



Nene Education Trust
Woodford Church of England Primary School
Admissions Policy

Key Manager	CEO
Ratified by Trust Board	7 December 2022
Review Dates:	Autumn 2023
Location of Policy:	Trust wide
Earliest Admission date this policy applies to	September 2024
Date of next consultation on this Policy	Autumn 2027
Access to Policy:	Open
Policy Context:	This Policy applies to all staff of the Trust and to those others offered access to such resources.

1. Revision History

Revision Date	Description	Sections Affected	Revised By	Approved By
10/12/2019	General review and tidy up of policy to ensure Trust uniformity	All sections in line with DfE Admissions guidance	CEO with Trust Solicitors	Local Advisory Board
Autumn 2020	Annual review of policy. Changes to Policy to make uniform across the Trust - public consultation 9 November - 18 December 2020		Governance Manager	Trust Board
Autumn 2021	Annual review		Governance Manager	Trust Board
Autumn 2022	Annual review		Trust Board Clerk	Trust Board
Autumn 2023				

1. **Policy Statement**

Woodford C of E Primary School is a member of Nene Education Trust ("NET"). As the **Admission Authority** (the body responsible for determining its schools' admission arrangements) for Woodford C of E Primary School, NET is committed to ensuring that admissions to Woodford C of E Primary School are managed in accordance with the Schools



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Admission Code (September 2021), compliance with which is also required by virtue of NET's Funding Agreement with the Secretary of State for Education.

2. Aims of the Policy

NET is an inclusive Multi-Academy Trust. This means that we aim to:

- provide a caring and secure environment in which tolerance, understanding and respect for others are fostered
- help all individuals regardless of their race, gender or disability to acquire the skills and knowledge needed to achieve their full potential in a rapidly changing world
- develop understanding of, and respect for, a wide range of religious values, languages and cultural traditions and different ways of life, including an emphasis on British values
- encourage an enjoyment of life-long learning
- encourage positive parental and community involvement
- promote healthy lifestyles
- provide a curriculum that is stimulating, broad, balanced, innovative and creative
- celebrate achievement

Our Admissions Policy therefore aims to ensure that children from all backgrounds and abilities are able to apply for a place at our schools.

3. Purpose of the Policy

This policy explains:

- how to apply for a place at Woodford C of E Primary School;
- the school's arrangements for allocating places to pupils and, in particular, how places will be allocated if the school is over-subscribed; and
- how to appeal against a decision not to offer your child a place.

4. Definitions

Appeal Panel means an independent panel which hears appeals relating to school admissions decisions.

Closest School means Pupils who live closer to Woodford C of E Primary School than any other school with an equivalent year group.

Distance tiebreaker and measurements means 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 the child to the address point of the school on a straightline basis. The address point for a property does not change.

Education, Health and Care (EHC) Plan means an Education, Health and Care (EHC) Places will be first allocated to Pupils who have an EHCP which names the School as an appropriate provision.

Home Address means the address your child is living at on the closing date for applications which is the permanent residence of the child. This address must be your child's only or main residence, which is:



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- Owned by a child's parent, parents or carer/guardian; or
- Leased to or rented by a 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. Written proof of ownership or a rental agreement and proof of actual permanent residence at the property may be required.

Home Address does not include:

- An intended future address, unless house moves have been confirmed through the exchange of contracts with a set completion date, or the signing of a formal lease agreement. An intended future address will not be counted as a Home Address after the closing date for applications.
- The address of any second home – checks will be made on which address is your main home.
- Any address to which only part of a family moves, unless this was as a result of a divorce or permanent separation arrangement. Proof will be required of such an arrangement.
- An address used for childcare arrangements.

For families of service personnel with confirmed posting to their area, or crown servants returning from overseas to live in that area, we will allocate a place in advance of the family arriving in the area, provided the application is accompanied by an official letter declaring a relocation date and a Unit postal address or quartering area address.

In-year applications means any application for a school place during the School Year and/or an application for admission to a school at the start of the School Year for any age group other than the normal year of entry. The normal year of entry for Woodford C of E Primary School is Reception.

