



NORTHAMPTON PRIMARY
ACADEMY TRUST PARTNERSHIP

Pupil Admissions Policy

[INSERT SCHOOL NAME]

For admission in the school year commencing September 2023

Date approved by the NPAT Board of Trustees:	03.02.2022
Chair of Directors Signature:	Jeremy Stockdale
Renewal Date:	28.02.2024

1. Policy statement

- 1.1 [INSERT SCHOOL NAME] is a primary school in Northampton and is part of Northampton Primary Academy Trust. This admissions policy was finalised following public consultation on a Trust-wide approach to admissions. Our aim is to ensure all our schools have fair, clear, objective and easily understandable admissions arrangements that focus on serving the local community, reflect our vision and values and are as easy as possible for parents/carers of potential pupils to understand.
- 1.2 More information about Northampton Primary Academy Trust is available on our website: www.npatschools.org
- 1.3 [INSERT SHORT PARAGRAPH ABOUT THE SCHOOL]
- 1.4 More information about our school is available on our website: [INSERT WEBSITE ADDRESS]

2 Published Admission Number (PAN) and process

- 2.1 The school has a PAN of [INSERT ADMISSION NUMBER] for entry in Reception.
- 2.2 [In addition to this figure, we have [INSERT NUMBER OF SU PLACES] places within our Special Unit. Admission to the Special Unit is made in liaison with the Local Authority SEN Team and does not form part of this policy.]
- 2.3 The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applications than this are received, Northampton Primary Academy Trust schools will offer places at the school to all those who have applied.
- 2.4 Applications in the 'normal round' (that is the main cycle of applications for Reception places from the beginning of the school year) are administered on behalf of the Northampton Primary Academy Trust schools by the relevant local authorities as part of local coordinated schemes.

3. Child's Home Address

We allocate school places using the address your child is living at on the closing date for applications [INSERT APPLICATION CLOSING DATE].

When we refer to a child's home address, we mean the permanent residence of the child. This address must be the child's only or main residence that is either:

- Owned by the child's parent, parents or carer/guardian.
- Leased to or rented by the child's parent, parents or guardian under a lease or written rental agreement of not less than six months duration. The property leased should be that in which the family lives.

We may require written proof of ownership or a rental agreement and proof of actual permanent residence at the property.

We cannot allocate places on the basis of intended future changes of address unless house moves have been confirmed through the exchange of contracts with a completion date, or the signing of a formal lease agreement.

If you change your address at any time during the admission process, please tell the School Admissions Team. Please note that we cannot allocate on the basis of a change of address after the closing date for applications. We use the address we hold on the closing date to allocate places but will use your new address for any correspondence.

We do not usually accept an address if:

- It is the address of your second home. If you have two homes, we will check which one is your main home. We may refuse to allocate a school place at an address which we consider to be a temporary or business address.
- Only part of a family moves, unless this was as a result of a divorce or permanent separation arrangement. We will ask for proof of this.

We reserve the right to seek further written proof to support your claim to residence, and that your child is living there.

Please note: an address used for childcare arrangements **cannot** be used as a home address when applying for a school place.

Each year, the School Admissions Teams will check a sample number of addresses at random by asking the parent/carer to prove the address they have stated on their application.

4. Education Health and Care Plans

Children will be admitted where a child has EHC plan which names the school as the appropriate provision.

5 Allocation of Places Up To PAN

Places will be allocated in criteria order up to the PAN of the school. If the number of children in a criterion means that a school would exceed its PAN if it admitted them all, there must be a way of establishing which children will be offered the places. In this case, all the children in the criterion will be ranked according to the distance from the school with those living nearest to the school having priority.

6 Oversubscription criteria

When the school is oversubscribed (that is, there are more applications than places available), after the admission of pupils with an Education, Health and Care Plan that names the school, priority for admission will be given to children in the order shown below:

1. Looked After Children and Previously Looked After Children
2. Siblings
3. School Staff
4. Children who live nearer to the school than any other school
5. Other children

7 Oversubscription criteria definitions

- a) **Looked after Children:** They are (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 definition in Section 22(1) of the Children Act 1989).
- b) **Previously looked after children** are children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order. These definitions are set nationally, by the Department for Education.

