

Admissions Arrangements for 2018/19



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Introduction

This document sets out the admission arrangements for Oasis Academy Hadley, throughout this document referred to as “the Academy”. Oasis Academy Hadley is a fully inclusive all-through Academy accepting children of all abilities, of faith and no faith.

Admission Number

The Academy Trust has the following agreed admissions number for the Academy for the year **2018/2019** and, subject to any changes approved or required by the Secretary of State, for subsequent years:

16 places (32 part time) for students in Year **N2**

30 places (full time or 60 part time) for students in Year **N3**

90 places for students in Year **R**

180 places for students in Year **7**. Only 90 places will be available for external students. 90 places will be taken by students already on roll in Year 6 at the school. If fewer than 90 students transfer the additional places will be offered to external students.

140 places for students in Year **12** including the number anticipated to enter the sixth form from year 11 at Oasis Academy Hadley. The Academy has an agreed admission number of 140 students to year 12 minus those students meeting the admission criteria progressing from the Academy’s own year 11. The Academy will accordingly provide for the admission or progression of 140 students to the sixth form if sufficient requests for progression or applications for entry are received. If the admission number of 140 is met through internal transfers, no external applicants will be admitted.

The Academy will accordingly admit these numbers of students each year if there are sufficient applications. Where fewer than the published admission number for the relevant year group are received, the Academy Trust will offer places at the Academy to all those who have applied and, in the case of the sixth form, met the academic requirements of their chosen course.

Application process

Arrangements for applications for places to **Reception** and **Year 7** at the Academy will be made in accordance with Enfield Borough Council’s co-ordinated admission arrangements and will be made on the online Common Application Form provided and administered by Enfield Borough Council.

If you are a parent or carer and wish to apply for a place at Oasis Academy Hadley for the following September, you will need to complete the Common Application Form via the Local Authority website: www.enfield.gov.uk

Arrangements for applications for places to 2 year old and 3 year old **Nursery** and **Sixth Form** at the Oasis Academy Hadley are administered by the Academy.

Children do not transfer automatically from:

- the 2 Year Old Nursery to 3 Year Old Nursery
- the 3 Year Old Nursery to Reception

Children already in Year 6 of the Academy at the time of secondary applications will transfer to Year 7 should they wish to do so. They must still complete Enfield Council online Common Application form naming the Academy.

Parents/Carers must apply for a place at each transfer point as outlined above.

Please visit our website www.oasisacademyhadley.org or contact us on 0208 804 6946 or email hadley.admissions@oasishadley.org for more information on nursery and sixth form admissions.

Oversubscription Criteria

Nursery Admissions

Two Year Old Nursery

Oasis Academy Hadley is committed to serving the local children and local community and will follow the Local Authority's admissions criteria as in the Terrific Twos scheme, accepting children regardless of faith or ability.

Enfield Council's Terrific Twos Admission criteria are as follows:

- a) In order to be eligible, one or both parents of the two year old should be in receipt of one of the following types of state support:
- **Working Tax Credit** – but with an income below *£16,190 - joint income if you co-habit
 - **Income Support**
 - **Income Based Jobseekers Allowance**
 - **Employment and Support Allowance (IR)**
 - **Assisted as an Asylum Seeker under part VI of the Immigration Act 1999**
 - **Child Tax Credit only**, and have an annual income of less than £16,190 (this figure is updated each year from 6th April) - joint income if you co-habit
 - The guaranteed element of **State Pension Credit**.

You may also be eligible if:

- If the child receives **Disability Living Allowance (DLA)** or if they have a current statement of **Special Educational Need (SEN)** or an **Education, Health and Care Plan (EHCP)**.
- If the child is '**looked after**' by the Council. The Terrific Twos Team will need to confirm with the Looked After Children Team (LAC) if an early learning placement is appropriate for the child at this stage.
- If the child has **left care through special guardianship** or an **adoption or residence order**.

As part of our administration procedures we will check your eligibility against the NI and NASS national database. This will automatically indicate if you are eligible within the above criteria.

Where the number of applications for admission is greater than the published number, applications will be considered against the oversubscription criteria set out below.