Late application means any application form we receive 15 January 2024.

Parent refers to both individual parents as well as those with parental responsibility for a child, e.g. carers/guardians.

Linked Area means the village of Woodford.

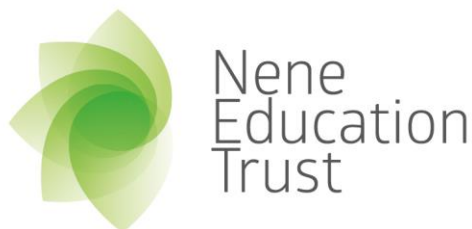
Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

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), 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)).



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Previously looked after children 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.

School Year means the period beginning with the first school term to begin after July and ending with the beginning of the first such term to begin after the following July, as defined by Section 579 of the Education Act 1996.

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 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.

5. Admissions

Primary School - Compulsory School Age and Exceptions

Children are required to start their compulsory education from the beginning of the term following their 5th birthday (based on a 3-term year with terms starting in September, January and April) ("**Compulsory School Age**"), for example:

Child's fifth birthday falls between (inclusive dates)		Child reaches Compulsory School Age
1 September	31 December	31 December
1 January	31 March	31 March
1 April	31 August	31 August

However, in Northamptonshire all children are offered a full year in Reception Class from the September following their 4th Birthday. Your child does not have to take up a place in Reception Class and you may wish to consider whether any of the following alternative starting options would be better suited to your child:

(a) Deferred Entry/Part-time Attendance

If you feel that your child may not be quite ready to start school in the September following their 4th birthday, please discuss your concerns with us as there is an option for **Deferred Entry** for any period up until your child reaches Compulsory School Age. This means that any place allocated to your child in the normal Admissions Round will be retained, provided that they start school before the first day of the final term of the school year in which they have been allocated a place.



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Parents can also request that their child attends part-time until they reach Compulsory School Age. This part-time option is also open to your child, even if they do join Reception Class in the September following their 4th Birthday.

(b) Delayed Entry

There is an option for summer-born children to delay entry to school by one full school year. If your child was born in the summer (between 1 April and 31 August) and you're thinking of delaying their admission (**Delayed Entry**) by a full school year, again please do discuss this with us. Your child may then be able to join the school in Year 1 with their own age group, without entering Reception Class, or to make an application for admission outside their normal age group to Reception Class. Please see **Admission out of Normal Age Group** (below) for further details.

NET's policy is for children to be educated as far as possible within their correct chronological year group to ensure that each child benefits from a curriculum which is differentiated to meet the needs of individual children. We are aware however that there are exceptions.

(c) Requests for admission to Reception outside the normal age group (summer born children)

Parent(s)/carer(s) of summer born children who do not reach compulsory school age until a full year after they would normally start school may wish to request to delay their Reception application by a full year. It is up to the admission authority of the school to decide if a child could be admitted out of their normal age group.

Parents should make their application for a Reception place for their child's normal year of entry before the deadline of **15 January 2024**.

They should also make a request to delay their Reception application directly to the school by the same date - **15 January 2024**. This is to enable sufficient time for requests to be processed prior to National Offer Day (16 April or the next working day).

Parents should write to the school in the first instance and the request should be accompanied by reasons for such a request along with any additional evidence to support the request.

The Academy Trust will then 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/carers' 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 Head teacher's views.

What happens next?

The admission authority will inform the parents/carers of its decision on the Year group the child should be admitted to when they have to start school (i.e. Reception or Year 1) and will set out clearly the reasons for their decision.



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- If the Admissions Committee **agrees** to the parent's/carers request to delay the application for a Reception place, they will inform the local authority and the parents/carers will then need to make an application for a place in Reception in the normal round of admissions in the following academic year.

Please note – in this following normal admissions round, if the school is oversubscribed, all applications (including delayed applications) for the School will be ranked in accordance with the school's oversubscription admission criteria. If the application is not successful, parents/carers will have the right to appeal but, as the purpose of the appeals process is to consider whether a child should be admitted to a particular school, parents/carers do not have a right of appeal if they have been offered a place and it is not in the year group they would like;

- If the Admissions Committee does **not agree** to the application being deferred, there is **no right of appeal** against that decision and the parents/carers will need to make an application to the local authority for a place in Reception by 15 January if they have not done so already or make an in-year application for a Year 1 place at the appropriate time.

