Tauheedul Education Trust

The arrangements are in line with the Mission Statement of the Trust

To create outstanding organisations that promote educational excellence, character development and service to communities.

DETERMINED ADMISSION ARRANGEMENTS FOR 2018/19

The Olive School, Blackburn

Determined Admission Arrangements for The Olive School, Blackburn for 2018/19

The Olive School, Blackburn is part of the Tauheedul Education Trust. The Tauheedul Education Trust has devolved operational responsibility for managing admissions to the Local Governing Body of The Olive School, Blackburn.

As a progressive, inclusive and outstanding Muslim faith school, the Governing Body welcomes applications from families of other faiths and non-faiths.

Reception year admission for The Olive School, Blackburn

The admission process is part of the Blackburn with Darwen Borough Council's (BwDBC's) determined scheme for co-ordinated admissions to primary schools.

All applicants are required to complete their home Local Authority's common application form by 15th January 2018.

To enable the Governing Body to consider the admission of all Muslim children, in the first instance, under Priority Group A of the school's admission policy, parent(s) / carer(s) of Muslim children must complete and return the supplementary information form to the school by 15th January 2018.

Applicants will be considered equally for a place under Priority Group A and Priority Group B.

Parent(s) / carer(s) will be advised of the outcome of their application on 16th April 2018.

The published admission number for the reception year intake in 2018 is 90.

All applicants will be admitted if 90 or fewer apply.

If the school is oversubscribed, the school will admit children under two priority groups, once all children with a statement of special educational needs or education, health and care plan, naming the school, have been admitted.

Oversubscription criteria

Priority Group A

*A maximum of 50% of the remaining places will be allocated to children who are members of the Muslim faith in the following order:

1. Looked after Muslim children or a Muslim child who was previously looked after, but immediately after being looked after, was adopted or became subject to child arrangements or special guardianship order (see note 1).

2. Children whose parent / carer is a member of, or a woman who receives the membership benefits of, Masjid-e- Tauheedul Islam (see note 2).

3. Children whose parent / carer is a member of, or a woman who receives the membership benefits of, Masjid al Hidayah, Masjid-e-Irfan and Masjid-e-Anisul Islam (see note 2).

4. Muslim children with a sibling who is a pupil already attending The Olive School, Blackburn at the time of both application and admission (see note 3).

5. Children of Muslim staff employed at The Olive School, Blackburn for 2 or more years at the time at which the application for admission is made, and / or the member of staff has been recruited to fill a post where there is a demonstrable skill shortage (see note 4).

6. Muslim children for whom the Governing Body accepts that they have proven, exceptionally strong special, medical or social circumstances, which are directly relevant to attendance at The Olive School, Blackburn.

   Professional supporting evidence must be provided by the parent(s) / carer(s) from e.g. a consultant, doctor, psychologist, social worker or from another professional. A place will only be offered, if the Governing Body accepts the view of the professional, which confirms that the existing medical or social difficulties will be exacerbated if admission is not offered at The Olive School, Blackburn (see note 5).

7. All other Muslim children who live nearest from home to The Olive School, Blackburn.

Supplementary Information Form

To enable the Governing Body to consider the admission of all Muslim children, in the first instance, under Priority Group A of the school's admission policy, parent(s) / carer(s) of Muslim children must complete the supplementary information form.

The supplementary information form is included in the Blackburn with Darwen Council's admissions booklet. The form can be downloaded from the school's website www.oliveblackburn.com. You can request it by email: info@oliveblackburn.tetrust.org or by contacting the Admissions Officer, The Olive School, Meins Road, Blackburn Lancashire BB2 7AD. (Telephone 01254 54070).

The completed supplementary information form must be returned to the school by **15th January 2018.**

Applicants **MUST ALSO** complete and return the home Local Authority's common application form by **15th January 2018.**

Failure to complete the home Local Authority's common application form, even if the supplementary information form has been completed by **15th January 2018,** will mean that the Governing Body will not consider the application form for admission at The Olive School, Blackburn.

Priority Group B

*A maximum of 50% of the remaining places will be allocated to other applicants in the following order:

1. Looked after children or a child who was previously looked after but immediately after being looked after was adopted or became subject to child arrangements or special guardianship order (see note 1).

