



# **Admissions Policy 2021/2022**

# **Admissions Policy – Oasis Academy Mayfield 2021-2022**

## **1 Introduction**

1.1 This document sets out the admission arrangements for Oasis Academy Mayfield. 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 Mayfield 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 2020/21 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 those listed at paragraph 11.2 below. 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 those bodies listed at paragraph 11.2.

## **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.

4.1 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:

- September - The Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (eg in September 2015 for admission in September 2016). 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 - CAF to be completed and returned to the LA to administer.
- 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.

## **5 Consideration of applications**

5.1 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.

## **6 Procedures where the Academy is oversubscribed**

6.1 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. 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. See 8.1 for more details.

## **7 Operation of waiting lists**

7.1 The waiting list for Oasis Academy Mayfield is held and maintained by Southampton City Local Authority.

For more information on the waiting list, please visit <https://www.southampton.gov.uk/schools-learning>

## **8 Arrangements for appeals panels**

8.1 All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Appellants should contact <https://www.southampton.gov.uk/schools-learning> for information on how to appeal and for the timetable for appeals.

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

9.1 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.

9.2 A designated number of 180 students applies to Year Groups 7 to 11. However, within the exceptional circumstance set out in paragraph 3.32 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.

## **10 Annual procedures for determining admission arrangements**

10.1 The Academy shall consult each year on its proposed admission arrangements.

10.2 The Academy will consult by 1st March:

- Southampton LA.
- Southampton Admissions Forum.
- Any other admission authorities for primary and secondary schools located within the relevant area for consultation set by the LA.
- Any other governing body for primary and secondary schools (as far as not falling within the above) located within the relevant area for consultation.
- Parents/ carers in the relevant area for consultation whose children have attained the age of two but are not above compulsory school age and who are or will be eligible to apply to be admitted to the Academy.
- Community groups which the Academy considers relevant.
- Teaching Unions (if the consultation includes an increase in admissions number).
- The Sponsor for the Academy (Oasis Community Learning).

10.3 Following consultation, the Academy will consider comments made by those consulted. The Academy will then determine its admission arrangements by 15th April of the relevant year and notify those consulted what has been determined.

## **11 Publication of admission arrangements**

11.1 The Academy will publish its admission arrangements each year once these have been determined by:

- Copies being sent to primary and secondary schools in the LA.
- Copies being sent to the offices of the LA and consultees in 10.2 above.
- Copies being made available without charge on request from the Academy.
- Copies being sent to public libraries in the area of the LA for the purposes of being made available at such libraries for reference by parents/carers and other persons.

11.2 The published arrangements will set out:

- The name and address of the Academy and contact details
- A summary of the admissions policy, including oversubscription criteria
- A statement of any religious affiliation
- Numbers of places and applications for those places in the previous year
- Arrangements for hearing appeals

## **12 Representations about admission arrangements**

12.1 Where any of those bodies that were consulted, or that should have been consulted, make representations to the Academy about its admission arrangements, the Academy will consider such representations before determining the admission arrangements.

12.2 Where the Academy has determined its admission arrangements and notified all those bodies whom it has consulted and any of those bodies object to the Academy's admission arrangements they can make representations to the Secretary of State. The Secretary of State will consider the representation and in so doing will consult the Academy. Where he judges it appropriate, the Secretary of State may direct the Academy to amend its admission arrangements.

12.3 Those consulted have the right to ask the Academy to increase its proposed Published Admissions Number for any year. Where such a request is made, but agreement cannot be reached locally, they may ask the Secretary of State to direct the Academy to increase its proposed Published Admissions Number. The Secretary of State will consult the Academy and will then determine the Published Admission Number.

12.4 In addition to the provisions at paragraphs 12.1, 12.2 and 12.3, the Secretary of State may direct changes to the Academy's proposed admission arrangements and, in addition to the provisions above, the Secretary of State may direct changes to the proposed Published Admissions Number.

## **13 Proposed changes to admission arrangements by the Academy after arrangements have been published**

13.1 Once the admission arrangements have been determined for a particular year and published, the Academy will propose changes only if there is a major change of circumstances.

13.2 In such cases, the Academy must notify those consulted under paragraph 10.2 above of the proposed variation and must then apply to the Secretary of State setting out:

- The proposed changes
- Reasons for wishing to make such changes
- Any comments or objections from those entitled to object

## **14 Need to secure Secretary of State's approval for changes to admission arrangements**

14.1 The Secretary of State will consider applications from the Academy to change its admission Arrangements only when the Academy has notified and consulted on the proposed changes as outlined in 10.2.

14.2 Where the Academy has consulted on proposed changes the Academy must secure the agreement of the Secretary of State before any such changes can be implemented. The Academy must seek the Secretary of State's approval in writing, setting out the reasons for the proposed changes and passing to him any comments or objections from other admission authorities/other persons.

14.3 The Secretary of State can approve, modify or reject proposals from the Academy to change its admission arrangements.

## **15 Admission records**

15.1 Records of applications and admissions shall be kept by the Academy for a minimum period of ten years and shall be open for inspection by the Secretary of State.