



Oak Tree Primary School and Nursery

Admissions Policy for the School Year 2026 to 2027

Updated Spring 2025

Application for Places

Oak Tree Primary School and Nursery serves the Mansfield area of Oak Tree Estate around the NG18 postcode. We also welcome out of catchment applications. The Published Admission Number (P.A.N.) is 40 for the reception intake. You can check your catchment area by visiting: <https://www.nottinghamshire.gov.uk/search-for-a-school#/catchments> and applications for Nottinghamshire residents can be made via the website also. All applications should be made to the home local authority (i.e. where the child lives) by the closing date for applications. The Academy participates in the Local Authority co-ordinated scheme and all deadlines within that should be adhered to by applicants.

Visits welcome

The opportunity to visit Oak Tree Primary School and Nursery and sense the extremely positive atmosphere is always available. To arrange a visit, simply contact the school office on office@oaktreelane.notts.sch.uk or 01623 458261 to make an appointment.

Application for First Admission Places in Primary Education

Children have the right to be admitted to the Reception class in the September following their fourth birthday i.e. children who will reach their 5th birthday between 1st September 2026 and 31st August 2027.

Parents can request that the date their child is admitted to the school is deferred until later in the school year or until their child reaches compulsory school age in that year (School Admissions Code 2021, paragraphs 2.17) or parents can request that their child attends part time until their child reaches compulsory school age (Admissions Code 2021). Children must be attending school no later than the term after they are 5 years old. (See below for information on summer born children).

Pupils who have an **Education, Health and Care Plan (EHCP)**, where this school is named will be admitted.

In the event of over subscription, the following criteria will be applied, in priority order, to determine which applications will be allocated.



Admission oversubscription criteria 2026/2027

1. Children 'looked after' by a local authority and previously looked after children as defined in accordance with Schools Admission Code 2021 (footnotes 15-19) also detailed in our appendix.
2. Children who live in the catchment area at the closing date for applications and who, at the time of admission, will have a brother or sister attending the school or the linked junior/primary school.
3. Other children who live in catchment area at the closing date for applications.
4. Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the school.
5. Children who live outside the catchment area.

In the event of over-subscription in any criterion, where all applications are deemed equal, preference will be given to the child's home address, living nearest to the school 'as the crow flies'. Distances are measured from the main administrative point at the school campus to an address point (using eastings and northings as defined by Ordnance Survey) to the child's home address using the local authority's computerised distance measuring software.

School catchment areas can be located here:

<https://www.nottinghamshire.gov.uk/search-for-a-school#/catchments>

Where two or more applicants are equal in all respects and it is therefore not possible to differentiate between them, a method of random allocation by drawing lots will be used to allocate places (supervised by someone independent of the school).

Each child added to the school's waiting list will require the list to be ranked again in line with the oversubscription criteria as per paragraph 2.15 of the School Admissions Code 2021.

Outcomes for Reception applications made online will be received on National Offer Day (April 2026) via email address where an email address has been provided and for other all applications an outcome will be posted 2nd class on National Offer Day.

Late applications (those received after the closing date)

These are processed in line with the coordinated scheme, provided by Nottinghamshire County Council who administer our Admissions process.



Special circumstances

Consideration will be given to applicants who may establish *at the time of application* medical, special educational or social needs with supporting evidence from a relevant professional. The evidence must be presented at the time of application. Each case will be judged on its merits and the admission authority (The Governing Body) may accord a higher priority to the applicant.

The allocation of any such place will be determined by comparing the written evidence presented along with the capacity for the school for the identified needs. In order to make an assessment of the case, reference may be made to local head teachers and other relevant professionals. Cases agreed under 'special circumstances' will take precedence over criteria 2 to 5 above.

Multiple births

Where a child of a multiple birth can be admitted, the other child/children will also be admitted in and outside the normal admissions round.

Waiting list

A waiting list of unsuccessful applicants will be held until 31st December and then discarded. If places become available before then offers will be made strictly in accordance with the order of priority listed below. Places on a waiting list can go up or down depending on applications.

Right of Appeal

If a place is not offered, parents have the right of appeal. Such appeals against refusal of a school place, will be heard by an Independent Appeals Panel formed in accordance with the DfE School Admissions Appeals Code. The deadline for lodging appeals allows appellants at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal. Details of the appeals process will be made available to all unsuccessful applicants at the time of refusal.

