

**Oak Farm Junior School  
Admissions Policy  
Reviewed September 2017**

The school will only admit up to its approved admission number. This is set at 90 in each year group. This number is based on the actual capacity of the school as stated in the School Premises Regulations (1981) as approved by the DCSF and subsequently amended in 2002 by the LA Admission's Forum. The Governors are not prepared to admit more than 90 pupils as to do so would prejudice the efficient provision of education and the efficient use of resources within the school.

The criteria for admission to Oak Farm Junior School, as determined by the Governors, are:

1. Children in public care/ children who were previously in public care but immediately after being looked after become subject to an adoption residence, or a special guardianship order.
2. Year 2 pupils on the roll of Oak Farm Infant School at the point of the coordination of the Junior School process will have priority where admission is sought for the start of the autumn term following the child's seventh birthday. This is in accordance with the coordination of Junior School places.
3. Children with a long term medical or psychological condition which necessitates their attendance at Oak Farm Junior School rather than an alternative school. Details of that long term medical or psychological condition must be supported by a doctor's statement and must be disclosed at the time of application. Governors reserve the right to make further enquiries regarding an application made on medical grounds. If you apply for a place on such grounds it will be deemed that you have given consent to such enquiries being made. A signed consent form under the Access to Medical Records will be required. Please note that Oak Farm Junior School has no special provision for children with a medical condition which cannot be offered by other schools in the locality. The application must explain clearly the extra provision provided by Oak Farm which is the basis of the application.
4. Where a member of the immediate family, living permanently at the same address, has a long term medical or psychological condition which necessitates the child's attendance at Oak Farm Junior School rather than an alternative school. Details of that long term medical or psychological condition must be supported by a doctor's statement and must be disclosed at the time of application. Governors reserve the right to make further enquiries regarding an application made on medical grounds if you apply for a place on such grounds it will be deemed that you have given consent to such enquiries being made. A signed consent form under the Access to Medical Records will be required. Please note that Oak Farm Junior School has no special provision for children with a medical condition which cannot be offered by other schools

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in the locality. The application must explain clearly the extra provision provided by Oak Farm which is not available at alternative local school(s).

5. Children who will have a sibling living in the same household attending Oak Farm Infant or Junior School. Sibling means a brother and sister, half brother or sister, step brother or sister, with at least one parent in common or an adopted brother or sister. Cousins or childminder's children with whom the child may have grown up do not qualify. Older brothers or sisters who will have left the Junior School by the time the applicant is due to start full-time in school will not be considered under the sibling factor.
  
6. Distance measured in a straight line from the school office to the permanent address (the address point set by Ordnance Survey) of the child where he/she lives with his/her parent(s) or guardian(s). The address of other relations or other adults responsible for day-time child care is not permissible. In the case of multi-occupancy of one building, places will be allocated in ascending order of dwelling numbers. The relevant address used by the school for admission purposes is the child's permanent home where he/she lives with his/her parent or guardian. Grandparents or childminders addresses will not be considered even though the child may be cared for during the day at that address.

**Note:**

Should the Governors discover that any information provided is inaccurate and/or the address offered is not the bona fide home address, they reserve the right to withdraw the offer of a place in the school.

**Waiting List**

The Governing Body will maintain a waiting list of applicants. Children will be placed on the waiting list in accordance with the criteria stated above, in the following priority:

1. Children on the waiting list held by Oak Farm Infants School will be automatically transferred onto the junior school waiting list. Their initial position on the list will be decided by the above criteria but will then be subject to adjustment in line with 2) below
  
2. The waiting list will be reviewed and adjusted whenever there is any addition to the list or relevant change to the circumstances of applicants already on the list. The list will be maintained in priority order according to admissions criteria nos 1 - 6

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**Special Provisions**

Where there are twins or multiple births on the waiting list or applying to enter the school and there is only one place available; all children from that particular multiple birth, will be admitted even if it takes the numbers in a year group above 90.

This provision is without prejudice to the Governors intention to admit no more than the standard number of pupils in each year under the admissions criteria.

**Appendix:**

**In-Year Admissions**

Applications for in year admissions can be made either through Oak Farm Junior School direct or as a preference on the In Year Application Form from the Local Authority (LA). If a place is available in the appropriate year group, an offer will be made to the family. If there are no places available they will be placed on a waiting list.

The governors have given authorisation for the school to offer out places without consultation.

The waiting list will be maintained by the Governing Body in the order of the oversubscription criteria and not in the order in which applications are received.

When a place becomes available we will contact the family at the top of the list and inform the parent that an offer is being made on behalf of the Governing Body.

**Admission Appeals**

Parents have a statutory right of appeal against the decision of the Governing Body not to admit their child. Where a place cannot be offered, the parent will be advised of their right of appeal and the appropriate paperwork dispatched.