This includes children who appear (to the admission authority) to have been in state care outside of England* and ceased to be in state care as a result of being adopted.

“*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 provide of care whose sole or main purpose is to benefit society”. (2021 Admissions Code)

- c) **Siblings:** The sibling must be attending the school at the point of proposed admission. Note – this definition is the one used by the Local Authority in relation to admissions to schools that they maintain - Northampton Primary Academy Trust schools adopt the same definition to avoid any confusion and keep arrangements as simple as possible for local parents and carers.

Siblings are defined as the following:

- A brother or sister living at the same address as the applicant (within a family unit, even if they are not biological brother and sisters – for example when the parents are not married/in a civil relationship) including adopted children, step-brothers, step-sisters, half-brothers, half-sisters and children in foster care.

Sibling link:

- Some schools give priority to children whose brother(s) or sister(s) are already on roll at a preferred school (this is called a ‘sibling link’). The sibling must be in the school at the time of application and be likely to remain in the school at the proposed date of admission. If a sibling secures a place at the school after an application has been submitted for another sibling, then the parent/carer should advise the School Admissions Team that a sibling link now exists.
- If siblings live between two addresses, applicants **must** provide proof to show that the main address is the same for **both** children.
- Siblings must be living at the **same** address when the application is made. If there is any discrepancy between sibling addresses, parents will be asked to provide proof of the home address of both children.

- d) **School Staff:** The school may give priority in their oversubscription criteria to children* of staff (both teaching and non-teaching, full and part-time, permanent staff members) in either or both of the following circumstances:
- a where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
 - b the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

* A child living at the same address as the staff member (within a family unit, even if they are not biological children – for example when the parents are

not married/in a civil relationship) including adopted children, step-children, and children in foster care.

8. Distance Tiebreaker and Measurements

This is the process we use if more than one child has an equal right to a place after applying the school's oversubscription admission criteria. Unless otherwise stated, distances are measured from the address point of your home to the address point of the school on a straight-line basis, using a geographical information system. Each address has a unique address point established by the most valuable elements from the National Land and Property Gazetteer (NPLG), Ordnance Survey Master Map, Royal Mail Postal Address File and The Valuation Office Agency. The address point for a property does not change.

All admission arrangements must include an effective, clear and fair tie-breaker to decide between two applications that cannot otherwise be separated. In the event of two distances being equal, the Local Authority measures to the next decimal point. If the measurements remain equal, lots will be drawn, and the process will be independently verified.

Where the school's PAN is reached in a criterion, all the children in that criterion are ranked according to the distance they live from the school. Priority is given to those who live closest to the school.

Please note: Late applications are also assessed by distance from the school (priority being given to closest) to ensure consistency in the allocation process.

9. Late Applications

Late applications are "applications for entry in a relevant age group which are submitted before the first day of the first term in the admission year but have not been made in time to enable the local authority to offer a place on National Offer Day" 2021 Admissions Code

- 9.1 On time applications will be processed before those received after the closing date **[INSERT CLOSING DATE]** and parents who apply on time will be notified of the school allocated on National Offer Day, **[INSERT CLOSING DATE]**.
- 9.2 Applications received after the closing date are referred to as 'late' applications and these will be processed in the further rounds of allocations.
- 9.3 Parents who make a late application will not receive notification of the outcome of a late application on the National Offer Day **[INSERT CLOSING DATE]**.
- 9.4 If a late application is made for popular (oversubscribed) schools, it is possible that the school allocated may not be one of the three preferences as the popular schools fill up with on time applicants.
- 9.5 We will consider an application to be late if we receive it after the closing date **[INSERT CLOSING DATE]** at 5pm even if other children in the family attend the school, or if the children applying live in the linked area, or if the applications are for children who have just moved into the area/county.
- 9.6 If you need to apply for a school place after the closing date, you will have to complete the late application web form (which will be on the NCC and MK websites after 5pm on **[INSERT CLOSING DATE]** as the online application service for co-ordinated admissions will be closed.
- 9.7 Late applications are processed within our additional rounds of allocation between May – July **[INSERT YEAR]**. Depending on the number of applications received, it may take several weeks to process each round. Applicants will receive an offer via email where possible.

