Fir Bank Primary School

Admissions Policy

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Fir Bank Admission Policy 2025/26

The Oak Trust is the overall admissions authority for the Academy with decision making delegated to the Academy's Local Advisory Committee.

The Academy is part of the coordinated admissions arrangements operated by Oldham Council (the Local Authority) and the Local Fair Access Protocol. The Local Authority co-ordinates Reception admissions, allocates places to the Academy and informs families.
The Academy maintains the school waiting list,manages all in year admissions /transfers and informs families.

The Academy will comply with the School Admissions Code and the School Admission Appeal Code. This policy is based on the current codes but will be reviewed in the light of any future changes in the law.

An Independent Appeals Panel hears any appeals from parents whose child has not been allocated a place at Fir Bank and who lodges an appeal in accordance with the procedure specified by the Local Authority.

Pupil admission number

The Academy has an admission number of 30 pupils.

The Academy will accordingly provide for the admission of 30 pupils each year if sufficient applications for entry are received. Where fewer than the published admission number(s) for the relevant year groups are received, the Academy Trust will offer places at the Academy to all those who have applied.

Oversubscription criteria

The oversubscription criteria are only used when it is necessary to determine who will be offered a place when a school receives more applications than there are places available.

Children with an Education Health and Care Plan

When determining oversubscription criteria all admission authorities must ensure that they take account of their statutory responsibilities in respect of children with an Education, Health and Care Plan .
All governing bodies are required by Section 324 of Education Act 1996 to admit to the school a child with an Education, Health and Care Plan that names the school. This is not an oversubscription criterion.

The criteria
The following criteria will be applied to determine which pupils have priority for admission:

Criterion 1
Children in care or children who have previously been looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order will be given the highestpriority for admission.

Criterion 2
Those children who are considered to have an exceptional medical or social reason as to why they should attend a particular school (parents will be required to submit evidence to support their application under this criterion).

Definition of exceptional medical need: The term exceptional medical need means that the child's health and welfare would be best served if they attended the school. Parents or guardians would need to provide medical evidence in the form of a letter or report from a doctor to support their case. They would have to establish that the school was the best or only school to serve their child's needs. They would also need to state why other schools could not provide the appropriate support for their child.

Definition of exceptional social need: The term exceptional social need means that the child's welfare would be best served if they attended the school. Parents or guardians would need to provide evidence in the form of a letter or report from a social worker or other professional in the area of children's welfare to support their case. They would have to establish that the school was the best or only school to service their child's needs. They would also need to state why other schools could not provide the appropriate support for their child.

If parents are claiming that there are exceptional medical or social reasons why their child should be prioritised above other applicants, they must give reasons for this claim, which must be supported by evidence. A panel of at least three members of the Academy Local Governing Body will assess that evidence.

Criterion 3

Those children who have a brother or sister at the school who will still be attending when their sibling is admitted to the school.

It is accepted that in some family units (one or two parents or carers and children), the children may not be natural brothers or sisters. Older children from the same family unit, living at the same family address,can be considered as a sibling link under this criterion. A sibling is the child's brother or sister (including half-brothers and sisters, stepchildren and fostered children living with the same family at the same address).

Criterion 4

Those children who live nearest to the school.

Home to school distance measurement: Distance will be calculated by the straight line measurement from the applicant's home address location to the centre point of the school

The only address we can consider is the permanent home address of the child. The permanent home address is considered to be the address of the adult/s with whom the child is permanently resident.

Where a child stays with another parent for part of the week, further enquiries may be made in order to determine where the child is predominantly resident.

Tiebreak criterion
It is possible that at some stage of applying the above criteria, a school becomes oversubscribed withrequests for places. In these cases, the parents who live closest to the school will be offered the remaining places.

Childcare arrangements
If a child-minder, grandparents, or other family member cares for the child on a daily basis at another address, we cannot consider this address for the purpose of the school admission process.

Moving
We can only consider the parents' address at the time of the allocation process.
An intention to change address cannot be considered until such a move has actually taken place and proof is available to substantiate the change of address. Parents must notify the Admission Authority and provide proof of the new address, such as a copy of a signed tenancy agreement, or a utility or Council Tax bill, if they move house before the offer date.
The last date by which exceptional changes can be made is 15th February in the year of admission.

Fraudulent information
We will take strong action in that the school place offered may be withdrawn if a false address is given or one where the child is not actually living when s/he is not at school.

Children who attend a school nursery
Attending the nursery at the school does not guarantee admission. It does not give a child any guarantee or priority for admission to the reception class.
If your child attends the nursery, you must make a separate application for admission to the reception class along with all other parents

Waiting List Procedure
Waiting lists will be maintained for the Academy for children not offered a school place. Position on the list will be determined by applying the over-subscription criteria.

Positions on the waiting list may change due to new or late applications where these have a higher priority based on the oversubscription criteria. The waiting list will be adjusted to take account of late or in-year applications.

Names will be removed from the lists if requested or if the offer of a place that becomes available is not accepted

Late Applications
Late applications are considered as detailed in the Local Authority's coordinated and in-year admissions scheme.

Deferring or Delaying Entry to Reception Classes
Please refer to the Local Authority's policy which is available on the Oldham Council website
www.oldham.gov.uk/admissions

Management of Applications
Applications will align to the Local Authority's timetable for applications each year.

Independent Appeals Panel Procedure
Any parent/carer whose child is not offered a place at Firbank Academy has the right of appeal to an Independent Appeals Panel. Information on how to appeal will be provided with the result of the application. The Appeals procedure is coordinated and managed by the Local Authority and further details can be found on their website.