- b) **Children for whom a particular school is appropriate on exceptional medical grounds.** Such applications will be considered under this criterion only if they are supported by an attached written statement from a doctor. This must demonstrate that there is a very specific connection between the child's medical need and the school requested.
- c) **Children with a brother or sister, sibling, who will be attending the school at the time of proposed admission.** The children concerned must be living at the same address. The term "sibling" means a full, step, half, adopted or fostered brother or sister, but not cousins. The sibling link will be withdrawn for any future siblings of any child who has started at a school and it is subsequently found that they had gained a place on the basis of a fraudulent application.
- d) **Children whose parent is a member of staff who has been employed at the school for two or more years at the time of application and/or children of a member of staff who has been recruited to fill a vacancy for which there is a demonstrable skill shortage.**
- e) **Children living nearest to the school measured as the crow flies, that is, in a straight line from the child's home to the main entrance of the school on South Street.** Travel by private car or public transport will not be taken into account. All distances will be calculated by Enfield Council's admissions IT system using Address Base Premium. This provides a national grid co-ordinate and a unique reference for each postal address in Great Britain. The grid reference is provided to a resolution of 0.1 metre (10cm). The accuracy of each Address Base Premium is such that each point will fall within the addressed building. In the case of a multi-occupancy building such as flats where there may only be one address point, priority will be given to the applicant whose door number is the lowest numerically and/or alphabetically.

Three Year Old Nursery

Where the number of applications for admission is greater than the published admission number, applications will be considered against the oversubscription criteria set out below. Applications from families eligible for 30 hours free day care (see eligibility criteria below) will be considered alongside those for the 15 hours free day care. After the admission of students with an Education, Health and Care Plan naming the Academy will take priority. The criteria will then be applied in the order in which they are set out below:

Initial allocations will involve only those applications received by the published closing date and accepted as 'on time'.

- a) **Children in public care (looked after children) and children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.**

- Children in care are children who are in the care of a local authority or provided with accommodation by that local authority in accordance with section 22 of the Children Act 1989.
- b) **Children for whom a particular school is appropriate on exceptional medical grounds.** Such applications will be considered under this criterion only if they are supported by an attached written statement from a doctor. This must demonstrate that there is a very specific connection between the child's medical need and the school requested.
- c) **Children with a brother or sister, sibling, who will be attending the school at the time of proposed admission.** The children concerned must be living at the same address. The term "sibling" means a full, step, half, adopted or fostered brother or sister, but not cousins. The sibling link will be withdrawn for any future siblings of any child who has started at a school and it was subsequently found that they had gained a place on the basis of a fraudulent application.
- d) **Children whose parent is a member of staff who has been employed at the school for two or more years at the time of application and/or children of a member of staff who has been recruited to fill a vacancy for which there is a demonstrable skill shortage.**
- e) **Children living nearest to the school measured as the crow flies, that is, in a straight line from the child's home to the main entrance of the school on South Street.** Travel by private car or public transport will not be taken into account. All distances will be calculated by Enfield Council's admissions IT system using Address Base Premium. This provides a national grid co-ordinate and a unique reference for each postal address in Great Britain. The grid reference is provided to a resolution of 0.1 metre (10cm). The accuracy of Address Base Premium is such that each point will fall within the addressed building. In the case of a multi-occupancy building such as flats where there may only be one address point, priority will be given to the applicant whose door number is the lowest numerically /or alphabetically.

The child's permanent home address is where he or she normally lives and sleeps and goes to school from. Proof of residence can be requested at any time throughout the admissions process. If false or misleading information is used to gain entry to the Academy, the offer of a place will be withdrawn.

Where two or more children live in a flat or other multi-home dwelling and it is not possible to determine which applicant lives closest to the preferred school as measured in a direct line from the building to the school; the available place(s) will be allocated by drawing lots.

If there are more applicants than there are places remaining within a particular category, random allocation will be used to allocate the final available place(s). The random allocation process will be independently verified.

Parents of three and four year olds will need to meet the following criteria in order to be eligible for 30 hours free childcare:

- They earn or expect to earn the equivalent to 16 hours at National Minimum or Living Wage over the coming three months.
- This equates to £120 a week (or c.£6,000 a year) for each parent over 25 years old or £112.80 a week (or c.£5,800 a year) for each parent between 21 and 24 years old.

- This applies whether you are in paid employment, self-employed or on zero hours contract.
- The parent (and their partner where applicable) should be seeking the free childcare to enable them to work.
- Where one or both parents are on maternity, paternity, shared parental or adoption leave, or if they are on statutory sick leave.
- Where one parent meets the income criteria and the other is unable to work because they are disabled, have caring responsibilities or have been assessed as having limited capability to work.
- Where a parent is in a 'start-up period' (i.e. they are newly self-employed) they do not need to demonstrate that they meet the income criteria for 12 months.
- If a non-EEA national, the parent must have recourse to public funds.

