

Admissions policy

Oakfield Short-Stay School



Approved by:

Date:

Last reviewed on:

1/9/26

Next review due by:

Contents

1. Aims	3
2. Legislation and statutory requirements	3
3. Definitions.....	3
4. How places are allocated at Oakfield.....	4
5. Allocation of places	5
6. Monitoring arrangements	6

1. Aims

This policy aims to:

- Explain how a place at the school is allocated
- Set out the school's arrangements for allocating places to the pupils

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

3. Definitions

Looked-after children, as defined in section 22 of the Children Act 1989, 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 (defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014), or
- Became subject to a special guardianship order (defined in section 14A of the Children Act 1989)

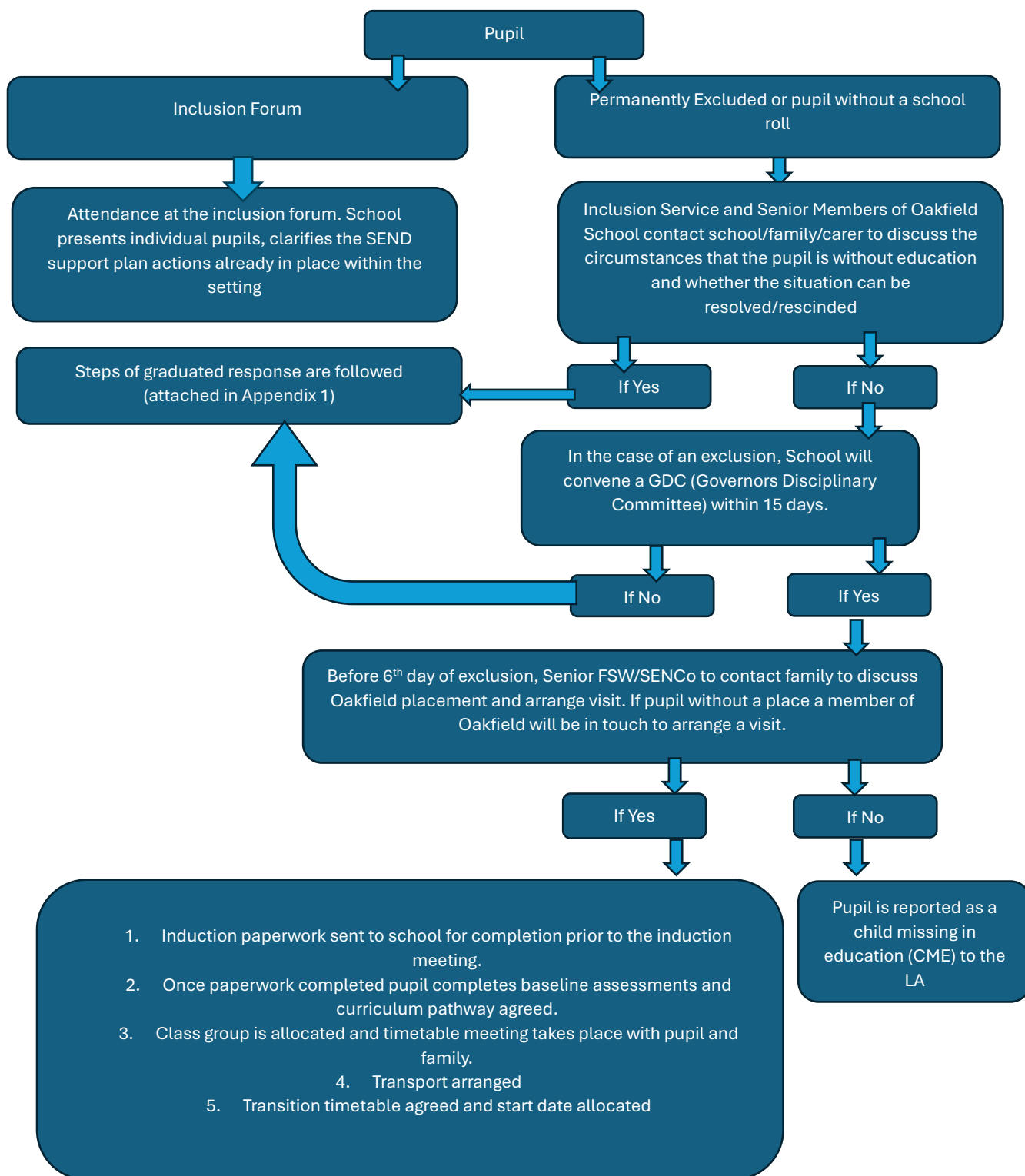
This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

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

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

A **parent** is any individual who holds parental responsibility, as defined under the Children Act 1989, or any person who has care of a child, where the child lives with them either full or part time and they look after that child.

4. How places are allocated at Oakfield



Please note, Oakfield is a short-stay provision and pupils will not remain at Oakfield for the remainder of their education. Pupils will stay at the provision for either:

- Whilst an education placement is found in a school.
- Whilst the pupils receives an intervention allocated through the Inclusion Forum as part of the Graduated Response.

5. Allocation of places

5.1 Published admission number (PAN)

The school has a published admission number of 450 pupils

5.2 Oversubscription criteria

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, highest priority will be given to looked-after children and all previously looked-after children.

5.3 Waiting list

We will maintain a clear, fair and objective waiting list for children on the waiting list. If your application is unsuccessful, your child's name will be added to the waiting list. Where places become available, they will be allocated to children on the waiting list. Priority will not always be given to children based on the date their application was received, or when their name was added to the list.

Under the School Admissions Code, looked-after children, previously-looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol (see section 6.7 below) must take precedence over those on the waiting list.

5.4 Challenging behaviour

We will not refuse to admit a child on behavioural grounds.

5.5 Withdrawing an offer of a place

We will not withdraw an offer unless it has been offered in error, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.

Where a parent has not responded to the offer, we will give them a further opportunity to respond and explain that the offer may be withdrawn if they do not respond.

If an offer is withdrawn on the basis of misleading information, we will consider the application afresh and a right of appeal will be offered if an offer is refused.

We will not withdraw an offer of a place once a child has started at our school except where that place was fraudulently obtained. In these circumstances, we will consider the length of time that the child has been at the school before deciding whether to withdraw the place.

6. Monitoring arrangements

This policy will be reviewed and approved by the Oakfield Committee every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the published admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years. Consultation will be for a minimum of 6 weeks and will take place between 1 October and 31 January of the school year before the arrangement are to apply.