



Alexandra Park Junior School

To learn, be happy, and achieve our best

Admissions Policy 2025-26

Policy applicable to	Everyone applying for a place at the school			
Statutory/Non Statutory	STATUTORY			
Approval required by (please tick):	LGB	Principal	SLT	Trust board ✓
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Related Documents/ Policies:	DFE School Admissions Code, School Appeals Code			
Member of staff responsible for policy	DHU			
Published where (website/intranet/policies site)	Academy website and internal policies site			
Equality Impact Statement: This Policy has been reviewed against equal opportunities legislation with regard to age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity and has no identified adverse impact (direct or indirect) on minority groups				

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Alexandra Park Junior School Vision and Values

At Alexandra Park Junior School we recognise that every child is a unique member of our school community. We are a happy school where every child is valued and encouraged to achieve their best, developing their full potential both academically, socially, emotionally, physically and spiritually. Respect and pride in themselves and others are at the heart of everything we do.

Our Vision is simple 'To Learn, Be Happy and Achieve our Best.'

In partnership with parents, carers and families we aim for our children to,

- To be independent learners who are aware of their strengths and weaknesses and can motivate themselves to engage in and improve their learning.
- Feel safe and therefore be happy because they are heard and understood and to have that understanding acted upon.
- Never, never, never give up!

Our School Expectations:



Introduction

Alexandra Park Junior School is a 7-11 junior academy in Oldham. Alexandra Park is a member of the Pinnacle Learning Trust, a locally-focused multi academy trust established to improve the life chances of all children and young people in our academies.

The Pinnacle Learning Trust is the overall admissions authority for the academy, with local decision making for admissions delegated to the academy's Local Governing Body.

The academy will comply with the School Admission Code (DfE Dec 2014, updated in Sept 2021) and the School Admission Appeal Code (the Codes). This policy is based on the current codes but will be reviewed in light of any future changes in the law.

Alexandra Park's published admission number (PAN) in September 2025 is 90. The school offers places to children in the age range 7 to 11 years.

Our linked junior school is Glodwick Infants and all children that attend Glodwick Infants will automatically get a place at Alexandra Park Junior School, should they wish, without the need for an application.

If we are oversubscribed, those attending Glodwick Infants will be admitted first.

Oversubscription Criteria

The duty to comply with parental preferences requires that all applicants will be offered a place providing there are enough places in the school for everyone who applies.

If the number of applications exceeds the admission number it will be necessary to determine which pupils can be offered a place by applying the following oversubscription criteria in priority order.

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with an EHC (Education, Health and Care) Plan that names the school.

This is not an oversubscription criterion and all children with an EHCP naming a school will be admitted before other children are offered a place.

For all other applications the following criteria will be applied to prioritise children for admission:

Criterion 1

Children Looked After, previously looked after children subject to an adoption, and internationally adopted previously looked after children, residence, or special guardianship order will be given the highest priority for admission (see note **a** below)

Criterion 2

Those children who are considered to have exceptional medical or social reasons as to why they should attend a particular school. Parents will be required to submit evidence to support their application under this criterion (see note **b** below).

Criterion 3

Those children who already have a sibling at the school and who will still be attending when their brother/sister starts in reception (see note **c** below).

Criterion 4

Geographical proximity to school, with those families living next nearest to the school having higher priority. Distance is measured in a straight line between the home postcode and the school's postcode, measured electronically by GIS software within the admission database using Post Office data and Ordnance Survey data (see note **d** below).

Tie-break criteria

Should it be necessary to distinguish between applicants with equal priority within any of the above criteria, the distance is measured as a straight line from the child's home address to the school property measured between the two central data points of the home postcode and school postcode. Measurements are calculated using Geographical information System mapping software based on Ordnance Survey and Postcode data.

Explanatory Notes and Definitions

(a) Looked after Children

In relation to school admissions legislation, a 'Looked After Child' is a child in public care at the time of application to a school. Children who are in the care of local authorities as defined by Section 22 of the Children Act 1989.

Previously Looked After Children (PLAC) are children who were looked after, but ceased to be so because they were adopted, or became subject to a special guardianship order or child arrangements order (the child arrangements order must address the residence of the child).

Internationally adopted previously looked-after children (IAPLAC), have been in state care outside of England and ceased to be in state care as a result of being adopted.

(b) Exceptional Reasons

Exceptional reasons for priority over other applicants - Decisions must be consistent and based on objective evidence, which must be provided in writing by an appropriate professional i.e. a doctor or a social worker

It is vital that you enclose any supporting evidence for exceptional medical or social reasons for admission by the closing date.

It is up to you to provide this evidence. The admissions team will not seek information about your child or telephone people on your behalf, the decision will be based solely on the information you send in.

