



Striving for Excellence: *step-by-step*

# One Degree Academy

## Admissions Policy

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Ratified by GB	
Author	



## Introduction

1. This policy explains how to apply for a place at the Academy, how places are allocated when we receive more applications than we have places available, and how to appeal a decision if your child is not offered a place.
2. Responsibility for admissions rests with the Governing Body. All applications are considered in line with the School Admissions Code, which can be found on the Government website.

The Academy manages admissions for:

- Nursery (ages 2-4)
- Reception (age 4)
- In-year primary applications (Years R-6)

## Published Admission Numbers (PAN)

3. **Nursery:** Up to 33 full-time equivalent places for three-year-olds. Places may be full-time or part-time (morning/afternoon). Up to 8 full-time equivalent places are available for two year olds, depending on capacity, staffing and the building.
4. **Reception:** 60 places each September.

## Nursery Admissions

5. Applications for Nursery should be made directly to the Academy using the Nursery application form available on our website.
6. A separate application must be made for a Reception place - attendance at Nursery does not guarantee a Reception place.
7. If oversubscribed, places will be allocated in line with the Academy's oversubscription criteria (see below). Having a sibling in Nursery is not recognised as part of the sibling oversubscription criteria.
8. There is no right of appeal for Nursery admissions.
9. A waiting list will be kept and ranked according to the oversubscription criteria.
10. The Academy can restrict numbers and ages of children admitted dependent on staffing, its building and capacity to ensure a high-quality provision.

## Reception Admissions

11. Applications for Reception are made via Enfield Local Authority using the admissions [website](#) by the national closing date (15 January).
12. Parents will be notified of outcomes on the national offer day (16 April or the next working day).

13. Deferred entry: Children can start Reception at any point in the school year that they turn 5, but not beyond the start of the summer term. Parents may also request part-time attendance until their child reaches compulsory school age.

### **In-Year Admissions**

14. Applications should be made directly to the Academy using the online form available on the Academy website.
15. Parents in receipt of Universal Credit who wish their child to be considered under the Free School Meal / Pupil Premium criterion must also complete the Supplementary Information Form, available on the Academy website.
16. If a place is not available, the child's name will be added to the waiting list, which is ordered in line with the oversubscription criteria.
17. Admission outside the normal age group: Parents may request this in writing with supporting evidence. Each request will be considered on its individual merits and in the best interests of the child.

### **Children with an Education, Health and Care Plan (EHCP)**

18. Children with an EHCP are not admitted under this policy, as they are admitted under separate statutory processes set out in the Special Educational Needs and Disability Code of Practice: 0 to 25. Their EHCPs are maintained by their home Local Authority, who are responsible for making decisions as to which educational setting will be named therein as the one the child will attend.
19. Where the parents of a child with an EHCP want them to be educated at the school, they must discuss this with the SEN team at their home Local Authority. The home Local Authority may then consult the school on its suitability and compatibility, before deciding whether or not to name it in the child's EHCP.
20. Where the school is named in an EHCP, it will admit the child. Where this happens in the 'normal admission round' (i.e. admission to Reception Year), their place will be allocated before others within the PAN, reducing the number remaining. Where this happens at any other time, they will be admitted when the school is named regardless of numbers.
21. Please note that when a child is admitted because the school is named in an EHCP, the number of places in Reception will be reduced accordingly.

### **Oversubscription Criteria**

22. If the number of applications exceeds available places, priority will be given in this order:
  - a. **Looked after children** and children who were previously looked after but have since been adopted or placed under a special guardianship or child arrangements order.

- b. **Siblings** - children with a brother or sister on roll (R - Y6) at the Academy at the time of admission. Siblings are defined at point 47 and 48 of this Admissions Policy.
  - c. **Children eligible for Early Years Pupil Premium** at the time of application to Reception and attending the Academy's Nursery.
  - d. **Children of staff** where the member of staff is filling a post with demonstrable skill shortage or has been employed at the school for two years or more. Staff is defined at point 46 of this Admissions Policy.
  - e. Children eligible for **Pupil Premium or Service Premium**.
  - f. Children eligible for **Free School Meals**. An indicator of this is if the parent is in receipt of Universal Credit.
  - g. **Children living closest to the Academy**, measured in a straight line distance (as defined in point 45) from the child's home address to the Academy's permanent site.
23. **Tie-breaks:** If two or more applicants meet the same criterion, priority will be given by straight line distance. Please see point 45 for further clarification on how this will be determined. Where distances are equal, random allocation will be used to decide who has highest priority for admission. The random allocation process will be independently supervised.
24. **Multiple births:** If the final place is offered to one child from a multiple birth, the Academy will also admit the sibling(s).

