



Striving for Excellence: *step-by-step*

One Degree Academy

Admissions Policy

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Introduction

1. This document sets out the admissions arrangements for One Degree Academy
2. One Degree Academy is an all-through, publicly funded, co-educational, independent, non-denominational, non-selective Academy for local children
3. Responsibility for the admission of students rests with the Governing Body. All applications for places at the Academy will be considered in accordance with the Admissions Code and with the academy-specific criteria set out below. In year admissions will be handled by the school.
4. The Academy has a Published Admission Number (PAN) for the following year groups:
 - a. Nursery: 45 full-time equivalent places for three year olds (Places in the nursery school may be full time or organised on a part-time basis (mornings and afternoons) and 24 full time places for two year olds. Details will be provided on the academy website and may vary from time to time due to the capacity of the building and staffing levels
 - b. Primary (Reception): 90*
 - c. Secondary (Year 7): 90*

*Dependent on accommodation and opening One Degree Academy's Secondary Provision Pupil Admission numbers will be reviewed as part of determining admissions policy by the Governing body.

5. Nursery

- a. The nursery will adopt the same admissions arrangements as the rest of the academy, with the exception that no appeal will be allowed against the refusal of a place.
- b. It is important to note that attendance/enrolment in the nursery will be distinct and separate and have no relevance to attendance in the primary or other sections of the academy for which a separate application will have to be made in accordance Primary admissions arrangements. Having a sibling in Nursery is not recognised as part of the sibling oversubscription criteria.
- c. Oversubscription - If the nursery is oversubscribed, priority will be given to children with Education and Health Care Plans where the school is named. The remaining places will then be offered in accordance with the oversubscription criteria which applies to the academy as a whole (as described below).
- d. Waiting list - The nursery will keep a waiting list which will be used to fill casual vacancies occurring as a result of an enrolled child leaving during the academic year or withdrawing from a place that has been offered. The list will be compiled in accordance with the Admissions Code so that children will be ranked in line with the academy's oversubscription criteria (see below).

6. Primary

- a. The Primary section of the school has an agreed PAN of 90 pupils. Information about deferred entry is included below.
- b. Where the primary school is oversubscribed, the criteria for admission are as set out below.

7. Secondary

- a. One Degree Academy's Secondary Provision is dependent on a suitable site being found by The Department for Education. The Department continues to look for one and if located One Degree Academy will finalise admission arrangements. There are no current date for One Degree Academy's secondary provision to open. When it does, it is anticipated it will follow similar arrangements as its primary with the additional expectation that year 6 children will transfer automatically to year 7.
8. In order to ensure that children from the most disadvantaged backgrounds are able to access education at the school, One Degree Academy allocates a proportion of places to pupils eligible for the pupil premium at the time of their application to the school. The proportion is based on the average number of PPM children at local primary schools within a 1 mile radius of One Degree Academy's original permanent location of North Middlesex hospital. This is set at 34%.
9. All applications for places at the school will be considered in accordance with the arrangement set out below.
10. Children with a Education, Health and Care plan (EHCP) that names a school will be allocated a place before other children are considered. In this way, the number of places available will be reduced by the number of children with a statement that has named the school.
11. **Home Address:** The child's home address provided on the application must be the child's current permanent place of residence. We will not accept possible future addresses as a basis for allocating school places. If a family moves after submitting an application the School Admissions Team must be informed within two weeks of the move so that the application is considered using the correct address for school admission purposes. Every year there are cases where parents give false information about their home address to get a place at a particular school. Every effort is made to ensure that this does not happen because this can prevent genuine applicants from obtaining a school place. Where we are not satisfied as to the validity of an address or we consider this be an address of convenience, further investigations will be conducted. The Local Authority reserves the right to seek verification of the information parents have given on the application form and withdraw any offer or application made on the basis of inadequate, inaccurate or deliberately misleading information. Any application found to have misleading information will be invalid. If this is found after the closing date any subsequent application submitted will be processed as late.
12. **Address of Convenience:** An address of convenience is considered to be an address named on a school admissions application which is not the child's habitual residence and which increases the priority that the child will receive for admission to their preferred schools. A child's habitual residence is considered to be the place where the child permanently resides and where the family normally lives at the time of

application. It is for the admission authority to determine if, on the balance of probability, the address given on an application is the child's habitual residence. Some examples of the use of an address of convenience include but are not limited to the following:

- a. An applicant applies from an address where the child does not ordinarily reside. This includes a business address, a childminder's address or any other address including that of a family member or friend.
- b. A family purchases a new property or rents accommodation and uses this address in order to gain a school place, whilst continuing to own or rent an alternative property.
- c. A family owns a property which is or has previously been used as their home address and apply from another address in order to gain a school place, but still retains ownership of the initial property
- d. A family moves to live with someone else, often a relative/friend/partner, and uses this address in order to gain a school place whilst continuing to own or rent an alternative property.

