

ADMISSIONS POLICY

DATE: SEPTEMBER 2023



Be Ready, Be Respectful, Be Safe – To believe, achieve, succeed together’.

This is firmly rooted in Christian values. We look to Jesus as our guiding light. He inspires us to live out our Christian values and strive for excellence in all we do; celebrating life in all its fullness. Jesus said 'I have come that you may have life in all its fullness' (John 10:10). He calls us to a full life in mind, body, heart and spirit.

Reviewed by	Approved by	Date Approved	Next Review Date
SEP 23	Headteacher		SEP 24
SEP 23	Governors		SEP 24

ADMISSIONS 2025

Principles

Children reach statutory school age at the beginning of the term following their fifth birthday.

Croughton All Saints is a Church of England Controlled Primary School serving the age range three to eleven years. Admission is sought in the first instance by an informal meeting and look around the school with the Headteacher or Headteacher designate followed by a formal application to West Northants County Council.

In line with West Northants LA admission guidelines, we admit children from the village of Croughton and the surrounding area, from the September following the child's fourth birthday.

Criteria

Places will be allocated to pupils who have a statement of SEND or an EHC plan that names the school as appropriate provision.

At Croughton All Saints our aim is to serve the children of our area and places are allocated in the following order of priority:

1. Pupils who live in the village of Croughton
2. Pupils with an older sibling already at the school
3. Pupils who will have to travel furthest to their nearest alternative school

Standard Admission Number

At Croughton All Saints our PAN admission number is 20 for the academic year 2025/26.

Oversubscription Criteria

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

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

Tiebreaker

If the admission number is exceeded within any criterion, priority will be given to those who live closest to the school.

Children with a Statement of Special Educational Needs

Any child with a statement of special needs will require relevant documentation from the Northamptonshire Children's Trust clearly stating their specific needs. The school will need to examine this information carefully to judge whether our school is able to fully accommodate the child's needs.

Looked After Children (LAC) and Previously Looked After Children

Looked after children are children who are (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22 (1) of the Children Act 1989) at the time of application to a school. Previously looked after children are children who

were looked after, but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order).

All LAC and previously LAC are given the highest priority in all school's oversubscription criteria.

Procedure for Parents of Reception Children

Parents who are interested in sending their child to Croughton All Saints need to register with the Admissions Department at West Northants County Council. In the September of the year before they are due to start, the portal at WNC will open and parents can apply on-line. Parents must confirm their wish to be considered for a place by the specified date. The Local Authority Admissions Department will allocate places by April/May and inform parents by letter. Parents are then required to confirm their intention of accepting the place within ten days. Any places which have not been confirmed by then may be offered to children on our waiting list.

All new Reception parents will be invited to a 'New Reception Parents Evening' during the summer term to receive information concerning expectations, procedures and systems etc and to ask any questions. Parents are requested to produce original proof of birth date (birth certificate, visa, passport etc). An information pack for new parents is also issued at this meeting.

Admission of children out of their normal year group

West Northants County Council's policy is for children to be educated within their correct chronological year group, with the curriculum differentiated as necessary to meet the needs of individual children. This is in line with DfE guidance which states that "...in general, children should be educated in their normal age group". If parents/carers believe that their child/children should be educated in a different year group they should, at the time of application, submit supporting evidence from relevant professionals working with the child and family stating why the child must be placed outside their normal age appropriate cohort. DfE guidance makes clear that: "it is reasonable for admission authorities to expect parents to provide them with information in support of their request – since without it they are unlikely to be able to make a decision on the basis of the circumstances of the case".

For community and voluntary controlled schools, West Northants County Council, as the relevant admission authority, will decide whether the application will be agreed on the basis of the information submitted. Decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. Admission authorities **must** also take into account the views of the Headteacher of the school concerned. When informing a parent of their decision on the year group the child should be admitted to, the admission authority **must** set out clearly the reasons for their decision.

