

# Admission arrangements for community and voluntary controlled schools in West Northamptonshire (2024 intakes)

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## 1. Aims

This policy aims to:

- Explain **how to apply** for a place at community and voluntary controlled schools in West Northamptonshire
- Set out the schools' arrangements for allocating places to those who apply
- Explain **how to appeal** against a decision not to offer your child a place

## 2. Admission Authorities

The admission authority of a school varies according to the type of school. As shown below in Table 1, the local authority (WNC) is responsible for determining the admission arrangements of community and voluntary controlled schools.

**Table 1:** Admission authorities and school type (governance)

Type of school	Admission Authority
Academies/Free Schools/UTCs	Academy Trust
<b>Community Schools</b>	<b>Local Authority</b>
Foundation Schools	Governing Body
Voluntary Aided (VA) Schools	Governing Body
<b>Voluntary Controlled (VC) Schools</b>	<b>Local Authority</b>

### 3. How to apply for a place in the Normal Admissions Round

The **normal admissions round** is the period during which parents/carers can apply for state-funded school places at a school's normal point of entry (reception for primary and infant schools and year 3 for junior schools), using the Common Application Form (CAF) provided by their home local authority.

Parents/carers should use the application form provided by their home local authority (regardless of which local authority the schools are in) to express a preference for a minimum of 3 state-funded schools, in rank order.

All parents/carers who submit an on-time application (i.e., by midnight on 15 January) will receive an offer for a school place directly from their local authority on National Offer Day (16 April or the next working day).

Parents/carers living in the West Northamptonshire Council area should visit the [WNC School Admissions website](#).

Please note: attendance at a particular nursery that may be attached to or run by a school, does not guarantee admission at that school. An application must be made for any transfer from nursery to primary/infant school, and from infant to junior school.

### 4. Allocation of places at community and voluntary controlled schools in West Northamptonshire

Community and voluntary controlled schools in West Northamptonshire are mostly organised into two generic groups. The schools in each of these groups generally share the same oversubscription criteria, although certain features of a school's admission arrangements may vary from school to school (e.g., the Published Admission Number (PAN) and linked area). The groups are as follows:

- Primary and infant schools – rural
- Primary schools – urban

The oversubscription criteria for each of these groups are listed below, along with specific details of each school within the group. The community and voluntary controlled schools which have over-subscription criteria unique to their school are lists separately.

Abbreviations:

CE = Church of England (a voluntary controlled school)

CEVC = Church of England Voluntary Controlled

PAN = Published Admission Number

## 2.1 Primary schools – rural

<b>School</b>	<b>PAN</b>	<b>Linked Area</b>
Ashton CE Primary School	8	Ashton
Blisworth Community Primary School	30	Blisworth
Bramptons Primary School, The	14	Chapel Brampton, Church Brampton
Brington Primary School	10	Brington, Nobottle, Whilton, Whilton Locks
Brixworth CEVC Primary School	75	Brixworth, Scaldwell
Bugbrooke Community Primary School	30	Bugbrooke
Clipston Endowed VC Primary School	15	Arthingworth, Clipston, Great Oxendon, East Farndon, Hothorpe, Kelmarsh, Marston Trussel, Thorpe Lubenham
Cosgrove Village Primary School	9	Cosgrove
Crick Primary School	30	Crick
Croughton All Saints CE Primary School	20	Croughton
Denton Primary School	15	Brafield-on-the-Green, Denton
East Haddon CE Primary School	10	East Haddon, Holdenby
Flore CE Primary School	20	Brockhall, Flore
Gayton CE Primary School	12	Gayton
Greatworth Primary School	15	Greatworth, Marston St. Lawrence
Harlestone Primary School	8	Althorp, Harlestone
Harpole Primary School	30	Harpole
Helmdon Primary School	18	Astwell, Falcutt, Helmdon
John Hellins Primary School	30	Furtho, Potterspury
Long Buckby Infant School	54	Long Buckby, Buckby Wharf, Watford
Maidwell Primary School	10	Draughton, Faxton, Lamport, Hanging Houghton, Maidwell
Overstone Primary School	30	Overstone
Pattishall CE Primary School	27	Astcote, Cold Higham, Dalscote, Eastcote, Fosters Booth, Grimscote, Pattishall
Pitsford Primary School	10	Pitsford
Roade Primary School	60	Roade
Stoke Bruerne CE Primary School	12	Shutlanger, Stoke Bruerne
Syresham St. James CE Primary School	15	Crowfield, Syresham
Walgrave Primary School	24	Hannington, Holcot, Old, Walgrave

School	PAN	Linked Area
West Haddon Endowed CE Primary School	30	West Haddon, Winwick
Whittlebury CE Primary School	12	Whittlebury
Yardley Gobion CE Primary School	20	Grafton Regis, Yardley Gobion
Yardley Hastings Primary School	15	Yardley Hastings
Yelvertoft Primary School	20	Clay Coton, Lilbourne, Stanford, Yelvertoft

**Table 2:** Primary Schools (Rural)

## How places are allocated

Places will first be allocated to children who have an Education, Health and Care (EHC) Plan that names the school as appropriate provision.

