

## Appendix 1

### Admission arrangements for Community and Voluntary Controlled schools in Northamptonshire (2021 intakes)

#### 1. Admission Authorities

Different types of schools have different admission authorities. As shown below in **Table 1**, the local authority (NCC) is responsible for determining the admission arrangements of Community and Voluntary Controlled schools.

Type of school	Who is the Admission Authority?
Academy/Free School/UTC	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>

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

For details of the admission arrangements of all other types of school, please refer to NCC's primary<sup>1</sup> and secondary<sup>2</sup> composite prospectuses. Both documents can be downloaded/viewed on the NCC website (direct links to these documents are also provided in footnotes 1 and 2).

#### 2. The 'Relevant Area'

The School Standards & Framework Act<sup>3</sup> (1998) requires local authorities to define the parameters of a 'relevant area'<sup>4</sup> and undertake consultation on this<sup>5</sup>. Admission Authorities *must* ensure that they consult on their proposed admission arrangements within all parts of the 'relevant area'. For the 2021 intakes, the local authority is **not** proposing to make any changes to the admission arrangements for its schools or to the 'relevant area' (e.g. the county of Northamptonshire and neighbouring/bordering local authorities). 2021 admission arrangements and the 'relevant area' will remain the same as previously agreed by Northamptonshire County Council's Cabinet in February 2019.

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<sup>1</sup> <https://www3.northamptonshire.gov.uk/councilservices/children-families-education/schools-and-education/school-admissions/primary-school-places/Documents/Primary%20School%20Booklet%202019%20to%202020.pdf>

<sup>2</sup> <https://www3.northamptonshire.gov.uk/councilservices/children-families-education/schools-and-education/school-admissions/secondary-school-places/Documents/Secondary%20School%20Booklet%202019%20to%202020.pdf>

<sup>3</sup> [http://www.legislation.gov.uk/ukpga/1998/31/pdfs/ukpga\\_19980031\\_en.pdf](http://www.legislation.gov.uk/ukpga/1998/31/pdfs/ukpga_19980031_en.pdf)

<sup>4</sup> This is defined as (a) the area of the local education authority; or (b) if regulations so provide, such other area (whether more or less extensive than the area of the local education authority) as may be determined by or in accordance with the regulations. (School Standards and Framework Act, 1998: 68, S3 (a) (b) Education (Relevant Areas for Consultation on Admissions Arrangements) Regulations, 1999).

<sup>5</sup> The Education (Relevant Areas for Consultation on Admissions Arrangements) Regulations, 1999 - <https://www.legislation.gov.uk/uksi/1999/124/contents/made>

### 3. Admission arrangements for 2021 intakes – Community and Voluntary Controlled primary schools in Northamptonshire

Community and Voluntary Controlled Primary schools in Northamptonshire are organised into ten different generic groups. The schools in each of these groups generally share the same oversubscription criteria, although other features of a school’s admission arrangements may vary from school to school (e.g. the Published Admission Number (PAN), SIF forms). The groups are as follows:

Community Primary Schools – urban	Community Primary Schools – urban
Community Primary Schools – rural	Community Junior Schools – rural
Community Infant Schools – urban	Community Primary Schools – urban with linked area
Community Infant Schools – rural	Community Infant Schools – urban with linked area
Community Junior Schools – urban	Community Junior Schools – urban with linked area

The oversubscription criteria for each of these groups is discussed on the following pages, along with details of the schools within the group.

### 4. Community Primary Schools – Urban Group A

SCHOOL	PAN	SCHOOL	PAN
Barry Primary School	60	Henry Chichele Primary School	60
Barton Seagrave Primary School	90	Hopping Hill Primary School	60
Boothville Primary School	90	Hunsbury Park Primary School	60
Bridgewater Primary School	90	Kingsthorpe Village Primary School	30
Chiltern Primary School	60	Lyncrest Primary School	30
Corby Old Village Primary School	30	Meadowside Primary	60
Croyland Primary School	60	Millway Primary School	60
Delapre Primary School	90	Redwell Primary School	90
Denfield Park Primary School	60	Vernon Terrace Primary School	30
Duston Eldean Primary School	60	Whitehills Primary School	60
Earl Spencer Primary School	60		

Places will be allocated to pupils who have an Education, Health and Care (EHC) plan which names the school as the appropriate provision.

