



# Oak Academy

## **ADMISSIONS INFORMATION PACK**

This booklet contains important information for parents and carers. Please read this before completing the enclosed Admission Data Collection Form. Please also use the Oak Academy A-Z handbook for further details of what life is like for Students at Oak Academy.

**Please retain this booklet for reference.**

- Section 1 Free School Meals application guidance.
- Section 2 What is Parental Responsibility and who has it?
- Section 3 Attendance Information
- Section 4 Using Images of Children conditions of use
- Section 5 Oak Academy & Ambitions Academies Trust contact information

High **Expectations** lead to High **Achievers**

## Online Free School Meals Application Guidelines

### Who is eligible for Free School Meals

Your child might be able to get free school meals if you get any of the following:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

If your child is eligible for and gets free school meals on or after 1<sup>st</sup> April 2018, they will remain eligible until 31 March 2022.

If you are eligible for free school meals this will enable Oak Academy to access The Pupil Premium Grant. This grant must be spent by your child's school to help eligible pupils reach their full potential, both academically and socially. Oak Academy will decide how best to spend this.

### How to Apply for Free School Meals

You can apply for free school meals online through our provider, Online Free School Meals (OFSM), by clicking on or typing the following link into your browser: <https://www.cloudforedu.org.uk/ofsm/sims>

To complete an application, you will need to provide:

- Your own name and date of birth
- Contact details
- National Insurance Number or National Asylum Seekers Number
- Child's name and date of birth
- School your child is attending/will attend.

If you have any questions or need help, please contact Oak Academy or our Data Office on [FSM@leaf.bournemouth.sch.uk](mailto:FSM@leaf.bournemouth.sch.uk).

### Your Application Outcome

When you have completed and submitted your application, the outcome will be instantly displayed at the top of the summary page in either a red or green box (please see below). The notification in this box will let you know whether your application has been successful (confirmed) or if further evidence is required (not confirmed). If you have selected email as your primary communication channel, you will also receive an email notification directly from the OFSM website.

## Eligible (Confirmed)



The eligibility check has confirmed that the parent/carer meets the eligibility criteria.

Your application reference is [REDACTED]. The reference can be used to re-apply later and for any other communication with the Local Authority about Free School Meals.

If your information has been found in the OFSM database to be eligible you will not have to contact Oak Academy. You will receive an email from the academy notifying you of the outcome and the academy catering department will also be notified. We aim to process this as quickly as possible but please allow two school days from the application submission date for our system to be updated.

## Not Found (Not Confirmed)



The eligibility check has not confirmed that the parent/carer meets the eligibility criteria. It may not mean that the parent/carer is not entitled to free school meals for their children.

### Inaccurate information ?

1. Check that the parent/carer's details are accurate. For example, a first name rather than a surname has not been used.
2. Check that the parent/carer's information show the details of person in receipt of the qualifying benefits.
3. If there is more than one person in the household in receipt of the qualifying benefits, check the eligibility of both.

If your information was not found in the OFSM database, you will need to provide evidence of your eligibility to Oak Academy. You will receive an email from the academy within two days to notify you of the outcome and to remind you to bring evidence documentation to Oak Academy reception. You can find a list of accepted evidence documents on the first page of this guide.

Please ensure that your evidence document is dated within the past three months from the submission date of your free school meals application and includes all the pages that were originally supplied (the document will usually indicate how many pages are included). Please note that it is the responsibility of the applicant to provide evidence to Oak Academy. Your application will become unsuccessful if you do not provide evidence within four weeks of the submission date of your free school meals application.

Please take evidence documents to Oak Academy reception to be copied. These will be passed on to our free school meals administrator and checked within two school days.

Should your evidence meet the eligibility criteria as outlined above, your application status will be updated to eligible and your application will be processed in the same way that eligible applications are processed - outlined above under the heading 'Eligible (Confirmed)'.

Should your evidence not meet the eligibility criteria as outlined above, your application status will be updated to 'not eligible'. You will be able to reapply at any point in the future should your circumstances change.

## Service is Down



The eligibility check cannot not be done because the service is down.

But your application has been saved and the eligibility check will be done as soon as possible.

Please note the reference of the application : [REDACTED]. The reference can also be used to re-apply later or for any other communication with the Local Authority about Free School Meals.

You may print your application . You can make an application for another child .

On some occasions you may receive the notification that the service is down. This is usually because essential maintenance is being carried out on the website. Your application will have been saved and will be processed as soon as the system is back in working order. You will receive an email to notify you of the outcome of your application.

## Notification of Change in Circumstance

You agree to inform Oak Academy immediately if your benefit stops or if any Tax Credit is reissued. You also agree to inform Oak Academy if you change your address or if your circumstances change.

You will be asked to reapply annually to ensure your entitlement to Free School Meals is correct.

## View Submitted Application

You can view an ongoing or previous application by entering your application reference number and date of birth into the 'Previous application' section on the home page of the OFSM website.

## Further Information

Should you have any questions or require assistance with your application, please contact Oak Academy or the data office on [FSM@leaf.bournemouth.sch.uk](mailto:FSM@leaf.bournemouth.sch.uk).

## **UNDERSTANDING PARENTAL RESPONSIBILITY**

Please read this information and ensure that the parental responsibility information you supply to Oak Academy is correct.

### **What is parental responsibility?**

Parental Responsibility is a legal term that means having all the legal rights, duties, powers and responsibilities for a child (a child is a person under the age of 18).

The following is advice from the GOV.UK website.

### **Who has parental responsibility?**

A mother automatically has parental responsibility for her child from birth. A father usually has parental responsibility if he's either:

- married to the child's mother or
- listed on the birth certificate (after a certain date, depending on which part of the UK the child was born in).

