

Oak Farm Primary School

Admissions Policy for September 2026



OAK FARM
PRIMARY SCHOOL

Approved by:	Date:
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Section 1: Introduction

1.1. School ethos and status

Oak Farm Primary School is a Foundation School, serving the children within its community.

1.2 Admissions authority

The admissions 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').

1.3 Admission code 2021

This policy is fully compliant with the admissions code 2021, which is a mandatory guidance that all schools must follow when establishing their admissions policy and procedures.

Section 2: Admission numbers

2.1. Published Admission numbers

The governing body has set its Published Admission Number ("PAN") at 60 pupils for entry into Reception in September 2026. The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the School's PAN. This would supersede the need for a tie break as noted in Section 3.2.

2.2 Pupils with an Education, Health and Care Plan

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements, this will reduce the number of places available for other children

2.3 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.

Section 3: Oversubscribed criteria and tie break

3.1 Oversubscription criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority

1. **Looked after and previously looked after children.** This includes those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted (refer to Section 7.1)
2. **Children who suffer from a long-term medical and/or psychological condition,** which makes it necessary for them to attend Oak Farm Primary School (refer to Section 7.2).
3. Children of members of **staff** working at the school who meet specific criteria (refer to Section 7.3).
4. Children who have a **sibling** at Oak Farm Primary School at the beginning of the term in which the applicant child is due to start full-time education at the school.
5. All other children, based on the **proximity** of their home address to Oak Farm Primary School, with

priority being given to children living closest to the school. Distance is measured in a straight line from the child's home address to the school (507730 (Easting), 183934 (Northing) using a GIS system which is based on Ordnance Survey data.

3.2 Tie Break

Priority will be given to children living closest to the school. Distances are calculated on the basis of a straight line as measured by the local authority's GIS from the main entrance to the child's home (including the community entrance to a block of flats) to the school. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

Section 4: Relevant information

4.1 Child's home address

The child's home address will be the address at which they live and sleep with their parent (refer to section 7.5) for more than 50% of their time from Sunday night to Thursday night inclusive during term time at the application deadline on 15th January 2026. If there is a disagreement about this due to shared custody arrangements, the address used will be the address where the child is registered with their GP at the application deadline, subject to any court orders in place. Where there is a query as to whether the home address stated in the Common Application Form is the child's main home address as defined by this policy, parents may be required to provide documentary evidence to resolve the issue.

4.2 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.

4.3 Children of UK Service Personnel and Crown Servants

The school will accept applications for the admission of the children of UK Armed Forces Personnel with a confirmed posting in the area of the school, or the children of Crown Servants returning from overseas to live in the area of the school, in advance of them arriving. These children do not have to be living at the stated home address at the application deadline, as all other children do. The application for admission must be supported by an official letter declaring the relocation date and a Unit postal address or quartering area address, which will be used as the child's home address for the purpose of applying this admissions policy.

4.4 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 1st 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.

Section 5: Application procedures for a place in Nursery and Reception

5.1 Common Application Form

To apply for a place at this School in the normal admission round, parents must complete a Common Application Form available from the local authority they live in. All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15th January 2026.

Parents of pupils requiring a nursery place, should contact the main office for an application form.

5.2 Outcome of application

Nursery: Parents will be notified of the outcome of their application within four weeks of submitting their form. Staff will then be in touch to schedule a meeting with nursery staff. This meeting will be held prior to the child/children starting nursery. Please note that admission to the nursery does not secure a place in reception. Applications must be made to the local authority that the child resides in for reception places.

Reception: Parents will be advised of the outcome of their application on or about 16th April 2026 or the next working day, by the local authority on the school's behalf. If parents are unsuccessful (unless the child gained a place at a school ranked higher) they will be informed of the reasons, related to the oversubscription criteria listed in Section 3.1; they will have the right of appeal to an independent appeal panel as outlined in Section 5.4.

