

Admission arrangements for Community and Voluntary Controlled schools in North Northamptonshire (2024 intakes)

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1. Admission Authorities

The admission authority of a school varies according to the type of school. As shown below in Table 1, the local authority (NNC) is responsible for determining the admission arrangements of Community and Voluntary Controlled schools.

Type of school	Admission Authority
Academies/Free Schools/UTCs	Academy Trust
Community Schools	Local Authority
Foundation Schools	Governing Body
Voluntary Aided (VA) Schools	Governing Body
Voluntary Controlled (VC) Schools	Local Authority

Table 1: Admission authorities and school type (governance)

2. Community and Voluntary Controlled schools in North Northamptonshire

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

- Primary Schools – Rural
- Primary Schools – Urban
- Infant Schools – Urban
- Infant Schools – Urban with Linked Area
- Junior Schools – Urban
- Junior Schools – Urban with Linked Area

The oversubscription criteria for each of these groups are listed on the following pages, along with details of the schools within the group. The Community and Voluntary Controlled schools which have oversubscription criteria unique to their school, are listed separately (see 3.7).

Key:

CE = Church of England (a Voluntary Controlled school)

CEVC = Church of England Voluntary Controlled

PAN = Published Admission Number

2.1 Primary Schools – Rural

School	PAN	Linked Area
Brigstock Latham's CE Primary School	15	Brigstock, Lyvedon
Broughton Primary School	30	Broughton
Earls Barton Primary School	75	Earls Barton
Geddington CE Primary School	30	Geddington, Little Oakley, Newton-in-the-Willows
Great Doddington Primary School	20	Great Doddington
Grendon CE Primary School	15	Castle Ashby, Chadstone, Grendon
King's Cliffe Endowed Primary School	30	Apethorpe, Blatherwyke, Bulwick, Deene, Deenethorpe, Fineshade, King's Cliffe, Laxton, Wakerley
Mawsley Primary School	45	Mawsley

School	PAN	Linked Area
Nassington Primary School	20	Fotheringhay, Nassington, Woodnewton, Yarwell
Titchmarsh CE Primary School	15	Clopton, Titchmarsh
Warmington School	15	Warmington

Table 2: Primary Schools (Rural)

How places are allocated

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

Oversubscription Criteria

Where there are more applications for places at the school 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 who live in the linked area for the school
3. Children with a sibling continuing at the school at the time of admission of the child
4. Other children

Allocation of places up to Published Admission Number (PAN)

If the PAN is exceeded within any criterion, priority will be given to applicants whose home address is closest to the school.

Tie-breaker

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

2.2 Primary Schools – Urban

School	PAN
Barton Seagrave Primary School	90
Corby Old Village Primary School	30
Croyland Primary School	60
Denfield Park Primary School	60
Henry Chichele Primary School	60

School	PAN
Meadowside Primary School	60

Table 3: Primary Schools (Urban)

How places are allocated

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

Oversubscription Criteria

Where there are more applications for places at the school 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 with a sibling continuing at the school at the time of admission of the child
3. Children whose home address is closer to the preferred school than any other school
4. Other children

Allocation of places up to Published Admission Number (PAN)

If the PAN is exceeded within any criterion, priority will be given to applicants whose home address is closest to the school.

Tie-breaker

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

2.3 Infant Schools – Urban

Infant School	PAN	Linked Junior School
Avenue Infant School, The	60	Park Junior School
Tennyson Road Infant School	30	Alfred Street Junior School

Table 4: Infant Schools (Urban)

How places are allocated

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

Oversubscription Criteria

Where there are more applications for places at the school 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 with a sibling continuing at the school or linked Junior school at the time of admission of the child
3. Children whose home address is closer to the preferred school than any other school
4. Other children

Allocation of places up to Published Admission Number (PAN)

If the PAN is exceeded within any criterion, priority will be given to applicants whose home address is closest to the school.

Tie-breaker

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

2.4 Infant Schools – Urban with Linked Area

Infant School	PAN	Linked Area	Linked Junior School
Higham Ferrers Nursery & Infant School	90	Chelveston-cum-Caldecott, Higham Park	Higham Ferrers Junior School
South End Infant School	90	Higham Park Road, Newton Bromswold	South End Junior School

Table 5: Infant Schools (Urban with linked area)

How places are allocated

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

Oversubscription Criteria

Where there are more applications for places at the school 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 who live in the linked area for the school
3. Children with a sibling continuing at the school or linked Junior school at the time of admission of the child
4. Children whose home address is closer to the preferred school than any other school
5. Other children

Allocation of places up to Published Admission Number (PAN)

If the PAN is exceeded within any criterion, priority will be given to applicants whose home address is closest to the school.

