



## ADMISSIONS POLICY 2023 / 24

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**Inclusion** – Improving education for everyone.

**Integrity** – We are consistently open, honest, ethical, and genuine.

**Initiative** – We have the courage to always seek a better way to a better future.

**Involvement** – We encourage our community to take ownership and responsibility.

**Inspiration** – We use our drive and commitment to energise, engage and inspire.

## Contents

1. Aims .....	3
2. Legislation and statutory requirements .....	3
3. How to apply for a place in the Normal Admissions Round .....	3
4. Over subscription criteria.....	4
5. Definitions.....	4
6. Fraudulent or Misleading Applications.....	5
7. Conflicting Applications .....	5
8. Late Applications .....	6
9. Children below Compulsory School Age.....	6
10. Requests for admission outside the normal age group .....	6
10.1 Requests for admission outside the normal age group (Summer Born)	6
10.2 Requests for admission outside the normal age group (Not Summer Born).....	7
11. In-year Admissions .....	8
12. Waiting Lists.....	8
13. Appeals.....	8
14. Admissions policy review.....	9

## 1. Aims

This policy aims to:

- Set out the admission arrangement for all InMAT schools
- Set out the Trust's arrangements for allocating places to the pupils who apply
- Explain **how to appeal** against a decision not to offer your child a place

## 2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31<sup>st</sup> December 31<sup>st</sup> March and 31<sup>st</sup> August.

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

The **normal admissions round** is the period during which parents/carers can apply for state-funded school places at the school's normal point of entry (Reception, Year 3, Year 7), using the Common Application Form (CAF) provided by their home local authority.

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

Parents/carers will receive an offer for a school place directly from their local authority on National Offer Day (16th April or the next working day)

If you live in North Northamptonshire, please visit: [Primary school places | North Northamptonshire Council \(northnorthants.gov.uk\)](#) to make your application.

If you live in West Northamptonshire, please visit [Primary school places | West Northamptonshire Council \(westnorthants.gov.uk\)](#) to make your application.

#### 4. Oversubscription Criteria

Where the number of applications for admission is greater than the published admission number, applications will be considered against the oversubscription criteria set out in the appendices attached for each of the Trust academies. After the admission of pupils with an Education, Health and Care (EHC) plan which names the school as appropriate provision, the criteria will be applied in the order in which they are set out in the individual schools Appendices.

Appendix 1 Hall Meadow Primary School

Appendix 2 Kettering Park Junior Academy

Appendix 3 Kettering Park Infant School

Appendix 4 Wollaston Primary School

Appendix 5 The Abbey Primary School

Appendix 6 Falconers Hill Infants School

Appendix 7 Standens Barn Primary School

Appendix 8 Little Harrowden Primary School

Appendix 9 St James Infants School

Appendix 10 Kingsley Primary School

Appendix 11 Ashby Fields Primary School

#### 5. Definitions

**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 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.

#### **Siblings:**

Siblings are defined in these arrangements as children who live as brother or sister. A sibling must be living at the same permanent address and as part of the same family unit (one or two parents plus children) to qualify under this criterion.

For school admissions purposes, the term siblings include:

- half-brothers and half-sisters



- Adopted children
- Children in foster care
- Children living in the same family unit, even if they are not biological brothers and sisters - for example when the parents are not married/in a civil relationship

Cousins are not regarded as siblings.

## **Multiple Birth Groups**

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

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

## **Home Address (Child's):**

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

If a child lives with parents who are separated, the home address will be treated as the place where the child sleeps for most of the school week (i.e. Sunday night – Thursday night inclusive)

If the child spends equal amounts of time at two addresses, the parents must agree which address they wish to be the child's main address before we can process the application.

Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residence at the property concerned. The Trust reserves the right to seek further documentary evidence to support your claim of residence. The Trust will withdraw any place allocated if the address is found to be false.

## **6. Fraudulent or Misleading Applications**

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

## **7. Conflicting Applications**

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

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

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

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

## 8. Late Applications

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

Late applications will be processed in the subsequent rounds of allocations between May and July (for more details, refer to the local authority's composite prospectuses on the North Northamptonshire Council (NNC) and West Northamptonshire Council (WNC) websites).

## 9. Children below Compulsory School Age

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

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

Where the parents/carers wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

## 10. Requests for admission outside the normal age group

### 10.1 *Requests for admission to Reception outside the normal age group (Summer Born)*

Parent(s)/carer(s) of summer born children who do not reach compulsory school age until a full year after they would normally start school may wish to delay their Reception application for a full year. Parents should make their application for a Reception place for their child's normal year of entry before the deadline **on 15 January**. They should also, if possible, make their request for admission to their preferred schools out of the normal age group by the same date - **15 January**. This is to enable sufficient time for requests to be processed prior to National Offer Day (16 April or the next working day).

