



Nene Education Trust
Woodford Church of England Primary School
Admissions Policy

Key Manager	CEO
Ratified by BT	10 December 2019
Review Dates:	Autumn 2020
Location of Policy:	Trust wide
Earliest Admission date this policy applies to	September 2021
Date of next consultation on this Policy	Autumn 2026
Access to Policy:	Open
Policy Context:	This Policy applies to all staff of the Trust and to those others offered access to such resources.

Revision History

Revision Date	Description	Sections Affected	Revised By	Approved By
10/12/2019	General review and tidy up of policy to ensure Trust uniformity	All sections in line with DfE Admissions guidance	CEO with Trust Solicitors	Trust Board
Autumn 2020				

1. Policy Statement

Woodford C of E Primary School is a member of Nene Education Trust (“NET”). As the **Admission Authority** (the body responsible for determining its schools’ admission arrangements) for Woodford C of E Primary School, NET is committed to ensuring that admissions to Woodford C of E Primary School are managed in accordance with the Schools Admission Code (September 2021), compliance with which is also required by virtue of NET’s Funding Agreement with the Secretary of State for Education.

In determining this Policy, NET has followed the admissions arrangements adopted by North Northamptonshire Council, further information about which can be accessed here:

<https://www.northamptonshire.gov.uk/councilservices/children-families-education/schools-and-education/school-admissions/Pages/contact-the-school-admissions-team.aspx>

2. Aims of the Policy

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

- provide a caring and secure environment in which tolerance, understanding and respect for others are fostered
- help all individuals regardless of their race, gender or disability to acquire the skills and knowledge needed to achieve their full potential in a rapidly changing world



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- develop understanding of, and respect for, a wide range of religious values, languages and cultural traditions and different ways of life, including an emphasis on British values
- encourage an enjoyment of life-long learning
- encourage positive parental and community involvement
- promote healthy lifestyles
- provide a curriculum that is stimulating, broad, balanced, innovative and creative
- celebrate achievement

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

3. Purpose of the Policy

This policy explains:

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

4. Definitions

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

Closest School means Pupils who live closer Woodford C of E Primary School than any other school.

Distance tiebreaker and measurements means the process we use if more than one child has an equal right to a place after applying the school's oversubscription admission criteria. Unless otherwise stated, distances are measured from the address point of the child to the address point of the school on a straight line basis, using the Ordnance Survey Master Map. The address point for a property does not change.

Education, Health and Care (EHC) Plan means an Education, Health and Care (EHC) Plan which names a school as the appropriate provision which names a school as the appropriate provision.

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

- Owned by a child's parent, parents or carer/guardian; or
- Leased to or rented by a child's parent, parents or guardian under a lease or written rental agreement of not less than six months duration. The property leased should be that in which the family lives. Written proof of ownership or a rental agreement and proof of actual permanent residence at the property may be required.

Home Address does not include:

- An intended future address, unless house moves have been confirmed through the exchange of contracts with a set completion date, or the signing of a formal lease agreement. An intended future address will not be counted as a Home Address after the closing date for applications.
- The address of any second home – checks will be made on which address is your main home.



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- Any address to which only part of a family moves, unless this was as a result of a divorce or permanent separation arrangement. Proof will be required of such an arrangement.
- An address used for childcare arrangements.

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

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

Late application means any application form we receive after the closing date.

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

Linked Area means the village of Woodford.

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

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

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

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

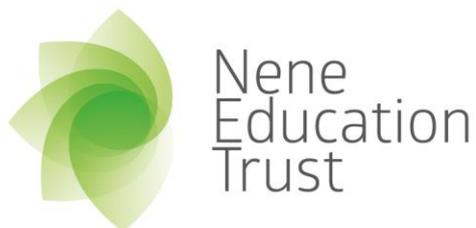
School Year means the period beginning with the first school term to begin after July and ending with the beginning of the first such term to begin after the following July, as defined by Section 579 of the Education Act 1996.

Sibling means a child who has brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit at the same address, who attends the school and who is expected to still be on roll at the time of admission. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

5. Admissions

Nursery Admissions – Ages 2-4

Children can start in paid nursery sessions any time after their 2nd birthday. However, government funding is only available from the start of the school term after their 2nd birthday. Places are allocated on a strictly first come, first served basis for children whose parents fulfil and agree formally to the published free entitlement criteria and wish to use government funding to secure a place at our nursery. Admissions are managed internally at school. There are no other admission criteria for nursery children. We may operate a waiting list if necessary as the maximum number of



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children we can accommodate in the nursery is 25 but this is dependent upon age and the ratio of adults. Please contact the school directly on 01832 733221 to discuss further.

Primary School - Compulsory School Age and Exceptions

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

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

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

(a) Deferred Entry/Part-time Attendance

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

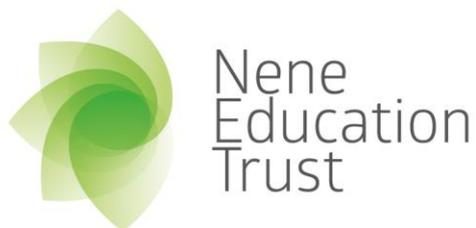
If you wish to apply for Deferred Entry you can, at the same time, elect for your child to attend school part-time until they reach Compulsory School Age. This part-time option is also open to your child, even if they do join Reception Class in the September following their 4th Birthday.