Tie-breaker

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

2.5 Junior Schools – Urban

Junior School	PAN	Linked Infant School
Alfred Street Junior School	30	Tennyson Road Infant School
Park Junior School (Wellingborough)	60	Avenue Infant School, The

Table 6: Junior Schools (Urban)

How places are allocated

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

Oversubscription Criteria

Where there are more applications for places at the school 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 with a sibling continuing at the school or linked Infant school at the time of admission of the child
3. Children who attend the linked Infant school
4. Children whose home address is closer to the preferred school than any other school
5. Other children

Allocation of places up to Published Admission Number (PAN)

If the PAN is exceeded within any criterion, priority will be given to applicants whose home address is closest to the school.

Tie-breaker

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

2.6 Junior Schools – Urban with Linked Area

Junior School	PAN	Linked Area	Linked Infant School
Higham Ferrers Junior School	90	Chelveston-cum-Caldecott, Higham Park	Higham Ferrers Nursery & Infant School
South End Junior School	90	Higham Park Road, Newton Bromswold	South End Infant School

Table 7: Junior Schools (Urban with linked area)

How places are allocated

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

Oversubscription Criteria

Where there are more applications for places at the school 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 who live in the linked area for the school
3. Children with a sibling continuing at the school or linked Infant School at the time of admission of the child
4. Children who attend the linked Infant school
5. Children whose home address is closer to the preferred school than any other school
6. Other children

Allocation of places up to Published Admission Number (PAN)

If the PAN is exceeded within any criterion, priority will be given to applicants whose home address is closest to the school.

Tie-breaker

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

2.7 Schools with unique oversubscription criteria

Little Stanion Primary School

The Published Admission Number (PAN) for the Reception year of entry is **30**.

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

Oversubscription Criteria

Where there are more applications for places at the school 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 who live in the Little Stanion and who have a sibling continuing at the school at the time of admission of the child
3. Children of teaching staff (including Head and Deputy Head Teachers) with a minimum of two years' service at the school
4. Other children who live in Little Stanion
5. Children who do not live in Little Stanion but have a sibling continuing at the school at the time of admissions of the child
6. Other children

Allocation of places up to Published Admission Number (PAN)

If the PAN is exceeded within any criterion, priority will be given to applicants whose home address is closest to the school.

Tie-breaker

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

Whitefriars Primary School

The Published Admission Number (PAN) for the Reception year of entry is **60**.

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

Oversubscription Criteria

Where there are more applications for places at the school 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 who live in the linked area for the school
3. Children with a sibling continuing at the school at the time of admission of the child
4. Children whose home address is closer to the preferred school than any other school
5. Other children

Allocation of places up to Published Admission Number (PAN)

If the PAN is exceeded within any criterion, priority will be given to applicants whose home address is closest to the school.

Tie-breaker

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

3. Definitions

Looked After Children (LAC)

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 (see definition in Section 22(1) of the Children Act 1989)

Previously Looked After Children (PLAC)

Children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46), or
- Became subject to a child arrangements order (as defined in Section 8 of the Children Act 1989 and amended in Section 12 of the Children and Families Act 2014). Child arrangements orders replace residence orders and any residence order in force prior to April 2014 is deemed to be a child arrangements order, or
- Became subject to a special guardianship order (see Section 14A of the Children Act 1989)

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. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a local authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

Sibling

A sibling is defined as a child's brother or sister. A sibling must be living at the same permanent address and as part of the same family unit (one or two parents plus children) to qualify for a sibling link. For School Admissions purposes, the term sibling includes:

- half-brothers and half-sisters
- step-brothers and step-sisters
- adopted children
- children in foster care
- children living in the same family unit, including non-biological brothers and sisters – for example when the parents are not married or in a civil relationship.

Cousins are not regarded as siblings.

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 (31 October for Secondary, 15 January for Primary).

When we refer to a child's home address, we mean the permanent residence of the child. This address should be the child's only or main residence which is:

- owned by the child's parents/carers, or
- leased to or rented by the child's parents/carers under a lease or written rental agreement of not less than six months' duration.

When parents live separately and the child spends time with each parent, 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.

