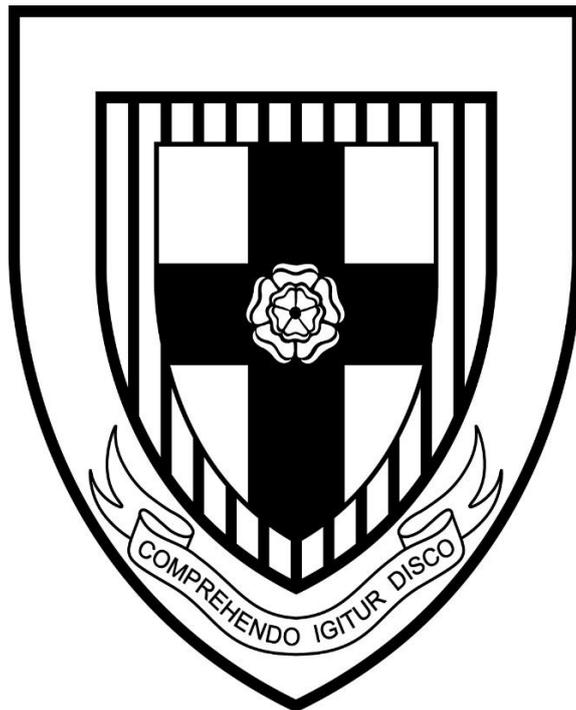


Oak Cottage Primary School



ADMISSIONS POLICY FOR 2027-2028

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Oak Cottage Primary School

Admission arrangements

Applications for school admission will be managed by Solihull Council in accordance with the Local Authority's coordinated scheme for admission.

The school's admission number is 30. Where the number of applications is lower than the school's admission number, all applicants will be admitted. If there are more applications than places available then all applications will be given a priority from the oversubscription criteria and places will be offered in priority order.

Oversubscription Criteria

- Priority 1** Looked after children and all previously looked after children who are now adopted or subject to a residence order or special guardianship order, including those children 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
- Priority 2** Children whose exceptional social or medical reasons can only be met at this school
- Priority 3** Children who normally live in the school's catchment area
- Priority 4** Children who have a brother or sister at the school at the same time
- Priority 5** Children of staff at the school
- Priority 6** Other children, outside catchment, living closest to the school, measured in a straight line from the child's home

Notes:

1. Children with an education, health & care plan [EHCP] that names Oak Cottage Primary School will be offered a place first. They are not allocated through these admission arrangements but will reduce the number of places available.
2. Applications with 'exceptional social or medical grounds' must be supported by independent professional evidence. Any application deemed to have exceptional social or medical reasons will be granted priority 2. Requests for 'exceptional social or medical grounds' can only be submitted once per academic year and are considered independently of the school or by the governors / trust.

3. All references to previously looked after children means such children who were adopted or subject to child arrangement orders or special guardianship orders immediately following having been looked after or those who appeal to have been in state care outside of England and ceased to be in state care as a result of being adopted. Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.
4. The catchment area can be seen on the Council's website:
www.solihull.gov.uk/onlinemaps.
5. If a priority group has more applicants than places available priority will first be given to those with a brother or sister at the school and then to those living nearest the school (measured in a straight line from home to school).
6. The home address is the place where the child is permanently resident with his or her parents. If care is shared between two parents, you will need to provide a copy of the court order defining the arrangement to the council. In the absence of a court order, the council will use the address of the parent who is in receipt of the child benefit. You will need to send a copy of your child benefit award for the last two years.
7. The places that are offered are provisional offers and are dependent upon the circumstances of the application remaining unchanged at the date of admission to the school. It is important that parents provide the school or Solihull Council with any information relating to changes in circumstances, such as a change of address, as soon as they occur. Offers based on fraudulent, incorrect or misleading information will be withdrawn if the child is no longer entitled to the place because there are children on the waiting list with a higher priority. In these circumstances the place will be withdrawn after the child has started the school, in line with the Admissions Code.
8. Under priority 4 a brother or sister must live at the same address and could be:
 - a brother or sister sharing the same parents;
 - a half-brother or half-sister, where two children share one parent; a stepbrother or stepsister, where two children are related by a parent's marriage or civil partnership (a formal arrangement that gives same-sex couples the same legal status as married couples);
 - the separate children of a couple who live together; or
 - an adopted or fostered brother or sister.
9. A member of "staff" can be either:
 - [a] a member of staff who has been employed by the school for two or more years at the time when the application for admission to the school is made, or

[b] a member of staff who is recruited to fill a vacant post for which there is a demonstrable shortage skill.

10. In any priority, if two or more applicants have the same distance but only one place can be offered, a computerised random allocation system will be used to decide which applicant has the highest priority. The applicant with the lowest random number will have the highest priority. The random allocation system will be carried out independently of the Admissions Authority or overseen by an independent verifier.
11. Distances are measured by the Local Authority's computerised admissions system. The admissions system uses six-figure grid references provided by the Local Land and Property Gazetteer (LLPG). The grid references provide a unique point on each property. The grid reference for the school will be the main pedestrian gate if there is more than one.
12. Waiting lists are produced in strict order of priority according to the oversubscription criteria and are managed by Solihull Council. Parents must email the council every half term to keep their child's name on the list. As each child is added to the waiting list, lists are ranked again in priority order.
13. Late Applications - Applications received after the closing date are late and will not be processed until after the applications that were received on time. Late applications will be considered when places are allocated from the waiting list. If the school is undersubscribed any application received after the closing date must be admitted.
14. If possible, places will be offered at the same school to twins, triplets and children from other multiple births. If only one place can be offered the parent will choose which child should have the place. Children of multiple birth are an exception to infant class size legislation
15. Applications for a school place at any time other than the normal time for admission (in-year admission) should be made to Solihull Council. If there is a vacancy in the relevant year group a place will be offered. If the year group is full the application will be given a priority and put on the waiting list.
16. The Governing Body recognises its duty to comply with the Local Authority Fair Access Protocol to provide fair access to school for pupils who need a school place because they have missed, or are at risk of missing, education.
17. Agreement must be sought from the Headteacher to support an out of year application. Applications must be made to Solihull Council in the normal way and will be treated according to the same criteria as any other application. Decisions will be made on a child by child basis.
18. Parents who wish to appeal against the decision of the Governors to refuse their child a place in the school can request an appeal form from Solihull Council. Appeals will be heard by an independent panel.

19. A place must be allocated in advance of arrival for families of crown servants and UK service personnel provided the application is accompanied by an official letter that declares a relocation date. Providing evidence of the intended address is provided, the address will be used when applying the oversubscription criteria.