#### Oversubscription Criteria

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

1. Children in public care or previously in public care who ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order);
2. Children with a sibling (brother or sister) continuing at the school at the time of admission of the child;
3. Children who live closer to the preferred school than any other school;
4. Other children.

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

If the Published Admission Number (PAN) is exceeded within any criterion, priority will be given to

those who live closest to the school. For more information please see, “Allocation of places up to PAN” in the Glossary.

### **Tie-breaker**

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

### **4.1 Community Primary Schools – rural**

<b>SCHOOL</b>	<b>PAN</b>	<b>SCHOOL</b>	<b>PAN</b>
Ashton CE Primary School	8	Harlestone Primary School	8
Blisworth Community Primary School	30	Harpole Primary School	30
Bramptons Primary School, The	13	Helmdon Primary School	18
Brigstock Latham’s CE Primary School	15	John Hellins Primary School	30
Brington Primary School	10	King’s Cliffe Endowed Primary School	30
Brixworth CEVC Primary School	75	Maidwell Primary School	10
Broughton Primary School	30	Mawsley Primary School	60
Bugbrooke Community Primary School	45	Nassington Primary School	20
Clipston Endowed VC Primary School	20	Overstone Primary School	30
Cogenhoe Primary School	30	Pattishall CE Primary School	27
Cosgrove Village Primary School	9	Paulerspury CE Primary School	20
Crick Primary School	30	Pitsford Primary School	10
Croughton All Saints CE Primary School	25	Polebrook CE Primary School	15
Denton Primary School	19	Rothersthorpe CE Primary School	15
Earls Barton Primary School	75	Syresham St. James CE Primary School	15
East Haddon CE Primary School	10	Titchmarsh CE Primary School	20
Flore CE Primary School	20	Walgrave Primary School	24
Gayton CE Primary School	12	Warmington School	15
Geddington CE Primary School	28	West Haddon Endowed CE Primary	30
Glaphorn CE Primary School	15	Whittlebury CE Primary School	12
Great Doddington Primary School	20	Yardley Gobion CE Primary School	20
Greatworth Primary School	15	Yardley Hastings Primary School	15
Grendon CE Primary School	15	Yelvertoft Primary School	20

Places will be allocated to pupils who have an Education, Health and Care (EHC) plan which names the school as the appropriate provision.

### **Oversubscription Criteria**

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

1. Children in public care or previously in public care who ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order);
2. Children who live in the linked area(s) of the relevant schools;
3. Children with a sibling (brother or sister) continuing at the school at the time of admission;
4. Other children.

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

If the Published Admission Number (PAN) is exceeded within any criterion, priority will be given to those who live closest to the school. For more information please see, "Allocation of places up to PAN" in the Glossary.

#### **Tie-breaker**

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

#### **4.2 Community Infant Schools – urban**

<b>SCHOOL</b>	<b>PAN</b>
Avenue Infant School (The)	60
Ruskin Infant School	90
Tennyson Road Infant School	60

Places will be allocated to pupils who have an Education, Health and Care (EHC) plan which names the school as the appropriate provision.

#### **Oversubscription Criteria**

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

1. Children in public care or previously in public care who ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order);
2. Children with a sibling (brother or sister) continuing at the school or the linked junior school at the time of admission;
3. Children who live closer to the preferred school than any other school;
4. Other children.

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

If the Published Admission Number (PAN) is exceeded within any criterion, priority will be given to those who live closest to the school. For more information please see, "Allocation of places up to PAN" in the Glossary.