### Oversubscription Criteria

When there are more applications for the school than there are places available, priority will be given in the following order:

1. Looked after children and all previously looked after children
2. Children who live in the linked area for the school
3. Children with a sibling continuing at the school at the time of admission of the child
4. Other children

### Allocation of places up to Published Admission Number (PAN)

If the PAN is exceeded within any criterion, priority will be given to applicants whose home address is closest to the school.

### Tie-breaker

Where two or more applications cannot otherwise be separated, random allocation will be used to decide who is allocated a place.

## 2.2 Primary schools – urban

School	PAN
Barry Primary School	60
Boothville Primary School	90
Bridgewater Primary School	90
Chiltern Primary School	30
Delapre Primary School	90
Duston Eldean Primary School	60
Earl Spencer Primary School	60
Hopping Hill Primary School	60

School	PAN
Hunsbury Park Primary School	45
Kingsthorpe Grove Primary School	60
Kingsthorpe Village Primary School	30
Lyncrest Primary School	30
Millway Primary School	60
Vernon Terrace Primary School	30
Whitehills Primary School	60

**Table 3:** Primary Schools (Urban)

## How places are allocated

Places will first be allocated to children who have an Education, Health and Care (EHC) Plan that names the school as appropriate provision.

### Oversubscription Criteria

When there are more applications for the school than there are places available, priority will be given in the following order:

1. Looked after children and all previously looked after children
2. Children with a sibling continuing at the school at the time of admission of the child
3. Children whose home address is closer to the preferred school than any other school
4. Other children

### Allocation of places up to Published Admission Number (PAN)

If the PAN is exceeded within any criterion, priority will be given to applicants whose home address is closest to the school.

### Tie-breaker

Where two or more applications cannot otherwise be separated, random allocation will be used to decide who is allocated a place.

## 2.3 Schools with unique oversubscription criteria

### Brackley Junior School

The Published Admission Number (PAN) for the normal point of entry (year 3) is **60**.

Places will be allocated to children who have an Education, Health and Care (EHC) Plan that names the school as appropriate provision.

### Oversubscription Criteria

Where there are more applications for the school than there are places available, priority will be given in the following order:

1. Looked after children and all previously looked after children
2. Children who live in the linked area for the school: Halse, Radstone, Steane and Whitfield
3. Children with a sibling continuing at the school or Waynflete Infants' School at the time of admission of the child
4. Children who attend Waynflete Infants' School
5. Children whose home address is closer to the preferred school than any other school
6. Other children

### **Allocation of places up to Published Admission Number (PAN)**

If the PAN is exceeded within any criterion, priority will be given to applicants whose home address is closest to the school.

#### **Tie-breaker**

Where two or more applications cannot otherwise be separated, random allocation will be used to decide who is allocated a place.

### **Grange School, The**

The Published Admission Number (PAN) for the normal point of entry (reception) is **60**.

Places will be allocated to children who have an Education, Health and Care (EHC) Plan that names the school as appropriate provision.

#### **Oversubscription Criteria**

Where there are more applications for the school than there are places available, priority will be given in the following order:

1. Looked after children and all previously looked after children
2. Children who live in the linked area for the school
3. Children with a sibling continuing at the school at the time of admission of the child
4. Children whose home address is closer to the preferred school than any other school
5. Other children

### **Allocation of places up to Published Admission Number (PAN)**

If the PAN is exceeded within any criterion, priority will be given to applicants whose home address is closest to the school.

#### **Tie-breaker**

Where two or more applications cannot otherwise be separated, random allocation will be used to decide who is allocated a place.

#### **Linked Area**

Drayton and the Middlemore Development

## **Long Buckby Infant School**

The Published Admission Number (PAN) for the normal point of entry (reception) is **54**.

Places will be allocated to children who have an Education, Health and Care (EHC) Plan that names the school as appropriate provision.

### **Oversubscription Criteria**

Where there are more applications for the school than there are places available, priority will be given in the following order:

- 1.** Looked after children and all previously looked after children
- 2.** Children who live in Long Buckby, Buckby Wharf or Watford
- 3.** Children who have a sibling continuing at the school or Long Buckby Junior School at the time of admission of the child
- 4.** Other children

### **Allocation of places up to Published Admission Number (PAN)**

If the PAN is exceeded within any criterion, priority will be given to applicants whose home address is closest to the school.

