Oasis Academy Coulsdon
Admission Arrangements for 2027-2028

Introductory statement

This document sets out the admission arrangements for Oasis Academy Coulsdon, throughout this document referred to as “the Academy”. These arrangements are without prejudice to the provisions of Annex B in the Master Funding Agreement (relating to students with an Educational, Health and Care Plan).

Any changes to the arrangements set out in this document must be approved in advance by the Secretary of State.

Oasis Academy Coulsdon is a non-selective school open to students of all religious faiths or those of no faith.

School Admissions Code/ School Admissions Appeal Code

The Academy will comply with all relevant provisions of the statutory codes of practice (the School Admissions Code 2021 and the School Admission Appeals Code 2022) as they apply at any given time to maintained schools and with the law on admissions as it applies to maintained schools.

Reference in the codes to admission authorities shall be deemed to be references to Oasis Community Learning. References to “the LA” shall be deemed to be references to the London Borough of Croydon Local Education Authority and references to “the Admissions Forum” to be to the London Borough of Croydon Local Authority Admissions Forum. In particular, the Academy will take part in the Admissions Forum set up by the LA and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by the London Borough of Croydon and the local in-year Fair Access Protocol.

Notwithstanding these arrangements, the Secretary of State may direct the Academy to admit a named student to the Academy on application from an LA. Before doing so the Secretary of State will consult the Academy.

Admission arrangements approved by the Secretary of State

The admission arrangements for the Academy for the year 2027/2028 and, subject to any changes approved by the Secretary of State, for subsequent years are:

The Academy has an agreed admission number of 180 students. The Academy will accordingly admit at least 180 students in the relevant age group each year if sufficient applications are received.

Students will not be admitted above the Published Admission Number unless exceptional circumstances apply and such circumstances shall be considered individually and reported to the Secretary of State.

Admissions procedures

Primary to Secondary Transfer Application process

Applications for places at the Academy will be made in accordance with the LA's co-ordinated admission arrangements and will be made using e-admissions www.eadmissions.org.uk provided and administered by the LA.

The Academy will use the following timetable for applications 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 Admissions Forum or LA:

- March - The Academy will publish information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in March 2026 for admission in September 2027). The Academy will also provide information to the LA for inclusion in the composite prospectus, as required.
- September/October - The Academy will provide opportunities for Parents/Carers to visit the Academy.
- October – deadline to apply for school place using e-admissions service.
- November/December - LA sends applications to Academy.
- January - Academy sends list of students to be offered places to LA.
- February - LA applies agreed scheme for own schools, informing other LAs of offers to be made to their residents.
- 1st March offers made to Parents/Carers.

Consideration of Primary to Secondary transfer applications

The Academy will consider all applications for places. Where fewer than 180 applications are received, the Academy will offer places to all those who have applied.

Oasis Academy Coulsdon adheres to the late application process detailed in Croydon Secondary Admissions Transfer information.

In-year Application process

All in-year applications must be directed to the Local Authority under coordinated in-year admission arrangements. Subject to any provisions in the LA's co-ordinated admission arrangements relating to in-year applications submitted, the Academy must consider all such applications and, if the year group applied for has a place available, admit the child.

Consideration of in-year applications

If more applications are received than there are places available within the year group, the oversubscription criteria shall be applied and waiting list implemented. Parents/Carers whose application is turned down are entitled to appeal.

Procedures where the Academy is oversubscribed

Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below. After the admission of students with Education, Health and Care Plans where the Academy is named on the plan, the criteria will be applied in the order in which they are set out below:

1 Looked after children, previously looked after children, and internationally previously looked after children

- Looked after children (LAC) are defined as children in public care at the date on which the application is made.
- Previously looked after children (PLAC) are children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order, immediately after being looked after.
- Internationally adopted previously looked after children (IAPLAC) are children who 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.

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. (If applying under the previously looked after criterion, or internationally adopted previously looked after criterion, evidence which demonstrates that a child was in state care outside of England and left that care as a result of being adopted must also be supplied.)

2 Children who have an exceptional social and/or medical need which makes Oasis Academy Coulsdon the most appropriate mainstream school for them.

Occasionally there will be a very small number of children for whom exceptional social or medical circumstances apply which will warrant a placement at the Academy. The exceptional social or medical circumstances might relate to either the child or the parent/carer. Supporting evidence from a professional is required such as a doctor and/or consultant for medical cases or a social worker, health visitor, housing officer, the police or probation officer for other social circumstances. This evidence must confirm the circumstances of the case and must set out why the child should attend this particular school. Providing evidence does not guarantee that a child will be given priority at a particular school and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at this school above any other. Common medical conditions and allergies can usually be supported in all mainstream schools; therefore priority under this school's exceptional medical criterion would not normally be

given for these. In addition, routine child-minding arrangements would not normally be considered to be an exceptional social reason for placement at this particular school.

