

**NORTHAMPTONSHIRE COUNTY COUNCIL
PRIMARY CO-ORDINATED ADMISSIONS SCHEME**

SECTION 1

Timetable for Primary Co-ordinated Admissions Scheme for September 2021

DATE	EVENT
10 th September 2020	Online applications open and information to parents / carers
11 th December 2020	Generic reminder letter to be sent via schools to parents / carers of infant school children, advising them of the need to apply for a place. Email also sent to schools to remind parents/carers of the need to apply
15th January 2021	Closing date for applications (5.00 p.m.) (statutory). Late applications, i.e. those received after 5 p.m. on 15 th January 2021, will not be processed until additional rounds of allocations (see below)
9 th February 2021	Northamptonshire County Council (NCC) sends applications to other LAs and Own Admission Authority (OAA) schools by 5.00 p.m.
15 th February 2021	SEN must have informed the School Admissions Team about any pupils with an EHC Plan, and details of the named school (statutory)
26 th February 2021	Own Admission Authority schools send ranked lists to NCC by 5.00 p.m.
17 th March 2021	NCC applies agreed Scheme for county, informing other local authorities of offers to be made to their residents by 5.00 p.m.
14 th April 2021	Primary schools informed by NCC of the final results via S2S, which may include offers made to pupils living in other LAs by 5.00 p.m.
16th April 2021	National Offer Day - offers made to parents/carers by NCC (statutory requirement)
By 20 th April 2021	Schools emailed and final allocation lists (ATFs) uploaded onto the S2S secure site
28 th April 2021	School Admissions Team begins to share late applications with OAA schools and other LAs, with a weekly update of the number of late applications received
7 th May 2021	Cut-off date for consideration for inclusion in first round of reallocations
14 th May 2021	The deadline by which all school admission appeal forms must be submitted is by 5.00 p.m.
9 th June 2021	Cut-off date for consideration for inclusion in second round of reallocations
25 th June 2021	Cut-off date for consideration for inclusion in third round of reallocations
17 th July 2021	Appeals lodged before the closing date of 14 th May 2021 (5.00 p.m.) will be heard by this date (i.e. within 40 school days from the closing date)
17 th May 2021 16 th June 2021 2 nd July 2021	Additional rounds of allocations will start on each of these dates
13 th July 2021	Where no previous application has been submitted, places are allocated to Northamptonshire children currently in infant schools. Letters sent to parents/carers to advise them of the places offered
1 st August 2021	Co-ordination of in-year application process commences

SECTION 2 - Elements of the Scheme

2.1 Regulations

The School Admissions (Co-ordination of Admission Arrangements) (England) Regulations¹ (2008) require all local authorities (LAs) to have a scheme covering every maintained school (but not special schools) in its area. The scheme does not cover special schools. The purpose of the co-ordinated scheme is to establish mechanisms for ensuring, as far as reasonably practicable, that every parent of a child living within the LA who has applied for a school place in the normal admission round receives an offer of one, and only one, school place on the same day. All schools must comply with the scheme.

2.2 Applying for a place in a primary school

The normal point of entry to primary school is Year R (Reception) and the local authority co-ordinates the process of allocating places to these schools.

2.3 Application forms

The Common Application Form (paper or online) must allow parents to apply for any primary school and to give reasons for their preferences. If parents apply directly to a school, the governing body/academy trust must inform the local authority. All applications are co-ordinated by the county council up to and including 31st July.

2.4 Residence in another local authority

Parents resident in one local authority who wish to apply for a place at a primary school maintained by a different local authority must apply using the Common Application Form (online or paper), for the local authority in which they live (i.e. their home local authority).

2.5 Exchange of information

Local authorities and admission authorities in the area must exchange information on applications made and potential offers by the dates specified in the scheme (see Section 1, above). A maintaining local authority must inform the home local authority if it intends to offer a place at one of its schools to a parent living in a different local authority area. Local authorities should exchange information on applications across their borders and seek to eliminate multiple offers across local authority borders wherever possible. The exchange of data must where possible, be carried out using secure data protection systems.