#### **Tie-breaker**

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

#### **4.3 Community Infant School – rural**

<b>SCHOOL</b>	<b>PAN</b>
Long Buckby Infant School	54

Places will be allocated to pupils who have an Education, Health and Care (EHC) plan which names the school as the appropriate provision.

#### **Oversubscription Criteria**

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

1. Children in public care or previously in public care who ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order);
2. Children who live in the linked area;

3. Children with a sibling (brother or sister) continuing at the school or the linked junior school (Long Buckby Junior School) at the time of admission;
4. Other children.

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

If the Published Admission Number (PAN) is exceeded within any criterion, priority will be given to those who live closest to the school. For more information please see, "Allocation of places up to PAN" in the Glossary.

#### **Tie-breaker**

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

#### **4.4 Community Junior Schools – urban**

<b>SCHOOL</b>	<b>PAN</b>
Alfred Street Junior School	60
Park Junior School (Wellingborough)	60

Places will be allocated to pupils who have an Education, Health and Care (EHC) plan which names the school as the appropriate provision.

#### **Oversubscription Criteria**

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

1. Children in public care or previously in public care who ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order);
2. Children with a sibling (brother or sister) continuing at the school at the time of admission;
3. Children who attend the linked infant school;
4. Children who live closer to the preferred school than any other school;
5. Other children.

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

If the Published Admission Number (PAN) is exceeded within any criterion, priority will be given to those who live closest to the school. For more information please see, "Allocation of places up to PAN" in the Glossary.

#### **Tie-breaker**

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

#### **4.5 Community Junior School – rural**

<b>SCHOOL</b>	<b>PAN</b>
Long Buckby Junior School	54

Places will be allocated to pupils who have an Education, Health and Care (EHC) plan which names the school as the appropriate provision.

#### **Oversubscription Criteria**

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

1. Children in public care or previously in public care who ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order);

2. Children who live in the linked area;
3. Children with a sibling (brother or sister) continuing at the Junior School at the time of admission;
4. Children who attend the linked Infant School;
5. Other children.

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

If the Published Admission Number (PAN) is exceeded within any criterion, priority will be given to those who live closest to the school. For more information please see, "Allocation of places up to PAN" in the Glossary.

#### **Tie-breaker**

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

#### **4.6 Community Primary Schools – urban (with linked area)**

<b>SCHOOL</b>	<b>PAN</b>
The Grange School (Daventry)	60
Whitefriars Primary School	60

Places will be allocated to pupils who have an Education, Health and Care (EHC) plan which names the school as the appropriate provision.

#### **Oversubscription Criteria**

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

1. Children in public care or previously in public care who ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order);
2. Children who live in the linked area;
3. Children with a sibling (brother or sister) continuing at the school at the time of admission;
4. Children who live closer to the school than any other school;
5. Other children.

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

If the Published Admission Number (PAN) is exceeded within any criterion, priority will be given to those who live closest to the school. For more information please see, "Allocation of places up to PAN" in the Glossary.

#### **Tie-breaker**

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

#### **4.7 Community Infant Schools – urban (with linked area)**

<b>SCHOOL</b>	<b>PAN</b>
Higham Ferrers Nursery and Infant School	90
South End Infant School	90

Places will be allocated to pupils who have an Education, Health and Care (EHC) plan which names the school as the appropriate provision.

### **Oversubscription Criteria**

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

1. Children in public care or previously in public care who ceased to be do because they were adopted (or became subject to a child arrangements order or special guardianship order);
2. Children who live in the linked area;
3. Children with a sibling (brother or sister) continuing at the school or the linked Junior School at the time of admission;
4. Children who live closer to the school than any other school;
5. Other children.

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

If the Published Admission Number (PAN) is exceeded within any criterion, priority will be given to those who live closest to the school. For more information please see, "Allocation of places up to PAN" in the Glossary.