3 Children of Staff at the Academy

Oasis Academy Coulsdon may give priority in the oversubscription criteria to children of staff directly employed by the Academy in either or both of the following circumstances:

a) Where the member of staff has been employed at the Academy for two or more years at the time at which the application for admission to the Academy is made, and/or

b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

4 **Siblings of students who live within three miles of the Academy**

Children who are siblings of students who will be attending the Academy on the date of admission of the new student, who live within a distance of three miles. The term 'sibling' means a full, step, half, adopted or fostered brother or sister, but not cousins. The Academy reserves the right to ask for proof of relationship.

5 Distance from Academy

Children who live nearest to the Academy by distance which will be measured in a straight line from the child's home address to the designated entrance of the Academy using a computerised measuring system (GIS) and geographical reference points as provided by the National Land and Property Gazetteer (NLPG). Those living closer to the school will receive higher priority'.

If a child lives in a shared property such as flats, the geographical references will determine the start point within the property boundaries to be used for distance calculation purposes'.

The child's permanent home address is where he or she normally lives and sleeps and from where they go to school. 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 and the application cancelled.

In the event that the number of applications exceeds the places available within any of the above categories, distance will be used to decide between applications. Where there are insufficient places available to admit two or more siblings within one family, or where there is no difference in distance from home to the academy for two or more children, random allocation will be used to allocate the final available place(s). This will be independently verified.

Operation of waiting lists

Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the Academy will operate a waiting list. Where in any year the Academy receives more applications for places than there are places available, a waiting list will operate. This will be maintained by the Academy and will include all applicants who were unsuccessful in gaining a place at the Academy or a higher priority school.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 6.1.

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

Each child who applies will be added to the waiting list in line with the oversubscription criteria and the position numbers adjusted accordingly.

Consideration of applications under criterion 2 of admissions arrangements

Applicants applying under criterion 2 “Children who have an exceptional social and/or medical need which makes Oasis Academy Coulsdon the most appropriate mainstream school for them” should include in their application through the Local Authority a written statement as to why Oasis Academy Coulsdon can support/meet their needs over and above that of another mainstream school. Included in the application should be evidence, where appropriate, from relevant professionals such as doctors, headteachers, social workers etc. to support their statement.

Supporting documentation submitted with applications will be reviewed by the Academy Admission Panel. For primary transfer applications (those moving from Year 6 into Year 7) this will be done prior to submitting ranked lists back to the Local Authority before January deadline for schools. Applicants will not be notified of the outcome of their application prior to the National Offer Day so as not to interfere with Local Authority processes. For in-year applications, the admissions panel will review evidence as it is received and applicants will be notified within 10 school days of the outcome.

Admission of children outside their normal age group

Parents may request that their child is exceptionally admitted outside their normal age group. The admission authority will decide whether or not the individual child’s circumstances make this appropriate on educational grounds.

It is the expectation of the Academy that a child is educated alongside his/her age equivalent peers, in almost all cases. We would strongly advise that all children enter into their normal year group. The responsibility for addressing individual educational needs lies with the school through an appropriately differentiated and enriched curriculum.

All requests to educate a child outside their normal year group should include written explanation of why this is necessary and where applicable, evidence of the child’s circumstances from a relevant professional detailing the child’s educational need which makes education outside the normal age group necessary.

Decisions are made on the basis of the circumstances of each case and in the best interest of the child. This includes taking account of the following:

- Parents views
- Information relating to the child’s academic, social and emotional development, where relevant
- Medical history and the views of a medical professional
- Any previous history of being educated outside of their normal age group

- If child may naturally have fallen into a lower age group if it were not for being born prematurely
- Views of the head teacher of the school(s) concerned

Arrangements for appeals panels

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 Code of Practice on School Admission Appeals published by the Department for Children, Schools and Families as it applies to Foundation and Voluntary Aided schools. (Appendix 1)

The determination of the Appeal Panel will be made in accordance with the Code of Practice on School Admission Appeals and is binding on all parties. Information about the appeals process can be found on the Academy website or may be requested from the Admissions Officer.

Appendix 1 (Admission Appeals)

Admission Authority

Oasis Community Learning is the Admission Authority for its Academies. Therefore, Oasis Community Learning is required to make arrangements for the hearing of appeals against decisions not to offer a place to a child at the Academy.

Admission Appeals

Parents/Carers have a right to appeal in the event that their application for a place in an Academy is unsuccessful. Appeals should be lodged with the Clerk to the Appeal Panel within 14 days of the date of the letter notifying that the application was unsuccessful. Appeals inside the normal admission round are normally held in April or May, whilst appeals for admission outside the normal admission round ('in year appeals') will be held within 30 school days of the appeal being lodged.