2.6 Information for Parents

Please note that throughout this scheme, the term “parent” refers to both individual parents as well as those with parental responsibility for the child e.g. carers.

Parents who live within Northamptonshire are encouraged to apply online.

The benefits of using the online process are as follows:

¹ http://www.legislation.gov.uk/ukxi/2008/3091/pdfs/ukxiem_20083091_en.pdf

1. Parents are less likely to make errors as the system guides them through the whole process;
2. Parents are able to change preferences up to 5 p.m. on the closing date;
3. On National Offer Day, parents will be able to log on to find out which school has been allocated. Parents using the paper application form will be informed by a letter posted on National Offer Day;
4. Parents will receive an email with details of the school offered, and they will also be able to log on to view their offer online;
5. Parents will be helping to reduce paper usage.

The 'Applying for a Primary School Place in Northamptonshire' booklet will be available in PDF format on the NCC website: www.northamptonshire.gov.uk/admissions.

Paper copies of the booklet can be obtained by request from:
The School Admissions Team, Northamptonshire County Council, 1 Angel Square,
Northampton, NN1 1ED.

The booklet contains information about:

- How to apply online;
- A list of primary schools in each area of Northamptonshire;
- How to complete an application form;
- The Published Admission Number (PAN) for each school;
- Each school's oversubscription criteria;
- Whether individual schools were oversubscribed in September 2020;
- Key dates for the application and allocation process;
- Children with special educational needs;
- Home-to-school transport information;
- The process for late applications;
- Contact details for the NCC School Admissions Team

2.7 Parents living in Northamptonshire wanting to complete a paper application form

Requests for paper application forms and booklets (for those who do not have access to the internet) should be made to the NCC School Admissions Team. Additionally, paper forms/booklets may be printed from the website.

2.8 The Common Application Form (CAF)

Parents are encouraged to apply online wherever possible. It is the responsibility of all those making an application to ensure that they: a) submit the application on time / receive a submission confirmation email every time a change is made to the application or the application is checked and (if appropriate) b) request confirmation of a paper application. It is **not** the responsibility of the School Admissions Team to send reminders to parents.

The application form (either online or paper) will ask the parent to provide:

- A list of up to three preferred schools in rank order (if the applicant is resident in a neighbouring authority where more than 3 preferences can be expressed, any preferences for Northamptonshire Schools will be treated in line with the child's home local authority);
- Details of siblings (if relevant) who will remain at one of the preferred schools in September 2021;
- Details of the child for whom the application is being made (address, date of birth, any relevant medical information or special social circumstances);
- Confirmation that the child has an EHC Plan;
- Reasons for their preferences;
- The name of their child's current school;
- Details about the person completing the application (name, address, relationship to the child, contact details).

2.9 Supplementary Information Forms (SIFs)

If additional information is required by the governing body of a Foundation, Voluntary Aided school, Free School, or Academy in order to apply its oversubscription criteria, this will be detailed in the specific section about that school in the booklet. Schools' supplementary information forms (SIFs) will be available on the NCC website. Alternatively, contact details for each school will also be included in the booklet so parents may contact schools to obtain a SIF. **Supplementary Information Forms must be returned to the preferred school by the 15th January 2021 (5 p.m.), unless otherwise stated in the schools admission arrangements.**

Parents who are using the paper application form will be required to return the completed application form, to the School Admissions Team at Northamptonshire County Council, One Angel Square, Angel Street, Northampton, NN1 1ED by **5 p.m. on 15th January 2021**. Applications received after this time and date will be considered as late applications and will not be processed until after the on time applications have been dealt with. It is strongly recommended that parents use recorded delivery and obtain a receipt when posting their application forms. Northamptonshire County Council does not accept responsibility for applications that are received after the closing date due to parents using insufficient postage and a surcharge being in place.

