



HEADLANDS PRIMARY SCHOOL ADMISSION ARRANGEMENTS FOR 2025-2026

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1. ADMISSION ARRANGEMENTS STATEMENT

- 1.1 Headlands Primary School is a primary school in Northampton and is part of Northampton Primary Academy Trust. The Trust is the Admission Authority and has responsibility for setting the admission arrangements for all its schools. These admission arrangements were 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 admission 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 Headlands Primary School has 460 amazing children. In addition, we have a thriving 50-place specialist provision called Woodlands. This is for children with communication difficulties including autism. We are an ambitious, innovative and inclusive school community, driven to ensure that all of the children reach their aspirational potential and be the best that they can be - academically, socially and physically.

At our school, the children are at the centre of all that we do. We are about developing the character of the 'whole child' to understand themselves, others and their world, enabling firm foundations to be secured for their next steps in education and life beyond.

We have a professional, dedicated and enthusiastic staff team; together we have established a dynamic, vibrant and inspirational environment where high quality learning is front and centre. We proactively invest in and are dedicated to ensuring that all of the children are taught by a brilliant teacher every day. Our values of DARE (Determination, Achievement, Respect and Understanding) underpin secure, positive and productive relationships amongst all members of our school community. Our ambition extends to partnerships with the National Gallery and association with the Royal Shakespeare Company. As the children journey through the school, they experience a wide range of experiences, including residential experiences, that support and enhance the children's learning and curiosity about the world in and beyond the classroom.

- 1.4 More information about our school is available on our website: headlands.org.uk.

2. WHO THESE ARRANGEMENTS APPLY TO

- 2.1 These arrangements are for school staff, local authorities and other admission authorities close to the school, as well as parents of prospective children who may come to the school to understand the arrangements in place for admissions.

3. ARRANGEMENTS REVIEW

- 3.1 These admission arrangements will be renewed on an annual basis and will be approved by the Trust Board.

4. APPLYING FOR A SCHOOL PLACE AT HEADLANDS PRIMARY SCHOOL

- 4.1 Parents of children currently attending pre-school provision at the school still need to apply for a place for Reception.
- 4.2 West Northamptonshire Council (the local authority) co-ordinates applications for places in Reception at Headlands Primary as part of the local co-ordinated scheme. In order to submit an application, please refer to the local authority's website: www.westnorthants.gov.uk/primary-school-places/apply-primary-school-place
- 4.3 See Appendix 1 to this document if applying for a place outside your child's normal chronological year group.

5. PUBLISHED ADMISSION NUMBER (PAN) AND PROCESS

- 5.1 The Published Admission Number (PAN) for entry into Reception in September 2025 is 60.
- 5.2 In addition to this figure, this school has 50 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.
- 5.3 The school will accordingly admit the Published Admission Number of pupils if there are sufficient applications. Where fewer applications than this are received, Northampton Primary Academy Trust will offer places to all those who have applied.
- 5.4 If more applications are received than the number of places available, places will be allocated in criteria order (see Section 6) up to the PAN of the school. If the number of children in a criterion means that the 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 children in the criterion will be ranked according to the distance from the school with those living nearest to the school having priority.
- 5.5 Children with an Education Health and Care Plan (EHCP) which names the school will be admitted.

6. OVERSUBSCRIPTION CRITERIA

6.1 CRITERIA

After the admission of children with an EHCP naming the school as appropriate provision, where there are more applications than there are places available, children will be admitted according to the following criteria, which are listed in order of priority:

1. Looked after children and all previously looked after children
2. Siblings
3. Children of Trust staff employed to work at the school
4. Children who live nearer to the school than any other publicly funded state school with an equivalent year group
5. Other children

6.2 DISTANCE MEASUREMENTS

Where the PAN is reached in a criterion, as mentioned in Paragraph 5.3, all 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. Distances are measured from the address point of the child's 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.

The child's home address is defined as the address at which the child normally resides with their parent/carer. When parents live separately and the child spends time with each parent, the home address will be treated as the place where the child sleeps for most of the school week (i.e., Sunday night – Thursday night inclusive). If the child spends equal amounts of time at two addresses, the parents must agree which address they wish to be the child's main address.

6.3 TIEBREAKER

If two or more applications cannot otherwise be separated and there is only one place available, a random allocation process will be used to determine who should be allocated the place. This process will be supervised by a suitable person who is independent of the school.

7. OVERSUBSCRIPTION DEFINITIONS

7.1 LOOKED AFTER CHILDREN

A 'looked after child' is a child who, at the time of making an application to the school, 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 definition in Section 22(1) of the Children Act 1989).

7.2 PREVIOUSLY LOOKED AFTER CHILDREN

Previously looked after children are children who were looked after but ceased to be so because they:

- a) were adopted under the Adoption Act 1976 (see Section 12 adoption orders) or the Adoption and Children Act 2002 (see Section 46 adoption orders),
- b) became subject a child arrangements order (as defined in Section 8 of the Children Act 1989 and as amended by Section 12 of the Children and Families Act 2014), or
- c) became subject to a special guardianship order (see Section 14 A 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)).