2. Children with a sibling who is a pupil already attending The Olive School, Blackburn at the time of both application and admission (see note 3).

3. Children of staff employed at The Olive School, Blackburn for 2 or more years at the time at which the application for admission is made, and / or the member of staff has been recruited to fill a post where there is a demonstrable skill shortage (see note 4).

4. Children for whom the Governing Body accepts that they have proven, exceptionally strong special, medical or social circumstances, which are directly relevant to attendance at The Olive School, Blackburn.

   Professional supporting evidence must be provided by the parent(s) / carer(s) from e.g. a consultant, doctor, psychologist, social worker or from another professional. A place will only be offered, if the Governing Body accepts the view of the professional, which confirms that the existing medical or social difficulties will be exacerbated if admission is not offered at The Olive School, Blackburn (see note 5).

5. All other children who live nearest from home to The Olive School, Blackburn.

Allocation of places if either Priority Group A or Priority Group B are undersubscribed

Following the admission of children with a statement of special educational needs or education, health and care plan, if fewer than 50% of the remaining children qualify for admission under Priority Group A, additional places will be offered using the criteria listed under Priority Group B until the admission number of 90 is met.

Following the admission of children with a statement of special educational needs or education, health and care plan, if fewer than 50% of the remaining children qualify for admission under Priority Group B, additional places will be offered to applicants who were not allocated a place under Priority Group A. These applicants will be considered without reference to faith, in line with the over-subscription criteria in Priority Group B, until the admission number of 90 is met.

***** When an odd number of children with a statement for special educational needs or an education health and care plan are named to the school, we will round down the number of children allocated places under priority group A to the nearest whole child. For example: if one child with a statement for special educational needs or an education health and care plan is named to the school, we will allocate 44 places in priority group A if there are 44 or more Muslim applicants.

Tie-breaker

If any criteria under Priority Group A and / or Priority Group B are oversubscribed, then priority will be given to those children who live nearest from home to school. The distance will be measured in a straight line from the front door of the childs' home to the main school entrance, using BwDBC's computerised mapping system. If the distance between the childrens' homes and the school is the same, which includes the same geographical property reference (such as a block of flats), then random allocation will be used as a tie-breaker. The random allocation process will be undertaken by BwDBC's School Admissions Team at the Council Offices.

Address

The address given must be where the child and parent(s) / carer(s) live permanently. It must not be the child minder's, grandparent's or other relative's address. If parent(s) / carer(s) share custody of a child, then the Governing Body may request to see the court order, child tax credit letter, child benefit letter, medical card or other evidence to establish where the child is resident for the majority of the time during the weekdays. If there is joint custody for the child, then the address of the parent(s) / carer(s) receiving the child benefit will be used.

Notes:

1. 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. 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). Under the provisions of s14 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangement orders. 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).

2. To be eligible for admission under criteria 2 and 3, the parent / carer must have been a member / eligible for membership benefits from at least January 2016. This will include children of women who receive membership benefits of the mosques named in criteria 2 and 3. This will be strictly applied. The Governing Body will request evidence / written confirmation of membership / eligibility for membership benefits from the relevant mosque.

3. Siblings refers to full, half, adopted, step, foster children or the child of the parent(s) / carer(s) partner, and, in every case, the child must be living in the same family unit at the same address.

4. A child will be eligible for consideration when the parent(s) / carer(s) confirm on their home Local Authority's common application form that they have been employed at The Olive School, Blackburn for 2 or more years at the time at which the application for admission is made, and / or they have been recruited to fill a post where there is a demonstrable skill shortage.

5. It is important that you state on the application form and, if required, attach a letter, clearly setting out your reasons for requesting admission under the medical or social criteria. You must also provide written supporting evidence from a professional with the application form. The letter from the professional must confirm that the existing medical or social difficulties will be exacerbated if admission is not offered at The Olive School, Blackburn.

   The supporting evidence from the professional must be submitted by 15th January 2018. If the evidence from the professional is received after 15th January 2018, then the Governing Body will accept this as long as it is received by 16th March 2018, at the very latest.

Admission of children below compulsory school age and deferred entry

(a) Children who are 4 years old and who will have their 5th birthday between 1 September 2018 and 31 August 2019 can start attending The Olive School, Blackburn full time, in September 2018;

(b) Parent(s) / carer(s) can defer the date their child is admitted to school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which the offer was made; and

(c) If parent(s) / carer(s) wish, children may attend part-time but not beyond the point at which they reach compulsory school age.