In Year Applications for Children other than into Reception (Foundation Stage 2)

We welcome applications for children to join us, either in September or any time during the school year, who are older than initial school entry age (i.e. requesting entry into Years 1 to 6).

As we participate in Nottinghamshire's Coordinated in-year scheme, applications can be made by contacting 0300 500 8080 (Customer Services Centre) or by visiting the Nottinghamshire website www.nottinghamshire.gov.uk/schooladmissions.

Parents will have the right to appeal if a place is refused.



Waiting lists are processed in line with the coordinated scheme, provided by Nottinghamshire County Council who administer our Admissions process.

Advice on this and any other matter can be obtained from the **school office on office@oaktreelane.notts.sch.uk or 01623 458261.**

Admission of Children Outside the Normal Age Group (including summer born children)

Parents may seek a place for their child outside of the normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child (1st April-31st August) may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. Children should only be educated out of the normal age group in very limited circumstances.

Parents should submit a request in writing to the school as early as possible. The school's Admissions Committee will make decisions based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, the child's medical history and the views of a medical professional; 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. The views of the head teacher will also be taken into account. When informing a parent of the decision on the year group to which the child should be admitted, the parent will be notified of the reasons for the decision. The school will communicate its decision to Nottinghamshire County Council who will notify the parents of the decision.

Where it is agreed that a child will be admitted out of the normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and admission authority **must** process the application as part of the main admissions round on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. The parent has a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

Transfer to secondary school

Where a child has been educated out of the normal age group it is the parent's responsibility to again request admission out of the normal age group when they transfer to secondary school. It will be for the admission authority of the preferred school to decide whether to admit the child out of the normal age group. The admission authority must make a decision on the basis of the



circumstances of each case and in the child's best interests, and will need to bear in mind the age group the child has been educated in up to that point.

Pre-School and Early Years Opportunities

We work very closely with our excellent Nursery unit which is conveniently situated within our school building. To find out more about this facility or arrange a visit you should ring on 01623 458261 or simply call in. **Attendance at the early year's provision at the school does not automatically guarantee a Reception (Foundation 2) place.**

Children of UK Service Personnel and crown servants

Nottinghamshire County Council who administrates the admission service will use the address at which the child will live when applying the admission oversubscription criteria, as long as the parent provides some evidence of their intended address. A unit or quartering address is used as the child's home address where a parent requests this and evidence, such as an official letter declaring the relocation, is received. This must be provided at the time of application.

Overseas nationals entering the UK, who wish to apply for a state-funded school place, are advised to check that they have a right of abode (www.gov.uk/right-of-abode) or that the conditions of their immigration status otherwise permit access to a state-funded school.

Fair Access Protocol

Oak Tree Primary School and Nursery participates in the Nottinghamshire Fair Access Protocol which includes the admission of vulnerable children in collaboration with the local authority.

Appendix:

Definition of Looked After Children

A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

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.

This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).

Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.



See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Definition of siblings

- a brother or sister who shares the same parents
- a half-brother, half-sister or legally adopted child living at the same address
- a child looked after by a local authority placed in a foster family with other school age children
- a stepchild or children who are not related but live as a family unit, where parents both live at the same address as the child.

Definition of Catchment Area

A geographical area, from which children may be afforded priority for admission to a particular school. Catchment areas do not prevent parents who live outside the catchment of a school from expressing a preference for the school. You can check your catchment area by visiting: www.nottinghamshire.gov.uk/findmynearest. If you type in your postcode it will give you your catchment school.

Definition of a Parent

- The mother of the child.
- The father of the child where he was married to the mother either when the child was born or at a later date.
- The father of the child if (since 1st December 2003) he was registered as the father on the birth certificate.
- An adoptive parent.
- Any other person who has acquired 'parental responsibility' through the courts; evidence of this may be required.

Definition of home address

The address you give on your application must be the one at which your child is permanently living at the time of application.

Addresses of other relatives or friends will not be considered as the place of residence, even if the child stays there for all or part of the week.

This address may need to be verified and we may ask you for proof.

It is your responsibility to let us know if you move house. This is very important. If you move house after you have submitted your application it may affect how your application is considered against the school's admission oversubscription criteria. It is important that we receive this information as soon as possible so that your application can be processed correctly.

If we do not receive this information, we will use the original address given on your application for the purposes of allocating a school place.