10 In-year Admissions

An application is an “*in-year application if it is for the admission of a child to a relevant age group, but it is submitted on or after the first day of the first term of the admission year, or if it is for the admission of a child to an age group other than a relevant age group*”. 2021 Admissions Code

Requests for Admission Outside the normal age group

10.1 Whilst all children are entitled to a full-time school place in the September following their 4th birthday and most parents are happy for their child to start school at this point, parents(s)/carer(s) of children seeking admission outside of the normal age group, those seeking to be admitted a year early or delay admission will follow a slightly different process.

Before making the decision to do this, we recommend that you read the information about out of normal age group on the Local Authority’s website:

You may also wish to seek advice from professionals, such as your child’s Early Years provider.

10.2 If you wish to apply for your child to be admitted to school a year early, parents need to complete *NPAT Application form to request a child be admitted to school a year early* (Appendix A). It is important for parents/carers to provide any additional evidence to support their request as this information will help the admission authority to make their decision e.g. parents/carers may be able to provide a report from the child’s Early Years setting or evidence from a health or social care professional.

10.3 If parents wish to delay their child’s school start until the September following their 5th birthday, there are two options:

- Parents can make an in-year application for a place for the September following their child’s 5th birthday. The child would normally start school in Year 1 (their correct chronological age group) as other children in the child’s age group already attending school will be moving from Reception to Year 1 at this point. It is important to remember that some schools are likely to be full and they may be unable to offer a place;
- If parents want their child to start in Reception year, they may request that children are admitted out of their normal age group i.e. into Reception instead of Year 1. Please note, that this is a ‘request’ and parents do not have the right to insist that their child is admitted to a particular age group. The Trust is responsible for making the decision about which year group a child should be admitted to.

10.4 Parents need to fill out *NPAT Application form to request a child’s admission be deferred* (Appendix B). Parents should also apply to the Local Authority in the normal way. In their request, parents/carers should provide some information about their child to explain why they think that their child should be educated out of their normal age group. It is important for parents/carers to provide any additional evidence to support their request as this information will help the admission authority to make their decision e.g. parents/carers may be able to provide a report from the child’s Early Years setting or evidence from a health or social care professional.

10.5 How will the decision be made?

The request will then be considered by the Trust in conjunction with the school, who will then make a decision on the basis of the circumstances of each case and in the best interests of the child concerned. The School Admissions Code requires admission authorities to consider a number of factors:

- The parent's/carer'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;
- Where the child may naturally have fallen into a lower age group if it were not for being born prematurely
- The Trust's views

Parents/carers should still make their application for a Reception place to the Local Authority in the normal way and before the primary application deadline of (ADD ADMISSION DEADLINE DATE). If a delay is agreed, this application can be withdrawn.

10.6 What happens next?

Parents/carers will be informed in writing of the Trust decision on the year group the child should be admitted to when they start school (i.e. Reception or Year 1) and will set out clearly the reasons for their decision.

10.7 If the request is approved by the Trust

If the request to be admitted outside the normal age group is **approved** by the Trust, parents/carers will need to forward this approval to School Admissions at the Local Authority, so that an application can be accepted in the normal admission round for the September following the child's 5th birthday. Parent(s)/carer(s) will then need to make an application for a place in Reception for the normal round of admissions in the following academic year.

Please note – this does not mean a child has been, or will be, offered a place in the Reception Year at their chosen school. If, in following the normal admissions round, the school is oversubscribed, all applications (including delayed applications) for the school will be ranked in accordance with the school's oversubscription admission criteria.

