



**Nene Education Trust  
St Peter's Church of England Academy  
Admissions Policy**

<b>Key Manager</b>	<b>CEO</b>
<b>Ratified by Trust Board</b>	<b>14 December 2021</b>
<b>Review Dates:</b>	Autumn 2022
<b>Location of Policy:</b>	Trust wide
<b>Earliest Admission date this policy applies to</b>	September 2023
<b>Date of next consultation on this Policy</b>	<b>Autumn 2027</b>
<b>Access to Policy:</b>	Open
<b>Policy Context:</b>	This Policy applies to all staff of the Trust and to those others offered access to such resources.

Revision History

<b>Revision Date</b>	<b>Description</b>	<b>Sections Affected</b>	<b>Revised By</b>	<b>Approved By</b>
10/12/2019	General review and tidy up of policy to ensure Trust uniformity	All sections in line with DfE Admissions guidance	CEO with Trust Solicitors	Local Advisory Board
Autumn 2020	Annual review of policy. Changes to Policy to make uniform across the Trust Removal of admission criterion v Public consultation 9 November - 18 December 2020		Governance Manager	Trust Board
Autumn 2021	Annual review		Governance Manager	Trust Board
Autumn 2022				

**1. Policy Statement**

St Peter's Church of England Academy is a member of Nene Education Trust ("NET"). As the **Admission Authority** (the body responsible for determining its schools' admission arrangements) for St Peter's Church of England Academy, NET is committed to ensuring that admissions to St Peter's Church of England Academy are managed in accordance with



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the Schools Admission Code (September 2021), compliance with which is also required by virtue of NET's Funding Agreement with the Secretary of State for Education.

## **2. Aims of the Policy**

NET is an inclusive Multi-Academy Trust. This means that we aim to:

- provide a caring and secure environment in which tolerance, understanding and respect for others are fostered
- help all individuals regardless of their race, gender or disability to acquire the skills and knowledge needed to achieve their full potential in a rapidly changing world
- develop understanding of, and respect for, a wide range of religious values, languages and cultural traditions and different ways of life, including an emphasis on British values
- encourage an enjoyment of life-long learning
- encourage positive parental and community involvement
- promote healthy lifestyles
- provide a curriculum that is stimulating, broad, balanced, innovative and creative
- celebrate achievement

Our Admissions Policy therefore aims to ensure that children from all backgrounds, faiths and abilities are able to apply for a place at our schools.

## **3. Purpose of the Policy**

This policy explains:

- how to apply for a place at St Peter's Church of England Academy;
- the school's arrangements for allocating places to pupils and, in particular, how places will be allocated if the school is over-subscribed; and
- how to appeal against a decision not to offer your child a place.

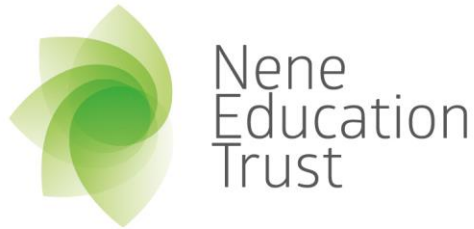
## **4. Definitions**

**Appeal Panel** means an independent panel which hears appeals relating to school admissions decisions.

**Closest School** means Pupils who live closer St Peter's Church of England Academy than any other school with an equivalent year group.

**Distance tiebreaker and measurements** means the process we use if more than one child has an equal right to a place after applying the school's oversubscription admission criteria. Unless otherwise stated, distances are measured from the address point of the child to the address point of the school on a straight line basis. The address point for a property does not change.

**Education, Health and Care (EHC) Plan** means an Education, Health and Care (EHC) Plan which names a school as the appropriate provision which names a school as the appropriate provision.



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**Home Address** means the address your child is living at on the closing date for applications which is the permanent residence of the child. This address must be your child's only or main residence, which is:

- Owned by a child's parent, parents or carer/guardian; or
- Leased to or rented by a child's parent, parents or guardian under a lease or written rental agreement of not less than six months duration. The property leased should be that in which the family lives. Written proof of ownership or a rental agreement and proof of actual permanent residence at the property may be required.

Home Address does not include:

- An intended future address, unless house moves have been confirmed through the exchange of contracts with a set completion date, or the signing of a formal lease agreement. An intended future address will not be counted as a Home Address after the closing date for applications.
- The address of any second home – checks will be made on which address is your main home.
- Any address to which only part of a family moves, unless this was as a result of a divorce or permanent separation arrangement. Proof will be required of such an arrangement.
- An address used for childcare arrangements.

For families of service personnel with confirmed posting to their area, or crown servants returning from overseas to live in that area, we will allocate a place in advance of the family arriving in the area, provided the application is accompanied by an official letter declaring a relocation date and a Unit postal address or quartering area address.

**In-year applications** means any application for a school place during the School Year and/or an application for admission to a school at the start of the School Year for any age group other than the normal year of entry. The normal year of entry for St Peters CE Academy is Year 3.

**Late application** means any application form we receive after 15 January 2023.

**Parent** refers to both individual parents as well as those with parental responsibility for a child, e.g. carers/guardians.

**Linked Area** means the town of Raunds.

**Linked School** means Raunds Park Infant School.

**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

This includes those 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.



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**School Year** means the period beginning with the first school term to begin after July and ending with the beginning of the first such term to begin after the following July, as defined by Section 579 of the Education Act 1996.

