

## Oasis Academy South Bank Admissions Policy

### **1. Application Process**

- a. Admissions to Oasis Academy South Bank are handled by the London Borough of Lambeth as part of the co-ordinated admissions arrangements and will be made on the Common Application Form provided and administered by the relevant local authority.
- b. Details of the Local Authority arrangements, which also explain how parent/carers can express a preference for any school and give reasons for that preference, will be available to parents. Parents/carers must apply to the Local Authority where the applicant lives. If you are unsure, for example if you live near council boundaries, it is whichever Local Authority you pay your council tax to. You can apply for a secondary school in any borough, but you must apply to your home authority.
- c. Oasis Academy South Bank will use the following timetable for applications to the Academy each year (exact dates within the months may vary from year to year) which, whenever possible, will fit in with the common timetable agreed by the Pan-London Admissions Authority.

#### **Example timetable for admissions:**

- a. By September each year – Oasis Academy South Bank will publish in the Academy's prospectus information about the arrangements for admission, including oversubscription criteria, for the following September. This will include details of the open evenings and other opportunities for prospective pupils and their parents to visit the school.
- b. September/October – Oasis Academy South Bank will provide opportunities for parents to visit the Academy.
- c. 31<sup>st</sup> October – Common Application Form to be completed and returned to the Local Authority to administer.
- d. London Borough of Lambeth sends Academy applications to Oasis Academy South Bank.
- e. Oasis Academy South Bank sends a list of pupils to be offered places at the Academy to the London Borough of Lambeth.
- f. February – London Borough of Lambeth applies agreed scheme for own schools, informing other local Las of offers to be made to their residents.
- g. 1<sup>st</sup> March offers made to parents.

### **2. Pupil Numbers**

- a. Subject to approval by the Secretary of State, the Academy has the following agreed admission numbers:  
2013 – 14 and subsequent years 120 Year 7 pupils

- b. In any specific year, Oasis Academy South Bank may set higher admission numbers than the Academy's agreed admission number for an applicable year group. Before setting an admission number higher than its agreed admission number, Oasis Academy South Bank will notify the local authority and publish the proposal on the Academy website. Pupils will not be admitted in any year group above the published admission number for that year group, unless exceptional circumstances apply and such circumstances apply and such circumstances shall be reported to the Secretary of State.

### 3. Admissions Criteria

- a. If Oasis Academy South Bank is undersubscribed (i.e. there are less than 120 applicants for entry into a year group) the oversubscription criteria will not apply and all applicants will be admitted.
- b. A child with a statement of Special Educational Needs which names Oasis Academy South Bank in part 4 of the statement will be admitted to Oasis Academy South Bank and will not count towards the admission number of 120. If your child has such a statement, you do not apply for a place at Oasis Academy South Bank under this policy. Instead, you must contact your Local Authority who will advise you on the procedure to follow.

### 4. Oversubscription Criteria

If the school is oversubscribed, after the admission of pupils with a Statement of Special Educational Needs where the school is named in the Statement, priority for admission will be given to those children who meet the criteria set out below, in order:

NB. The words in **bold** have meanings which are set out in section 7, the Definition section.

- a. Looked After Children and previously Looked After Children.  
A looked after child is a child in the care of the Local Authority or provided with accommodation by the Local Authority (as defined in Section 22 of the Children Act 1989) at the time of application.

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 of special guardianship order).

- b. Children who have a **sibling** at Oasis Academy South Bank.
- c. Children with an **exceptional medical or social need**, to be accompanied by supporting submissions from the applicant's GP and/or consultant, social worker or education welfare officer, setting out the particular reasons why Oasis Academy South Bank is the most suitable school for the child and that the medical or social grounds are such that they cannot be met sufficiently at another school.

- d. Children living closest to Oasis Academy South Bank, using the method of measurement defined in clause 14.

## 5. In-Year Admissions

In-Year Admissions will be coordinated locally by the Academy. Applications should be submitted to the Academy directly using the Oasis Academy South Bank application form. Parents/carers will be advised if a place is available for their child. If more applications are received than there are places available then applications will be ranked by the Admissions Authority in accordance with the oversubscription criteria.

## 6. Tie-Breaking

- a. Where there are more applications satisfying any category a. to d. places will be offered **in order or proximity to Oasis Academy South Bank** at the date of application. Those living closer will be given higher priority.
- b. Measurement of those living closer will be calculated using the method defined in clause 7b.
- c. If there are two or more applicants who live the same distance from the school, for example from the same block of flats/apartments, and where the priority status of those applicants cannot be distinguished by the oversubscription criteria at paragraph 4 above, then priority will be decided through a process or random allocation. This process will be independently verified.

## 7. Definitions

- a. **Sibling:** Brother or sister, whether whole, half, adopted or step; provided that the applicant child is living the same family unit at the same address as that sibling. For a sibling of the applicant child to be treated as being at Oasis Academy South Bank, the sibling must have a place to attend Oasis Academy South Bank on the day the applicant child would start attending should they secure a place.
- b. **In order of proximity to the school:** Priority to those living closest to Oasis Academy South Bank as measured by a straight line from the permanent site of the school. This measurement will be done using a computerised mapping system. This measurement will be from a point from the child's home as identified by the software to a point as the school as profiled by the software.
- c. **Exceptional medical or social needs:** Only exceptional reasons directly relevant to Oasis Academy South Bank as set out in section 5 of the application form, will be considered. The admission authority may contact professionals involved with your child for further information. Any information provided will be treated in strict confidence.
- d. **Home address:** The home address is the child's main residence at the time of application. Where a child lives for part of the week with each parent, the child's

home address will be the address where he or she lives and sleeps and goes to school from the majority of the school week. Where this remains equal, the address that is registered with the child's GP will be used as the home address.

Oasis Academy South Bank reserves the right to investigate so far as it considers necessary the evidence provided in support of a home address. Oasis Academy South Bank application forms are to be accompanied by two documents providing evidence of address of the child. If there is a dispute to where the child's main residence is, the address that is registered with the child's GP will be decisive.

Where false or misleading information has been provided on application, to gain a place at Oasis Academy South Bank, the Admission Authority may withdraw the offer of that place.

- e. **Multiple Birth Applications:** Where multiple applications are received from one family, e.g. twins, triplets or other multiple births, for a single remaining place in the oversubscription criteria, the Admissions Authority will admit both/all children even if it means going over the admission number of 120.

## 8. Waiting List

### a. 2014 – 15 applicants and thereafter

The waiting List will be coordinated locally by the Academy. Applications should have submitted to the Academy directly using the Oasis Academy South Bank application form. Parents/carers will be advised if a place is available for their child. If more applications are received than there are places available then applications will be ranked by the Admissions Authority in accordance with the oversubscription criteria.

## 9. Appeals

- a. Parents/carers of children who fail to gain places may appeal to an independent appeals panel. All unsuccessful applicants will be advised of the process for appeal to the Independent Appeals Panel which will be heard in accordance with the Appeals Code.