Places cannot be allocated on the basis of an intended future change of address unless house moves have been confirmed through the exchange of contracts or signing of a formal lease.

Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residence at the property concerned.

4. Multiple Birth Groups

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 (see definition above) in the same year group, where there is only one place remaining, these too will be considered as one application.

5. Fraudulent Applications

The LA 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.

6. Conflicting Applications

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

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

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

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 a child being allocated a place at their preferred school/s.

7. Distance Measurements

Distances are measured on a straight-line basis from the address point of the child's home to the address point of the school, using a geographical information system. Each address has a unique address point established by the most valuable elements from 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 there are multiple applications from the same shared dwelling (e.g., flats) or where there are two homes where the distance from the address point of the home to the address point of the school (using the system referred to above) is identical, random allocation will be used to decide which child gets priority.

8. Late Applications

Late applications are any common application forms (for the normal point of entry) received by the local authority after the 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 prospectus on the NNC website).

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 allocated 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 for which the offer was made when the place will cease to be available for the child.

Where 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. Admission outside the normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

10.1 Requests for admission to reception outside the normal age group (summer born children)

All children are entitled to a full-time school place in the September following their 4th birthday and most parents are happy for their child to start school at this point. However, parents/carers of summer born children (those born between 1 April and 31 August) who do not reach compulsory school age until a full year after they would normally start school, may wish to delay their child's start to school until the September following the child's 5th birthday.

If parents wish to delay their summer born child's start at school until the September after their 5th birthday, there are 2 options:

1. Parents can make an in-year application for a **year 1** place for the September following their child's 5th birthday as other children in the child's age group already attending school will be moving from reception to year 1 at this point. It is important

to remember that some schools are likely to be full in year 1 and unable to offer a place

2. If parents do not want their child to miss their reception year, they may request that their child is admitted out of their normal age group i.e., into reception instead of year 1. Please note, this is a 'request' and parents do not have the right to insist that their child is admitted to a particular age group. The school's admission authority is responsible for making the decision about which year group a child should be admitted to.

Parents/carers of summer born children who wish to delay their child's school start by a full year but would like them to start in Reception, should still make their application for a Reception place for their child's normal year of entry before the primary application deadline of **15 January** in the offer year (the academic year in which the child turns 4). If a delay is agreed, this application can be withdrawn.

Parent/carers should also, if possible, make their request for admission out of the normal age group to the admission authority (NNC) 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). Requests will, however, still be considered after this date.

Parents/carers requests to apply for a Reception place at a NNC community or voluntary controlled school for the September following their child's 5th birthday should be made in writing to admissions.NCC@northnorthants.gov.uk. In their request, parents/carers should identify which school they would like to make their request for and provide some information about their child to explain why they think that their child should be educated out of their normal age group and start school in Reception rather than year 1. It is important for parents/carers to provide any additional evidence to support their request if they have any as this information will help the admission authority to make their decision on the appropriate year group for the child, e.g., parents/carers may be able to provide a report from the child's Early Years setting or evidence from a health or social care professional.

The request will then be considered by the admissions authority of the school (NNC) who have to decide on the appropriate year group for the child. The decision 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, the child's medical history and the views of a medical professional;
- 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 request to be admitted outside normal age group is approved by NNC, parents/carers will need to make an application for a place in Reception in the normal round of admissions in the following academic year and if an application for the normal reception year has been submitted, this can be withdrawn.

Please note – this does not mean that a child has been, or will be, offered a place in the reception year at their chosen school. If, in the following normal admissions round, the school is oversubscribed, all applications (including applications for children who are starting reception out of the normal age group) for the school will be ranked in accordance with the school's oversubscription admission criteria and places offered up to the school's published admission number.

- If the request to be admitted outside normal age group is rejected by NNC and it is decided that the appropriate year for the children to start school at compulsory school age is year 1, parents/carers have to decide whether to accept a reception place in the normal year of entry, delay their child's start until the September after their 5th birthday and apply for a Year 1 place, or make a request to the admission authorities of other schools to see if they will accept an application for Reception outside the normal age group..

Parents/carers who are unhappy with NNC's decision on the appropriate year group for their child to start school at compulsory school age, should put their complaint in writing.

Parents/carers whose requests for delayed entry into Reception are refused (i.e., NNC has decided that the appropriate year group in which a child should start school is year 1), do not have the right to appeal this decision. They have the right to appeal against the refusal of a place at a school for which they have applied but this right does not apply if they are offered a place at the school, but it is not in their preferred age group.