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

The admission authority will make a decision on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

- the parent's/carers' views.
- information about the child's academic, social, and emotional development.
- where relevant, the child's medical history and the views of a medical professional.
- whether the child has previously been educated out of their normal age group.
- whether the child may naturally have fallen into a lower age group if it were not for being born prematurely.

- the Head teacher's views.

### **What happens next?**

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

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

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

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

### **10.2 General Requests for admission outside the normal age group**

Parents/carers may seek a place for their child out of their normal age group. A written request in writing directly to the school in the first instance.

The Admission Authority of the school will consider the request and make a decision on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

- the parent's/carer's views.
- information about the child's academic, social and emotional development.
- where relevant, the child's medical history and the views of a medical professional.
- whether the child has previously been educated out of their normal age group.
- whether the child may naturally have fallen into a lower age group if it were not for being born prematurely.
- the views of the Head teacher at the school concerned.

The Admission Authority of the school **MUST** set out clearly for parents the reasons for their decision about the year group a child should be admitted to.

Parents/carers do not have a right to appeal if they are offered a place at the school, but it is not in their preferred age group.

## 11. In-year Admissions

An in-year admission refers to an application for a school place made during the school year or an application for admission to a school made at the start of the school year for any year group other than the normal year of entry.

If the school's published admission number has been reached in a child's year group, we will not be able to offer a place at the school. Parents/carers can ask for their child's name to be added to the waiting lists (see below for more information).

Applications for in-year admissions should be made online to the school's local authority on the NNC or WNC website:

To apply for a school located in the WNC area:

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

To apply for a school located in the NNC area:

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

## 12. Waiting Lists

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

Waiting Lists are held for all year groups by the LA

Waiting lists will be cleared at the end of each school term. If you wish your child's name to remain on the waiting list for the remainder of the academic year, you will need to inform the School Admissions team, in writing, by the start of each subsequent term (i.e.: during the Christmas and Easter breaks) to renew your interest.

When a place becomes available it will be filled by one of the pupils on the waiting list in accordance with the school's oversubscription criteria listed in the following appendices. Priority will not be given to children on the basis that they have been on the waiting list the longest and children being allocated places under the Fair Access Protocol will be given priority. A new application will be required for a new academic year.

## 13. Appeals

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

Parents/carers wishing to appeal should complete the online appeal form on the *website of the local authority where the school is situated*:

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

Appeals must be lodged in writing, giving the reasons for appeal, by *16 May 2023*. Appeals received after this date will still be heard, but there is no guarantee they will be heard before the end of the school year in which the application is made.

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



For more information and to complete the form:

If you wish to appeal against the decision not to offer your child a place at a NET school located in North Northants, visit:

[Appeal a school place | North Northamptonshire Council \(northnorthants.gov.uk\)](http://northnorthants.gov.uk) – if the school you wish to

If you wish to appeal against the decision not to offer your child a place at a NET school located in West Northants, visit:

[Appeal a school place | West Northamptonshire Council \(westnorthants.gov.uk\)](http://westnorthants.gov.uk)

#### **14. Admissions policy review**

This policy will be reviewed and approved by the Full Governing Body/Academy Trust annually.

##### **Consultation:**

When changes are proposed to the school's admission arrangements, the governing body/academy trust **must** consult on their admission arrangements (including any supplementary information form) that will apply for admission applications the following school year. Where the admission arrangements have not changed from the previous year there is no requirement to consult, subject to the requirement that admission authorities **must** consult on their admission arrangements at least once every 7 years, even if there have been no changes during that period.

##### **Determination:**

All admission authorities **must** determine (i.e. formally agree) admission arrangements every year, even if they have not changed from previous years and a consultation has not been required. Admission authorities **must** determine admission arrangements by **28 February** in the determination year.

## APPENDIX 1 – Hall Meadow Primary School

### Oversubscription Admission Criteria

Admission Number - The school has an agreed Published Admission Number (PAN) of 30 children for entry in Reception.

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

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

1. Looked after children and all previously looked after children.
2. Children of staff at the school, in either or both of the following circumstances:
  - Where the member of staff has been employed at the school for two or more years at the time which the application for admission to the school is made, and/or
  - The member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage.
3. Children with a brother or sister continuing at the school at the time of admission of the child.
4. Children who live in the defined area.
5. Other children.

### Allocation to PAN

If the admission number is exceeded within any criterion, priority will be given to those who live closest to the school. Distances are measured on a straight-line basis from the address point of the child's home address to the address point of the school *using the local authority's* Geographical Information System.

### Tiebreaker

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

### Defined Area (also known as linked or designated area/village):

The defined area for Hall Meadow Primary School is:

Houses that are within the Leisure Village development between the A14 to the south, Northampton Road to the east of the development and the railway line to the west.



