

# Oak Farm Primary School

## Admissions Policy for September 2025



# OAK FARM

PRIMARY SCHOOL

Approved by:

Date: February 2024

Last reviewed on: February 2023

Next review due by: January 2025

Oak Farm Primary School is a Foundation School and the admission of pupils is controlled and administered by the Governing Body. The primary allocation is carried out by the Local Authority (LA) according to the criteria laid out in this document. All other applications are administered by the Governing Body direct (see paragraph on 'In Year Admissions').

### **Admission to the Nursery Unit**

Applications for a place at Oak Farm Nursery can be made at any time after the child's second birthday. Half a term's notice is given before the child's start date. Children are generally admitted in the autumn term before their fourth birthday and usually receive three terms of nursery education prior to starting full time schooling.

**Please note that a place in the nursery does not guarantee a full time place in the school.**

### **Admission to the Primary School**

#### **A) Applications made at the Primary Allocation - Reception year group**

You will be notified of the dates from which you can apply on-line. The admission brochure is published by the Local Authority and will be available on the Council website providing full details of how to apply.

Unsuccessful applicants are placed on the waiting list and places will be offered at the school as they become available in accordance with the admission criteria.

#### **Please note the following:**

Any form returned after the deadline date will be treated as a late application. This means that they will be dealt with after the forms received on time and may result in not being allocated a place in the school and his/her name being placed on the waiting list.

**Attendance at Oak Farm nursery does not mean automatic admittance to the Primary school. An application must be made following the procedures above.**

**Attendance of siblings at Oak Farm Primary School does not mean automatic admittance to the school. A separate application has to be made for each child following the procedures below.**

### **Admission Criteria - In Year Admissions**

Oak Farm Primary School has a published admission number of 90 in each year group, this gives three classes of 30 per year group up to year 3. The school is charged under the School Standards and Frameworks Act 1988 to restrict class sizes to a maximum of 30 and can therefore not exceed the standard admission number.

#### **In Year Admissions**

In year admissions will follow the arrangements as agreed by the London Borough of Hillingdon:

1. Applications for in year admissions can be made either through Oak Farm Primary School direct or as a preference on the In Year Application Form from the Local Authority (LA).
2. Applications received by the LA will be passed on to Oak Farm Primary School's Governing Body and the application will be processed by the Admissions Committee.
3. If a place is available in the appropriate year group, an offer will be made to the family. If there are no places available this will be conveyed to the family and they will be placed on a waiting list. The family will then be directed to the LA to make an application with them for a different school.

4. You may ask us for the reasons why a place cannot be offered and you will be informed of your right of appeal.
5. The waiting list will be maintained by the Governing Body in the order of the oversubscription criteria and not in the order in which applications are received.
6. When a place becomes available we will contact the family at the top of the list and inform the parent that an offer is being made on behalf of the Governing Body.

When the school is oversubscribed, after the admission of pupils with an Education, Health & Care Plan where the school is named in the Plan, priority for admission will be given to those children who meet the criteria set out below:

**1. Children in public care**

A looked after child (as defined in the Children Act 1989) or a child who was previously looked after but immediately after being looked after became subject to an adoption

**2. Medical or psychological condition of child**

Oak Farm Primary School has no special provision for children with a medical condition which is not offered by other schools in the locality.

Children who suffer from a long term medical or psychological condition which necessitates their attendance at Oak Farm Primary School rather than an alternative. Details of that long term medical or psychological condition must be supported by **a doctor's statement and must be disclosed at the time of application or subsequently before the published date by which applications are to be considered.** It is important to note that Governors will not be satisfied with evidence produced after you have been notified of the decision not to offer a place to your child. Governors reserve the right to make further enquiries regarding an application made on medical grounds. If you apply for a place on such grounds it will be deemed that you have given consent to such enquiries being made. A signed consent form under the Access to Medical Records Act will be required.

**3. Children of staff**

Children of staff where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

**4. Sibling and distance priority**

Highest priority will be given to applications from siblings and those children without siblings living within 1000 metres from the school. This will be before consideration is given to applications for children living outside 1000 metres, including the siblings of those already attending Oak Farm Primary School. To achieve this, a "priority distance radius" will be introduced of 1000 metres as a 3 form entry school

**Sibling connection other than at Primary Allocation**

Highest priority will be given to applications from siblings and those children without siblings living within 1000 metres from the school. This will be before consideration is given to applications for children living outside 1000 metres, including the siblings of those already attending Oak Farm Primary School. To achieve this, a "distance priority radius" will be introduced of 1000 metres as a 3 form entry school.

- i Children who have a sibling\* living within the distance priority radius.
- ii Children who have a sibling\* who was admitted to the full time school prior to 31 August 2018.
- iii Children living nearest to the school within the distance priority radius.
- iv Children who have a sibling\* living outside of the distance priority radius
- v Children living nearest to the school not within the distance priority radius.

\*Sibling means brother and/or sister, half brother or sister with one parent in common and an adopted brother or sister living in the same household and who will continue attending Oak Farm Primary School on the date of admission. Cousins or childminder's children with whom the child may have grown up do not qualify.