There is no guarantee that an application will be accepted. If the application is refused, this does not constitute a refusal of a place and there is no right to an independent statutory appeal. Similarly, there is no right of appeal for a place in a specific year group at a school. The internal management and organisation of a school, including the placement of pupils in classes, is a matter for the Headteacher and Senior Leadership Team of individual schools.

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

<https://www.gov.uk/government/uploads/system/>

Summer born children

The School Admissions Code allows parents/carers of summer born children (children born between 1st April to 31st August) to request that their child is admitted out of their normal age group (i.e. into Reception in the September following their 5th birthday, rather than into Year 1).

Before making the decision to do this, we recommend that you read the information about summer born children on our website: <https://www.westnorthants.gov.uk/school-admissions>

You may also wish to seek advice from professionals, such as your child's Early Years provider.

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

1. Parents of summer born children who could start school in September 2025, but wish to delay applying for a Reception place, should make their request (to a school's admission authority) before **1st December 2024**. This is to enable sufficient time for requests to be processed and, where a request is not agreed, for the family to have adequate time to make an application for a place for September 2024, before the closing date.
2. Parents/carers should indicate clearly their 3 preferred schools in order of preference, e.g.
 1. School A
 2. School B
 3. School C
3. Parents/carers should submit their reasons (with evidence from an appropriate professional) for wishing to delay applying for a Reception place, including confirmation of agreement to the proposal from the Headteacher of their preferred school. On receipt of the supporting evidence, and on the recommendation of the Headteacher, WNC School Admissions will write to the parent/carer to confirm whether an application can be made in the following year.

The letter will highlight the potential risks/impact of making a delayed application which may include the following:

- Whilst one school may agree to a delayed application, there is a chance that your child will not be allocated a place at that school due to places being allocated to other children up to the school's published admission number (PAN) in accordance with the oversubscription criteria;
- The application will be processed as part of the normal admissions round in the following year, according to the oversubscription criteria of each school stated as a preference. No additional priority will be given to the applicants and, therefore, the applications may not be successful for the preferred school(s);
- The local authority will make every effort to allocate a Reception place (rather than a Year 1 place). However, it may not be possible to allocate a Reception place at the parent's preference or at the local school. This is because the local authority is not always the admissions authority and some schools, which are their own admission authority, may not agree to the delayed entry;
- If the request is not agreed, the parent will receive a letter from the admission authority of the school providing reasons for refusal;
 4. A parent/carer may still change their mind regarding delaying entry by a whole school year and may apply by the national closing date for primary school admissions in the normal admissions round for starting in the September following their child's fourth birthday. This will provide two options to the parent/carer: a) they can consider deferring the child's start date in Reception until later in the school year or b) they can discuss part time arrangements with the allocated school, as detailed in paragraph 2.16 of the Admissions Code. If an application is then received, the parent's previous request to delay until the following year would no longer apply. Applications received *after* the closing date will be treated according to the current WNC late application policy;
- 5. A copy of the letter sent by WNC to the parent/carer will be sent to the Head teacher of the school(s) concerned;
- 6. A parent/carer who chooses to delay entry by a whole school year will need to apply for a school place in the admissions round for the following year;
- 7. If a child is given an Education Health Care Plan (EHCP) after an agreement has been made with School Admissions to delay an application for a place in Reception, the Plan will override any agreement made and will specify which school the child will attend.

If a parent who has applied by the statutory national closing date later changes their mind and wishes to delay their child's entry to Reception, they should discuss this and other options with the Head teacher of the allocated school. A request to delay applying for a Reception place for a summer born child will not be agreed if the reasons for the request are based on dissatisfaction with a place offered/not being offered a place at a preferred school.

The Department for Education advice on the admission of summer born children can be found at:

<https://www.gov.uk/government/publications/summer-born-children-school-admission/summer-born-children-starting-school-advice-for-parents>

Admissions during the School Year

The above criteria applies to any applications for places during the year. However, if the year group in question is already full, or admission would take a class size over 30, the Governing Body would be involved in the decision-making process.