(b) Delayed Entry

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

(c) Admission out of Normal Age Group

NET's policy is for children to be educated within their correct chronological year group to ensure that each child benefits from a curriculum which is differentiated to meet the needs of individual children. Along with applications for Delayed Entry to Reception Class, any application which includes a preference for Admission out of Normal Age Group should be made as early as possible before the closing date to allow for consultation with your child's early years provider and the head teacher of your preferred school(s). You will also need to understand potential risks in deferring your child's entry to school and provide evidence to support the reason(s) for your application. Further information on this subject is available from the NNC website at:



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<https://www.northamptonshire.gov.uk/councilservices/children-families-education/schools-and-education/school-admissions/primary-school-places/Pages/summer-born-children.aspx>

under the heading “**Further information on admission of children outside the normal age group**”.

6. Application Procedure

(a) Normal Admissions Round

If your child turns 4 between 1 September 2020 and 31 August 2021, you should apply for their Reception Class place by 5pm 15 January 2021 for September 2021 admission. If your child turns 4 between 1 September 2020 and 31 August 2021, you should apply for their Reception Class place by January 2021 for September 2021 admission. Our website <https://woodford.northants.sch.uk/index.php/key-information/admissions> also contains this information. After the closing date you will need to make a **Late Application** (see below). If your child currently attends the Pre-school nursery you will still need to apply for a Reception Class place in the normal way.

Applications made during the normal Admissions Round in January 2021 are made using the **Common Application Form** (CAF) provided by the Local Authority, North Northamptonshire Council (“NNC”). The Local Authority manages NET’s admissions and appeals processes and will inform you directly which school your child has been offered a place at. The quickest way to make an application is online but all application routes, both in the Normal Admissions Round and also for Late Applications, are described on the NNC website at:

<https://www.northamptonshire.gov.uk/councilservices/children-families-education/schools-and-education/school-admissions/primary-school-places/Pages/default.aspx>

The CAF should also be used if you live in a different local authority area.

Applications for Admission out of Normal Age Group will be processed as part of the Normal Admissions Round unless a Late Application is made.

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

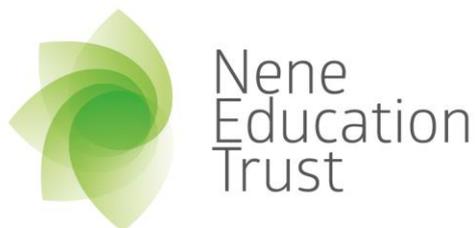
If you change your address at any time during the admission process, please tell the School Admissions Team at NNC.

(b) Late Applications

Any application received by NNC after the closing date in January will be treated as a Late Application and will not be processed until the **Additional Rounds** of allocation, which are in May, June and July 2020.

(c) In-year Applications

An In-year admission application is one made outside the normal school start time. It’s made, for example, when a family moves house part way through a school year and needs a place at a different school. In-year applications are applications to start school now (or within the next month). NNC co-ordinates all In-year admissions for



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Woodford C of E Primary School, therefore you should contact NNC directly at admissions.NNC@northnorthants.gov.uk or call **0300 126 3000** for information about the application process and how allocations are made.

7. Allocation of Places

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

All on-time applicants will be notified of their school offer by NNC on 16 April 2021 (**National Offer Day**) by email or post, depending upon whether the application was submitted on-line or on paper.

8. Oversubscription Admission Criteria

(a) Allocation Criteria

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

- (i) **Looked After Children and Previously Looked After children;**
- (ii) Children who live in the **Linked Area;**
- (iii) Children whose **Sibling(s)** attend(s) Woodford C of E Primary School at the time of admission;
- (iv) Other children.

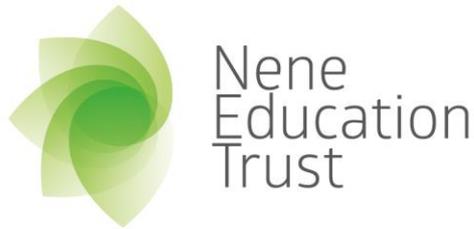
Applicants with twins or multiple births do not have to be allocated their first preference school but do, where possible, have an entitlement for their children to be kept together if they so wish. However, this may not be at their first preference school and may even be at a different school altogether. Please indicate that your child is a twin etc. on your Common Application Form to ensure that we are aware.

(b) Distance Measurement

As an Admission Authority, NET's policy is to follow the criteria set out by NNC with regard to distance measurement. Unless otherwise stated, distances are measured from the **Address Point** of a child's Home Address to the Address Point of Woodford C of E Primary School on a straight line basis, using a geographical information system. Each address has a unique address point established by the National Land and Property Gazetteer (NPLG), Ordnance Survey Master Map, Royal Mail Postal Address File and The Valuation Office Agency. The Address Point for a property does not change. In the case where multiple applications for the same shared dwelling (e.g. Flats) occurs; a randomiser will be used to decide the priority in which the pupils within the shared dwelling are selected in the event of a tiebreaker.

(c) Distance Tiebreaker

If the admission number is exceeded within criterion (iv) above, priority will be given to children for whom Woodford C of E Primary School is the **Closest School** to their **Home Address**. Where a tiebreaker is required within this group,



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priority will be given to children who live furthest from the nearest **Alternative School**. An Alternative School is one at which a place could have been allocated as an alternative to Woodford C of E Primary School ("**the Preferred School**"). 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, Late Applications are measured to the nearest Alternative School regardless of whether or not there are places remaining at that Alternative School to ensure consistency in the allocation process.

9. Appeals

If your child's application for a place at Woodford C of E Primary School is unsuccessful, you have the right to appeal to an independent panel, which will be convened by the North Northamptonshire Council Education Appeals panel. You should contact NNC in the first instance to complete an on-line appeal form or request an appeal pack and access the guidance notes at <https://www.northamptonshire.gov.uk/councilservices/children-families-education/schools-and-education/school-admissions/school-appeals/Pages/default.aspx>. Appeals must be lodged before 5pm 21 May 2021 and will be heard within 40 school days of the appeals closing date.

10. Monitoring Arrangements

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