10.8 If the request is rejected by the Trust

If the request to be admitted outside the normal age group is **rejected** by the admission authority of the school, parents/carers have to decide whether to accept a Reception place in the normal year of entry or delay their child's start until the September after their 5th birthday and apply for a Year 1 place.

If parents /carers are unhappy with the Trust's decision to refuse their child a place out of their normal age group, complaints should be made directly to the Trust.

Parents/carers whose request for delayed entry into Reception are refused, have no statutory right to appeal this decision as the purpose of the appeals process is to consider whether a child should be admitted to a particular school, not the year group into which they should be admitted.

The Department for Education advice on the topic can be found at Section 2 Page 25 of: <https://www.gov.uk/government/publications/school-admissions-code--2>

11 Waiting lists

11.1 Where the school receives more applications for places than there are places available, a waiting list will be operated by the school until 31 December **[INSERT YEAR OF ADMISSION]**. The

waiting list will be maintained by the school and it will be open to any parent or carer to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

11.2 Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be re-ordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

12 School Admission Appeals

12.1 All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

12.2 The appeals process is run in accordance with the statutory processes and timescales set out in the School Admission Appeals Code. Appeals should be lodged in writing to the Head Teacher and set out the grounds for the appeal within 20 school days of finding out their application for a place has been unsuccessful. Information on the timetable for the appeals process is on our website at:

[INSERT SCHOOL WEBSITE LINK TO ADMISSIONS PAGE]

Appeals will be conducted by Northampton Primary Academy Trust's appointed appeals service.

Those who wish to lodge an appeal should write to or email as follows:

Head Teacher

[INSERT SCHOOL NAME]

[INSERT SCHOOL ADDRESS LINE 1]

[INSERT SCHOOL ADDRESS LINE 2]

Northampton

[INSERT SCHOOL POSTCODE]

Email: [INSERT SCHOOL EMAIL ADDRESS]

13 Further Information

Northampton County Council Admissions (for North and West Northants Local Authorities)

<https://www3.northamptonshire.gov.uk/councilservices/children-families-education/schools-and-education/school-admissions/Pages/default.aspx>

Milton Keynes Council Admissions (for Langland Community School)

<https://www.milton-keynes.gov.uk/schools-and-lifelong-learning/school-admissions>

Schools Admissions Code

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1001050/School_admissions_code_2021.pdf

School Admission Appeals Code

<https://www.gov.uk/government/publications/school-admissions-appeals-code>

Appendix A: NPAT Application form to request a child be admitted to school a year early



Please complete this form if you would like to request your child is admitted to school a year early (educated in a year group ahead of their normal age group). You may attach any pre-school or school reports, medical information, psychological reports or any other information you feel is relevant that you would like the admission authority to consider.

You **must** still make an on-time school place application at that the same time.

Before filling out this form please read the important guidance notes below: *Admission of children out of their normal year group (out of cohort)* from Northamptonshire County Council Primary Co-ordinated Admissions Scheme for 2022 Section 2.28

2.28 Admission of children out of their normal year group (out of cohort)

Northamptonshire County Council's policy is for children to be educated within their correct chronological year group where possible, with the curriculum differentiated as necessary to meet the needs of individual children. This is in line with DfE guidance which states that "in general, children should be educated in their normal age group".

Parents/carers may however seek a place for their child out of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. They must put their request in writing to the School Admissions Team (for Community and Voluntary Controlled Schools) and directly to the school for schools who are their Own Admission Authority, at the time of application.

The Admission Authority of the school will consider the request and make a decision on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

- the parent's/carer'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 the child has previously been educated out of their normal age group;
- whether the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- the views of the Head teacher of the school concerned.

The Admission Authority of the school **MUST** set out clearly for parents the reasons for their decision about the year group a child should be admitted to.

Parents/carers do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

Schools for which the Local Authority is not the Admission Authority may have a different process. Please check individual schools' admission arrangements directly with the schools or on their websites to ensure you are following the correct procedure.

Please see further information in the [School Admissions Code](#) (page 25, paragraph 2.17) about the admission of children outside their normal age group.