10.2 General requests for admission outside the normal age group

Parents/carers seeking a place for their child out of their normal age group at a Community or Voluntary Controlled school, must put their request to the School Admissions team at admissions.ncc@northnorthants.gov.uk.

The LA (NNC), as 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 of the school concerned

The admission authority of the school will set out clearly for parents the reasons for their decision about the year group a child should be admitted to.

Parents or 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.Children of UK Service Personnel (UK Armed Forces) and Crown Servants

Special conditions apply to applications from UK Armed Service Personnel and Crown Servants. For families of service personnel with confirmed posting to their area, or crown servants returning from overseas to live in that area, admission authorities must allocate a place in advance of the family arriving in the area, provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address.

12.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. The normal years of entry are: Reception for entry to Primary schools; Year 3 for entry to Junior schools; Year 7 for children moving into Secondary schools and Year 10 for entry to UTCs.

Applications for in-year admissions to Voluntary Controlled and Community schools in North Northamptonshire, should be made online to the local authority on NNC's website. In-year applications for school places in North Northamptonshire:

- should not be made more than one month before they are required. Applications outside of this timescale will not be processed
- should be made by a person with parental responsibility
- allow you to state up to 3 schools in order of preference

The Process

When an in-year application is submitted, School Admissions will contact the parent's/carer's preferred schools to establish if there are places available in the child's year group. If a place is available, a letter will be sent to the parent/carer and the school's Head teacher confirming the place has been allocated and requesting that the Head teacher arranges a start date.

If the PAN for the school has been reached in the child's year group, a place will not be offered at the school. Parents/Carers can ask for their child's name to be added to the waiting list for the school (see section 12 for more information on waiting lists).

If an application is made for a Foundation, Voluntary Aided, Academy or Free School, the application will be passed to the school for consideration as these types of schools are their own admission authority. They will advise School Admissions if they are able to offer a place.

If it is not possible to offer a place at any of the schools at which a parent/carer has applied and a child does not have a school place, a place will be offered at the closest school to the child's home address with places available in the child's year group.

The process can take up to 10 school days. Children living in the local area should continue to attend their current school until an admission date has been agreed at the new school. School places cannot be reserved, therefore we process and allocate places, where possible, close to the date the school place is required.

Home Address (child's)

If families are moving into North Northamptonshire, documentary evidence in the form of a solicitor's letter to confirm exchange of contract or a copy of the signed tenancy or rental agreement may be required to verify the address.

Children moving to the UK from overseas

We would expect children to be resident within the country before we process an application. Please note that a visitor's visa does not entitle a child to a school place;

Documentary evidence to verify an address may be required if an application is made following a move to the UK. A copy of the rental agreement or an exchange of contract letter is usually sufficient. The County Council reserves the right to seek further documentary evidence as necessary.

Applications from Infant school children for Year 3 places at primary schools

NNC is responsible for co-ordinating applications for Year 3 places at Junior schools. If an application is made for a Year 3 place in a primary school instead of a Year 3 place in a Junior school, such an application will be considered as an in-year application rather than through the coordinated scheme. This is because the normal year of entry for a Primary school is Reception, not Year 3 and the co-ordinated scheme only applies to the normal year of entry for a school.

All Year 3 applications for a Primary school place (instead of a Junior school place) will be processed as in-year applications. The in-year application form may be completed online and can be found on the website under the heading 'Move school during the school year (in-year)'. A paper application form can also be requested from the School Admissions team.

Please note that we do not allocate an in-year school place more than one month in advance of the date the school place is required. Therefore, applications from children wanting a Year 3 place at a Primary school (rather than a Junior school) will be considered as in-year applications and will be processed from the middle of the summer term.

13. Waiting Lists

Waiting lists for all Community and Voluntary Controlled schools are held for all year groups by the Local Authority.

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

Waiting lists will be cleared on 31 December. 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 oversubscription criteria listed in section 3. 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.

14. Appeals

If a parent or 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 or carers wishing to appeal should complete the online appeal form on the NNC website.

Please visit [the Appeals page](#) for more information and to complete the form.

If parents or carers wish to submit supporting evidence after lodging their appeal, it should be e-mailed to appealsteam.NCC@northnorthants.gov.uk within 10 working days of the submission of the appeal.

Appeals against decisions not to offer a place at a school in the normal admissions round, must be lodged in writing, giving the reasons for appeal, by the date published on the Appeals website. 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.