### **Tie-breaker**

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

### **4.8 Community Junior Schools – urban (with linked area)**

<b>SCHOOL</b>	<b>PAN</b>
Brackley CE Junior School	60
South End Junior School	90
Higham Ferrers Junior School	90

Places will be allocated to pupils who have an Education, Health and Care (EHC) plan which names the school as the appropriate provision

### **Oversubscription Criteria**

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

1. Looked after children (children in public care) or previously looked after children (children previously in public care who ceased to be so because they were adopted, or became subject to a child arrangements order or special guardianship order);
2. Children who live in the linked area;
3. Children with a sibling (brother or sister) continuing at the school at the time of admission;
4. Children who attend the linked Infant School(s);
5. Children who live closer to the school than any other school;
6. Other children.

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

If the Published Admission Number (PAN) is exceeded within any criterion, priority will be given to those who live closest to the school. For more information please see, "Allocation of places up to PAN" in the Glossary.

### **Tie-breaker**

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

## Glossary

### Definitions and Explanation of Terms

#### Admission Authority

This is the body responsible for deciding a school's admission arrangements.

- Northamptonshire County Council is responsible for Community and Voluntary Controlled schools.
- The Governing Body is responsible for Voluntary Aided, Foundation and Free Schools.
- The Academy Trust is responsible for Academy schools.

#### Age range

This means the ages of children who attend the school e.g. primary school age range is 4–11 years of age.

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

Where the number of applications exceeds the Published Admission Number (PAN) for a particular school, applicants will be ranked according to the over-subscription criteria for the school.

Where there are more children in a particular criterion than there are places remaining to take the school up to its PAN, the children are ranked according to the distance from their home address to the preferred school or their nearest alternative school, depending on the school and the criterion in question. **Please note:** some schools do not use distance to rank applicants at all and may use random allocation.

- **Distance ranking Type 1:** Children who live closest to the school.  
The distance from each applicant's home address to the preferred school will be measured (see below for information on how measurements are carried out). The children will then be ranked according to these measurements with those living closest to the school at the top of the list. Children will then be allocated places in this order, until the PAN is reached.
- **Distance ranking Type 2:** Children who live furthest from their nearest alternative school.  
The distance from each applicant's home address to all nearby schools will be measured to establish which school is closest to their home address (not including the preferred school). The children will then be ranked according to the measurements to their nearest alternative school, with those living furthest away from their nearest alternative school at the top of the list. Children will then be allocated places in this order until the PAN is reached. This way of ranking children is used to ensure that the majority of children have a reasonable distance to travel to school.

An alternative school is one at which a place could have been allocated as an alternative to the preferred school. The nearest alternative school will be the closest school to applicant's home address, not including the preferred school for which the child is being ranked. The nearest alternative school does not have to be one of the stated preferences and may be different for each child depending on where they live.

**Please note:** Single sex schools and schools which allocate places on the basis of religious allegiance are not regarded as alternative schools.

To ensure consistency in the allocation process, late applications processed after National Offer Day will still have distances measured to their nearest alternative school if necessary, regardless of whether or not there are places remaining at that alternative school.

Unless otherwise stated, distances are measured from the address point of the home address to the address point of the school on a straight-line basis, using a geographical information system (GIS). The address point for a property does not change.

### **School Admissions Appeals Panel**

Parents have the right to appeal against refusal of a place at any school for which they have applied. An independent School Admission Appeals panel of at least 3 people (at least one lay and one education member) is established to hear admission appeals and they have to decide whether or not to uphold the appeals i.e. they decide if a place should be made available in the circumstances of the case.

### **Children in public care or previously in public care (see Looked After Children)**

#### **Closest school**

A number of schools use 'Children who live closer to the preferred school than any other school' (or similar) as an oversubscription criterion when there are more applicants than there are places. Each applicant's closest school will be determined using the GIS (see definition in Glossary). Faith Schools are **not** included when determining a child's closest school.