(d) General requests for admission outside the normal age group

Parents/carers may 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 in the first instance.

The Academy Trust 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/carers 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 Academy Trust will then set out clearly the reasons for their decision about the year group a child should be admitted to, after which an application can then be processed for the year group which has been decided on by the Academy Trust.

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.

6. Application Procedure

(a) Normal Admissions Round

If your child turns 4 between 1 September 2023 and 31 August 2024, you should apply for their Reception Class place by 15 January 2024 for September 2024 admission Our website also contains this information. After the closing date you will need to make a **Late Application** (see below).

Applications made during the normal Admissions Round in January 2024 are made using the **Common Application Form** (CAF) provided by your Local Authority. The local authority manages NET's admissions and appeals processes



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and will inform you directly which school your child has been offered a place at. The quickest way to make an application is online but all application routes, both in the Normal Admissions Round and also for Late Applications, are described on the NNC website at:

[School admissions | North Northamptonshire Council \(northnorthants.gov.uk\)](https://www.northnorthants.gov.uk/school-admissions)

You will be asked to list three schools in order of preference. Only choosing one school will not increase your child's chances of being allocated a place at that school. **Equal Preferecing** means that each of your three preferences will be considered by the Admission Authority of each of the schools applied for. As an Admission Authority, NET will not be informed where parents/carers have placed Woodford C of E Primary School in their list of 3 preferences (so there is no possibility of favouring those who name the school as first preference or discounting those who placed it as second or third preference).

If you change your address at any time during the admission process, please tell the School Admissions Team at NNC.

(b) Late Applications

Any application received by NNC after the closing date in January will be treated as a Late Application and will not be processed until the **Additional Rounds** of allocation, which are in May, June and July 2024.

(c) In-year Applications

An In-year admission application is one made outside the normal school start time. It's made, for example, when a family moves house part way through a school year and needs a place at a different school. In-year applications are applications to start school now (or within the next month). NNC co-ordinates all In-year admissions for Woodford C of E Primary School, so applications should be made via NNC's website:

[Move school during the school year \(in-year\) | North Northamptonshire Council \(northnorthants.gov.uk\)](https://www.northnorthants.gov.uk/move-school-during-the-school-year-in-year)

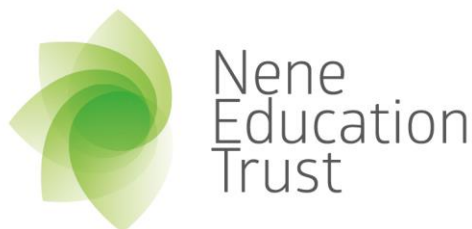
(d) Applications for admission out of normal age group

NB: Please note, the following is not the process for requesting delayed entry to Reception for summer born children under compulsory school age. Please see Section 5 (c) for this.

Parents/carers may 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 in the first instance.

The Academy Trust 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/carers 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.



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The Academy Trust will then set out clearly the reasons for their decision about the year group a child should be admitted to, after which an application can then be processed for the year group which has been decided on by the Academy Trust.

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.

7. Allocation of Places

Woodford C of E Primary School's **Published Admission Number (PAN)** is 15 children in Reception Year and the statutory maximum infant class size is 30 children per school teacher. If fewer children than the PAN apply for a Reception place at Woodford C of E Primary School, all of the children who apply will be given a place. If more than 15 children apply, NET will use its **Oversubscription Admission Criteria** to decide which children will be offered a place. Pupils who have an **Education, Health and Care (EHC) Plan** which names Woodford C of E Primary School as appropriate provision will be allocated a place in the Normal Admissions Round. This will reduce the PAN accordingly.

All on-time applicants will be notified of their school offer by NNC on 16 April or the next working day (**National Offer Day**) by email or post, depending upon whether the application was submitted on-line or on paper.

