



## Witham Oaks Academy Admissions Policy 2026-2027

Published admission number 2026/27 is 90, for children who are aged 7 by 31<sup>st</sup> August 2026.

There is no guarantee of a place for children living in the priority admission area.

In the event of oversubscription, places will be allocated using the following criteria in the order given:

- 1 Looked After Children and previously looked after children (as defined in the Primary Education in Essex)
- 2 Children with a sibling attending the school other than Year 6
- 3 Children living in the priority admission area, please see 'Catchment area Finder' tool on [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions)
- 4 Remaining applications

Should a child hold an EHCP or currently be seeking an EHCP and intend to name the school as first choice please inform the school so they can be included in admission numbers.

In the event of oversubscription within any of the above criteria, priority will be determined by straight line distance from home to school, those living closest being given the highest priority.

If parents would like to come and look around the school before applying to the Local Authority for a place, please contact one of our Heads of School for an appointment.

Full information regarding the process of applying for a place can be found on the Essex Admissions pages: <http://www.essex.gov.uk/Education-Schools/Schools/Admissions/Pages/Admissions.aspx> and/or [Admissions - Witham Oaks Academy](#)

## DEFINITIONS

### Looked After Children

A 'looked after child' or a child who was previously looked after but immediately after being looked after become subject to an adoption, residence or special guardianship order will be given first priority in oversubscription criteria ahead of other applicants in accordance with the School Admissions Code 2014.

*\*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 of the Children Act 1989) at the time of making an application to a school.*

### Children with Statements of Special Educational Needs

Children with statements of special educational needs or Education, Health and Care Plans (EHCP) that name the school on the statement, are required to be admitted to a school regardless of their place in the priority order.

*\*A Statement of Special Need is a statement made by the local authority under Section 324 of the Education Act 1996, specifying the special educational provision required for that child. An Education, Health and Care plan (EHCP) is a plan made by the local authority under Section 37 of the Children and Families Act 2014, specifying the special education provision required for that child.*

### Home Address

Applications will normally be processed on the basis of the home address for the child at the time of application, with an expectation that the child will still reside there at the time of admission. Where there is a new home address, proof of an exchange of contracts or copy of a tenancy agreement should be provided. The home address is considered to be the address at which the child resides on an applications permanent basis or is 'ordinarily resident'. This is generally the address of the parent. The child must be living with the parent or carer 24 hours per day, for the majority of the school week. Arrangements where parents can leave and collect children from a relative or a carer on a daily basis will be regarded as childcare arrangements, and the child will not be deemed to be 'ordinarily resident' with that person. In all cases we expect that the adult with whom the child is 'ordinarily resident' receives the child benefit for the child.

### Address Checking

The school will ask applicants to provide proof of their home address. This will include a copy of the following:

- Council tax notification
- UK driving licence
- Two utility bills dated within the last 6 months (gas, electricity, water or landline phone).

The school reserves the right to take additional checking measures including further documentation and in some cases unannounced home visits. If a school place is secured through false information regarding a home address, the school may withdraw the place offered.

### Siblings

For applications made in the normal admission round, or mid-year, a relevant sibling is a child who has a brother, sister, adopted brother or sister, or stepbrother or stepsister living in the same family unit in the same family home and address, who attends the school with an expectation that the sibling will be attending at the time of admission. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

### **The Right of Appeal**

Parents have the right of appeal against admission decisions. Information on Admissions Appeals for 2026-27 can be found at [www. https://www.essex.gov.uk/after-your-school-offer/appeals](https://www.essex.gov.uk/after-your-school-offer/appeals)

### **New Admissions Waiting List**

For new admissions, in the event of oversubscription, a waiting list is maintained in accordance with our admissions criteria by the Local Authority. The waiting list will close at the end of the Autumn Term. Parents/guardians are not told where they stand on the waiting list as this could be subject to change if a new application is received by the school which falls into a higher category than that already received. Parents/guardians may only be advised of the perceived likelihood of a place becoming available. When a place in any class becomes available the waiting list is scrutinised and the child who is in the highest category (according to the admissions criteria) will be offered that place (in writing). If a place is declined the place can be offered to the next child on the list (as previously determined).

### **Applications for school places outside the normal admissions round**

All mid-year applications should be made directly to the academy, using the mid-year application form available on the academy website and/or the school office. Mid-year applications (sometimes called in-year applications) are any application for a school place made to a year group, apart from September admissions to Reception (primary and infant schools)/Year 3 (junior schools).

For applications into existing year groups, a place will be offered when the number of pupils in the relevant year group is below the admission number for that year group. A waiting list will be held, where necessary, until the end of the Academic Year, at which point it will be cleared. If parents want to be on the waiting list for the following year, they need to apply again.

Please use the following email address for mid-year admissions – [admissionswoa@inspiresmat.co.uk](mailto:admissionswoa@inspiresmat.co.uk)