If applying online, parents can submit any additional paperwork (e.g. proof of a house move or evidence of a medical / social need) electronically, or post to the School Admissions Team at Northamptonshire County Council, One Angel Square, Angel Street, Northampton, NN1 1ED, clearly stating the following: name of child, date of birth and the school name(s) that the parent is applying for. If a house move takes place after the closing date, the school allocation will be based on the address we hold at the closing date.

2.10 Applications for Foundation, Voluntary Aided, Free Schools and Academies

The School Admissions Team will ensure that parents' preferences are logged on the School Admissions database. The School Admissions Team will send a list of all applications received, including any supplementary information, to the relevant Foundation, Free School, UTC, Voluntary Aided schools or Academies.

Applications will be sent to Foundation, Voluntary Aided schools and Academies by **9th February 2021 (by 5.00 p.m.)** and schools will be asked to rank applicants as described in 2.13. Any parent who has not submitted a common application form to the LA will not be considered in the ranking lists with on-time applicants. The LA will check all OAA lists to ensure that this procedure is followed.

2.11 Applications for schools in other local authorities (LAs) and applications for Northamptonshire schools from families living in other local authorities

Applications from Northamptonshire residents for schools in other LAs will be logged on the ONE Admissions system and information relating to those preferences and any supplementary information will be electronically forwarded to the relevant maintaining Local Authority **by 5 p.m. on 9th February 2021.**

Similarly, the School Admissions Team will receive applications forwarded from other LAs for schools in Northamptonshire. These will be recorded and passed on to Foundation/Voluntary Aided/Free Schools or Academies as appropriate. If the application is for a Community or Voluntary Controlled school, the School Admissions Team will process applications along with all other applications for NCC schools.

2.12 Multiple Applications

If more than one application is made for a child prior to the closing date, only the latest dated application form will be processed. Any previously submitted application forms will not be processed.

If a school place offer has already been made by the LA and the applicant has chosen to submit further applications, the latest-dated application will take priority over any previous applications.

If it is possible to offer a place at one of the preferences on the latest-dated application, an offer will be made and the previous offer will be withdrawn without further reference to the applicant.

Applicants must place any requests to withdraw applications in writing to the Admissions Team (by letter or email) prior to the reallocation round.

2.13 How the Co-ordination Process produces the offer of a single school place

All schools have a Published Admissions Number (PAN). This is the number of places available at the normal point of entry. Admission authorities (Local Authorities, Foundation, Voluntary Aided, Free Schools and Academies) must consider all the applications they receive and, if there are more applications than places available, they must apply their oversubscription criteria to all those applying. This process can be carried out by the School Admissions Team on behalf of Own Admission Authority schools as part of a Service Level Agreement (SLA). Any school wishing to use this service should contact school the School Admissions Team as soon as possible. School Admissions will always confirm any offer made with the school in question.

The local authority must allocate a place at the highest preference school where the child can be offered a place.

- If a child qualifies for a place at all 3 preference schools, the LA will offer a place at the school that is ranked highest on the CAF. The child's name will then be removed from the ranked list(s) at the lower preference schools where they qualified for a place so that other children may be offered a place at these schools.
- If a child can be offered a place at only one of their preference schools, they will be offered a place at that school regardless of the preference order on the common application form;

- If a child cannot be offered a place within the PAN of any of their preferred schools, the LA will offer a place at the nearest school with a place available (the nearest school which has not reached their PAN and therefore has a place/places available at the time);
- If a child is offered a place at a school which wasn't their first preference, they can go on to the waiting list of any of the schools which was a higher preference than the school offered.

Parents have the right to appeal against refusal of a place at any school for which they have applied, unless a higher preference has been allocated. Information about how to make an appeal is published on the local authority's website.

All OAA schools are responsible for returning a ranked list of all applicants to the local authority by the date stated in the scheme. Some schools will be oversubscribed, others undersubscribed. The surplus places at undersubscribed schools will be allocated to children who were unable to obtain places at their preferred schools.