#### **Common Application Form (CAF)**

This is the form provided by the Local Authority which enables parents to express their preferences for a place at any state funded school, with a maximum of 3 preferences in rank order, allowing them to give reasons for their preferences.

#### **Community schools**

The local authority (Northamptonshire County Council) is responsible for the admission arrangements at these schools.

#### **Coordinated Scheme**

The process by which local authorities coordinate the distribution of offers of places for schools in their area. All local authorities are required to coordinate the normal admissions round for primary and secondary schools in their area.

#### **Department for Education (DfE)**

This is the government department responsible for Education.

#### **DfE number**

These are unique numbers which are allocated to (a). All local authorities (e.g. the DfE number for Northamptonshire LA is 928) and (b). Individual schools – each school has a four digit DfE number which provides a unique point of identification e.g. the DfE number for a Northamptonshire school could be 928 1234.

#### **Education, Health and Care (EHC) Plan**

Children who have an Education, Health and Care (EHC) Plan which names a particular school as offering the appropriate provision, are given the highest priority when school places are allocated.

#### **Equal Preferencing**

This is the process that admission authorities must use to consider all applicants that state a preference for a school, regardless of whether it is their first, second or third preference.

**Faith academies**

Faith academies do not have to teach the national curriculum and have their own admissions processes.

**Faith schools**

Faith schools have to follow the national curriculum, but they can choose what they teach in religious studies. Faith schools may have different admissions criteria and staffing policies to state schools, although anyone can apply for a place.

**Please Note:** Faith Schools are not included when determining a child's closest school.

**Geographical Information System (GIS)**

This is the computer system the local authority (Northamptonshire County Council) uses to work out distances from home to school addresses. All distances are measured on a straight line basis from the address point of the child's home to the address point of the school, unless the school states otherwise.

**Home address (Child's)**

The permanent residence of the child at the closing date for applications.

**Infant class size**

The law requires that the size of an infant class (i.e. Reception, Year 1 or Year 2) is limited to 30 pupils per school teacher.

**In-year applications**

This is 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.

**Late applications**

This is any application form received by the local authority after 5 p.m. on the closing date of the relevant Co-ordinated Scheme. For primary schools, this is after 5 p.m. on Monday 15<sup>th</sup> January 2020. Late applications **will not** receive an offer of a school place on National Offer day but will be processed in the next round of allocations.

**Linked area**

Most rural areas, and some defined areas within urban Northamptonshire are 'linked' to certain schools. This means that some priority may be given under the school's admission criteria to children who live in these areas.

**Please note:** living in an area linked under a school's admission criteria does not, on its own, mean that free transport will be provided by the Council.

**Linked school**

Some infant schools are linked in schools' admission criteria to specific junior schools in some districts and boroughs of Northamptonshire. Attendance at a linked infant school does not guarantee a place at the junior school, but may be one of the priorities used in the admission policy when determining the allocation of places, if the school is oversubscribed.

**Local Authority (LA)**

The local authority, Northamptonshire County Council, has responsibility for schools and education in the geographical area in which you live.

**Looked After Children (LAC)** (see also Previously Looked-After Children)

This refers to children who 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 the definition in Section 22 (1) of the Children Act 1989) at the time of application to a school.

The highest priority is given to Looked After children and Previously Looked After children (School Admissions Code, 2014: 10, notes 16-18).

**Oversubscription admission criteria**

This refers to the published criteria that an admission authority applies in order to decide which children will be allocated a place (when a school has more applications than places available).

**Own Admission Authority Schools (OAA Schools)**

Whereas the local authority is the admissions authority for Community and Voluntary Controlled schools, other types of schools (e.g. Academies, Free Schools, UTCs, Foundation and Voluntary Aided schools) have their own admission authorities such as Academy Trusts or Governing Bodies.

**Parent**

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

**Preferences**

These are the names of the three schools, in order of preference, for which parents/carers would like their children to be considered.