Multiple births

If children of multiple births (twins and triplets) and siblings require admission in the same year group and there is only a single place left within the published admission number, the Governing Body will offer places above the published admission number, as permitted by the infant class size rules.

Late applications

Unless there are exceptional reasons for the late submission of the common application form, late applications will not be considered at the same time as applications that were received by the closing date. This will also apply to the late submission of the supplementary information form, where the application will not be considered under the Muslim faith and / or mosque membership criteria.

When determining whether exceptional circumstances apply, the Governing Body may consider the following information:

- Parent(s) / carer(s) moving into the area after the closing date.
- Parent(s) / carer(s) were abroad for the whole period between the publication of the Local Authority's composite prospectus and the closing date of the application form.
- Parental / child illness which required hospitalisation for a significant period between the publication of the Local Authority's composite prospectus and the closing date of the application form.

No late applications will be considered after 16th March 2018. The late applications will be considered after all the others that were received on time and placed on the waiting list in order, according to the oversubscription criteria. Applications made after the start of the autumn term 2018 will be treated as an in-year application.

Waiting list

Parent(s) / carer(s) of children who are refused admission for The Olive School, Blackburn's reception year group each September, will automatically be included on the waiting list for the school, where The Olive School, Blackburn is a higher preference than the school where your child was allocated a place. Parent(s) / carer(s) who wish their child's details to be included on the waiting list for The Olive School, Blackburn, even though a place has been allocated at a higher preference school should contact BwDBC's School Admissions Team.

Your child's position on the waiting list will be determined by the priority order of the admission policy for Priority Group A and Priority Group B. When the number of children admitted to the school drops below the published admission number, a place will be offered to the child who is at the top of the waiting list from the relevant priority group. For example, if a place becomes available from Priority Group A, then a place will be offered to the child who is at the top of the waiting list for Priority Group A and where a place becomes available from Priority Group B, then a place will be offered to the child who is at the top of the waiting list for Priority Group B.

The position of your child on the waiting list may change. He / she may move up or down, each time a child is added or removed, or when the change in circumstances of the child requires them to be considered against a different priority order in the school's oversubscription criteria. Looked after children, previously looked after children, and those allocated a place at the school in accordance with the Fair Access Protocol must take precedence over those on the waiting list.

The waiting list will be maintained in accordance with the school's oversubscription criteria by BwDBC, on behalf of The Olive School, Blackburn, until 31st December in the academic year of reception year admission. Parent(s) / carer(s) are advised to contact the school, if they want their child's details to be kept on the waiting list, from the spring term onwards.

The in - year admission waiting list will be maintained by the school, in accordance with the school's oversubscription criteria. As and when places become available they will be allocated to the child who is at the top of the waiting list for either Priority Group A or Priority Group B. For example, if a place becomes available from Priority Group A, then a place will be offered to the child who is at the top of the waiting list for Priority Group A and where a place becomes available from Priority Group B, then a place will be offered to the child who is at the top of the waiting list for Priority Group B.

Withdrawing an offer of a place

The Governing Body reserves the right to withdraw an offer of a place if:

- It was made in error.
- Parent(s) / carer(s) fails to respond to the offer of a place within a reasonable period of time.
- It is established that the offer of a place was obtained through a fraudulent or misleading application.

Where parent(s) / carer(s) fail to respond to the offer of a place, the Governing Body will give the parent(s) / carer(s) a further opportunity to respond and explain to them that the offer of a place will be withdrawn unless they respond by the specified date. Where an offer of a place is withdrawn on the basis of misleading information, the Governing Body will consider the application afresh, and will offer a right of appeal if admission cannot be offered.

The Governing Body will not withdraw the offer of a place once the child has started at the school, except where that place was fraudulently obtained. In deciding whether or not to withdraw the offer of a place, account will be taken of the length of time the child has been at the school. Where the child has been at the school for less than a term, the Governing Body may consider it to be appropriate to withdraw the place.

Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if a child is gifted and talented or has experienced problems such as ill health.

Parents of a summer born child (born between 1 April and 31 August) may choose not to send their 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.