## APPENDIX 2 – Kettering Park Junior Academy

### Oversubscription Admission Criteria

Admission Number - The school has an agreed Published Admission Number (PAN) of 90 children for entry in Year 3.

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

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

1. Looked after children and all previously looked after children.
2. Children of staff at the school, in either or both of the following circumstances:
  - Where the member of staff has been employed at the school for two or more years at the time which the application for admission to the school is made, and/or
  - The member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage.
3. Children with a brother or sister continuing at the school or the linked infant school (Kettering Park Infants) at the time of admission of the child.
4. Children who attend the linked infant school – Kettering Park Infants
5. Children who live closer to the preferred school than any other school.
6. Other children.

### Allocation to PAN

If the admission number is exceeded within any criterion, priority will be given to those who live closest to the school. Distances are measured on a straight-line basis from the address point of the child's home address to the address point of the school using *the local authority's* Geographical Information System.

### Tiebreaker

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

### Any Other School

For applications for Year 3 made as part of the coordinated scheme, "Any other school" means any other Junior school. For in-year applications, "any other school" means any school with an equivalent year group".

## APPENDIX 3 – Kettering Park Infant Academy

### Oversubscription Admission Criteria

Admission Number - The school has an agreed Published Admission Number (PAN) of 90 children for entry in reception.

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

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

1. Looked after children and all previously looked after children.
2. Children of staff at the school, in either or both of the following circumstances:
  - Where the member of staff has been employed at the school for two or more years at the time which the application for admission to the school is made, and/or
  - The member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage.
3. Children with a brother or sister continuing at the school or the linked Junior school - Kettering Park Junior
4. Children who live closer to the preferred school than any other school
5. Other children

### Allocation to PAN

If the admission number is exceeded within any criterion, priority will be given to those who live closest to the school. Distances are measured on a straight-line basis from the address point of the child's home address to the address point of the school using *the local authority's* Geographical Information System

### Tie-break

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

### Any Other School

Any other school refers to all Primary and Infant schools for applications for Reception throughout the coordinated scheme and all nearby schools with an equivalent age group for In-year applications.



## **APPENDIX 4 – Wollaston Primary School**

### **Oversubscription Admission Criteria**

Admission Number - The school has an agreed Published Admission Number (PAN) of 60 children for entry in Reception.

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

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

1. Looked after children and all previously looked after children.
2. Children of staff at the school, in either or both of the following circumstances:
  - Where the member of staff has been employed at the school for two or more years at the time which the application for admission to the school is made, and/or
  - The member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage.
3. Children with a brother or sister continuing at the school at the time of admission of the child.
4. Children who live in the defined area.
5. Other children.

### **Allocation to PAN**

If the admission number is exceeded within any criterion, priority will be given to those who live closest to the school. Distances are measured on a straight-line basis from the address point of the child's home address to the address point of the school using *the local authority's* Geographical Information System.

### **Tiebreaker**

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

### **Defined Area (also known as linked or designated area/village):**

The defined area for Wollaston Primary School is Wollaston and Strixton



## APPENDIX 5 – The Abbey Primary School

### Oversubscription Admission Criteria

Admission Number - The school has an agreed Published Admission Number (PAN) of 60 children for entry in Reception.

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

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

1. Looked after children and all previously looked after children.
2. Children of staff at the school, in either or both of the following circumstances:
  - Where the member of staff has been employed at the school for two or more years at the time which the application for admission to the school is made, and/or
  - The member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage.
3. Children with a brother or sister continuing at the school at the time of admission of the child.
4. Children who live closer to the preferred school than any other Primary school.
5. Other children.

### Allocation to PAN

If the admission number is exceeded within any criterion, priority will be given to those who live closest to the school. Distances are measured on a straight-line basis from the address point of the child's home address to the address point of the school using *the local authority's* Geographical Information System.

### Tiebreaker

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

### Any Other School

Any other school refers to all Primary and Infant schools for applications for Reception throughout the coordinated scheme and all nearby schools with an equivalent age group for In-year applications



## APPENDIX 6 – Falconers Hill Infant School

### Oversubscription Admission Criteria

Admission Number - The school has an agreed Published Admission Number (PAN) of 60 children for entry in Reception.

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

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

1. Looked after children and all previously looked after children.
2. Children of staff at the school, in either or both of the following circumstances:
  - Where the member of staff has been employed at the school for two or more years at the time which the application for admission to the school is made, and/or
  - The member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage.
3. Children with a brother or sister continuing at the school or Falconers Hill Academy at the time of admission of the child.
4. Children who live closer to the preferred school than any other school.
5. Other children.

### Allocation to PAN

If the admission number is exceeded within any criterion, priority will be given to those who live closest to the school. Distances are measured on a straight-line basis from the address point of the child's home address to the address point of the school using *the local authority's* Geographical Information System.