### **Tie-breaker**

Where two or more applications cannot otherwise be separated, random allocation will be used to decide who is allocated a place.

## **Long Buckby Junior School**

The Published Admission Number (PAN) for the normal year of entry (year 3) is **54**.

Places will be allocated to children who have an Education, Health and Care (EHC) Plan that names the school as appropriate provision.

### **Oversubscription Criteria**

Where there are more applications for the school than there are places available, priority will be given in the following order:

- 1.** Looked after children and all previously looked after children
- 2.** Children who live in Long Buckby, Buckby Wharf or Watford
- 3.** Children who have a sibling continuing at the school or Long Buckby Infant School at the time of admission of the child
- 4.** Children who attend Long Buckby Infant School
- 5.** Other children

### **Allocation of places up to Published Admission Number (PAN)**

If the PAN is exceeded within any criterion, priority will be given to applicants whose home address is closest to the school.

### **Tie-breaker**

Where two or more applications cannot otherwise be separated, random allocation will be used to decide who is allocated a place.

## 5. Definitions

### 5.1 Looked After Children (LAC)

A 'looked after child' is a child who, at the time of making an application to a school, is:

- a) In the care of a local authority, or
- b) being provided with accommodation by a local authority in exercise of its social services functions (see the definition in Section 22(1) of the Children Act 1989)

### 5.2 Previously Looked After Children (PLAC)

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), or
- b) became subject to 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 14A 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 provider of care whose sole or main purpose is to benefit society.

### 5.3 Sibling

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 for a sibling link. 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.

Please note: for infant schools, the sibling link will also exist if the sibling is attending the linked junior school.



## 5.4 Home Address (child's)

The child's home address is defined as the address at which the child normally resides with their parent/carer on the closing date for applications (15 January).

When we refer to a child's home address, we mean the permanent residence of the child. This address should be the child's only or main residence which is;

- owned by the child's parents/carers, or
- leased to or rented by the child's parents/carers under a lease or written rental agreement of not less than six months' duration.

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.

Places cannot be allocated on the basis of an intended future change of address unless house moves have been confirmed through the exchange of contracts or signing of a formal lease.

Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residence at the property concerned.

## 6. Multiple Birth Groups

In the case of twins or other siblings from a multiple birth, if the last child to be admitted to a particular school is from a multiple birth group, all other children in the group will be offered places at the school, even if it means exceeding the Published Admission Number.

In the case of siblings (see definition above) in the same year group, where there is only one place remaining, these too will be considered as one application.

## 7. Distance Measurements

Distances are measured on a straight-line basis from the address point of the child's home to the address point of the school, 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.

In the case where there are multiple applications from the same shared dwelling (e.g., flats) or where the distance between two or more children's homes to the school (using the system referred to above) is identical, random allocation will be used to decide which child gets priority. Random allocation will be carried out by someone independent of the school.

## 8. Children below Compulsory School Age

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday.

Parents/carers may defer their child's entry to the allocated school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year for which the offer was made when the place will cease to be available for the child.

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. 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.

### 7.1 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 4<sup>th</sup> 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 5<sup>th</sup> birthday.

If parents wish to delay their summer born child's start at school until the September after their 5<sup>th</sup> birthday, there are 2 options:

1. Parents can make an in-year application for a **year 1** place for the September following their child's 5<sup>th</sup> 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 is responsible for making the decision about which year group a child should be admitted to.

Parents/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/carers should also, if possible, make their request for admission out of the normal age group to the admission authority (WNC) 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.

Parents/carers requests to apply for a Reception place at a WNC community or voluntary controlled school for the September following their child's 5<sup>th</sup> birthday should be made in writing to [admissions@westnorthants.gov.uk](mailto:admissions@westnorthants.gov.uk). In their request, parents/carers should identify which school they would like to make their request for and provide some information about their child to explain why they think that their child should be educated out of their normal age group and start school in Reception rather than year 1. It is important for parents/carers to provide any additional evidence to support their request if they have any as this information will help the admission authority to make their decision on

the appropriate year group for the child, 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.

The request will then be considered by WNC who have to decide on the appropriate year group for the child. 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 may naturally have fallen into a lower age group if it were not for being born prematurely
- the head teacher's views

### **What happens next?**

Parents/carers will be informed of WNC's decision on which year group the child should be admitted to when they start school (i.e., reception or year 1).

