



Admissions Policy

Admissions Arrangements
2021/2022

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Oasis Academy Lord's Hill

1 Introduction

1.1 This document sets out the admission arrangements for Oasis Academy Lord's Hill. Throughout this document referred to as "the Academy". These arrangements are without prejudice to the provisions of Annex 3 to the Master Funding Agreement.

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

1.3 Oasis Academy Lord's Hill is a non-selective school open to students of all religious faiths or those of no faith.

2 School Admissions Code/ School Admissions Appeal Code

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

2.2 Reference in the codes to admission authorities shall be deemed to be references to Oasis Community Learning. References to "the Local Authority" (LA) shall be deemed to be references to the Southampton City Council. 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 LA.

2.3 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.

3 Admission arrangements approved by the Secretary of State

The admission arrangements for the Academy for the year 2021/2022 and, subject to any changes approved by the Secretary of State, for subsequent years are:

3.1 The Academy has an agreed admission number of 180 students in Year 7. The Academy will accordingly admit at least 180 students in the relevant age group each year if sufficient applications are received.

3.2 The Academy may set a higher admission number as its Published Admission Number for any specific year. Before setting an admission number higher than its agreed admission number, the Academy will consult with the relevant parties. Students will not be admitted above the Published Admission Number unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

3.3 If the Academy admits a total of 26 students in excess of its admission number in any 3 year period it will determine a higher admission number, after consulting the relevant parties.

Admissions procedures

4 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 on the Common Application Form (CAF) provided and administered by the LA.

Please access the application form by visiting the Southampton City Council website - <https://www.southampton.gov.uk/schools-learning/find-school/apply-school/>

The process of allocating places will begin after 31st October 2020. If you apply online, you will be sent an email from Southampton City Local Authority on 1st March 2021.

5 Procedures where the Academy is oversubscribed

5.1 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 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:

1. Children in public care (Looked after and those formerly in public care as defined in paragraph 1.7 of the Schools Admissions Code.
2. Children for whom the Academy is appropriate on genuine social or medical grounds. Such applications will be decided by the Academy Council or nominated panel. (Such applications will only be considered under this criterion if they are supported by a written statement from a doctor or social worker. This must demonstrate that there is a very specific connection between the child's medical or social need and the school requested).
3. Siblings of students who will be members of Years 7 to 11 (on the "roll") at the Academy on the date when the applicant would be admitted. The term "sibling" means a full, half, adopted or fostered brother or sister, or other child living permanently within the same household. The Academy reserves the right to ask for proof of relationship after an offer is made.
4. Admission of students on the basis of proximity to the Academy using straight line measurement from the main entrance of the Academy to the main entrance of the child's home.
5. Places are allocated on a geographical basis to children who live nearest to the Academy. The distance used to determine how close the child lives to the Academy will be the direct line measurement from the front door of the permanent home address to the main entrance to the Academy site. The child's permanent home address is where he or she normally lives and sleeps and goes to school from. Proof of residence – such as a council tax bill or utility bill – 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 may be withdrawn.

If there are more applicants than there are places remaining within a particular category and where there is no difference in distance from home to school for two or more children, random allocation, carried out by a person or persons unconnected with the Academy, will be used to allocate the final available place(s) and to establish priority on the waiting list.

If false or misleading information is used to gain entry to the Academy, applicants may lose their priority for admission.

Parents/carers will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy. Appeals procedures are outlined in Appendix 1 of this policy.

6 Operation of waiting lists

6.1 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 for at least one term after the beginning of the school year (the admission date). This will be maintained by the Academy and 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 in paragraph 6.1.

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

7.1 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 DCSF as it applies to Foundation and Voluntary Aided schools.

7.2 The determination of the appeal panel will be made in accordance with the School Admission Appeals Code and is binding on all parties. The Academy should prepare guidance for parents/carers about how the appeals process will work and provide parents/carers with a named contact who can answer any enquiries parents/carers may have about the process. (Appendix 1).

8 Arrangements for admitting students to other year groups, including to replace any students who have left the Academy

8.1 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 and, if the year group applied for has a place available, admit the child. As from September 2010 all in-year applications must be directed to the Local Authority under new coordinated in-year admission arrangements.

8.2 A designated number of 180 students applies to Year Groups 8 to 11. However, within the exceptional circumstance set out in paragraph 3.12 of the School Admissions Code, the Academy may, if it has a high proportion of challenging students on roll, refuse to admit a challenging child where there are places available on the grounds that admission would prejudice the provision of efficient education or the efficient use of resources. 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.

Appendix 1 Admission appeals procedure

Oasis Community Learning Admission Appeals Information.

Admission Authority

1 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

2 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

3 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

4 Admission appeals are heard by an independent Appeal Panel of three members, established by the Local Academy Council, who will use an independent provider. 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.

5 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.

6 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

7 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.

8 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.

9 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

10 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.

11 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.

12 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

13 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

14 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

15 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:

16 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.

17 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

18 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

19 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.

20 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.

21 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

22 Any queries about the appeals process should be made to the Appeals Administrator – may prefer to put a LA contact as the independent appeals panel will be arranged by the LA.

Email: Richard.Brand@oasislordshill.org

All correspondence should be addressed to: Clerk to the Appeal Panel