13. We will not generally consider an address to be the child's habitual residence if the applicant owns or rents an alternative property that the child previously lived in. Where an applicant still owns or rents an address at which their child previously lived, they must explain and evidence the permanence of their house move. Renting out an owned property or putting it up for sale would not normally deem it unavailable to the family. A property would normally only be deemed unavailable to the family from the date it is sold but this would not alter the outcome of an application for a school place where the decision has already been made.

14. After consideration of the information provided, if we believe that an address of convenience has been used, the Local Authority will decide which address to use for the purpose of allocating a school place. Applicants may need to provide us with documentary evidence of their address. If they are not registered to pay council tax, either because they are not liable or have recently moved, they will be asked to provide:

- a. A mortgage statement/tenancy agreement and two of the following:
- b. Recent utility bill - gas/electricity/water/ TV licence
- c. Credit card statement
- d. Driving licence/Entitlement to benefits letter e.g. Child Benefit (pages 1&2)/Child tax credit/Housing benefit/Income support/ Jobseekers allowance
- e. Inland Revenue document
- f. Pay slip/P45/P60 (not more than 1 of these)
- g. Car/House Insurance certificate
- h. NHS medical card/GP registration
- i. Electoral register
- j. A letter confirming placement at your address from Social Services/National Asylum
- k. Support Service/United Kingdom Border Agency/Housing Department.

15. Any proof of address provided must show the full name and match the details provided at the time of application. Any supporting information not in English language must be accompanied by a certified translation. If we are not satisfied with the documentation provided, we reserve the right to ask for additional evidence of the address used for your application.

16. **Shared or Joint Residence:** Where a child lives with parents with shared responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to

determine which residential address should be used for the purpose of admission to school. If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week. Documentation to confirm the arrangement such as a residence order or other court order may be required. If this is not available or the School Admissions Team is not satisfied with this documentation, the school will consider the address of the parent who is in receipt of Child Benefit or if Child Benefit is not being received, the address at which the child is registered with a doctor (GP). A copy of the latest benefit entitlement notice or the child's medical card will be requested. We may also ask for further evidence if required.

17. Applications from overseas will only be accepted for children of families of UK Service Personnel and Crown servants. Families of UK Service Personnel and other Crown Servants are subject to frequent movement within the UK and from abroad. An official letter from MOD, FCO or GCHQ should be submitted with the application detailing relocation date and a unit postal address or quarters in Enfield and we will arrange for that address to be used throughout the admissions process. Children of Service personnel will not be disadvantaged in the admissions process.
18. The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round, the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the local authority and the Governing Body for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.
19. Applications to One Degree Academy should be made on the Common Application form for September Reception Admissions. Applicants may also complete the Supplementary Information Form and submit it to school. For in year admissions, applicants should complete the in year admissions form and submit it directly to the school.

Oversubscription criteria and procedures

20. The school will admit pupils with an Education, Health and Care plan which names the school. If you want the LA to issue a plan for your child which names this school or your child has such a plan, you do not apply for a place at One Degree Academy under this policy. Instead, you must contact your local authority who will advise you on the procedure to follow.
21. In the event that the school is over-subscribed, the governing body will prioritise applications according to the following criteria:
 - a. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, child arrangements order, or special guardianship order¹.

¹ Looked after children are children who, at the time of making an application to a school, are:

In the care of a local authority, or

Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked after children are children who were looked after, but ceased to be so because they:

Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or

Became subject to a child arrangements order, or

Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted

- b. Children who have a sibling on the roll of the school at the time of application.
- c. Children eligible for the Early Years Pupil Premium at the time of application to the school and attending One Degree Academy Nursery
- d. Children of staff who are recruited to fill a post for which there is a demonstrable skill shortage.
- e. Up to 31 places to be allocated to children eligible for pupil and service premiums, or registered as eligible for FSM ². If you wish to be considered under this criterion, please complete the school's supplementary information form. This can be obtained from the school office or downloaded from the school website and should be returned to the school by the closing date. Where there are more applications that meet this criterion than the 31 places allocated, places will be allocated by the use of an electronic ballot system, which will be independently operated.
- f. Children living nearest to the school, measured in a straight line from the school to the home. The admissions officer or clerk will determine this and distance based on straight-line distance measurement³.
- g. Other children.