If you have any questions please call [0300 126 7000](tel:03001267000) for West Northants schools or 0300 126 3000 for North Northants schools or visit the councils' websites. The Admissions Authority in conjunction with the Headteacher of the preferred school will make a decision on the basis of the circumstances of the case.

Appendix A: NPAT Application form to request a child be admitted to school a year early



NPAT Application form to request a child be admitted to school a year early

Child's Full Name	
Date of Birth	
Parent/Guardian Details	
Home Address	
Tel Number	
Child's Current School/School Pre Address	

School where placement is required.	

Reasons for requesting your child is admitted to school a year early

Please give a level of detail that will enable the Admissions Authority to make a decision on your request. Please continue on a separate page if needed.

In summary please give your reasons why you want your child to be moved forward a year.



Please give any information about your child's social development which would support your request:



Please give any information about your child's physical development which would support your request:



Please give any information about your child's emotional development which would support your request:

Please give any information about any medical conditions which would support your request:



Views of other professionals

Please list any professionals including your child’s current pre-school or school provision that you have consulted with who support your application that your child should be moved forward a year and attach any signed letters of support or any reports from them that will support your case.

Name and contact details


Position/profession

Details of involvement

Name and contact details

Position/profession

Details of involvement



Name and contact details

Position/profession

Details of involvement

I understand that in signing this form I am requesting that my child is admitted to school a year early.

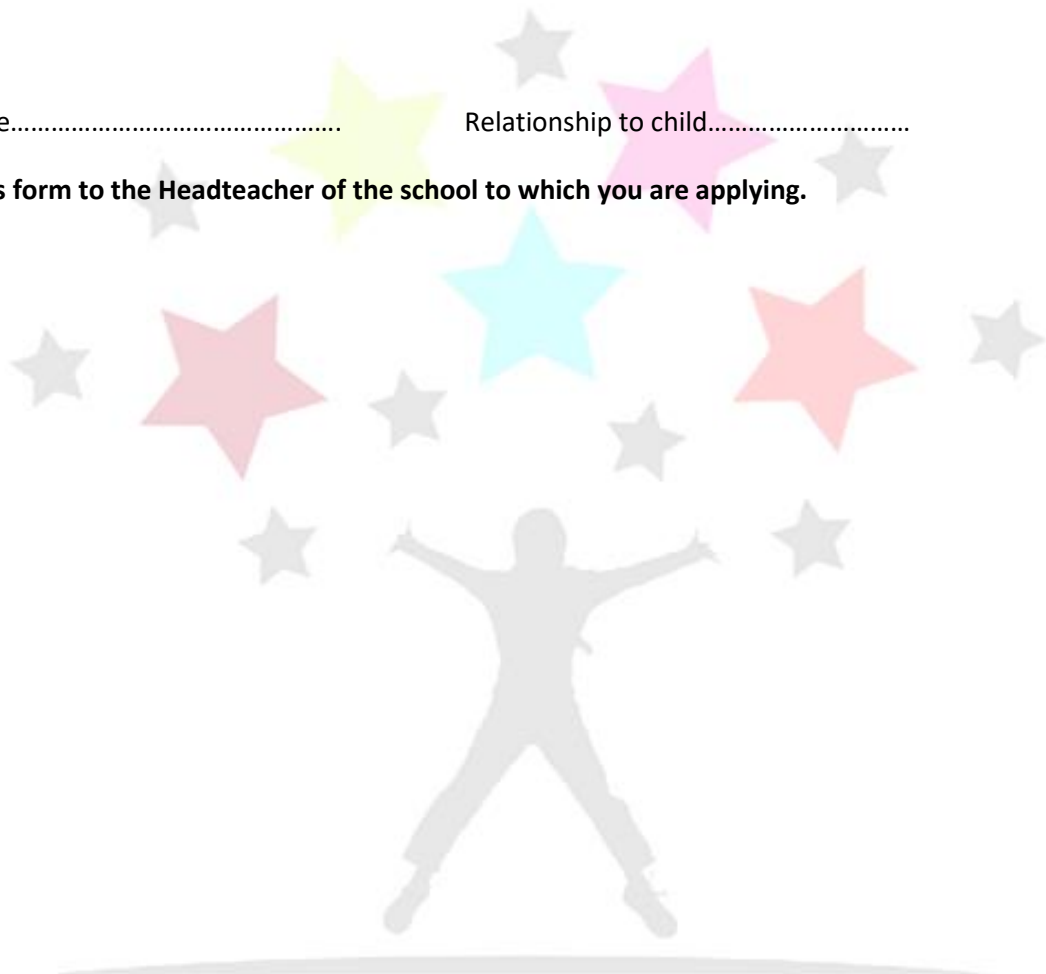
Signed.....