### **What happens if the request is approved?**

If the request to be admitted outside normal age group is approved by WNC, parents/carers will need to make an application for a place in Reception in the normal round of admissions in the following academic year and if an application for the normal reception year has been submitted, this can be withdrawn.

**Please note** – this does not mean that a child has been, or will be, offered a place in the reception year at their chosen school. If, in the following normal admissions round, the school is oversubscribed, all applications (including applications for children who are starting reception out of the normal age group) for the school will be ranked in accordance with the school's oversubscription admission criteria and places offered up to the school's published admission number.

### **What happens if the request is refused?**

If the request to be admitted outside normal age group is rejected by WNC and it is decided that the appropriate year for the children to start school at compulsory school age is year 1, parents/carers have to decide whether to accept a reception place in the normal year of entry, delay their child's start until the September after their 5<sup>th</sup> birthday and apply for a Year 1 place, or make a request to the admission authorities of other schools to see if they will accept an application for Reception outside the normal age group..

Parents/carers who are unhappy with WNC's decision on the appropriate year group for their child to start school at compulsory school age, should put their complaint in writing.

Parents/carers whose requests for delayed entry into Reception are refused (i.e., WNC has decided that the appropriate year group in which a child should start school is year 1), do not have the right to appeal this decision. They have the right to appeal against the refusal of a place at a school for which they have applied but this right does not apply if they are offered a place at the school, but it is not in their preferred age group.

## **7.2 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 a community or voluntary controlled school, must put their request in writing to the School Admissions team at [admissions@westnorthants.gov.uk](mailto:admissions@westnorthants.gov.uk) giving reasons why they are requesting a place out of the normal age group and supplying any evidence they feel is relevant as well as submitting an in-year application to the local authority.

The LA (WNC), as the 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 which 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 at the school concerned

WNC will set out clearly for parents the reasons for their decision about the year group a 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.

## **10. Children moving to the UK from overseas**

Documentary evidence to verify an address may be required if an application is made following a move to the UK or as a result of an impending move to the UK. A copy of the rental agreement or an exchange of contract letter is usually sufficient. WNC reserves the right to seek further documentary evidence as necessary.

## **11. Children of UK Service Personnel (UK Armed Forces) and Crown Servants**

Special conditions apply to applications from UK Armed Service Personnel and Crown Servants. For families of service personnel with confirmed posting to their area, or crown servants returning from overseas to live in that area, the admission authority will endeavour to allocate a place in advance of the family arriving in the area, provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address.

## **12. Late Applications**

Late applications are any common application forms (for the normal point of entry) received by the local authority after its statutory deadline of 15 January. Late applicants will not receive an offer of a school place by the local authority on National Offer Day (16 April or the next working day).

Late applications will be processed in the subsequent rounds of allocations between May and July (for more details, refer to the local authority's composite prospectus on the WNC website).

## **13. In year applications**

An in-year admission refers to an application for a school place made during the school year or an application for admission to a school made at the start of the school year for any year group other than the normal year of entry. The normal years of entry are: Reception for entry to primary schools and year 3 for entry to junior schools.

Applications for in-year admissions to voluntary controlled and community schools in West Northamptonshire, should be made online to the local authority on WNC's website and places will be allocated according to the school's oversubscription criteria.

## 14. Waiting Lists

Following an unsuccessful application, parents/carers can request that their child's name be placed on the waiting list.

Waiting lists for all community and voluntary controlled schools are held for all year groups by the LA and will be ranked according to the school's oversubscription criteria. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Waiting lists will be held until 31 December. If you wish your child's name to remain on the waiting list for the remainder of the academic year, you will need to inform the School Admissions team, in writing via email, by the start of each subsequent term (i.e., during the Christmas and Easter breaks) to renew your interest. A new application will be required for a new academic year.

## 15. Appeals

If a parent/carer's application for a place at the school is unsuccessful, they will be informed why admission was refused and have the right of appeal against the decision not to offer their child a place at the school.

Parents or carers wishing to appeal should complete the online appeal form on the WNC website. Please visit [the Appeals page](#) for more information and to complete the form.

If parents or carers wish to submit supporting evidence after lodging their appeal, it should be e-mailed to [appealsteam.NCC@westnorthants.gov.uk](mailto:appealsteam.NCC@westnorthants.gov.uk) within 10 working days of the submission of the appeal.

Appeals against decisions not to offer a place at a school in the normal admissions round, must be lodged in writing, giving the reasons for appeal, by the date published on the Appeals website. Appeals submitted after this deadline will still be heard, but there is no guarantee they will be heard before the end of the school year in which the application is made.

NB: For appeals concerning places not offered during the normal admissions round, i.e., in-year places, appeals should be submitted within 30 school days of refusal of a place.