



Oak Grange Primary School Determined Admission arrangements for 2025-26

Admission arrangements for children starting school

Oak Grange Primary School is a 3-11 school. The governing body are the admissions authority for the school.

1. Primary First Admissions – applying for a school place in the normal admissions rounds (Reception and year 3 if transferring from an infant school). First admissions are coordinated by the schools local authority- Derby City Council. [Derby City Council](#)

Parents/carers are required to apply on a common application form. The form to use is for the city within which the family address is located. The published admission number (PAN) for Reception is 45.

Derby City Council are handling all our admissions arrangements for:

- Reception admissions
- In year transfers – application outside the normal year of entry
- Moving schools

Admissions Over-Subscription Criteria

If the school is oversubscribed, after the admission of pupils with a Statement of Special Educational Need, or an Education Health and Care Plan (EHC) where the school is named in the Statement or EHCP, priority for admission will be given to those children who meet the criteria set out below, in 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 current catchment area served by the school with brothers or sisters attending the school at the proposed time of their 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.

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

Late applications are those submitted after the closing date for the Derby City coordinated admissions scheme [School admissions - Derby City Council](#) and will be dealt in accordance with that scheme. Late applications will be considered up to the date specified in the coordinated scheme providing the applicant can evidence that they have moved into the area after the closing date for applications or can establish at the time of completing the form that there were exceptional reasons for missing the closing date. Examples include family bereavement, hospitalisation, family trauma. Supporting evidence may be required. When the school is informed by the local authority that a place has been offered, the local authority will write to the parent(s) seeking written confirmation that they will take up the place. If this confirmation is not received within 14 days, the school will notify the local authority that the offer of a place should be withdrawn and offered to the child ranked highest on the waiting list.

Withdrawing an offer of a place

Withdrawing an offer of a place Any offer of a place found to be made on the basis of inaccurate information can be withdrawn. Such examples would include fraudulent applications, intentionally misleading applications, a false claim to residency in the catchment area and the failure of a parent to respond to an offer of a place within 14 days

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.

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 email admin@oakgrange.org by 18/05/2025 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:

For the purposes of admissions, we class a brother or sister (sibling) as:

- a natural brother or sister resident in the same household
- another child normally in residence for the majority (more than 50%) of term time in the household for whom the adult in the household has parental responsibility as defined in the Children Act 1989 (for example, adopted siblings, half-brothers and sisters, step-brothers or sisters, and foster brothers or sisters; but not including cousins, nieces or nephews)
- any child in the household where the parent of one child is defined as a parent of the other for the purposes of section 576 of the Education Act 1996.

The 'sibling link' will not apply where the place of the sibling at the school in question was obtained by fraudulent means.