The local authority will publish details of how places at all schools were allocated on its website.

Schools using **random allocation** as a tie-breaker, or as part of their oversubscription criteria, must send lists which include the names of all applicants in ranked order to the School Admissions Team. The ranked list must include all children in the individual bands and not just those ranked up to the school's PAN. This procedure will enable the School Admissions Team to identify why a place has been refused.

All schools which are their own admission authority must return the ranked allocation lists to the School Admissions Team by **5.00 p.m. on 26th February 2021**.

For local authority schools - Community and Voluntary Controlled - the School Admissions Team will be responsible for applying the oversubscription criteria if the number of applications exceeds the Published Admission Number (PAN) of the school.

If a child is eligible for a place at more than one school, the applicant's order of preference will be considered and the highest preference will be offered.

Where it is not possible to offer a place at any of the preferred schools, a place will be allocated at the school closest to the home address where places are available at the time of allocation. Some children in this situation will be eligible for assistance with transport costs. Parents will be referred to the information at:

<http://www.northamptonshire.gov.uk/en/councilservices/EducationandLearning/Parents/travel/Pages/HtoS.aspx>

A single place will be identified for each child by the end of this Co-ordination process. When schools have more applications than places available, places will only be allocated up to the limit of the school's PAN. In the case of Foundation, Voluntary Aided, Free schools and Academies, the admission authorities of these schools **must** notify their local authority of their intention to increase the school's PAN and reference to the change should be made on the school's website. Where further capacity is required to provide every child with a school place, the local authority will consult relevant schools to reach an agreement.

2.14 Protocol for children with Education, Health and Care (EHC) Plans

Reviews of EHC Plans, discussions with parents about preference and placement enquiry procedures, will all be undertaken by the EHC team at NCC. Placement decisions will be taken by **15th February 2021**. The admission of children with EHC plans, where the school is named in the plan, will take priority over all other children.

The EHC Team will inform parents of the school allocated for their child on or around the **15th February 2021**. There may be circumstances where pupils have not been informed of the school allocated by this date. In these cases, schools may be required to admit children over PAN.

The offer of a school place will be made by the EHC Team who will also amend the EHC plan accordingly.

2.15 Notification of offers to all schools or other Local Authorities

Other LAs will be informed electronically by **17th March 2021 (5.00 p.m.)** of any offers of school places that NCC is able to make to their residents. All schools including Foundation, Voluntary Aided, Free Schools and Academies will be informed of the final offers, which may include offers made to pupils living in other LAs by **14th April 2021 (by 5.00 p.m.)**. Schools **must not** communicate with parents until after the offer from NCC has been sent on 16 April 2021.

2.16 Late applications

Every effort will be made to encourage parents to complete application forms by the closing date of **15th January 2021 (5.00 p.m.)**. If an application form is received *after* 5.00 p.m. on **15th January 2021** it will not be possible to consider it until all the on-time applications have been processed. Late applicants will not receive an offer of a school place on National Offer Day. Late applications will be considered on the reallocation dates published in the 'Applying for a Primary School Place in Northamptonshire' booklet (see Timetable for Primary Co-ordinated admissions for September 2021 on page 1).

In the Co-ordinated system in Northamptonshire, parents/carers will not be allowed to have more than three live primary or secondary preferences at any point in time, prior to the offer date. Parents will not be allowed to change the order or schools listed as preferences. Changes to preferences (after the closing date) must be made on a late application form and will be processed in the further rounds of allocation (see page 1 for dates).

For Foundation, Voluntary Aided, Free Schools and Academies, NCC will forward any late applications directly to the schools for their consideration (by agreed timelines). If places are not available at the preferred school, the School Admissions Team must be informed by the school so that a place can be offered at an alternative school with places available. If the alternative school is its own admission authority, details of the applicant will be sent to the school before an allocation is made by the local authority.

N. B. The Co-ordinated Process in Northamptonshire continues up to and including 31st July of each year. After 1st August, the In-year process commences.