## Appeals

25. Parents/Carers will have the right to appeal against any decision not to offer a place at One Degree Academy. The right to appeal does not apply to the decision not to offer a Nursery place.
26. If you wish to appeal, you should do this by emailing the Clerk to the Governors at [info@onedegreeacademy.org](mailto:info@onedegreeacademy.org), setting out your grounds for appeal. We will then put the appropriate arrangements in place.
27. Parents/Carers must appeal within 20 school days from the date of notification that their application was unsuccessful. Appeals relating to primary 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 this falls on a weekend).
28. Appeals for late applications will be heard as above where possible; however, if this is not feasible, they will be heard within 30 school days of the appeal being lodged. One Degree Academy's independent appeals panel will be properly trained to act in accordance with the School Admissions Appeals Code.

## **Additional information**

### **Deferred Entry**

- 29. Parents offered a Reception place may defer their child's start until later in the school year, but not beyond the start of the summer term.
- 30. Children may also attend part-time until they reach compulsory school age.

### **Summer-Born Children (April-August Birthdays)**

- 31. Parents may request that their child starts in Reception the September after their fifth birthday rather than entering Year 1.
- 32. Each request will be considered individually, with supporting evidence recommended (e.g. from a health or education professional).
- 33. The Academy will decide based on the best interests of the child. In many cases, starting with their normal age group is in a child's best interests, as it allows them to develop socially and academically alongside their peers. There is no guarantee future schools, including secondary, will admit the child outside of their normal age group.
- 34. Agreement to delay does not guarantee a place – a fresh application must be made for the following year and will be considered under the usual oversubscription criteria.

### **Home Address**

- 35. The child's home address used on the application must be the child's current permanent place of residence. Future or possible addresses cannot be used. If a family moves after submitting an application, the School Admissions Team must be informed within two weeks so that the correct address can be applied.
- 36. Where there are concerns that an address provided is not valid or is an "address of convenience," further investigation will be carried out. The Local Authority may seek verification of the address, and any offer made on the basis of false or misleading information may be withdrawn. Applications found to contain misleading information will be invalid and, if discovered after the closing date, any resubmission will be treated as late.

### **Address of Convenience**

- 37. An "address of convenience" is one that is not the child's habitual residence and is used to increase priority for admission. Examples include:
  - a. Using a business, childminder's, friend's or relative's address.
  - b. Renting or buying a property while retaining another residence.
  - c. Moving temporarily to another property while still owning or renting the previous address.
- 38. Where an applicant still owns or rents a property the child previously lived in, they must provide evidence of the permanence of the move. Proof may include a

tenancy agreement/mortgage statement plus two other official documents (e.g. utility bill, benefit letter, council tax, GP registration). All documents must be in the applicant's name and match the details provided. Translations must be certified if not in English.

39. If evidence is unsatisfactory, the Local Authority may decide which address will be used.

### **Shared or Joint Residence**

40. Where a child lives with both parents at different addresses, parents must submit a joint declaration confirming the child's pattern of residence. If residence is equally shared, parents must nominate which address will be used. If residence is not equally shared, the address where the child spends the majority of the school week will be used. Supporting documents such as a court order, Child Benefit letter, or GP registration may be requested.

### **Applications from Overseas**

41. Applications will only be accepted from families of UK Service Personnel or Crown Servants who are required to move to the area. An official letter from the MOD, FCO or GCHQ confirming relocation and a unit postal address or Enfield quarters must be provided.

### **Vulnerable and Hard-to-Place Children**

42. The Academy is committed to admitting its fair share of children who are vulnerable and/or hard to place, as set out in Enfield's Fair Access Protocol. Outside the normal admissions round, the Governing Body may give absolute priority to a child under such protocols, even if this means exceeding the published admission number.

### **Waiting List**

43. 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, whereupon it will be necessary for parents to reconfirm their wish to apply in the following school year.
44. 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.

### **Straight line distance**

45. The 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.

### **Definition of Staff**

46. Staff are defined as having a permanent contract of employment with the Academy.

### **Siblings**

47. A 'sibling' means a full brother or sister (sharing both parents), a half brother or sister (sharing one parent), an adopted brother or sister (sharing one or both parents), a foster brother or sister on a long-term placement (a looked after child), a step brother or sister (where one child's parent is married or in a civil partnership with the other child's parent) and a child of the applicant's parent's partner where they have cohabited for at least one year.
48. In all cases, the sibling must live at the applicant child's home address (as defined in this policy) as part of the same core family unit. For the avoidance of doubt, a child of a family member (e.g. cousin or grandchild) or friend will not be a 'sibling', even if they live at the same address as the applicant child.