**Previously Looked After Children (PLAC)** (see also Looked After Children)

This refers to children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

The highest priority is given to Looked After children and Previously Looked After children (School Admissions Code, 2014: 10, notes 16-18).

**(Children in) Public Care**

See separate definitions for Looked After Children (LAC) and Previously Looked After Children.

**Published Admission Number (PAN)**

The number of pupils that can be allocated to each year group as agreed with the Admissions Authority.

**Random Allocation**

The process where places are allocated randomly. All applicants to be considered are given a unique number, and these numbers are then entered into a 'randomiser' which returns the numbers in a random order. This order is then recorded and applicants will be ranked according to this randomly generated sequence.

**School year**

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.

### **Siblings**

A brother or sister living at the same address as the applicant (within a family unit) including adopted children, step-brothers, step-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 may be required to be on roll at the preferred school on the date of application and/or the date of admission of the child for which you are applying. If a sibling secures a place at the school after an application has been submitted for the child, the parent/carer should advise the School Admissions Team as a sibling link may now exist. If siblings live between two addresses, applicants must provide proof to show that the main address is the same for both children.

### **Summer born children**

A child reaches compulsory school age on the prescribed day following his/her fifth birthday (or on his/her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August (e.g. a child born on 16<sup>th</sup> February 2016 reaches compulsory school age on 31<sup>st</sup> March 2021). The term 'summer born' refers to children born from 1 April to 31 August. These children do not reach compulsory school age until a full school year after the point at which they could first have been admitted, at the point at which other children in their age range are beginning Year 1.

The School Admissions Code (2014) allows parent(s)/carer(s) of summer born children to request that they are admitted outside their normal age group, into Reception rather than Year 1, if they feel that it would not be in their child's best interests to start school before he/she reaches compulsory school age.

Paragraph 2.17A of the School Admissions Code requires that, in any circumstance where a parent/carer requests their child is admitted out of their normal age group, the admission authority of the preferred school must make a decision on the basis of the circumstances of the case and in the best interests of the child concerned. They must also take into account the views of the Head teacher of the preferred school(s).

**Please note: The admission authority for all community and voluntary controlled schools is NCC, whereas the admission authority for Academies, Voluntary Aided, Foundation and Free Schools, is either the Governing Body (VA and Foundation Schools) or the Academy Trust (Academies and Free Schools).**

Parent(s)/carer(s) of summer born children who could start school in September 2021, but wish to delay applying for a Reception place to start in September 2022, should make their request before **1st December 2020**. This is to enable sufficient time for requests to be processed and, where a request is not agreed, for the family to have adequate time to make an application for a place for September 2021, before the deadline of **5pm on 15th January 2021**.

**The following process will be followed for requests to delay entry to Reception for a whole school year for Northamptonshire schools:**

### **Process for requesting delayed application**

If you have more than one preferred school, you can request a delay from each of the schools. The following steps will be required depending on the type of school you are applying for

**A) If your preferred school is a Community or Voluntary Controlled school:**

- 1) Parent(s)/carer(s) make a formal written request (with reasons for the request) to School Admissions at NCC (as this is the admission authority for these schools);
- 2) Parent(s)/carer(s) supply School Admissions with supporting information from a professional and/or Early Years practitioner if available, at the point of request;
- 3) School Admissions will consult with the Head teacher of the preferred school and take into consideration any evidence supplied in order to make a decision.

**B) If your preferred school is an Academy, Voluntary Aided, Foundation or Free School (or your preferred school is a Community or Voluntary Controlled school outside Northamptonshire):**

- 1) Parent(s)/carer(s) make a formal written request (with reasons for the request) to the preferred school;
- 2) Parent(s)/carer(s) supply the school with supporting information from a professional and/or Early Years practitioner if available, at the point of request;
- 3) The preferred school will then approach their admission authority with the reasons and evidence supplied by the parent(s)/carer(s) so that a decision can be made (by the admission authority);
- 4) The request and written confirmation from the admission authority of the preferred school that they are in agreement with the parent(s)/carer(s) request to delay their application to Reception for a year, must be sent to School Admissions at NCC.

