school by that date, they will be conditional offers and will be confirmed once we have a signed funding agreement.

Oversubscription criteria

The criteria in this section apply to entry at all phases of the school.

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan or a Statement of Special Educational Needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:



1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order¹ including those who appear, to the admission authority, to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
2. Children who live within the catchment area served by the school with brothers or sisters attending the school at the proposed time of admission.
3. Other children living in catchment – applications will be assessed from the address the parents are living, at the closing date, and will be reassessed on the National Offer Date.
4. Brothers or sisters of children still attending the school at the time of their admission, but not living within the school's catchment area.
5. Children who are not living within the school's catchment area. If places remain beyond criteria 4, then these will be allocated on proximity to the school measured 'as the crow flies' from the entrance to the child's home to the principal entrance of the main administrative building of the school.
6. Other children.

Tie-break

In the event of the need for a tie breaker in any of the over-subscription listed in this policy, random allocation will be used. In these circumstances, if a child is offered a place as a result of random allocation yet also has a sibling of the same age seeking a place and residing at the same address, the sibling will also be offered a place. This process will be supervised by someone independent of the school.

Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. We will admit them all, as permitted by the infant class size rules and exceed our PAN.

¹ An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).



Late applications

All applications received by the school after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

Deferred entry for infants

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested.

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 headteacher and any supporting evidence provided by the parent.

Waiting lists

The school will operate a waiting list for each year group. Where the school receives more applications for places than there are places available, a waiting list will operate until the end of the end of the academic year. This will be maintained by the Academy Trust and 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.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact Elaine Aldridge on 0115 6718411 or email oakgrange@emet.uk.com by 19/05/2023 for information on how to appeal. Information on the timetable for the appeals process is on our website at www.oakgrange.org



Notes:

Home address:

The home address is where a 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 where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.

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.