Inclusion is at the
heart of our trust

Admissions Policy

Oak
Learning Partnership

Document control table	
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Document History			
Version	**Date**	**Author**	**Note of revisions**
1	Dec 22	CEO	New Policy
2	Dec 23	COO	Formatting
3	Jan 24	COO	Revised fully to allow trust schools to have their own policy in line with the local authority.
4	November 2024	C Carlon	Updated for the new schools in the trust Reference to the ESFA deleted and replaced by DfE
5	January 2025	C Carlon	Added Ash Grove
6	March 2026	C Carlon	Added Fairfield and Holcombe Brook Formatting

1. Introduction

All schools are required by law to have and to publish on their website their policy for admission into the school. Admission arrangements for schools which are part of Oak Learning Partnership (the trust) aim to achieve full compliance with all relevant legislation and guidance, including compliance with all the mandatory provisions of the School Admissions Code of Practice.

Schools within Oak Learning Partnership work in close collaboration with their local authority. Under the Scheme of Delegation, admissions to each academy within our trust are in line with the local authority admission policies. Each school's Admission Policy can be found on the individual academy website.

2. The Admissions Authority and Responsibility for Admissions

The local authority is responsible for admissions to the schools within our trust, and applications for places in any of our schools are made through the local authority. Full details of how to apply to each of our schools for new admissions or in-year transfers are found on the websites of our individual schools, or by using the link below.

Name of School	Local Authority	Link to school admissions
Ash Grove School (Alternative Provision)	Bury Council	School admissions - Bury Council
Blackburn Central High School	Blackburn with Darwen	School admissions - Blackburn with Darwen Borough Council
Crosshill School	Blackburn with Darwen	School admissions - Blackburn with Darwen Borough Council
Elms Bank School & College	Bury Council	School admissions - Bury Council
Fairfield Community Primary School	Bury Council	School admissions - Bury Council
Hazel Wood High School	Bury Council	School admissions - Bury Council
Holcombe Brook Primary School	Bury Council	School admissions - Bury Council
Philips High School	Bury Council	School admissions - Bury Council
Unsworth Primary School	Bury Council	School admissions - Bury Council

3. Published Admission Number (PAN)

3.1 If a school wishes to make a change to its PAN, this must be done in accordance with the protocols established by the DfE and must be approved, following a period of consultation with all stakeholders and by the trust CEO. This applies both in the case of a reduction or proposed increase in PAN.

3.2 The trust is not required to consult on the PAN, where a school proposes either to increase or maintain the PAN.

3.3 The trust will notify the local authority of any intention to increase a school's PAN and reference to such a change will be made on the school's website. If the trust decides that a school can accept more pupils than laid out in its PAN, it will notify the local authority in good time so that the local authority can deliver its coordination responsibilities effectively.

4. Oversubscription Criteria

4.1 Each school has a published admission number which is the maximum number of pupils who will be admitted as the normal point of entry into the school. If the total number of preferences for admission to a school exceeds the PAN the school follows the oversubscription criteria laid down in the local authority admissions policy, and these are set out in each school's individual Admissions arrangements which can be found on their website.

5. Information that must be published on the school's website in relation to admissions

5.1 All schools within Oak Learning Partnership must publish the admissions arrangements for the school on their website and keep them there for the whole of the offer year (the school year in which offers for places are made). Admission arrangements for Oak LP schools, other than special academies, must comply with the School Admissions Code and the School Admissions Appeals Code. As such schools must publish: the published admission number: the determined admission arrangements for the school in relation to each relevant age group at the school, including any arrangements for selection, any oversubscription criteria and an explanation of the process of applying for a school place.

5.2 Schools with sixth form provision must publish their entry requirements, the process for application and details about open days and transition events available to prospective students.

6. Consultation

6.1 The trust will consult on any proposed changes to the admission arrangements of its schools.

6.2 The trust will consult on admission arrangements at least once every 7 years even if no changes have been made in that time.

7. Determination and Publication of Admission Arrangements

7.1 The admission arrangements of each school will be published on the school's website.

7.2 Admission arrangements will be determined by 28 February in the determination year on an annual basis, even when no changes to the arrangements have been made.

7.3 A copy of the finalised admission arrangements will be sent to the local authority for entry by 15 March in the determination year. Finalised admission arrangements will also be published on the school websites by 15 March in the determination year and will continue to be displayed for the whole offer year.

7.4 Any objections to the admission arrangements will be directed to the Schools Adjudicator by 15 May in the determination year.

8. Variations

8.1 The trust will not revise the admission arrangements for a school year once they have been determined, unless this would be necessary to give effect to a mandatory requirement, a determination of the Schools Adjudicator, or any misprint in the admission arrangements.

8.2 The trust may, in exceptional circumstances, propose variations where there have been major changes in circumstances that necessitate a change.

8.3 Any proposals to vary the admission arrangements will be referred to the Secretary of State.