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)

7.3 SIBLINGS

A sibling is a child's brother or sister. To be considered under this criterion, the sibling must be attending the school at the time of application and be likely to remain in the school at the proposed date of admission. A sibling is defined as a child's brother or sister. A sibling must be living at the same permanent address and as part of the same family unit (one or two parents plus children) to qualify under this criterion.

For School Admissions purposes, the term sibling includes:

- half-brothers and half-sisters
- step-brothers and step-sisters
- adopted children
- children in foster care
- children living in the same family unit, even if they are not biological brothers and sisters – for example, when the parents are not married/in a civil relationship.

Cousins are not regarded as siblings.

If siblings live between two addresses, applicants may be asked to provide proof to show that the main address is the same for both children.

7.4 CHILDREN OF SCHOOL STAFF

The school will 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. CHILDREN BELOW COMPULSORY SCHOOL AGE

- 8.1 Where children below compulsory school age are offered a place at the school, they will be entitled to a full-time place in the September following their fourth birthday.
- 8.2 Parents/carers can defer the date their child is admitted to the 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.
- 8.3 Where parents/carers wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

9. LATE APPLICATIONS

- 9.1 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)
 - 9.1.1 On time applications will be processed before those received after the closing date 15th January 2025. Parents who apply on time will be notified of the school allocated on National Offer Day 16th April 2025

- 9.1.2 Applications received after the closing date are referred to as 'late' applications and these will be processed in the further rounds of allocations as per the local authority's coordinated scheme. (For details of when these are, please refer to the local authority's website.)
- 9.1.3 Parents who make a late application will not receive notification of the outcome of a late application on the National Offer Day.
- 9.1.4 Applications are considered to be late if they are received after the closing date even if other children in the family attend the school, or if the applications are for children who have just moved into the area/county.
- 9.1.5 If you need to apply for a school place after the closing date, please complete the late application online form (which will be on the local authority website after 15th January 2025).

10. IN-YEAR ADMISSIONS

- 10.1 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)
- 10.2 In-year applications should be made through West Northamptonshire Council: www.westnorthants.gov.uk/move-school-during-school-year-year

11. WAITING LISTS

- 11.1 Following an unsuccessful application, parents/carers can request that their child's name be placed on the waiting list. Waiting lists are held for all year groups by the local authority. Waiting lists will be cleared after 31st December and at the end of each subsequent school term.
- 11.2 If parents/carers would like their child's name to remain on the waiting list for the remainder of the academic year, they should inform the School Admissions team at the local authority, in writing, by 31 December and 31 March to renew their interest. Each added child will require the list to be ranked again in line with the published oversubscription criteria (see Section 6 of this document) and when a place becomes available it will be allocated to the child at the top of the waiting list. Priority will not be given to children on the basis that they have been on the waiting list the longest and children being allocated places

under the Fair Access Protocol will be given priority. A new application will be required for a new academic year.

12. APPEALS

12.1 If a child is refused a place at the school, parents/carers have the right to appeal against the decision to an independent Admission Appeals Panel. Appeals will be conducted by Northampton Primary Academy Trust's appointed appeals service.

12.2 Those who wish to lodge an appeal should visit West Northamptonshire Council's website to find out more information and submit an appeal:
<https://www.westnorthants.gov.uk/school-admissions/appeal-school-place>

APPENDIX 1 - ADMISSION OUTSIDE THE NORMAL AGE GROUP

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that 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.

REQUESTS FOR ADMISSION TO RECEPTION OUTSIDE THE NORMAL AGE GROUP (SUMMER BORN CHILDREN)

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. However, parents/carers of summer born children (those born between 1 April and 31 August) who do not reach compulsory school age until a full year after they would normally start school, may wish to delay their child's start to school until the September following the child's 5th birthday.

If parents wish to delay their summer born child's start at school until the September after their 5th birthday, there are two options:

1. Parents can make an in-year application for a **Year 1** place for the September following their child's 5th birthday 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 in year 1 and unable to offer a place
2. If parents do not want their child to miss their Reception year, they may request that their child is admitted out of their normal age group i.e., into reception instead of Year 1. Please note, this is a 'request' and parents do not have the right to insist that their child is admitted to a particular age group. The school's Admission Authority (Northampton Primary Academy Trust) is responsible for making the decision about which year group a child should be admitted to.

Parents and carers of summer born children who wish to delay their child's school start by a full year but would like them to start in Reception, should still make their application for a Reception place for their child's normal year of entry before the primary application deadline of **15 January** in the offer year (the academic year in which the child turns 4). If a delay is agreed, this application can be withdrawn.

Parent and carers should also, if possible, make their request for admission out of the normal age group to the local authority West Northamptonshire Council by the

same date - **15 January**. This is to enable sufficient time for requests to be processed prior to National Offer Day (16 April or the next working day). Requests will however still be considered after this date.

