



# Oak Grange Primary School

## Admission arrangements for 2024-25

### **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 local authority- Derby City Council.**

<https://www.derby.gov.uk/education-and-learning/schools-and-colleges/school-admissions/admission-arrangements-policies/>

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, these are found on the Derby City Council website. The published admission number (PAN) for Reception is 45.

Derby City Council are handling all our admissions arrangements for:

o Reception admissions

### **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 order<sup>1</sup> 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.

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<sup>1</sup> 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](mailto:oakgrange@emet.uk.com) by 19/05/2024 for information on how to appeal. Information on the timetable for the appeals process is on our website at [www.oakgrange.org](http://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.