When you apply online, please tell the LA that there is supporting evidence in the space provided, then send it to the [school admissions team](#) either by post or send scanned copies with a covering email to: ecs.pupils@oldham.gov.uk

If the LA do not receive this information by the closing date, they will not be able to consider your child under this priority, unless it relates to a change of circumstances (such as a new diagnosis) which has occurred since the closing date.

All correspondence will be treated as private and confidential.

If the evidence you supply is not considered compelling enough to be included in this priority, your application will be considered under the other priorities as appropriate.

Medical reasons

- If there are medical reasons that make it essential for your child to attend a particular school, you must provide supporting information from a suitably qualified professional, e.g. a consultant, together with any other relevant information by the deadline
- This must make a compelling case as to why your child's needs can only be met at the preferred school, a medical condition in itself will not automatically result in a place at your preferred school.
- The evidence should explain exactly what the child's needs are, and what specialist support and/or facilities your child requires.
- The evidence should explain why other schools could not provide the appropriate support for your child

Social reasons

- If there are social reasons that make it essential for your child to attend a particular school, you must provide independent evidence from a professional who is supporting your family.
- The supporting evidence needs to set out the particular reasons why the school in question is the most suitable and the difficulties that would be caused if the child had to attend another school.
- The evidence should explain exactly what the child's needs are, and what specialist support and/or facilities your child requires.
- The evidence should explain why other schools could not provide the appropriate support for your child

(c) Sibling links and separated parents

What is a sibling?

In some family units (one or two parents or carers, plus children), the children may not be biological brothers and sisters.

Older children from the same family unit (living under the same family address) can be considered as a sibling link under this criterion.

A sibling is your child's brother or sister (including half-brothers and sisters, stepchildren and fostered children, living permanently at the same address).

Cousins do not count as siblings

If you have more than one child, please do not include on the application a 'sibling' that will have left the school by July 2024, or that is in the nursery.

Checks will be made with the relevant schools that siblings do live at the same address

Twins or triplets

If you are applying for multiple children to be accepted in the same year but only one child gets a place, you have the following options:

- Accept one place and appeal for the other places ([see Appeals](#))
- Decline the place you have been offered
- In cases where twins, triplets, or other multiple birth siblings are split when allocations take place, they will be allocated a place over the Published Admission Number.

What if the child's parents live at separate addresses?

If the child's parents are separated or divorced, there are various things you need to consider depending on your situation.

If the residency of your child is split between both parents, we consider the home address to be the address where the child lives for the majority of the school week (Monday to Friday).

If the child spends equal amounts of time at both addresses, you will be asked to nominate which address you wish to use for the purpose of allocating a school place.

If you fail to do so, we have the right to nominate the address that the LA consider appropriate, which will normally be that at which child benefit is received. If you do not receive child benefit we will use the address being used for GP registration purposes.

You could provide a court order/child arrangement order which specifies the living arrangements

What happens if parents cannot agree on which school preferences to select?

In accordance with the school admission code (2021), we may only offer one school place per child.

By submitting an application for a school place, you are stating that you have parental responsibility for the child named on the form, or if you share parental responsibility, that you are in agreement regarding the preferences stated on the application.

- [Parental rights and responsibilities](#) - GOV.UK

In the case of disputes between parents, there is an expectation that parents will resolve these themselves and make a single application which both parents are in agreement with.

The LA cannot accept more than one application per child. If they receive conflicting instructions for a child, they will not be able to process the application or allocate a place for your child.

The LA will require evidence of either parental agreement, in the form of written confirmation from each parent, or a court order/child arrangement order.

If an agreement has not been reached before the normal admissions round, all preferences will be suspended and the LA will seek to offer a place at the nearest school, with places available, to the child's principal permanent residence.

If it is discovered that a place has been offered based on a fraudulent or intentionally misleading application (for example a false claim to residence) that offer will be withdrawn.

(c) Distance criteria

One of the factors that determines if a child will be offered a place is the distance from their home to the school, measured in a straight line.

How is the distance measured?

On entering the address into the admissions system, the address is matched against address-point data held in the system from the Local Land and Property Gazetteer (LLPG).

When an address is matched, the system looks up its Unique Property Reference Number (UPRN), which will have six-figure Grid References attached.

The straight line distance from this address point to the centroid (a six-figure grid reference) is then calculated to the nearest 0.001 mile.

Flats and apartments

Where applications are made from the same multiple dwelling sharing a single address point, such applications in a single criterion will be considered initially by distance between the address point and the school in the normal way.

Where there are insufficient places to admit all those applicants, the individual priority for each applicant will be set by random allocation (lottery).

Please see the LA website for further information on:

- [Attending a school outside Oldham](#)
- [Applications from outside Oldham](#)
- [Relocation and permanent addresses](#)