Tie-breaks

22. If the school becomes oversubscribed in any of the rules 2-6 above we will first apply the next rule to decide who is admitted. If children cannot be separated by this process, we will allocate the place to the child who lives closest to the nodal point for the school. Distance will be measured in a straight line between the front door of the registered home address and the school's nodal location. The nodal point is deemed to be the School's permanent site at Chase Farm, Huntersway, EN2 8FU. A computerised mapping system will be used to ensure accuracy
23. If pupils live exactly the same distance from the nodal point, we will use random allocation, verified by someone independent of the school, to determine who is admitted.
24. Where there is a need for a tiebreaker in the case of two different addresses measuring the same distance from the school, the tie break will be random allocation and verified independently.

² The pupil premium is additional funding for publicly funded schools in England to raise the attainment of disadvantaged pupils and close the gap between them and their peers. Your child will be eligible if they are registered as eligible for free school meals, have been registered as eligible for free school meals at any point in the past 6 years, or are a looked after child. Services premium is for: children whose parent(s) are serving in the regular UK armed forces, children of ex regular UK armed forces personnel who were serving in the last 3 years, children where at least one parent died while serving in the UK armed forces and the child is in receipt of a pension under the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme (WPS).

You are eligible to be registered for free school meals if you receive either: Income Support, Income-based Jobseekers Allowance, income-related employment and support Allowance, support under Part VI of the Immigration and Asylum Act 1999, the guaranteed element of State 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 (dependent on amount of income).

³The distance will be measured in a straight line between the front door of the registered home address and the school's nodal location. A computerised mapping system will be used to ensure accuracy. An example being: <http://www.freemaptools.com/how-far-is-it-between.html>. In cases where blocks of flats are concerned, places will be allocated randomly. Travelling distances will not be taken into account.

Twins, triplets etc

25. If a twin or multiple birth child is allocated the final place available, the school will also offer places to the other twin/multiple birth children.

Deferred entry for infants

26. Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.
27. Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March. Parents must mark this on their application form and notify the Academy of the intended date of entry for their child.

Admissions outside of their normal age group

28. Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.
29. The process for requesting such an admission is as follows:
30. With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request.
31. Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:
- a. whether the child is 'summer born' and is seeking admission to a year group other than reception (or is seeking admission to reception rather than year 1);
 - b. information about the child's academic, social and emotional development;
 - c. where relevant, their medical history and the views of a medical professional;
 - d. whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.
32. The school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the

parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal. [SEP]

33. Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a year 1 child for a reception place will be considered alongside applications for reception.

Late applications

34. All applications received by the school after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

Waiting List

35. The One Degree Academy will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until the end of that school year. Where upon it will be necessary for parents to reapply in the following school year.
36. The Academy Trust will maintain the list, and it will be open to any parent to ask for their child's name to be placed on the waiting list, following an unsuccessful application. The position of the children on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The list will be reordered in accordance with the admission criteria whenever anyone joins or leaves the list.

Appeals

37. Parents/Carers will have the right to appeal against any decision not to offer a place at the One Degree Academy.
38. If you wish to appeal, you should do this by emailing the Clerk to the Governors at info@onedegreeacademy.org who will then put the appropriate arrangements in place.
39. Parents/Carers must appeal within 20 school days from the date of notification that their application was unsuccessful. Appeals relating to admission at primary or secondary transfer for on-time applications (i.e. those relating to decisions sent on the national offer date) will be heard by 6th July or the next working day, if 6th July falls on a weekend. Appeals for late applications will, where possible be heard as above; however, if this is not feasible, they will be heard within 30 school days of the appeals being lodged. The One Degree Academy's independent appeals panel will be properly trained to act in accordance with the School Admissions Appeals Code.
40. Children can be placed on the waiting list following a refusal to admit whether or not the parents submit an appeal.

In Year Admissions

41. The School will manage in year admissions and apply the above over subscription criteria. Parents will be able to submit in year applications directly to the school. The school will respond within 15 working school days to an in year application and aim to



respond within 10 working school days. Details of the in year application process can be found on the Academy's website.

42. Fair Access

43. The school will participate in Enfield Council's Fair Access protocol, which ensures that vulnerable groups of children can quickly access school places, and will admit children under this protocol, where places become available, before children on the waiting list.