Oak Academy

Admissions Policy

2026-27

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1. Statement of Intent

1.1 Arrangements for applications for places at Oak Academy operate within the Bournemouth agreed scheme for coordinated admission arrangements 2026-27

1.2 The Academy Trust will consider all applications for places at Oak Academy. Where fewer than the published admission number(s) for the relevant year groups are received, the Academy Trust will offer places at Oak Academy to all those who have applied.

2. Admission numbers

2.1 The published admission numbers for the Academy for the year 2026 27 are:

- 180 places for young people in Year 7.

3. Oversubscription criteria

3.1 Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below.

3.2 After the admission of young people with Education, Health and Care Plans where Oak Academy is named on the plan, the criteria will be applied in the order in which they are set out below:

a. A 'Looked After Child' or who was previously a 'Looked After Child' (as defined by the School Admissions Code)
b. Children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.
c. Children of staff at Oak Academy, 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 is made, or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
d. Children who live in the Academy's catchment area who have a sibling who is already on the roll of the Academy and will continue to attend the Academy at the time of admission.
e. All other children who live in the Academy's catchment area
f. Children who live outside the Academy's catchment area who have a sibling who is already on the roll of the Academy and will continue to attend the Academy at the time of admission.
g. All other children.

4. Waiting List

4.1 Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the Academy will operate a waiting list for each year group.

4.2 Where in any year Oak Academy receives more applications for places that there are places available, a waiting list will operate until 31 December.

4.3 The waiting list will be maintained by the Academy Trust, 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.

4.4 Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out for entry to Year.

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

5. In year admissions

5.1 The local authority coordinates admissions for in-year application and for applications for year groups other than the normal point(s) of entry.

5.2 This will not affect the Academy's right to determine which applicants have priority for admission.

5.3 Subject to any provisions in the coordinated admission, arrangements relating to applications submitted for years other than the normal year of entry, the Academy Trust will consider all such applications and if the year group applied for has a place available it will offer a place.

5.4 If more applications are received than there are places available, the oversubscription criteria for Year 7 will apply.

5.5 Parents whose application is turned down will be entitled to appeal the decision.

6. Looked after Children

6.1 A 'Looked After Child' means any child who is in the care of a local authority in accordance with Section 22 (1) of the Children Act 1989.

6.2 A Child who was 'previously a Looked After Child' means a child who after being Looked After became subject to an Adoption Order under the Adoption Act 1976 or under Section 46 of the Adoption and Children Act 2002, a residence Order or Child Arrangement Order under Section 8 of the Children Act 1989.

6.3 Applications can be asked to provide additional evidence in order to verify the previously looked after status of a child. It is the discretion of the Academy what evidence is required. The final decision will be made by the Academy.

6.4 If any information supplied by an applicant is judged by the Academy to be fraudulent or intentionally misleading, the Academy may refuse to offer a place, or if already offered, may withdraw the offer.

7. Children who appear to have been in state care outside of England

7.1 A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

7.2 Applicants can be asked to provide additional evidence in order to verify the previously looked after status of a child. It is at the discretion of the Academy what evidence is required. The final decision will be made by the Academy.

7.3 If any information supplied by an applicant is judged by the Academy to be fraudulent or intentionally misleading, the Academy may refuse to offer a place, or if already offered, may withdraw the offer.

8. Applications for a place in any year group other than a young person's correct age-related National Curriculum year group

8.1 Applications for young people to be educated outside their normal national curriculum year group will be considered by a specialist panel, comprising of:

- The Vice Principal for Inclusion and Behaviour
- A member of the Local Advisory Board
- The Principal

8.2 Applicants must provide with their application form the following information in support of their request:

1. Clear, documented evidence that to place the young person in his/her normal age group would be detrimental to his/her educational progress or likely exam performance.
2. Clear evidence that it would not be detrimental to the interests of the young person's social and emotional development to be placed in a different year group.
3. Clear evidence that the young person has previously been placed in a different year group and this has had positive benefits.

8.3 A young person would need to meet criteria 1 and 2 above in all cases, for agreement of an out of year group admission. The existence of criteria 3 would serve to strengthen a case.

9. In year fair access

9.1 All the admission authorities in Bournemouth have established an in year fair access protocol. The purpose of the protocol is to ensure that – outside the normal admissions round – unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible.

9.2 Cases are considered by a panel comprising Principals and/or their representatives. Decisions of the panel may mean that the academy might have to admit young people which could result in the Published Admission Number being exceeded.

10. In year admissions – Looked after children and previously looked after children

10.1 A Looked After Child or previously Looked After Child may be admitted to the academy above the Published Admission number if it is felt by the academy, in consultation with the local authority that the academy is the most appropriate placement to meet the needs of the individual child.

11. Applications from separated parents

11.1 Only one application can be considered for each child.

11.2 Where parents/carers are separated it is essential that agreement is reached by both parties concerning the nominated preferred schools.

11.3 Where a child spends part of their week with one parent and part with the other, only one address can be used. This must be the address at which the child spends most of their time during term time.

11.4 Applicants can be asked to provide additional evidence in order to verify addresses and/or other details provided. It is at the discretions of the academy what evidence is required. Evidence may include but not limited to:

- Child benefit
- GP registration
- Evidence of home ownership/tenancy

11.5 The final decision on the home address of a child will be made by the academy. If any information supplied by an applicant is judged to be fraudulent or intentionally misleading, the academy may refuse to offer a place, or if already offered, may withdraw the offer.

12. Applications for young people of multiple births

12.1 If there are insufficient places to accommodate all of the young people of a multiple birth (i.e. twins, triplets etc.) if one young person can be admitted then the other siblings of the multiple birth will be admitted over the academy's Published Admission Number.