Date.....

Please Print Name.....

Relationship to child.....

Please return this form to the Headteacher of the school to which you are applying.



Appendix B: NPAT Application form to request a child's admission be deferred



Please complete this form if you would like to request your child is admitted to school a year later (educated in a year group behind their normal age group). You may attach any pre-school or school reports, medical information, psychological reports or any other information you feel is relevant that you would like the admission authority to consider.

You **must** still make an on-time school place application at that the same time.

Before filling out this form please read the important guidance notes below: *Admission of children out of their normal year group (out of cohort)* from Northamptonshire County Council Primary Co-ordinated Admissions Scheme for 2022 Section 2.28

2.28 Admission of children out of their normal year group (out of cohort)

Northamptonshire County Council's policy is for children to be educated within their correct chronological year group where possible, with the curriculum differentiated as necessary to meet the needs of individual children. This is in line with DfE guidance which states that "in general, children should be educated in their normal age group".

Parents/carers may however seek a place for their child out of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. They must put their request in writing to the School Admissions Team (for Community and Voluntary Controlled Schools) and directly to the school for schools who are their Own Admission Authority, at the time of application.

The Admission Authority of the school will consider the request and make a decision on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

- the parent's/carer'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 the child has previously been educated out of their normal age group;
- whether the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- the views of the Head teacher of the school concerned.

The Admission Authority of the school **MUST** set out clearly for parents the reasons for their decision about the year group a child should be admitted to.

Parents/carers do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

Schools for which the Local Authority is not the Admission Authority may have a different process. Please check individual schools' admission arrangements directly with the schools or on their websites to ensure you are following the correct procedure.

Please see further information in the [School Admissions Code](#) (page 25, paragraph 2.17) about the admission of children outside their normal age group.

If you have any questions, please call 0300 126 7000 for West Northants schools or 0300 126 3000 for North Northants schools or visit the councils' websites. The Admissions Authority in conjunction with the Headteacher of the preferred school will make a decision on the basis of the circumstances of the case

Appendix B: NPAT Application form to request a child's admission be deferred



Child's Full Name	
Date of Birth	
If your child was born prematurely what was the due date Proof may be requested	
Parent/Guardian Details	
Home Address	
Tel Number	
Child's Current Pre School/School	

Address	
School where placement is required.	

Reasons for requesting referred admission

Please give a level of detail that will enable the Admissions Authority to make a decision on your request, please continue on a separate page if needed

In summary please give your reasons why you want your child's admission to school to be retained:

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Please give any information about your child's social development which would support your request:

Please give any information about your child's physical development which would support your request:



Please give any information about your child's emotional development which would support your request:



Please give any information about any medical conditions which would support your request:

Views of other professionals:

Please list any professionals including your child's current pre-school or school provision that you have consulted with who support your request and attach any signed letters of support or any reports from them that will support your case.

Name and contact details

Position/profession

Details of involvement



Name and contact details

Position/profession

Details of involvement

Name and contact details	
Position/profession	
Details of involvement	

I understand that in signing this form I am requesting that my child's admission to school is delayed.

Signed.....

Date.....

Please Print Name.....

Relationship to child.....

Please return this form to the Trust central office.