5.3 Late applications

Late applications in the normal admissions round will be administered in accordance with the child's home Local Authority Primary Co-Ordinated Admissions Scheme. Parents are encouraged to ensure that their application is received on time.

5.4 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. Parents do not have a right of appeal if they have been offered a place, but it is not in their preferred year group.

5.5 Withdrawal of place

The local governing body reserve the right to withdraw the offer of a place or, where the child is already attending the school, the place itself, where it is satisfied that the offer or the place was obtained by fraudulent or intentionally misleading information.

5.6 Admission of children below compulsory school age and deferred entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may

defer the date at which their child, below compulsory school age, is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place, parents should notify the headteacher in writing, as soon as possible, if they wish to either defer their child's entry to the school or take up a part-time place.

5.7 Admission of children outside their normal age group

A request may be made for a child to be admitted outside of their normal age group, for example. If the child has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to Reception rather than to year 1 in the September following their fifth birthday. Any such request should be made in writing to the headteacher at the same time as the admissions application is made, which must be at the same time as the main admissions round. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher, including the headteacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents, information about the child's academic, social and emotional development, whether they have previously been educated out of their normal age group and whether they might naturally have fallen into a lower age group if it were not for being born prematurely, as well as taking into account the views of appropriate medical and education professionals.

Section 6: In year admissions, waiting lists and fair access protocol

6.1 In-year applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Applications should be made to the school by contacting the school office at Oak Farm Primary School, Windsor Avenue, Hillingdon UB10 9PD. Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied. If there are no places available, the child will be added to the waiting list as noted in Section 6.2. Parents will be advised of the outcome of their application in writing within 15 school days, and they have the right of appeal to an independent appeal panel as noted in Section 5.4. For any application for Key Stage 1, Section 1 of the School Standards and Framework Act 1998 limits the size of an infant class (a class in which the majority of children will reach the age of 5, 6 or 7 during the school year) to 30 pupils per school teacher. Only in very limited circumstances can admission over the limit be permitted.

6.2 Waiting list

In addition to their right of appeal, children, for whom the school is not able to provide a place, will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. It is worth noting that the list will be reordered in accordance with the oversubscription criteria whenever a child leaves the school or is added to the waiting list. Therefore, it is possible a child may move up or down the list. Inclusion in the School's waiting list does not mean that a place will eventually become available.

6.3 Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The local governing body has this power, even when admitting the child would mean exceeding the PAN set for Reception of 60 pupils

Section 7: Guidance on oversubscribed criteria

7.1 Looked after child

A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school. A 'previously looked after child' is a child who was looked after but ceased to be so because he or she was adopted or became subject to a child arrangements order or special guardianship order. This includes those children who appear (to the school) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. Proof of such may be required.

7.2 Children who suffer from a long-term medical and/or psychological condition, which makes it necessary for them to attend Oak Farm Primary School. 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.

7.3 Staff

Members of staff must have been employed at the school for two or more years at the time at which the application for admission to the school is made and/or is recruited to fill a vacant post for which there is a demonstrable skill shortage.

7.4 Long-term medical and/or psychological reason Applications for the third and fourth oversubscription criteria must be supported by medical evidence from a GP and/or hospital consultant.

7.5 Sibling

'Sibling' means: (i) all natural brothers and sisters, half brothers and sisters, adopted brothers and sisters, step brothers or sisters and foster brothers or sisters, living at the same home address as the applicant; and (ii) the child (for whom a place is sought) of a parent/carer's partner where that child lives for at least 50% of the week in the same family unit at the same home address as the sibling. Proof of a sibling relationship may be required.

7.6 Parent

A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child, in accordance with section 576 of the Education Act 1996.

The distance priority radius for each school will be set as follows.

1 form entry school = 500 metres

2 form entry school = 750 metres – **Oak Farm Primary School**

3 form entry school = 1000 metres

4 form entry school = 1250 metres

5 form entry school = 1500 metres - (currently no community schools have a full intake of 5 forms of entry, but this provision is included in the arrangements to future proof against rising demand for primary school places)

