

# Oak Hill First School



## ADMISSIONS POLICY 2027-28

**Recommended by:** SAI

**Recommendation Date:** September 2025

**Ratified by:** D M Mills

**Signed**

A handwritten signature in black ink, appearing to be 'D M Mills', written over a horizontal line.

**Position on the Board:** Chair of Governors

**Ratification Date:** 20/05/2026

Next Review: 01.09.26

Policy Tier (Central/Hub/School):

School – Oak Hill

## **Consultation**

Comments on this policy are welcomed. Please send them to: [office@oakhill.crst.org.uk](mailto:office@oakhill.crst.org.uk)  
Subject: Admissions Policy Consultation

## **ADMISSIONS POLICY 2027–28**

This policy reflects the **School Admissions Code 2021**.

It outlines the procedures and protocols in operation for admissions to Oak Hill First School. As an academy within a multi-academy trust, the **Trust is the admissions authority**. The school works closely with the Local Authority to ensure arrangements are **transparent and fair**.

The school participates in:

- Worcestershire Co-ordinated Admissions Scheme
- Worcestershire Fair Access Protocol (including Hard to Place Protocol)

## **Published Admission Number (PAN)**

The planned admission limit for **Reception September 2027 is 90**.

## **Admissions Process – Normal Entry (Reception)**

Applications must be made via the **Common Application Form (CAF)** through the home Local Authority.

- Applications must be submitted by **15 January 2027**
- Parents rank school preferences
- Online applications available via Local Authority websites

The home Local Authority will notify parents of outcomes.

## **Applying for Places**

Applications are welcomed from all families.

- Open events take place in **October 2026**
- Parents can request information or visits via the school

### **Age of Pupils**

- Entry: Reception (age 4) in September
- Exit: End of Year 4

### **Allocation Process**

Applications are ranked using the oversubscription criteria below.

### **Children with EHCPs**

Children with an **Education, Health and Care Plan naming the school** are admitted automatically.

### **Offers of Places**

- Offers made by the home Local Authority on **16 April 2027**
- Only one offer made (highest ranked available school)

The Trust may withdraw an offer if:

- The application is fraudulent/misleading
- No response within 14 days

### **Waiting List**

- Operates until at least **31 December 2027**
- Ranked according to oversubscription criteria
- Re-ranked whenever a child is added

### **Oversubscription Criteria**

If applications exceed places, priority is given in this order:

1. **Looked after and previously looked after children**
2. **Children with siblings at Oak Hill First School** (at time of admission)

### 3. Children living in catchment area

### 4. All other applicants

#### Distance tie-break

- Measured in a straight line from home to school
- Using Local Authority GIS (ArcView) system
- Shortest distance has priority

#### Tie-breaks

- Random allocation for equal distances or multiple births

#### Definitions

##### Looked After Children

Includes children in care or previously in care (including overseas state care where applicable).

##### Parent/Carer

Legal guardian or person with parental responsibility.

##### Sibling

Includes:

- Full, half, step siblings
- Adopted or foster children
- Children living at the same address

##### Home Address

- Child's **main residence**
- Evidence required for address changes:
  - Exchange of contracts
  - Signed tenancy agreement
  - Housing allocation letter

## Appeals

Parents refused a place may appeal to an **Independent Appeals Panel**.

- Appeals must be submitted within **20 days of notification**
- Conducted under statutory appeals regulations

## In-Year Admissions

Applications:

- Made via Worcestershire Local Authority

If full:

- Child placed on waiting list
- Ranked by oversubscription criteria

The school may:

- Delay admission to support transition
- Request information from previous school

## Admission Outside Normal Age Group

Requests considered case-by-case, taking into account:

- Child's development (academic, social, emotional)
- Medical evidence
- Parent views
- Principal's recommendation

Written reasons will be provided for decisions.

**Final Notes**

This policy is correct at time of publication. Minor amendments may be made to reflect:

- Updated legislation
- Local Authority guidance
- Trust requirements