



ADMISSIONS POLICY

2023 - 2024

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Northbrook Primary Academy is a school for children aged 4-11. It is a mixed, non-denominational, primary school and is part of the Endeavour Learning Trust. As an academy, funded by the ESFA, the Trust Board is the Admissions Authority and is responsible for applying the admissions criteria to applications submitted for entry to the school. The coordination of the arrangements is undertaken by Lancashire County Council, the local authority.

This policy has been written to comply with the statutory guidance of the [Schools Admissions Code \(December 2014\)](#) and the [Schools Admission Appeals Code \(2012\)](#).

For 2023-2024 admissions, the Trust Board has set its admissions number (PAN) at 30. Admissions to the school will be determined by the Trust Board. Parents must complete an application form online through Lancashire County Council's website. There is a Common Application Form available for those without access to the internet, which can normally be found at primary and secondary school offices or downloaded from the LCC website. This is the link to the online application form.

<https://www.lancashire.gov.uk/children-education-families/schools/apply-for-a-school-place/apply-online-for-a-school-place/>

Statutory Dates	Primary Schools
Closing Date	15 th January 2023
Offer Issue Date	17 th April 2023

After the admissions of Children with an Education Health and Care Plan or Statement of Education Needs which names the school and where there are more applications submitted than places available priority for admission will be given to those children who meet the admissions criteria below. All applications will be accepted if 30 or fewer applications are received.

Twins/Triplets or children from other multiple births in the same year group will be admitted if there are insufficient places (i.e. where one of the siblings is the last child who can be admitted up to the admissions number).

ADMISSIONS CRITERIA 2023-2024

The criteria will be applied in the order in which they are set out below:

- 1) Looked after children and children who were previously looked after and ceased to be so because they were adopted (or became subject to a special guardianship order) including children who appear to have been in state care outside of England and legally adopted from overseas.
- 2) Children with proven and exceptional medical, special educational or social needs which are directly relevant to the school. The application must be supported by

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written specific appropriate professional advice (letter from doctor or social worker) as to why admission to Northbrook Primary Academy is necessary. It is the responsibility of parents to show that it is essential for the child to attend Northbrook Primary Academy rather than any other school.

- 3) Siblings of children who will be attending Northbrook Primary Academy on the date when the applicant would be admitted. The term siblings includes brother or sister, half brother or sister, step brother or sister, adopted brother or sister, foster brother or sister and other children living permanently at the same address. Only one address can be used for school admission purposes. This is defined by Northbrook Primary Academy as the home in which the child lives for most of the school week.

- 4) Any other applicants.

Tie-breaker

Where there are more applicants received than places available under any of the above criteria then the distance between the school and the home (as defined above in criterion no 3) will be used as the final determining factor. The distance criterion is a straight line (radial) measured centre of building to centre of building. Where the cut-off point is for addresses within the same building, then the single measure between address points will apply and the Local Authority's system of a random draw will determine which address(es) receive the offer(s) as an effective, clear and fair tie breaker. In the case of the point within school, this will be the school office at the main entrance to the school.

Waiting lists

In the event of there being more applicants than places, a waiting list will be operated by school. A place will be offered if one later becomes available. The waiting list is kept in priority order using the admission criteria. The list may change as children move into and out of the area or accept alternative places. If a place becomes available and you are top of the list, you will be offered a place whether or not you have appealed. If you wish to know your approximate position on the reserve list, contact the bursar in school at bursar@northbrook-pri.lancs.sch.uk.

Northbrook Primary Academy will keep a waiting list until 31st December in the new school year. Parents who want a pupil's name to remain on the waiting list must contact school early in the new school year to confirm that this is the case. Places are only offered from waiting lists where the allocated number of children falls below the admission number for the year group. See below for information on in-year admissions to all year groups.

Late applications for admission

Where there are extenuating circumstances for an application being received after the last date for applications, and it is before the Trust board has established its list of pupils to be admitted, then it will be considered alongside all the others.

Otherwise, applications which are received after the last date will be considered after all the others and placed on the waiting list in order according to the criteria.

In year admissions to all year groups

If you wish to make an in-year application for a place in school, parents should initially contact the bursar in school, who will coordinate all such arrangements. All those applying for admission outside the normal admission round, including late applications, will be admitted where there are places available up to the admissions number for the year group. If there are more applicants than places available such applications will be placed on the waiting list and ranked in line with oversubscription criteria.

School starting age

Most children start school full-time in the September after they turn 4. If you do not think your child is ready to start school by then, they can start part-way through the year or part time - as long as they are in full-time education by the time they reach 'compulsory school age'. This is on 31 December, 31 March or 31 August following their fifth birthday - whichever comes first. If your child's fifth birthday is on one of those dates then they reach compulsory school age on that date.

For example, if your child reaches compulsory school age on 31 March, they must start full-time education at the beginning of the next term (summer term that year). Children born between 1 April and 31 August can start the September after they turn 5.

Contact the Academy to ask for your child to start later. The Academy will decide if your child should start in Reception class or Year 1, based on what's in the best interests of your child. Parents must apply for the intake in the September before the child's 5th birthday, even if they intend to delay the start.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested and the year group in which they wish their child to be allocated a place.

When such a request is made, the academy will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent, such as

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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. The board will also take into account the views of the head teacher. When informing a parent of their decision on the year group the child should be admitted to, the Trust board will set out clearly the reasons for the decision.

Fair Access Protocols

The Trust Board may admit a child to Northbrook Primary Academy where it is requested to by Lancashire County Council, even when admitting such a child would exceed the normal admission number.

Appeals

Parents have a right of appeal to an independent appeal panel in line with the School Admissions Appeals Code (February 2012) as it applies to academies. Please contact the bursar in school in the first instance.

Signed: *Helen Dicker*

Chair of the Trust Board

Date: January 2022