If the parents of a child are married when the child is born, or if they've jointly adopted a child, both have parental responsibility. They both keep parental responsibility if they later divorce.

You can apply for parental responsibility if you don't automatically have it.

### **Births registered in England and Wales**

An unmarried father can get parental responsibility for his child in 1 of 3 ways:

- jointly registering the birth of the child with the mother (from 1 December 2003)
- getting a parental responsibility agreement with the mother
- getting a parental responsibility order from a court

### **Births registered in Scotland**

A father has parental responsibility if he's married to the mother when the child is conceived, or marries her at any point afterwards.

An unmarried father has parental responsibility if he's named on the child's birth certificate (from 4 May 2006).

### **Births registered in Northern Ireland**

A father has parental responsibility if he's married to the mother at the time of the child's birth.

If a father marries the mother after the child's birth, he has parental responsibility if he lives in Northern Ireland at the time of the marriage.

An unmarried father has parental responsibility if he's named, or becomes named, on the child's birth certificate (from 15 April 2002).

## **Births registered outside the UK**

If a child is born overseas and comes to live in the UK, parental responsibility depends on the UK country they're now living in.

## **Same-sex parents**

### **Civil partners**

Same-sex partners will both have parental responsibility if they were civil partners at the time of the treatment, e.g. donor insemination or fertility treatment.

### **Non-civil partners**

For same-sex partners who are not civil partners, the 2nd parent can get parental responsibility by either: applying for parental responsibility if a parental agreement was made becoming a civil partner of the other parent and making a parental responsibility agreement or jointly registering the birth

## **Apply for parental responsibility**

If you're not the mother, you can apply to court to get parental responsibility. You need to be connected to the child, e.g. as their father, step-parent or 2nd female parent.

More than 2 people can have parental responsibility for the same child.

For more advice please visit <https://www.gov.uk/parental-rights-responsibilities>

## **ATTENDANCE INFORMATION**

### **Our expectation of 100% Attendance and Punctuality allows students to become High Achievers.**

All students from Year 7 to Year 11 are expected to arrive at the Academy between 8.20-8.30am. Please be advised that colds, coughs and general bugs should only require 24 hours recuperation. Should your child require a longer absence, then a GP appointment would be advisable. We would always advocate that a student is sent into the Academy, even when feeling under the weather.

Please be aware that Oak Academy does not authorise holidays taken during the Academic school year as per Department for Education guidelines.

### **Rewards**

The rewarding of student achievement lies at the heart of Oak Academy's rewards and sanctions policy. Students receive Reward points in Years 7 – 11. We celebrate success every half term with a rewards assembly. Postcards, texts and letters home are also sent out regularly to inform parent/carers. Reward events can take place and canteen vouchers are frequently given for either positive attendance, effort or progress. Badges are given to students who excel in particular areas such as learning, sport and through their work on behalf of the academy community.

### **Absence Statistics**

Children with over 96% attendance are more likely to gain 5 or more A-C GCSEs or any qualifications.

Children with less than 85% attendance are unlikely to gain 5 A-C GCSEs or any qualifications.

10 days absence (approx. 3 days per term) = 96% attendance  
19 days absence (approx. 6 days per term) = 90% attendance  
29 days absence (approx. 10 days per term) = 85% attendance  
38 days absence (approx. 13 days per term) = 80% attendance  
47 days absence (approx. 16 days per term) = 75% attendance

### **Lost Minutes = Lost Learning**

Being frequently late for school also adds up to lost learning.

5 minutes late per day = 3 lost learning days a year  
10 minutes late per day = 6.5 lost learning days a year  
15 minutes late per day = 10 lost learning days a year  
20 minutes late per day = 13 lost learning days a year  
30 minutes late per day = 19 lost learning days a year

## Use of Images – Further Information for Parent/Carers

### Consent

In the Admission Data Collection Form, we ask for your consent to occasionally take and use photos and videos of your child. Below are details of the conditions of use for all images for you to retain for reference.

- The consent is valid for five years from the date you sign the form, or for the period of time your child attends this school. The consent will automatically expire after this time.
- We may re-use photographs or recordings after your child leaves this school unless you tell us otherwise.
- We will not use the personal details or full names (which means first name and surname) of any child or adult in a photographic image on video, on our website, in our school prospectus or in any of our other printed publications without good reason. For example, we may include the full name of a student in a newsletter to parents if the student has won an award.
- If we name a student in the text, we will not use a photograph of that child to accompany the article without good reason.
- We will not include personal email or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.
- We may include pictures of students and teachers that have been drawn by students.
- We may use group or class photographs or footage with very general labels, such as “a science lesson” or “making Christmas decorations”.
- We will only use images of students who are suitably dressed, to reduce the risk of such images being used inappropriately.

#### **Please note:**

- Websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.
- The press are exempt from the Data Protection Act and may want to include the names and personal details of children and adults in the media.

## Oak Academy and Ambitions Academy Trust Information

Oak Academy is part of Ambitions Academies Trust (AAT). AAT comprises schools from all sectors: mainstream (primary and secondary) and special. AAT secures outstanding achievement and improved life chances of all its pupils. All our Academies have high expectations as the focus of their work. We are strongly committed to supporting colleagues in developing their careers further and offer excellent CPD opportunities.

#### **Oak Academy**

Duck Lane, Bournemouth, Dorset, BH11 9JJ  
T: 01202 774600  
E: [kgalton@leaf.bournemouth.sch.uk](mailto:kgalton@leaf.bournemouth.sch.uk)  
Website: <https://www.oak-academy.co.uk/>

#### **Ambitions Academy Trust**

Evering Avenue, Poole, Dorset, BH12 4JG  
T: 01202 736269  
E: [reception@aat.education](mailto:reception@aat.education)  
Website: <http://www.ambitions-academies.co.uk/>