If parents and carers wish to apply for a delayed place in Reception for their summer born child, they must complete the application form in Appendix 2 and send it to the Headteacher via the school office.

The decision will be made 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 Headteacher's views.

Parents and carers will then be informed in writing of Trust's decision on which year group the child should be admitted to when they start school (i.e., Reception or Year 1).

Parents and carers may find this Department for Education guidance helpful: <https://www.gov.uk/government/publications/summer-born-children-school-admission/making-a-request-for-admission-out-of-the-normal-age-group>

GENERAL REQUESTS FOR ADMISSION OUTSIDE THE NORMAL AGE GROUP

Parents/carers wishing to seek a place for their child out of their normal age group at Headlands Primary School for any other year group than Reception, or for Reception after the start of the new school year in September, should complete the application form in Appendix 3 and send it to the Headteacher via the school office as well as submitting an in-year application to the local authority.

Northampton Primary Academy Trust, as Admission Authority of the school, will consider the request and make a decision on the appropriate year group for the child 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 Headteacher's views.

The Trust will then inform parents in writing their decision about the year group the child should be admitted to prior to the application being processed.

Parents and 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

APPENDIX 2 - APPLICATION FOR A PLACE IN RECEPTION OUTSIDE THE NORMAL AGE GROUP (SUMMER BORN CHILDREN)

Please complete this form if you are planning to delay your summer born child's start to school by a full school year and would like to request that they start school in Reception rather than Year 1 once they reach compulsory school age.

You will need to explain why you feel it is in your child's best interests to start school in Reception, out of the normal age group, and may attach any evidence you have (e.g. pre-school reports, medical information) that you feel is relevant and would like the Trust to consider.

Parents requesting admission to Reception out of the normal age group are advised to submit an on-time application for their child's normal Reception year at the same time as making this request. If you have any questions about this, please contact 0300 126 7000 for West Northamptonshire Council Admissions.

Northampton Primary Academy Trust in conjunction with the Headteacher of Headlands Primary School will make a decision on the basis of the circumstances of the case.

Child's Details	
Child's Full Name	
Date of Birth	
If the child was born prematurely, what was their due date?	
Parent/carer name	
Parent/carer telephone no.	
Family home address	
Child's current school/preschool	
School/preschool address	

Request
<p>Please give your reasons for wanting your child to be educated out of their normal age group and to start school in Reception Please give a level of detail that will enable the Trust to make a decision.</p>
<p>Please give any information about your child’s social development that will support your request.</p>
<p>Please give any information about your child’s physical development that will support your request.</p>
<p>Please give any information about your child’s emotional development that will support your request.</p>

<p>Please give any information about any medical conditions that will support your request.</p>	
<p>Views of other professionals Please list below any professionals, including your child’s current preschool or nursery provision, that you have consulted with who support your application. Please attach any letters of support or reports from them that will support your case. Please add other rows to the table if there is more than one professional.</p>	
Name and contact details	
Position/profession	
Details of involvement	

I understand that by signing this form I am requesting that my child’s entry to Reception is delayed.

Signed _____ Date _____

Print name _____ Relationship to Child _____

Please return this form to the Headteacher via the school office.

APPENDIX 3 – APPLICATION FOR ADMISSION OUTSIDE THE NORMAL AGE GROUP

Please complete this form if you wish to apply for a place for your child outside the normal age group for any other year group than Reception, or for Reception after the start of the new school year in September. 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 Trust to consider.

Parents requesting admission outside the normal age group of their child should also submit an in-year application to the local authority at the same time as making this request. If you have any questions about this, please contact 0300 126 7000 for West Northamptonshire Admissions.

Northampton Primary Academy Trust in conjunction with the Headteacher of Headlands Primary School will make a decision on the basis of the circumstances of the case.

Child's Details	
Child's Full Name	
Date of Birth	
If the child was born prematurely, what was their due date?	
Parent/carer name	
Parent/carer telephone no.	
Family home address	
Child's current school/preschool	
School/preschool address	

Request	
Request being made (i.e. different year group to chronological age specifying normal year group and year group requested)	
<p>Please give your reasons for your request for education out of normal school year for your child</p> <p>Please give a level of detail that will enable the Trust to make a decision on your request.</p>	
<p>Please give any information about your child's social development that will support your request.</p>	
<p>Please give any information about your child's physical development that will support your request.</p>	
<p>Please give any information about your child's emotional development that will support your request.</p>	

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Please give any information about any medical conditions that will support your request.

Views of other professionals
 Please list below any professionals, including your child’s current preschool or school provision, that you have consulted with who support your application. Please attach any letters of support or reports from them that will support your case. Please add other rows to the table if there is more than one professional.

Name and contact details	
Position/profession	
Details of involvement	

I understand that by signing this form I am requesting that my child is admitted to school out of their normal year group.

Signed _____ Date _____

Print name _____ Relationship to Child _____

Please return this form to the Headteacher via the school office.