2.17 Right to appeal

Parents have the right to appeal against refusal of a place at any school for which they have applied. When an admission authority informs a parent of a decision to refuse a place, it **must** include the reason why admission was refused; information about the right to appeal; the deadline for lodging an appeal and the contact details for making an appeal. Parents **must** be informed that, if they wish to appeal, they **must** set out their grounds for appeal in writing. Admission authorities **must not** limit the grounds on which appeals can be made.

The admission authority **must** establish an independent appeals panel to hear the appeal. The panel will decide whether to uphold or dismiss the appeal. Where a panel upholds the appeal the school is required to admit the child.

2.18 Waiting lists

Parents who have been refused a place at a school (this could be after National Offer Day, after an unsuccessful appeal or after making a late application) may wish to place their child's name on a waiting list. Parents must contact the School Admissions Team in order to request that their child's name is added to the waiting list. Following the Primary National Offer Date, there will be no distinction drawn on school waiting lists between on time and late applications: all applications will be ranked in accordance with schools' oversubscription criteria.

For OAA schools (i.e. Academies, Foundation, Voluntary Aided and Free Schools), parents need to contact the individual schools directly to ask for information on the waiting list policy for the school.

If a place becomes available, the school's oversubscription criteria will be applied to the waiting list to determine who should be allocated the vacant place. Any places that become available after the initial allocation will be re-allocated on a monthly basis (details available on the School Admissions website) by the School Admissions Team. **The local authority continues to co-ordinate the allocation of places at all schools up to and including 31st July.** This requires all schools which are their own admission authority to ensure clear and up-to-date communications with the School Admissions Team regarding the ranking lists for each round of allocations. No allocation will be made by the School Admission Team without prior agreement with the individual admission authority.

For every over-subscribed Community and Voluntary Controlled school, the School Admissions Team will retain a waiting list until the end of the 2021 Autumn term (31st December). Following this date, waiting lists will be ended. If parents still wish their child's name to remain on the new waiting lists which will be established for the following term, they will need to request this in writing to the NCC School Admissions Team. Waiting lists will be restarted every term, so if a parent wishes to remain on a waiting list for a whole academic year, they would make a request in writing to the School Admissions Team in January and following the Easter break. (April/May).

2.19 Applying for a place in a Junior School

The normal point of entry to Junior Schools is Year 3 and the LA co-ordinates the process of allocating places to these schools.

Parents of children who are in Year 2 at an infant school and who want them to attend a junior school in Year 3 in September 2021 need to apply for places in junior schools using the Common Application Form.

Parents of children in Year 2 at an infant school should not apply for a place in Year 3 at a primary school on the Common Application Form as this form is only used for applications at the normal point of entry to a school. Year 3 is **not** the normal point of entry for a primary school, any applications for a place in Year 3 in a primary school for September 2021 should be processed on an in-year application form in accordance with the LA's In-year process.

In-year applications may be made up to one month from the date that the place is required e.g. if a place is required in September 2021, applications for a Year 3 place at a primary school should be made from June 2021.

2.20 National Offer Day

The School Admissions Team will notify all on-time applicants of their school offer on **16th April 2021** by email (for all online applicants) or by post (for all applicants who submitted a paper application, a first class letter will be sent). The communication will include information about how school places have been allocated in the county and if necessary, information about how to appeal. In addition, we will publish on the NCC website a breakdown of how places were allocated in accordance with each school's oversubscription criteria. Links to this page will be provided on all offer e mails and letters.

The School Admissions Team will assume that the place has been accepted unless communication from the parent is received to advise to the contrary.

2.21 Rejection of a school place

Parents will be required to notify the relevant admission authority in writing or by email if they do not propose to accept the school place offered. These places will then be reallocated following the process as set out in **2.13**.

