



# **Admissions Policy**

## **Oasis Academy Arena**

### **1. Introduction**

This document sets out the admission arrangements for Oasis Academy Arena, throughout this document referred to as “the Academy”.

Oasis Academy Arena is fully inclusive. It is a non-selective school open to pupils of all religious faiths or those of no faith.

### **2. Admission number**

For 2015/16 and subsequent years the Academy has an agreed admission number of 180 full time pupils for year 7.

The Academy will accordingly admit this number of pupils 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.

### **3. Application process**

Applications for places at the Academy will be made in accordance with the LA's coordinated admission arrangements and will be made on the Common Application Form provided and administered by the LA.

Admissions at Oasis Academy Arena are coordinated under the Common Application Form via London Borough of Croydon. If you are a parent or carer and wish to apply for a place at Oasis Academy Fairfield for the following September, you will need to complete the Common Application Form via the LA website:

<http://www.croydon.gov.uk/education/schools-new/school-admissions/how-to-apply/sa-step3/>

#### **4. Consideration of applications**

The Academy will consider all applications for places. Where fewer than the published admission number(s) for the relevant year groups are received, the Academy will offer places to all those who have applied.

Late applications should be made in line with the LA's agreed arrangements in the co-ordinated scheme. The LA will publish pre-determined dates for late applications.

#### **5. Procedures where the Academy is oversubscribed**

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

After the admission of pupils with statements of Special Educational Needs where the Academy is named on the statement, the criteria will be applied in the order in which they are set out below:

##### **a) Looked after children and previously looked after children**

Looked after children are defined as children in public care at the date on which the application is made.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order, immediately after being looked after. If an application is made under the 'looked after' criterion, it must be supported by a letter from the relevant Local Authority Children's Services Department and/or relevant documents

Any application made within the "looked after" category must be supported by a letter from the relevant LA (Children's Services) Department. If applying under the "previously looked after children" criterion a copy of the adoption or special guardianship order must also be supplied.

##### **b) Children whose sibling(s) currently attend the school and who will continue to do so on the date of admission.**

The term "sibling" means a full, half, adopted or fostered brother or sister. Sibling criteria may apply where, at the time of application, a sibling is expected to be on roll when the child starts at the Academy. If the sibling unexpectedly leaves the Academy after the offer has been made, the place must not be withdrawn on these grounds. The Academy will request proof of relationship.

##### **c) Children for whom a particular school is appropriate on genuine medical grounds.**

Such applications will be decided by the Academy Governing Body or nominated panel. (Applications on medical grounds will only be considered under this criterion 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 Academy requested).

**d) Distance: priority will be given to Children living closest to the school as measured in a direct line from the home\* address to the school**

Distance will be measured in a straight line from the centre of the pupil's main home to the designated main entrance, nominated by the school using the LA's computerised measuring system with those living closer to the school receiving higher priority. For shared properties eg. flats, the centre will be taken from the centre of the building.

\*Home is defined as the address where the child normally resides as their only or principal residence. Addresses involving child minders, business or relatives cannot be considered.

If false or misleading information is used to gain entry to the Academy, the offer of a place will be withdrawn. Parents will be asked to provide documentary evidence to confirm an address and parental responsibility. The LA should be notified of changes of address immediately.

**Tie-breaker**

In the event that the number of applications for places exceeds the number of places available after application of the admissions criteria, distance will be used to decide between applications. The tiebreaker of random allocation will be used when there are two or more applicants with the same distance than there are places remaining. The random allocation process is independently verified.

**Fair Access Protocol**

The Academy participates in the LA's Fair Access Protocol to allocate places to vulnerable and other children in accordance with Appendix A of the School Admission Code 2012. Admitting students under the protocol may require the Academy to admit above the planned admission number for the relevant year group.

**6. Operation of waiting lists**

**6.1** Where in any year the Academy receives more applications for places than there are places available, a waiting list will operate for at least one term after the admission date. This will be maintained by the Academy until the end of the academic year in which the application was made. 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.

**6.2** Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above.

**6.3** Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

## **7. Arrangements for appeals panels**

Parents/carers will 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.

## **8. Arrangements for admitting pupils outside the normal admissions round**

Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy must consider all such applications. If the year group applied for has a place available the Academy must admit the child and notify the local authority of both the application and its outcome, to allow the local authority to keep up to date figures on the availability of places in the area.

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.

## **9. Admission of children outside their normal age group**

Parents may request that their child is admitted outside their normal age group. 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 Principal and any supporting evidence provided by the parent.

The process for requesting such an admission is to contact the Academy Office either in person or at [info@oasisarena.org](mailto:info@oasisarena.org)

## **10. Admission records**

Records of applications and admissions shall be kept by the Academy for a minimum period of ten years and shall be open for inspection by the Secretary of State.