Older brothers or sisters who will have left the Primary School by the time the applicant is due to start full-time in school will not be considered under the sibling criterion.

#### **a. Distance from school to home**

Children living nearest to the school, measured in a straight line from the school to the home. The points of measurements are the address points as set by Ordnance Survey for the child's address and the school (Ordnance Survey co-ordinates 507667 183912)

In the case of multi occupancy of one building or addresses being measured the same, the tie break will be by a random lottery monitored by the governing body.

The relevant address used by the school for admission purposes is the child's permanent home where he/she lives with his/her parent or guardian. Grandparent's or childminder's addresses will **not** be considered even though the child may be cared for during the day at that address.

Should the Governors discover that any information provided is inaccurate and/or the address offered is not the bona fide home address, they reserve the right to withdraw the offer of a place in the school. This will apply even if the child has already taken up the place.

### **5. Waiting List**

When the school is oversubscribed, the Governing Body maintain a waiting list of applicants. Names are placed on the list in accordance with the stated admissions criteria. Please note that this can result in a child's name moving down the list as well as up. Places will be offered to parents of children on the waiting list as vacancies arise and in accordance with the school's admission criteria.

Twins and children from multiple births, when one of the siblings is the last child to be admitted, the other child/children will be offered over the published admission number. For Key Stage 1 the child/children will be considered as an exception for the class size rule.

### **6. Appeals**

Appeals against a decision by the Governors not to offer a place to your child will be dealt with under the Appeals procedure in accordance with current legislation. The Governing Body is required to establish an Appeals Committee which has members who are independent of both the Governing Body and the School in accordance with the Appeals Code.

### **7. Communication regarding admission and appeal**

Where parents are separated or divorced the Governors will address their communications regarding admission to the parent with whom the child normally lives

### **Temporary Addresses**

A temporary address may not be accepted if you still own a property that was previously used as a home address, or a temporary address which the Admissions Authority consider to be solely or mainly used to obtain a school place. If you own more than one property the Admissions Authority may only consider the given address if you have lived there for a year prior to the closing date of application (including rented, bought or living with a family member or friend).

You will be asked to provide additional information to explain why you are not using your permanent address, or another address identified as a result of our screening, or as a result of information obtained from the public. This may include utility bills, benefit claims and copies of mortgage or rent agreements. We will also check Hillingdon council records as well as other Local Authority records to clarify whether or not you receive services or benefits at another address.

### **Children of UK Service Personnel**

Children of service personnel will not be disadvantaged in the admissions process as stated in the School Admissions Code 2014. For those families with a confirmed posting to this area, places will be allocated in advance of the family arriving in the area. The application must be accompanied by an official letter that declares a relocation date and a Unit postal address.

### **Children of Crown Servants**

The School Admissions Code requires that for families of Crown servants returning from overseas to live in that area, admission authorities must allocate a school place in advance of the family arriving in the area, providing their application is accompanied by an official letter declaring a relocation date.

### **Applications from abroad**

If your child holds a full British Citizen passport that is endorsed to show a right of abode in the UK, an application could be accepted, even though they are not resident here yet. For the purpose of allocation, the abroad address must be used to process the application. This does not apply to Crown Servants and UK Service Personnel.

Evidence will be required to provide a link to an address in the London Borough of Hillingdon when the application submitted. Evidence might include:

- Booked flights
- End of lease/notice to tenants in property
- Start of employment contract in area
- End of employment contract abroad

If this evidence cannot be provided the application may not be processed.

### **Applications for families arriving from abroad, including from the EU, from 1<sup>st</sup> January 2021**

In most cases, children arriving from overseas have the right to attend schools in England. It is the responsibility of parents to check that their children have a right, under their visa entry conditions, to study at a school before submitting an application. Read more on the government website.

### **Requests for admission to school outside a child's age group**

Children are educated in school with others of their age group. However, parents may request that their child is exceptionally admitted outside their age group. The Admission Authority of a school must decide whether or not the individual child's circumstances make this appropriate on educational grounds. Such requests will only be agreed in exceptional circumstances.

Summer born

Parents of summer born children (those born between 1<sup>st</sup> April and 31<sup>st</sup> August) can request for their child to be admitted to reception a year later outside of their chronological year group, thereby starting school in Reception only once they reach statutory school age. This does not apply to children born in the autumn and spring as these children must legally be in school full time in the term after their fifth birthday.

Parents requesting admission to an age group below the child's actual age should submit an application for the child's actual age group before the closing date of allocation. The request for later admission should accompany the application. This enables the application to be processed and a school place secured in the child's actual age group if the request is refused by an Admission Authority. If the Admission Authority approves the request, the parent will be advised to re-apply in the following year and provide a copy of the decision. However, there can be no guarantee of a place being available at the school, as this is dependent on the number of applicants that year. It is not possible to reserve a place for the following year. Parents are therefore advised to have alternative arrangements in place.