**What happens next?**

If the admission authority of a school agrees to the parent(s)/carer(s) request to delay applying for a Reception place for a year, School Admissions will write to the parent(s)/carer(s) confirming that an application can be made in the following year. A copy of the letter sent by School Admissions to the parent(s)/carer(s) will be sent to the Head teacher of the school(s) concerned; the letter will highlight the potential risks/impact of making a delayed application which may include the following:

- The application will be processed as part of the normal admissions round in the following year, according to the oversubscription criteria of each school stated as a preference;
- While a school may agree to a delayed application, there is no guarantee that the child will be allocated a place at that school in the following admissions round as other children may have a higher priority within the school's oversubscription admission criteria. No additional priority will be given to an applicant applying under the summer born policy, nor will they be penalised;
- The local authority will make every effort to allocate a Reception place (rather than a Year 1 place). However, it may not be possible to allocate a Reception place at the parent(s)/carer(s) preference or at the local school. This is because NCC is not the admissions authority for all schools, and schools which are their own admission authority may not agree to the delayed entry;
- If we are unable to offer a place at one of your preferred schools, it **may** not be possible to offer a place in Reception at another school (as they will not have agreed to delayed application). In this case, you would be offered a place at a school in Year 1 at the nearest school with a place available.

If the request is not agreed, parent(s)/carer(s) will receive a letter from the admission authority of the preferred school providing reasons for refusal.

- Any complaints should be addressed to the admissions authority of the school in question;
- If parent(s)/carer(s) change their minds about wanting delayed entry by a whole school year, they may still apply by the national closing date for primary school admissions (15th January, 5 p.m.) in the normal admissions round to start in the September following their child's fourth birthday. If an application is received by 15th January, the parent/carer's previous request to delay until the following year would no longer apply. Applications received *after* 5 p.m. on 15th January (the closing date) will be treated according to the current NCC's late application policy;
- Parent(s)/Carer(s) who choose to delay entry by a whole school year will need to apply for a school place in the admissions round for the following year. It will not be possible to make an application online. School Admissions will send a paper application form for parent(s)/carer(s) to complete;
- If a child is given an Education Health Care Plan (EHCP) after an agreement has been made with School Admissions to delay an application for a place in Reception, the EHCP will override any agreement made and will specify which school the child will attend and which year group the child will be in;
- Please note that other Local Authorities may have different arrangements for how they deal with Summer Born requests and this may affect you if you move to another county before taking up a school place in Northamptonshire.
- Parent(s)/carer(s) who have made online applications for their normal cohort and have been offered a place in Reception, and then later change their minds and wish to delay their child's entry to Reception, should, in the first instance, discuss their options with the Head teacher of the allocated school. A request to delay applying for a Reception place for a summer born child will not be agreed if the reasons for the request are based on dissatisfaction with the place offered or if a place has not been offered at a preferred school.

The Department for Education advice on the admission of summer born children can be found at: [www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/389448/Summer\\_born\\_admissions\\_advice\\_Dec\\_2014.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/389448/Summer_born_admissions_advice_Dec_2014.pdf)

### **Further considerations**

Will your child move back to their normal year group?

- Once a child has been admitted to a school, it is for the head teacher to decide how best to educate them. This may, on occasion, include deciding that a child should be moved to higher or lower age group, including moving a child who has been admitted out of their normal age group, into their normal age group. This decision should only be made where there are sound educational reasons to do so and in consultation with the child's parents.

Will there be a problem if you change school or when transferring to secondary school?

- If your child has been admitted out of their normal age group and then moves school, for example because you move house, you will need to make a new request for admission out of the normal age group if you want them to continue to be educated out of their normal age group. You will also need to make a new request when you apply for junior or secondary school;

- The admission authority of the new school is not required to continue to educate your child out of their normal age group, but they should take account of the fact they have already been educated out of their normal age group when making their decision.