A parent will not meet the criteria when:

- Either parent has an income of more than £100,000
- Either parent is a non-EEA national and subject to immigration control (and has no recourse to public funds)

Year Reception

Where the number of applications for admission is greater than the published admission number, applications will be considered against the oversubscription criteria set out below. After the admission of students with an Education, Health and Care Plan naming the Academy will take priority. The criteria will then be applied in the order in which they are set out below:

Initial allocations will involve only those applications received by the published closing date and accepted as 'on time'.

- Children in public care (looked after children) and children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.**
 - Children in care are children who are in the care of a local authority or provided with accommodation by that local authority in accordance with section 22 of the Children Act 1989.
- Children for whom a particular school is appropriate on exceptional medical grounds.** Such applications will be considered under this criterion only if they are supported by an attached written statement from a doctor. This must demonstrate that there is a very specific connection between the child's medical need and the school requested.
- Children with a brother or sister, sibling, who will be attending the school at the time of proposed admission.** The children concerned must be living at the same address. The term "sibling" means a full, step, half, adopted or fostered brother or sister, but not cousins. The sibling link will be withdrawn for any future siblings of any child who has started at a school and it was subsequently found that they had gained a place on the basis of a fraudulent application.
- Children whose parent is a member of staff who has been employed at the school for two or more years at the time of application and/or children of a member of staff who has been recruited to fill a vacancy for which there is a demonstrable skill shortage.**

- e) **Children living nearest to the school measured as the crow flies, that is, in a straight line from the child's home to the main entrance of the school on South Street.** Travel by private car or public transport will not be taken into account. All distances will be calculated by Enfield Council's admissions IT system using Address Base Premium. This provides a national grid co-ordinate and a unique reference for each postal address in Great Britain. The grid reference is provided to a resolution of 0.1 metre (10cm). The accuracy of each Address Base Premium is such that each point will fall within the addressed building. In the case of a multi-occupancy building such as flats where there may only be one address point, priority will be given to the applicant whose door number is the lowest numerically /or alphabetically.

The child's permanent home address is where he or she normally lives and sleeps and goes to school from. Proof of residence can be requested at any time throughout the admissions process. If false or misleading information is used to gain entry to the Academy, the offer of a place will be withdrawn.

Where two or more children live in a flat or other multi-home dwelling and it is not possible to determine which applicant lives closest to the preferred school as measured in a direct line from the building to the school; the available place(s) will be allocated by drawing lots.

If there are more applicants than there are places remaining within a particular category, random allocation will be used to allocate the final available place(s). The random allocation process will be independently verified.

Year 7

Where the number of applications for admission is greater than the published admission number, applications will be considered against the oversubscription criteria set out below. After the admission of students with an Education, Health and Care plan naming the Academy will take priority. The criteria will then be applied in the order in which they are set out below:

- a) Initial allocations will involve only those applications received by the **Children in public care (looked after children) and children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.**
 - Children in care are children who are in the care of a local authority or provided with accommodation by that local authority in accordance with section 22 of the Children Act 1989.
- b) **Children for whom a particular school is appropriate on exceptional medical grounds.** Such applications will be considered under this criterion only if they are supported by an attached written statement from a doctor. This must demonstrate that there is a very specific connection between the child's medical need and the school requested.
- c) **Children with a brother or sister, sibling, who will be attending the school at the time of proposed admission.** The children concerned must be living at the same address. The term "sibling" means a full, step, half, adopted or fostered brother or sister, but not cousins. The sibling link will be withdrawn for any future siblings of any child who has started at a school and it was subsequently found that they had gained a place on the basis of a fraudulent application.

- d) **Children whose parent is a member of staff who has been employed at the school for two or more years at the time of application and/or children of a member of staff who has been recruited to fill a vacancy for which there is a demonstrable skill shortage.**
- e) **Children living nearest to the school measured as the crow flies, that is, in a straight line from the child's home to the main entrance of the school on South Street.** Travel by private car or public transport will not be taken into account. All distances will be calculated by Enfield Council's admissions IT system using Address Base Premium. This provides a national grid co-ordinate and a unique reference for each postal address in Great Britain. The grid reference is provided to a resolution of 0.1 metre (10cm). The accuracy of each Address Base Premium is such that each point will fall within the addressed building. In the case of a multi-occupancy building such as flats where there may only be one address point, priority will be given to the applicant whose door number is the lowest numerically or alphabetically.

