

Oak Hill First School

ADMISSIONS POLICY 2026-27

This policy is required to formally consult on any proposed changes as per the guidance from the Admissions Code 2021 to meet the 7-year requirement for consultation.

There are no proposed changes.

The consultation period will run between 4th

ADMISSIONS POLICY

2026-27

This policy reflects the *School Admissions Code 2021*

This policy outlines clearly and simply the procedures and protocols which are currently in operation around admissions into Oak Hill First School. As an Academy belonging to a multi-academy trust, the Trust is our admissions authority, but we have taken the decision to carry on working closely with the Local Authority to ensure that all arrangements are both transparent and fair.

The school takes part in the Co-ordinated Admissions Scheme for In-Year Applications for Schools in Worcestershire and the Worcestershire Fair Access Protocol, incorporating the 'Hard to Place Protocol':

<https://www.worcestershire.gov.uk/coordinatedschemes>

https://www.worcestershire.gov.uk/sites/default/files/202209/fair_access_protocol_for_worcestershire_schools.pdf <https://www.worcestershire.gov.uk/policiesandappeals>

The planned admission limit for Reception in September 2026 is 90 and children are admitted to Oak Hill First School in accordance with this Admissions Policy.

Admissions Process – Entry to the school at the normal time of transfer (Reception)

Applications for all school places must be made on the Common Application Form (CAF) provided by the parent[s]/carer[s] home Authority, with the opportunity to nominate schools, ranked in order of preference. Alternatively, if you are a Worcestershire resident, you can complete the CAF on-line at www.worcestershire.gov.uk. (if you are resident in another Local Authority you will need to visit their website). Once completed the CAF (including if you apply on-line) must be received by your home local authority (Worcestershire if you live in Worcestershire, Birmingham if you live in Birmingham etc) by the 15th January. The home Local Authority will notify parents of the outcome of their application for a place.

Applying for Places

Applications are welcomed from all who wish their children to attend Oak Hill First School. Pupils and their parent[s]/carer[s] who are considering applying are warmly invited to visit the School. The school holds an Open Day and Evening for prospective Reception pupils and their parent[s]/carer[s] in the October of the year prior to intended admission. The School will be pleased to provide information and answer questions by letter or telephone, or to meet parents to discuss possible applications.

If there are more applications than the Published Admissions Number of 90, local governors are delegated by the Trust to quality assure the process outlined below for allocation of pupil places to ensure that the Admissions Policy is applied fairly and consistently.

Age of Pupils

Pupils normally enter the School in Reception in the September after they reach the age of 4 and leave at the end of Year 4.

Oversubscript on Criteria for Admission to Oak Hill First School

If Oak Hill First School is oversubscribed, the purpose of the published over subscription criteria is to give everyone a fair opportunity to apply for a place at the school. The local governing board takes considerable time and the utmost care to ensure that the system is applied fairly.

At Age 4:

When there are more applications than places (which is normal) pupils will be admitted in the following order of priority:

1. Looked after children and all previously looked after children including those 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.
2. Young people who have a sibling currently attending Oak Hill First School. In order to qualify for a place on the grounds of a sibling attending the school, the sibling must be attending the school at the time of intended admission.
3. Other young people who live in the Oak Hill First School Catchment Area. A copy of the Catchment map is available from the LA or can be seen in school.
4. Other young people.

Within each criterion priority will be given to those who live nearest to Oak Hill First School. This distance will be measured from the front entrance of the home to the front entrance of the school in a straight line. In the case of oversubscription places will be allocated (for all the listed criteria) to pupils who live nearest to the school by the shortest straight line distance. The measurement will be taken using the GeoCode Points from the centre of the building of the home address (centroid) to the Geocode point for the centre of the School buildings (centroid). This will be done by using the Local Authority's software package called Arcview GIS to determine distance. Ordnance Survey supply the co-ordinates that are used to plot an address within this system.

In the event of equi-distance applicants, or multiple births, any place will be allocated by random selection (lottery). This process will be conducted by a suitable person independent of the school.

Definitions

'Looked after' includes all those currently in the care of or accommodated by a Local Authority under the terms of the Children Act 1989 and children who were previously in the care of or accommodated by a Local Authority but immediately after being looked after, became subject to an adoption, child arrangements order or special guardianship order.

Parent[s]/carer[s] – parent, guardian and others who have actual care of a pupil and whose address appears on the pupil benefit book or other legal agreement confirming the care of the pupil.

Sibling – the sibling connection, as well as a brother and sister will include half-siblings, adopted children, step-siblings or a child of the parent/carers partner. They must also be living at the same home address. Children who are brought together as a family by a civil partnership and who are living at the same address, are also considered to be siblings.

Home – must be the address where the pupil usually lives. Places cannot be offered on the basis of a possible future address. If you move to a different address but have not sold or given up the

period of time to allow and encourage the parents / carers to work with their existing school. Additionally we reserve the right to refuse admission for a reasonable period of time in order to collect information from the pupil's previous school to facilitate our planning and provision mapping to meet their individual needs with a personalised learning programme. Parents / carers should be aware that in order to ensure the correct provision for all pupils joining Oak Hill First School, previous school (s) will be contacted to ensure a smooth transition.

Admission of children outside the normal age group

Parents may seek a place for their child outside of their normal age group. The governors will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They will also take into account the views of the Principal.

When informing a parent of their decision on the year group the child should be admitted to, the governors will set out clearly the reasons for their decision.

Where the governors agree to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age of a sibling or other pupils joining or leaving).