What happens when a child reaches school leaving age in year 10?

- A child ceases to be of compulsory school age on the last Friday of June in the school year they turn 16. They are not legally required to attend school after this point. A summer born child who has been educated out of their normal age group will cease to be of compulsory school age at the end of year 10. This means they will be under no obligation to attend school in year 11 when most children take their GCSEs.

The school will not ask your child to leave because they are no longer of compulsory school age, but they may not be able to enforce their attendance.

Will there be an effect on home to school transport?

- Local authorities have a statutory duty to provide free home to school transport to eligible children. To be eligible, a child must be of compulsory school age. If your child is educated out of their normal age group, and is eligible for free home to school transport, they will stop being eligible before they finish secondary school. Local authorities can choose to continue to provide free transport at this point, but they are under no duty to do so.

Will Alternative Provision still be available for children who are summer born delayed?

- Local authorities have a duty to make arrangements for the provision of suitable education, other than at a school, for children of compulsory school age who otherwise will not receive a suitable education, whether that is because they are ill, have been excluded, or for another reason. This duty will not apply in relation to a child who ceases to be of compulsory school age before they finish secondary school.

What may be the impact on participation in extra-curricular activities?

- You may wish to consider whether your child will be able to participate in organised sports and extra-curricular events with their classmates. For example, some sporting organisations organise teams based on age. This may mean your child would be eligible for a different sports team than their classmates.

### **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, 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". If parent(s)/carer(s) believe that their child/children should be educated in a different year group they should, at the time of application, submit supporting evidence from relevant professionals working with the child and family stating why the child must be placed outside their normal age appropriate cohort. DfE guidance makes clear that: "it is reasonable for admission authorities to expect parents to provide them with information in support of their request – since without it they are unlikely to be able to make a decision on the basis of the circumstances of the case."

For Community and Voluntary Controlled schools, Northamptonshire County Council, as the admission authority, will decide whether or not the application will be agreed on the basis of the information submitted. Decisions 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, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. Admission authorities **must** also take into account the views of the head teacher of the school concerned. When informing a parent/carer of their decision on the year group the child should be admitted to, the admission authority **must** set out clearly the reasons for their decision.

There is no guarantee that an application will be accepted. If the application is refused, this does not constitute a refusal of a place and there is no right to an independent statutory appeal. Similarly, there is no right of appeal for a place in a specific year group at a school. The internal management and organisation of a school, including the placement of pupils in classes, is a matter for the Head teacher and senior leadership of individual schools. The Governing Body/Academy Trust of schools, which is responsible for their own admissions arrangements (academies, Voluntary Aided, Foundation and Free Schools) are responsible for making decisions about applications for places in their schools.

Please use the link below for further information in the School Admissions Code (page 25, paragraph 2.17) about the admission of children outside their normal age group

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/389388/School\\_Admissions\\_Code\\_2014\\_-\\_19\\_Dec.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/389388/School_Admissions_Code_2014_-_19_Dec.pdf)

### **Supplementary Information Form (SIF)**

This is an additional form which needs to be completed for certain schools before they are able to allocate school places. The completed SIFs must be returned directly to the schools themselves, usually by the closing date.

### **Tiebreaker**

All admission arrangements must include an effective, clear and fair tie-breaker to decide between two applications that cannot otherwise be separated. Where two or more applications cannot otherwise be separated, random allocation will be used to decide which applicant should be allocated a place. This process will be independently verified.

### **Transfer applications at normal transfer time in Northamptonshire**

This is any application for a child to start school at the normal point of entry at the beginning of the school year in September, as illustrated below:

Primary School	Reception
Infant School	Reception
Junior School	Year 3
Secondary School	Year 7
UTC	Year 10

### **Waiting lists**

A list of children held and maintained by the admission authority when the school has allocated all of its places, on which children are ranked in priority order against the school's published oversubscription criteria.