

Admissions Policy 2021



Approved by:

Governing Body

Date:

Last reviewed on:

Next review due by:

Admissions Policy 2021

1 Legislation and statutory requirements

This Policy is written with reference to the School Admissions Code: DfE 2014 and the School Admission Appeals Code 2012. 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.

- School Admissions Code
- School Admission Appeals Code

2 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

3 Introduction

This policy is reviewed annually and consultation of admission arrangements takes place at least every seven years.

Admissions for Ashby Fields Primary School are managed by Northamptonshire County Council. The pupil admission number (PAN) for Ashby Fields Primary School is 60.

Please note that the address used for the purpose of admission is the child's usual place of residence. Applications based on future addresses can only be considered up to 6 teaching weeks before the child is expected to take up the place and upon confirmation of tenancy or exchange of contracts with details of the proposed completion date. Parents are expected to notify either the Ashby Fields or Northamptonshire County Council of any changes of address as this may affect the allocation of a place. Further guidance on this issue is available from the school.

4 Definitions

The normal admissions round is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

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

All Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address or siblings who are current students of the school. A full definition appears in the Local Authority (LA) admission booklet for parents.

5 How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order. You will receive an offer for a school place directly from your local authority.

6 Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group. Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' 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
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered based on the admission arrangements laid out in this policy, including the oversubscription criteria. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents 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.

7 Admissions Criteria

Following the allocation of places to pupils who have an EHC Plan which names the school as appropriate provision, when there are more applications for places than there are places available, priority will be given in the following order:

- Children of staff at the school
- Children in the care of the Local Authority (Looked After Children, LAC) or previously in public care (Previously Looked After Children).
- Sibling link – where a brother or sister is continuing at Ashby Fields Primary School at the time of admission of the younger child
- Children who live within the designated areas

Over subscription:

If there is any over-subscription in any of the categories, preference will be given to those who live closest to the School than any other school. This is measured on a straight-line basis from their home address to the entrance of the School using the NCC's GIS.

In-Year Applications

Parents who wish to apply to change their child's school during the school year will need to ask their current school to complete the In-Year Application form and return it to that school. The In-Year Application form is available here: www.northamptonshire.gov.uk/admissions

Students moving into the area

Where a child is moving into the area and needs a school place, parents will also need to apply for an in-year school place through School Admissions at Northamptonshire County Council. The Admissions team require a confirmed address and moving date before they can process the application.

Our Admissions Policy meets the requirements of the DfE Code of Practice (February 2014) for schools which are over-subscribed

Useful contact information

Website: www.northamptonshire.gov.uk/admissions

Telephone: 0300 126 1000

email: admissions@northamptonshire.gov.uk

This policy is subject to annual review