Waiting lists

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 at the end of each school term. 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 NNC in writing, by the start of each subsequent term (i.e.: during the Christmas and Easter breaks) to renew their interest. When a place becomes available it will be allocated to the child at the top of the waiting list. The waiting list is ranked in accordance with the oversubscription admission criteria which can be found in the above section. 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

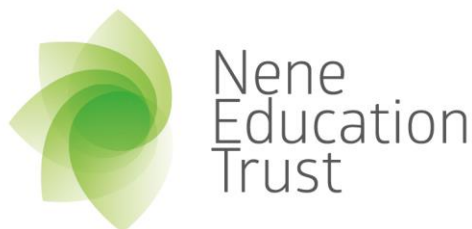
8. Oversubscription Criteria

(a) Allocation Criteria

If the number of applications received exceed the available PAN, places will be allocated in the following order of priority (please also see definitions above):

1. **Looked After Children** and **Previously Looked After children**;
2. Children who live in the **Linked Area**;
3. Children with a sibling at the school who is expected to remain on roll at the time of admission;
4. Other children.

(a) Distance Tiebreaker



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If the admission number is exceeded within any criterion priority will be given to those who live closest to the school. Unless otherwise stated, distances are measured from the **Address Point** of a child's Home Address to the Address Point of Woodford C of E Primary School on a straight line basis, using a geographical information system. Each address has a unique address point established by 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.

If two or more applications cannot otherwise be separated (eg flats or two equal distances) and there is only one place available, a random allocation process will be used to determine who should be allocated the place.

(c) Children in multiple birth groups

In the case of twins or other siblings from a multiple birth, if the last child to be admitted is from a multiple birth group, the other children in the group will also be offered places, 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 which is to be offered to one sibling, the other too will be offered a place.

If you need further information about any aspect of the application process or how allocations are made, please visit the NNC website or contact NNC directly at admissions.ncc@northnorthants.gov.uk or call **0300 126 3000**

9. Appeals

If your child's application for a place at Woodford C of E Primary School is unsuccessful, you have the right to appeal to an independent panel, which will be convened by the North Northamptonshire Council Education Appeals panel. You should contact NNC For more information and to submit an appeal, parents/carers should visit the School Admissions Appeals pages of the NNC website: [Appeal a school place | North Northamptonshire Council \(northnorthants.gov.uk\)](https://www.northnorthants.gov.uk/admissions-appeals)

Appeals must be lodged by the deadline of 18 May 2024 and will be heard within 40 school days of the appeals closing date. No deadline is applicable for appeals for in year applications.

10. Fraudulent or Misleading Applications

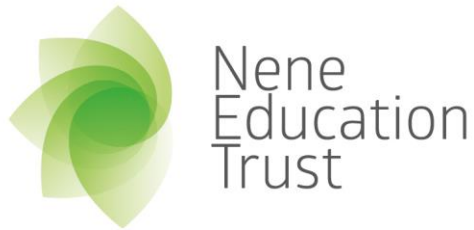
The admissions authority (or the LA processing an application on behalf of the admission authority) has the right to investigate any concerns we may have about an application and to withdraw the offer of a place if it is considered that there is evidence that an applicant has made a fraudulent claim or provided misleading information.

11. Conflicting Applications

The LA can only process one application. Where more than one adult shares parental responsibility and if the adults live at different addresses, it is important that an agreement be reached on which schools to apply for, prior to making the application.

If multiple applications are received for the same child with conflicting address and/or preferences, or the School Admissions Team is made aware of a dispute between two parents, all applications will be placed on hold and will **not** be processed until:

- a new single application is made, signed by all parties; or
- written agreement is provided from both parents indicating which application they have agreed on; or
- a court order is provided confirming which parent's application carries precedence.



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If no agreement can be made, parents are recommended to seek legal advice. If an agreement cannot be reached before the closing date, this may affect the chances of your child being allocated a place at your preferred school/s.

12. Monitoring Arrangements

This Policy will be determined by NET every year. Any changes to the current policy will be consulted on publicly. A public consultation will take place every seventh year, irrespective of whether any changes to the Policy are proposed.