



Osborne
Co-operative Academy Trust

Self-help
Self-responsibility
Equity
Equality
Democracy
Solidarity

**Policy: Determined Admissions Arrangements
2020-2021**

Approved by Trust Board

Review Frequency: Annual

Osborne Co-operative Academy Trust

Determined Admissions Arrangements - Primary

These arrangements apply to the Primary schools operated by Osborne Co-operative Academy Trust, namely Arthur Bugler, East Tilbury Primary School, Horndon on the Hill Primary School, Stanford-le-Hope Primary School and Thameside Primary School.

If a school is oversubscribed, places are allocated in accordance with the school's published admission criteria (also known as admission policies or admission arrangements.)

The admission authority for a school or academy must set admission arrangements annually.

For the above named schools, the admission authority is Osborne Co-operative Academy Trust.

Oversubscription criteria

When there are fewer applications for places in a particular school than the published admission number for that school all legitimate applications will be met with the offer of a place there.

Where there are more applicants than places, the following oversubscription criteria (admission criteria) will be used for deciding which applications have priority. These criteria are set out below in the order in which they are applied.

1. **Children looked after and previously children looked after**– Children in public care and children previously looked after will automatically be given first priority over other categories where priority is claimed on the application form and validated by the local authority.
2. **Special reasons** – Priority for admission may be given where there are exceptional social, medical or educational reasons for admission to a particular school. These reasons must be supported by evidence from a relevant professional (e.g. a doctor or a social worker) and must be submitted with the application for admission. The purpose of this criterion is to give priority to pupils with a specific need that can be met specifically at one school rather than another. The threshold for a successful application under this criterion is high and such cases are likely to be rare since all schools are able to offer support and facilities for a wide range of needs.
3. **Catchment area siblings** – Children whose normal place of residence is in the catchment area of the school at the closing date for applications, and who will have a sibling at the school at the point of admission, in distance order with those living closer having higher priority.
4. **Catchment area children** – Children whose normal place of residence is in the catchment area at the closing date for applications in distance order with those living closer having higher priority.
5. **Children of staff** - children who live with parents, carers or guardians employed by Osborne Co-operative Academy Trust.
 - i) where the member of staff has been employed by the trust (or predecessor school)

for two or more years at the time at which the application for admission to the school is made, and/or
ii) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

6. **Non-catchment area siblings** –Children whose normal place of residence is outside the catchment area of the school at the closing date for applications and who will have a sibling at the school at the point of admission in distance order with those living closer having higher priority.
7. **Non-catchment area children** –Children whose normal place of residence is outside the catchment area at the closing date for applications in distance order with those living closer having higher priority.

Further information about admission criteria

Distance

The distance measurement used is the shortest straight line distance from home to school. For most schools the straight line distance measurement is taken from the front door of the home address to the main school gate. Addresses within the same apartment block will be regarded as a tie and resolved using the tie breaker.

Siblings

For the purpose of allocating places siblings will be defined as:

- full siblings living at the same address
- step siblings living at the same address
- half siblings living at the same address
- long-term foster siblings living at the same address at the date of application

Children attending a school nursery class

Admission to or attendance at a school nursery class does not guarantee, or give any priority, for admission to the main part of a primary or infant school.

Multiple births

When there are not enough places remaining in a particular criterion to allow all children from a multiple birth to be admitted within the published admission number, the local authority will admit the others as excepted pupils in the terms of the infant class size legislation so as to allow all children from that multiple birth to attend the same school.

Tie breaker

In circumstances where more than one child is entitled to the same place the place will be offered using the random allocation system (a lottery). This process will be administered by the school admissions service and supervised by an independent witness.

Other offers

Applications that are not met with an offer of a preferred school will receive an offer at the catchment school if there are vacancies or at the next nearest school with vacancies. Distance measurement used to assess the next nearest school is shortest walking distance.

The Admissions Process

In line with other Thurrock schools and academies, Osborne Co-operative Academy Trust are part of the Local Authority's co-ordinated admissions arrangements. Thurrock Council administer the application and offers of places on our behalf.

Arrangements for September 2020 Admissions

If you have a child who was born between 1 September 2015 and 31 August 2016, you must apply for a school place for September 2020. Even if you do not want your child to start full time schooling until reaching statutory school age in the term following their fifth birthday you should apply now and defer admission.

When do I need to apply?

The application round for primary schools opens in November and closes mid-January, exact dates will be published on Thurrock Council's website nearer the time. You can apply from 2 November 2019. In order to maximise your chances of being offered one of your preferred schools you are strongly advised to get your application in on time.

How do I apply? The easiest way to apply is online.

Go to thurrock.gov.uk/admissions and follow the instructions on screen. If you do not have internet access at home you can still apply online at your local library or at the council offices in Grays. Once you have created your own personal account you will be able to complete an application, review, amend and submit it online. You will also get an automatic confirmation that your application has been received. Once you have submitted your application online, if you make any changes e.g. change preference order, you must re-submit the application. If you change your email address you must notify the Admissions Team at school.admissions@thurrock.gov.uk

Information for parents applying for a Primary school place Apply online at thurrock.gov.uk/admissions