### Tiebreaker

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

### Any Other School

Any other school refers to all Primary and Infant schools for applications for Reception throughout the coordinated scheme and all nearby schools with an equivalent age group for In-year applications.



## APPENDIX 7 – Standens Barn Primary

### Oversubscription Admission Criteria

Admission Number - The school has an agreed Published Admission Number (PAN) of 60 children for entry in Reception.

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

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

1. Looked after children and all previously looked after children.
2. Children of staff at the school, in either or both of the following circumstances:
  - Where the member of staff has been employed at the school for two or more years at the time which the application for admission to the school is made, and/or
  - The member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage.
3. Children with a brother or sister continuing at the school at the time of admission of the child.
4. Children who live closer to the preferred school than any other Primary school.
5. Other children.

### Allocation to PAN

If the admission number is exceeded within any criterion, priority will be given to those who live closest to the school. Distances are measured on a straight-line basis from the address point of the child's home address to the address point of the school using the local authority's Geographical Information System.

### Tiebreaker

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





## **APPENDIX 8 – Little Harrowden Primary School**

### **Oversubscription Admission Criteria**

Admission Number - The school has an agreed Published Admission Number (PAN) of 30 children for entry in Reception.

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

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

1. Looked after children and all previously looked after children.
2. Children of staff at the school, in either or both of the following circumstances:
  - Where the member of staff has been employed at the school for two or more years at the time which the application for admission to the school is made, and/or
  - The member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage.
3. Children with a brother or sister continuing at the school at the time of admission of the child.
4. Children who live in the defined area
5. Other children.

### **Allocation to PAN**

If the admission number is exceeded within any criterion, priority will be given to those who live closest to the school. Distances are measured on a straight-line basis from the address point of the child's home address to the address point of the school using the local authority's Geographical Information System.

### **Tiebreaker**

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

### **Defined Area (also known as linked or designated area/village):**

The defined area for Little Harrowden Primary is Great Harrowden, Little Harrowden, Orlingbury, and Finedon Sidings at Furnace Lane.



## APPENDIX 9 – St James Infant School

### Oversubscription admission criteria

Admission Number- The school has an agreed Published Admission Number (PAN) of 60 children for entry in Reception.

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

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

1. Looked after children and all previously looked after children.
2. Children of staff at the school, in either or both of the following circumstances:
  - Where the member of staff has been employed at the school for two or more years at the time which the application for admission to the school is made, and or
  - The member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage.
3. Children with a brother or sister continuing at the school or The Abbey CE Junior School at the time of admission of the child.
4. Children who live in the defined area
5. Children who live closer to the school than any other school.
6. Other children.

### Allocation to PAN

If the admission number is exceeded within any criterion, priority will be given to those who live closest to the school. Distances are measured on a straight-line basis from the address point of the child's home address to the address point of the school using the local authority's Geographical Information System.

### Tiebreaker

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

### Defined Area (also known as linked or designated area/village):

The defined area for St James Infant School is Dodford and Norton.

**Any Other School** - Any other school refers to all Primary and Infant schools for applications for Reception throughout the coordinated scheme and all nearby schools with an equivalent age group for In-year applications.



## APPENDIX 10 – Kingsley Primary School

### Oversubscription Admission Criteria

Admission Number - The school has an agreed Published Admission Number (PAN) of 60 children for entry in Reception.

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

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

1. Looked after children and all previously looked after children.
2. Children of staff at the school, in either or both of the following circumstances:
  - Where the member of staff has been employed at the school for two or more years at the time which the application for admission to the school is made, and/or
  - The member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage.
3. Children with a brother or sister continuing at the school at the time of admission of the child.
4. Children who live closer to the preferred school than any other Primary school.
5. Other children.

### Allocation to PAN

If the admission number is exceeded within any criterion, priority will be given to those who live closest to the school. Distances are measured on a straight-line basis from the address point of the child's home address to the address point of the school using the local authority's Geographical Information System.

### Tiebreaker

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



## Appendix 11 – Ashby Fields Primary School

### Oversubscription Admission Criteria

Admission Number - The school has an agreed Published Admission Number (PAN) of 60 children for entry in Reception.

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

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

1. Looked after children and all previously looked after children.
2. Children of staff at the school, in either or both of the following circumstances:
  - Where the member of staff has been employed at the school for two or more years at the time which the application for admission to the school is made, and/or
  - The member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage.
3. Children with a brother or sister continuing at the school at the time of admission of the child.
4. Children who live closer to the preferred school than any other Primary school
5. Other children.

### Allocation to PAN

If the admission number is exceeded within any criterion, priority will be given to those who live closest to the school. Distances are measured on a straight-line basis from the address point of the child's home address to the address point of the school using the local authority's Geographical Information System.

### Tiebreaker

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

### Any Other School

Any other school refers to all Primary and Infant schools for applications for Reception throughout the coordinated scheme and all nearby schools with an equivalent age group for In-year applications