NCC is the admission authority for Community and Voluntary Controlled schools. The Governing Body/Academy Trust is the admission authority for Foundation, Voluntary Aided, Free schools and Academies. Schools which are their own admissions authority must inform the School Admissions Team as soon as a place is rejected in order that School Admissions can have an accurate picture of the available school places for the reallocation dates.

2.22 Definition of a sibling/sibling link for Community and Voluntary Controlled schools

For Community and Voluntary Controlled schools, a 'sibling' is defined as the following:

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 must be in the school at the time of application and be likely to remain in the school at the proposed date of admission. If an older

sibling secures a place at the school after an application has been submitted for the younger child, then the parent/carer should advise the School Admissions Team that a sibling link now exists.

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

Siblings must be living at the **same** address when the application is made. If there is any discrepancy between sibling addresses, parents will be asked to provide proof of the home address of both children.

2.23 Separated parents

Where a child lives with one of their separated parents for different parts of the week, we will consider the child's home address to be where the child sleeps for most of the school week (e.g. from Sunday night to Thursday night).

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 before we can process the application.

We will only respond to the parent/carer (the applicant) who has completed the application form. Where a separated parent has not shared information about an application with the other parent, we will use the following procedure if we receive a request for information from one of the parents:

1. We will contact both parents to establish their right to view the information;
2. Once parental responsibility has been confirmed, we will send the information the parent is entitled to.

There may be a charge for this service.

2.24 What happens if we receive an application from each parent?

We can only process one application because we can only allocate one place. When we receive more than one application for the same child (made by separated parents) and where the home address and / or the preferences do not match, **neither application will be processed** until such a time that the parents can agree on both the address and the preferences. If no agreement can be made, parents are recommended to seek legal advice. If 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).

Further information on parental responsibility can be found on the DfE website:

<https://www.gov.uk/parental-rights-responsibilities/apply-for-parental-responsibility>

2.24 Children who are part of a multiple birth group

Under paragraph 2.15 (g) of The School Admissions Code, infant class size restrictions may be exceeded where a child who is part of a multiple birth group is allocated as the 30th pupil. The admission number will be exceeded to accommodate the other children from this birth group. These children will remain as 'excepted pupils' for the time they are in an infant class (Reception, Year 1 and Year 2) or until class numbers fall back to the current infant class limit.

2.25 Definition of Looked After Children/Previously Looked After Children ('Children in Care')

The highest priority in the oversubscription criteria for all schools must be given to 'looked after children' and 'previously looked after children'. A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

'Previously looked after children' are 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).

2.26 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 16th February 2016 reaches compulsory school age on 31st 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/carers 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.

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

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

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? 5

- 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.

2.27 Summer born children continuing at current nursery setting

Parents/Carer of summer born children (born between 1st April and 31st August 2016) who have an **agreed** delay still have the option for their child/children to stay in an Early Years setting. Children can remain at their current Early Years setting until the Funding Block (Term) in which they turn 5. In order to ensure that the Early Years setting can secure the funded place for your child/children for September 2020, parents/carers must notify their Early Years setting before the end of the Spring Funding Block (Term) 31st March. The Early Years setting can then take into account the number of summer born children continuing for another year when allocating places for September 2020. If parents/carers do not notify their Early Years setting until after nursery allocations have been released, nursery schools and classes will be under no obligation to offer a place above their normal intake number. Children can, of course, be considered for a place through the normal waiting list process.

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

Northamptonshire County Council's policy is for children to be educated within their correct chronological year group, 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/carers 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)

Appendix 1

When sharing information regarding the Co-ordinated Scheme with schools, the local authority (NCC) will:

- Supply information about what is required in the co-ordination process;
- Provide useful tips to schools;
- Be clear about the dates when information should/must be returned to the LA.

If schools already have a Service Level Agreement Agreement (SLA) with the School Admissions Team, the team will carry out the agreed work and will share with the school the outcome of applications made to the school by sending out lists of successful applicants.

Schools wishing to purchase Service Level Agreements (SLAs) during the co-ordination process should contact the School Admissions Team as soon as possible to discuss their requirements.