The child's permanent home address is where he or she normally lives and sleeps and goes to school from. Proof of residence can be requested at any time throughout the admissions process. If false or misleading information is used to gain entry to the Academy, the offer of a place will be withdrawn.

Where two or more children live in a flat or other multi-home dwelling and it is not possible to determine which applicant lives closest to the preferred school as measured in a direct line from the building to the school; the available place(s) will be allocated by drawing lots.

If there are more applicants than there are places remaining within a particular category, random allocation will be used to allocate the final available place(s). The random allocation process will be independently verified.
published closing date and accepted as 'on time':

Post 16 admission criteria

The Academy Trust will publish specific criteria in relation to minimum academic entrance requirements for admission to the post-16 provision. These criteria are the same for internal and external transfers.

Where the number of applications for admission is greater than the published admission number, applications will be considered against the oversubscription criteria set out below. After the admission of students with an Education, Health and Care Plan naming the Academy will take priority. The criteria will then be applied in the order in which they are set out below:

Initial allocations will involve only those applications received by the published closing date and accepted as 'on time'.

- a) **Children in public care (looked after children) and children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.**
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- b) **Children for whom a particular school is appropriate on exceptional medical grounds.** Such applications will be considered under this criterion only if they are supported by an attached written statement from a doctor. This must demonstrate that there is a very specific connection between the child's medical need and the school requested.
- c) **Children with a brother or sister, sibling, who will be attending the school at the time of proposed admission.** The children concerned must be living at the same address. The term "sibling" means a full, step, half, adopted or fostered brother or sister, but not cousins. The sibling link will be withdrawn for any future siblings of any child who has started at a school and it is subsequently found that they had gained a place on the basis of a fraudulent application.
- d) **Children whose parent is a member of staff who has been employed at the school for two or more years at the time of application and/or children of a member of staff who has been recruited to fill a vacancy for which there is a demonstrable skill shortage.**
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The child's permanent home address is where he or she normally lives and sleeps and goes to school from. Proof of residence can be requested at any time throughout the admissions process. If false or misleading information is used to gain entry to the Academy, the offer of a place will be withdrawn.

Where two or more children live in a flat or other multi-home dwelling and it is not possible to determine which applicant lives closest to the preferred school as measured in a direct line from the building to the school; the available place(s) will be allocated by drawing lots.

If there are more applicants than there are places remaining within a particular category, random allocation will be used to allocate the final available place(s). The random allocation process will be independently verified.

Waiting lists

Where the Academy receives more applications for places than there are places available, a waiting list will operate. 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.

Waiting lists for Reception, Year 7 and in-year admissions in to Year Reception to Year 11, will be administered by the Local Authority's co-ordinated admission scheme.

The Academy operates waiting lists for 2 year old and 3 year old Nursery and Sixth Form.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria as set out above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Appeals

Parents/carers have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy. The Appeal Panel will be independent of the Academy. The arrangements for Appeals will be in line with the School Admission Appeals Code published by the Department of Education.

Appellants should contact Enfield Local Education Authority for information on how to appeal: enfield.school.admissions@enfield.gov.uk or telephone 020 8379 5501.

Arrangements for admitting students outside the normal admissions round

The Local Authority's co-ordinated admission arrangements relate to applications submitted for Year Reception to Year 11 other than the normal year of entry. The Academy Trust will consider all such applications and if the year group applied for has a place available, admit the child.

The Academy co-ordinates admissions to Nursery and Sixth Form other than the normal year of entry.

If more applications are received than there are places available the oversubscription criteria shall apply. Parents/carers whose application is turned down are entitled to appeal. Appellants should contact the Academy for information on how to appeal: haldey.admissions@oasishadley.org or telephone 020 8804 6946.

As Nursery provision is non-statutory, there is no right of appeal to an independent appeal panel, although the Academy will consider any complaints in line with its published complaints policy.

Admission of children below compulsory school age and deferred entry to school

In accordance with paragraph 2.16 in the Admissions Code 2012 parents can

- a) request that the date their child is admitted to school is deferred until later in the academic year or until the beginning of the term after their child becomes 5, i.e. the term beginning immediately after 31 December or 31 March, and
- b) parents can request that their child takes up the place part-time until the child reaches compulsory school age.

Special Educational Needs

Children with an Education, Health and Care Plan, naming the Academy, follow the transfer arrangements set out in the SEN Code of Practice and associated regulations and are not subject to the general admission arrangements. Other children without a Statement of SEN will be subject to the general admission arrangements.