

# Woodland View Primary School

## Admission Arrangements for the 2023-24 Academic year

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## 1. Aims

This policy aims to:

- Explain **how to apply** for a place at the school
- Set out the school'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 December, 31 March and 31 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), 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 (16 April or the next working day)

Parents/carers wishing to apply for a place through West Northamptonshire Council, should visit the website <https://www.westnorthants.gov.uk/school-admissions>

### 4.1 *Published Admission Number (PAN)*

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 and Care (EHC) Plan that names the school as appropriate provision.

### 4.2 *Oversubscription admission criteria*

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

1. Pupils in public care or previously in public care but immediately after being in public care became subject to a child arrangements order or special guardianship order (including internationally adopted previously looked after children)
2. Pupils who live in the linked areas and who have an older brother or sister continuing at the school at the time of admission of the younger child.
3. Other pupils who live in the linked area of Grange Park
4. Pupils who live in the linked area of Wootton, Wootton Fields, Courteenhall and Quinton
5. Other pupils who do not live in the linked areas and who have an older brother or sister continuing at the school at the time of admission of the younger child.

## 6. Other pupils

### **4.3 Allocation to PAN**

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

### **4.4 Tie-breaker**

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.

## 5. Definitions

### **5.1 Looked after children**

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

### **5.2 Previously looked after children**

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 (including internationally adopted previously looked after children)

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.

### **5.3 Siblings**

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 under this criterion. 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, 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.

### **5.4 Multiple Birth Groups:**

In the case of twins or other siblings from a multiple birth, if the last child to be admitted is from a multiple birth group, the other children in the group will also be offered places, even if it means exceeding the Published Admission number (as permitted by infant class size rules).

In the case of siblings (see definition above) in the same year group, where there is only one place remaining which is to be offered to one sibling, the other too will be offered a place.

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

The defined areas for the school are:

“Grange Park” is defined by the development east of Saxon Avenue bounded by the M1 to the south, Quinton Road to the east and Bridge Meadow Way/Little Field and Lark Lane to the north.

“Wootton & Wootton Fields” are defined by the A45 to the west, the B526 Newport Pagnell Road to the north, Wooldale Road to the south, and the extent of the Wootton Fields development accessed from Lady Hollow Drive, as well as the hamlet of Courteenhall and village of Quinton.

### **5.6 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 (15 January).

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 parent(s)/carer(s) or
- leased to or rented by the child’s parent(s)/carer(s) 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.

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

### **5.7 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.

## **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 shares 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 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 timescales on the WNC 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, subject to the school's induction programme.

Parents/carers may request to 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. Please discuss this with the school directly once a place has been offered.

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. Please discuss this with the school directly once you have received an offer of a school place.

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

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

Whilst all children are entitled to a full time school place in the September following their 4<sup>th</sup> birthday and most parents are happy for their child to start school at this point, parent(s)/carer(s) 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 their 5<sup>th</sup> birthday.

If parents wish to delay their summer born child's school start until the September following their 5<sup>th</sup> birthday, there are 2 options:

1. Parents can make an in-year application for a place for the September following their child's 5<sup>th</sup> birthday. The child would normally start school in **Year 1** (their correct chronological age group) 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 and they may be unable to offer a place;
2. If parents do not want their child to miss their Reception year, they may request that children are 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 could start school in September 2022, but wish to delay their child's school start and apply for a Reception place to start in September 2023, 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 2023**. 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 their preferred schools by the same date - **15 January 2023**. 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 wanting to request that they be able to apply for a Reception place at *Woodland View* for the September following their child's 5<sup>th</sup> birthday, should write to the school in the first instance. In their request, parents/carers should provide some information about their child to explain why they think that their child should be educated out of their normal age group. It is important for parents/carers to provide any additional evidence to support their request as this information will help the admission authority to make their decision 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 Woodland View's admission committee, who will then make a decision on the basis of the circumstances of each case and in the best interests of the child concerned. The School Admissions Code requires admission authorities to consider a number of factors:

- 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?**

Parents/carers will be informed of the admission authority's decision on the year group the child should be admitted to when they start school (i.e. Reception or Year 1) and will set out clearly the reasons for their decision.

#### If the request is approved:

If the request to be admitted outside normal age group is **approved** by the admission authority of the school, parents/carers will need to forward this approval to School Admissions at WNC so an application can be accepted in the normal admission round for the September following the child's 5<sup>th</sup> birthday. Parent(s)/carer(s) will then need to make an application for a place in Reception for the normal round of admissions in the following academic year.

**Please note** – this does not mean a child has been, or will be, offered a place in the Reception year at their chosen school. If, in this following normal admissions round, 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 request is rejected:

If the request to be admitted outside normal age group is **rejected** by the admission authority of the school, parents/carers have to decide whether to accept a Reception place in the normal year of entry or delay their child's start until the September after their 5<sup>th</sup> birthday and apply for a Year 1 place.

If parents/carers are unhappy with the admission authority's decision to refuse their child a place out of their normal age group, complaints should be made directly to the admission authority.

Parents/carers whose requests for delayed entry into Reception are refused, have no statutory right to appeal this decision as the purpose of the appeals process is to consider whether a child should be admitted to a particular school, not the year group into which they should be admitted.

### **10.2 Requests for admission outside the normal age group (Not Summer Born)**

Parents/carers may seek a place for their child out of their normal age group. They must put their request in writing to the school.

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 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 using the form on the school website (<https://www.wvps.northants.sch.uk/admissions>).

## **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 school.

Waiting lists will be cleared at the end of each school year. If parents/carers would like their child's name to remain on the waiting list for the remainder of the academic year, they should inform the school in writing, by the start of each academic year (ie: September) to renew their interest.

When a place becomes available it will be allocated to the child at the top of the waiting list. The waiting list is ranked in accordance with the oversubscription admission criteria which can be found in section **4.2** of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

## 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.

For more information and to submit an appeal, parents/carers should visit the School Admissions Appeals pages of the West Northamptonshire Council website.

If parents/carers wish to submit supporting evidence after lodging their appeal, it should be e-mailed to West Northamptonshire Council within 10 working days of the submission of the appeal.

## 14. Admissions policy review

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

### *Consultation:*

When changes are proposed to the school's admission arrangements, the governing board/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.