Parents of children who are already of school age are required to complete the school's relevant application form along with a letter requesting admission out of the normal age group and submit this with the required evidence outlined below. If their request is agreed and a place is available in the requested year group, the child will be admitted.

Parents of children seeking admission to reception in the September after their fifth birthday will need to submit a normal common application form to the Local Authority (in writing or online) for admission into the normal age group. Parents must do this at the same time as they submit a written request to the Governing Body for their child to be admitted out of the normal age group and submit this with the required evidence outlined below. If their request is agreed and a place is available in the requested year group, the child will be admitted.

Whilst the Governing Body will consider applications to reception from parents of children outside their normal age group, please note that the Governing Body is not bound by decisions made by another admission authority.

The Governing Body will make a decision on the request before the Primary national offer date, if at all possible.

If the request is agreed, the parents must make a new application for the next main admission round the following year, and their current application for the normal age group should be withdrawn before a place is offered.

If their request for admission outside the normal age group is refused, parents must decide whether to accept the offer of a place for the normal age group that they receive from the Local Authority, or to refuse it, and make an in-year application to the Governing Body for admission to Year One for the September following their child's fifth birthday.

Parents should consider what evidence they wish to submit in support of their case with the application form, for example, evidence from a medical practitioner, educational psychologist, headteacher etc. Some of the evidence a parent may wish to submit could include:-

- Whether the child is 'summer born' and is seeking admission to a year group other than reception (or is seeking admission to reception rather than year 1)
- Whether they are currently or have previously been educated outside the normal age group;
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely;
- Where relevant their medical history and the views of a medical practitioner;
- Information about the child's, academic, social and emotional development;
- Where relevant the views of an educational psychologist.

The Governing Body is required to take into account the views of the Headteacher on the application as well as the information from the parents. The Governing Body will make their decision on the basis of the circumstances of each individual case, and in the best interests of the child concerned. The Governing Body will then inform the parents of their decision on the year group the child should be admitted to and will provide the reasons for their decision.

Parents have a statutory right to appeal to an independent appeal panel against the refusal of a place at a school for which they have applied. As the purpose of the appeals process is to consider whether a child should be admitted to a particular school, the right of appeal **does not apply** if they are offered a place at the school but it is not in their preferred year group. However, they may make a complaint to the Governing Body about the decision not to admit their child outside their normal age group.

In - year admission

In - year admission is the process of applying for admission into an existing year group within a school. Applications made after the start of the autumn term 2018 will be treated as an in-year application.

The in - year admission process is managed by BwDBC. Parent(s) / carer(s) are required to complete the application form, which is available from and returnable to BwDBC. Parent(s) / carer(s) applying under the Muslim faith and / or mosque membership criteria must also complete the supplementary information form.

For some children, it may not be possible to secure admission under the in - year admission process. Where this is the case, BwDBC will apply the Fair Access Protocol to secure the most appropriate educational provision for these children.

For children who have a statement of special educational needs or education, health and care plan, the in - year admission process will not apply. Their admission request will be dealt with by the home Local Authority's Special Educational Needs Team.

Appeals

Parent(s) / carer(s) have a legal right of appeal to an independent appeal panel against the decision not to offer admission at The Olive School, Blackburn. The appeals process will be administered by BwDBC, on behalf of the school. Parent(s) / carer(s) who wish to appeal should contact BwDBC's School Admissions Team who will send an appeal form on behalf of the school.

Parent(s) / carer(s) will be given at least 20 school days to prepare and submit their written case to the independent appeal panel. They will normally receive 14 days' notice of the place and time of the hearing, if they wish to attend, in order to present their case in person.

Appeals which are received after the deadline will be slotted into the schedule where this is possible. There is no guarantee that this will happen and late appeals may be heard after the stipulated date at a second round of hearings. The schedule is subject to change depending upon the availability of appeal panel members, clerks, venues and the number of appeals for each school.

The decision letter from the independent appeal panel, which will include the reasons for the decision will be communicated to all parties as soon as possible, but no later than 5 school days, after the hearing.

Re-appeals

Parent(s) / carer(s) do not have the right to a second appeal in respect of the same year group, unless in exceptional circumstances, the Governing Body has accepted a 2nd application from the parent(s) / carer(s) because of a significant and material change in the circumstances of the parent(s) / carer(s), child or school but were still refused admission.