Late Appeals

Where an appeal is submitted after more than 14 days of notification of the decision, the appeal may be held at a later date. In year appeals (i.e. those outside the normal admissions round) will always be held within 30 school days of being lodged.

Appeal Panel

Admission appeals are heard by an independent Appeal Panel of three members, established by the Local Authority. At least one member of the Panel is a lay member; that is, someone without personal experience in the management of any school or the provision of education in any school. At least one member has experience in education; that is, someone who is acquainted with educational conditions in the area or who is a Parent/Carer of a registered student at a school. One member acts as Chair of the Panel.

No one may be a member of the Appeal Panel if they were party to the decision not to admit the child about whom the appeal is concerned, or took part in any discussions about how the decision was reached.

Parents/Carers should not attempt to discuss matters relating to their appeal with any member of the Appeal Panel prior to the meeting.

The Powers of the Appeal Panel

The Appeal Panel's decision is binding on the Admission Authority. If the Panel upholds the appeal presented by the parents/Carers, the child must be admitted to the Academy.

An Appeal Panel decision can only be overturned by the Courts, where the parents/Carers or Admission Authority are successful in applying for Judicial Review of that decision.

The Appeal Panel cannot hear complaints or objections on the wider aspects of admission policies and practice. The Appeal Panel cannot change the Academy's admission criteria. The Academy's admission criteria are in section 6 of this policy.

Action prior to the Appeal Panel meeting

Parents/Carers have the right to attend the Appeal Panel meeting and to present their appeal orally to the Panel. However, in addition, parents/carers may provide their appeal in writing with any supporting evidence to the Clerk to the Appeal Panel prior to the meeting. Written material received seven days before the date of the appeal meeting will be sent to the Appeal Panel members prior to the meeting so that they can study the material in advance.

The Academy may also present its representations and evidence to the Clerk at least seven days before the date of the appeal meeting so that they may be read in advance by the Appeal Panel members.

Any materials presented by the Academy will be sent in advance to the Parents/Carers and any materials presented by the Parents/Carers will be sent in advance to the Academy. The basic principle followed is that all information presented to the Clerk as part of the appeals process is available to all parties to the appeal.

Notice of the Appeal Panel meeting

Parents/Carers will receive written notice at least 10 school days before the date their appeal will be heard unless the parent agrees to a shorter notice period.

Representation

Parents/Carers are encouraged to attend the Appeal Panel meeting in person and to make oral representations; that is, to clarify or supplement their written appeal. The parent may be accompanied by a friend, adviser or be represented. Parents/Carers may also bring an interpreter. In all circumstances where the Parents/Carers intend to bring along someone else, the Parents/Carers should give advance notice to the Clerk, preferably at least 3 working days prior to the meeting of the name of the other person attending and the capacity in which they are attending.

The Appeal Panel meeting

The Appeal Panel hearing is in two parts. Firstly, the Academy's Presenting Officer presents the case that to admit any more pupils would prejudice the provision of efficient education or use of resources. This part of the hearing may involve a number of parents/carers together. The Parents/Carers are given the opportunity to question the Presenting Officer. Secondly, the Parents/Carers are given the opportunity to present to the Appeal Panel individually (without other Parents/Carers present). The Chair of the Appeal Panel ensures that the stages of the second part of the meeting take the following order:

a) The Parents/Carers present their case to the Panel.
b) The Presenting Officer is given the opportunity to question the parents/carers.
c) The Presenting Officer sums up the Admission Authority's case.
d) The Parents/Carers sum up their case.

The Appeal Panel members may ask questions at any time if they require clarification of what is being said or if they need information in order to reach a decision.

After the Appeal Panel meeting

The written decision of the Appeal Panel will normally be sent to the Parents/Carers by the Clerk within seven days of the meeting.

Non-attendance at the Appeal Panel hearing

If the Parents/Carers provide the Appeals Administrator with their telephone number, the Appeals Administrator will inform the Parent of the date and time of the Appeal Panel hearing both by letter and by telephone.

If through unforeseeable circumstances, the Parents/Carers are unable to attend the hearing on the day, they must telephone the Appeals Administrator immediately and give the reason for the non-attendance. The Parents/Carers will be asked if they want the appeal to go ahead in their absence. If they wish to seek another appointment, the matter will be referred to the Chairman of the Appeal Panel who will decide, based on the Parents/Carers' reason for nonattendance, whether to hear the appeal in the absence of the Parents/Carers or defer consideration to a subsequent hearing.

Where Parents/Carers fail to attend on two occasions, the Appeal Panel will consider the appeal in the absence of the Parents/Carers.

Further Information

Any queries about the appeals process should be made to the Appeals Administrator: All correspondence should be addressed to: Clerk to the Appeal Panel.