13. Withdrawing an offer of a school place

13.1 The academy may withdraw the offer of a place if it is considered that:

- The offer of a place was obtained using fraudulent or intentionally misleading information.
- A parent/primary carer fails to respond to an offer within a reasonable timescale.
- A place was offered by the Academy Trust, not the Admission Authority in error.

14. Home address

14.1 The home address where a child lives is a residential property that is the child's main or only address during term time. Applicants can be asked to provide additional evidence to verify addresses and/or other details provided.

14.2 It is at the discretion of the academy what evidence is required, evidence may include, but not limited to:

- Child benefit
- GP registration
- Evidence of home ownership/tenancy

14.3 The final decision on the home address of a child will be made by the academy. If any information supplied by an applicant is judged by the school to be fraudulent or intentionally misleading, the school may refuse to offer a place, or if already offered, may withdraw the offer.

15. Definition of siblings

15.1 Sibling means:

- A full brother or sister who lives with one or both parents or carers in the same property during the school week.
- A half-brother or half-sister who lives with one or both parents or carers in the same property during the school week.
- An adoptive brother or sister who lives with one or both parents or carers in the same property during the school week.
- A foster brother or sister who lives with one or both parents or carers in the same property during the school week.
- Non-blood related children who, together, all live with one or both parents or carers in the same property during the school week.

16. Distance measurements

16.1 The distance from home to school is measured using the shortest, safe and practicable walking route using the centre line of roads and footpaths (excluding paths identified for the sole use of bicycles i.e. cycleways). Roads and footpaths measured are normally public. If your property is only accessible via a private road or footpath, this road or footpath may be included in the measurement.

16.2 The starting point for the measurement is taken from your home address. This has been geolocated using the geocoded address point obtained from the local authority's Local Land and Property Gazetteer. The total distance measured is a combination of 2 measurements using 3 points:

1. Geocoded home address point -to-
2. Centre of nearest road/footpath -to-
3. Nearest approved school access point that is for use by pupils

16.3 All measurements are obtained from the local authority's Admission System. The GIS maps used are provided by Ordnance Survey and represent the position as at the beginning of the annual admission cycle i.e. September in the year prior to admission. Any alterations to Ordnance Survey map references, footpaths or roads added after this time will not be taken into consideration. No measurements obtained through other sources) e.g. search engines, mapping systems) will be accepted.

17. Young persons of equal priority

17.1 If there are insufficient place to accommodate all applicants and the distance criterion is used, the academy will use random allocation for applicants living an equal distance from the school (up to three decimal points) or at the same address or in the same block of flats who are eligible for the remaining places.

17.2 Applicants will have their names drawn as lots to see who should be offered the place(s). The person drawing the names will be an employee of the academy who is not involved in the school admissions process.

Appendix 1 – Admissions Protocol

Timeline	Action	By Whom
Day 1	• Email received from LA. Information on student taken from SAM • EBI & MEV to discuss • EBI recommends course of action • Contact current school if MM is more appropriate	MEV
Day 1-2	• Any necessary information passed to SENDCO and SG team if applicable • Contact to be made with new starter to arrange tour – date confirmed to EBI/MEV • MEV to update on the monthly admissions/leavers report in TEAMS • Where a placement is refused: Refusal sent to BCP through SAM	MEV
Day 2-4	• During tour/meeting – go through expectations of Oak Academy and to discuss any highlighted issues • DMA to attend meeting if this is for an EAL student • If offering a place at this time – admissions pack to be given and requested for next day and return to reception and given to MEV • Phone call to be made by appropriate staff member as a follow up e.g. Mental health – MGA • Email to be sent to HOY's to confirm that a place has been offered	MEV/KTR MEV Inclusion Team MEV
Monday – Week of assessment	• MEV to email HOY, CALS, LCA, DMA and DFI details of students and input names on to the admissions tracker within the admission area of Teams, date when above email was sent and date student added to Arbor	MEV
Tuesday – Assessment day	• Student is met at reception and taken to SSC to complete assessments • CAT testing – all year groups • Years 7-9 – Star test, accelerated reader • Years 10-11 – Access test, written test paper – 1 hour • Maths assessment • DMA to mark the assessment and add reading age to the admissions tracker. Maths assessments to be sent to KPR • Student escorted to reception after completing assessments and forms	DMA
Prior to admission day	• Email to be sent to relevant staff with information on new starter • Inform student buddy to meet at receptions at 8.30am	HOY/MEV
Admission day	• Buddy to meet new student in reception at 8.30am • Monitoring report provided and clear instructions given with regard to when and where this report should be shown • Feedback given to parent/carer and logged on Arbor • DMA to meet EAL students, introduce to buddy and provide timetable, planner etc.	HOY or Inclusion team HOY
Managed move students	• As soon as HOY are aware of a request form an individual school email EBI to confirm if this will be agreed • EBI to agree with DFI	HOY EBI

	• IYFA agreed student information to be emailed to appropriate HOY cc'd to EBI and MEV where relevant • IYFA MM origin school to be contacted and a meeting to be arranged • Student to be invited in for testing, as for other new students • Paperwork to be passed to MEV to return to LA after meeting • Email sent to core CALS for setting • Students to start 5 days after initial meeting	DFI HOY HOY
EHE	• Students must have a meeting/phone call prior to entry to discuss their re-integration to school life • Any referrals needed must be completed before/as soon as the student commences	HOY/FLO
IYFA	• Student refused from Oak and referred to IYFA. In consultation with DFI	MEV
CTF files	• The electronic files are requested on the day the student goes on roll, i.e. their first day at the school/admission date • KS2 data is taken from the CTF file. If there is no KS2 data, 'Key to Success' is used	MEV PBA
EAL Students	• Students who do not have a CTF file will be placed in middle bands and receive Target Pathways of Secure at KS3.	PBA