**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 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. Application Procedure**

### **(a) Normal Admissions Round**

If your child is in year 2 of an infant school and turns 7 between 1 September 2022 and 31 August 2023, you will need to apply for a junior school place by 15 January 2023. Our website also contains this information. After the closing date you will need to make a **Late Application** (see below).

Applications made during the normal Admissions Round in January 2023 are made using the **Common Application Form** (CAF) provided by your Local Authority. The local authority manages NET's admissions and appeals processes and will inform you directly which school your child has been offered a place at. The quickest way to make an application is online but all application routes, both in the Normal Admissions Round and also for Late Applications, are described on the NNC website at:

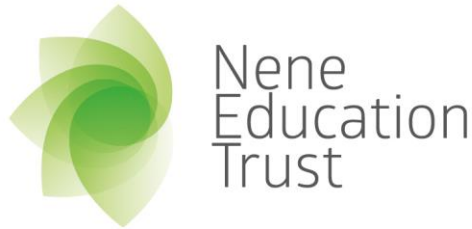
[School admissions | North Northamptonshire Council \(northnorthants.gov.uk\)](http://northnorthants.gov.uk)

All infant schools have a linked junior school and children attending the infant school will have some priority within the oversubscription criteria for that school. Although please note that you still need to apply for a junior school place for your child, places are not allocated automatically.

You will be asked to list three schools in order of preference. Only choosing one school will not increase your child's chances of being allocated a place at that school. **Equal Preferecing** means that each of your three preferences will be considered by the Admission Authority of each of the schools applied for. As an Admission Authority, NET will not be informed where parents/carers have placed St Peter's Church of England Academy in their list of 3 preferences (so there is no possibility of favouring those who name the school as first preference or discounting those who placed it as second or third preference).

If you change your address at any time during the admission process, please tell the School Admissions Team at NNC.

### **(b) Late Applications**



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Any application received by NNC after the closing date in January will be treated as a Late Application and will not be processed until the **Additional Rounds** of allocation, which are in May, June and July 2023.

**(c) In-year Applications**

An In-year admission application is one made outside the normal school start time. It's made, for example, when a family moves house part way through a school year and needs a place at a different school. In-year applications are applications to start school now (or within the next month). NNC co-ordinates all In-year admissions for St Peters CE Academy so applications should be made via NNC's website:

[Move school during the school year \(in-year\) | North Northamptonshire Council \(northnorthants.gov.uk\)](https://www.northnorthants.gov.uk/move-school-during-the-school-year-in-year)

**(d) Applications for admission out of normal age group**

Parents/carers may seek a place for their child out of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. They must put their request in writing to the school in the first instance.

The Academy Trust 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/carers 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 Academy Trust will then set out clearly the reasons for their decision about the year group a child should be admitted to, after which an application can then be processed for the year group which has been decided on by the Academy Trust.

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.

**6. Allocation of Places**

St Peter's Church of England Academy's **Published Admission Number (PAN)** is 60 children in the year 3. If fewer children than the PAN apply for a Year 3 place at St Peter's Church of England Academy, all of the children who apply will be given a place. If more than 60 children apply, NET will use its **Oversubscription Admission Criteria** to decide which children will be offered a place. Pupils who have an **Education, Health and Care (EHC) Plan** which names St Peter's Church of England Academy as appropriate provision will be allocated a place in the Normal Admissions Round. This will reduce the PAN accordingly.

All on-time applicants will be notified of their school offer by NNC on 16 April or next working day (**National Offer Day**) by email or post, depending upon whether the application was submitted on-line or on paper.



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## **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 Local Authority. Waiting lists will be cleared at the end of each school term. 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 Admissions team at NNC in writing, by the start of each subsequent term (i.e.: during the Christmas and Easter breaks) 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 the above section. 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

## **7. Oversubscription Criteria**

### **(a) Allocation Criteria**

If the number of applications received exceed the available PAN, places will be allocated in the following order of priority (please also see definitions above):

1. **Looked After Children and Previously Looked After children**
2. Children who live in the **Linked Area**;
3. Children with a sibling at the school who is expected to remain on roll at the time of admission;
4. Children who attend the linked infant school;
5. Other children.

### **Distance Tiebreaker**

If the admission number is exceeded within any criterion priority will be given to those who live closest to the school. Unless otherwise stated, distances are measured from the **Address Point** of a child's Home Address to the Address Point of St Peters CE Academy on a straight line basis, using a geographical information system. Each address has a unique address point established by 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.

If two or more applications cannot otherwise be separated (eg flats or two equal distances) and there is only one place available, a random allocation process will be used to determine who should be allocated the place.

### **(c) Children in 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.

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.

If you need further information about any aspect of the application process or how allocations are made, please visit the NNC website or contact NNC directly at [admissions.ncc@northnorthants.gov.uk](mailto:admissions.ncc@northnorthants.gov.uk) or call **0300 126 3000**



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## **8. Appeals**

If your child's application for a place at St Peter's Church of England Academy is unsuccessful, you have the right to appeal to an independent panel, which will be convened by the North Northamptonshire Council Education Appeals panel. You should contact NNC For more information and to submit an appeal, parents/carers should visit the School Admissions Appeals pages of the NNC website: [Appeal a school place | North Northamptonshire Council \(northnorthants.gov.uk\)](https://www.northnorthants.gov.uk)

Appeals must be lodged by the deadline of 18 May 2023 and will be heard within 40 school days of the appeals closing date. No deadline is applicable for appeals for in year applications.

## **9.. 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.

## **10. 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.

## **11. Monitoring Arrangements**

This Policy will be determined by NET every year. Any changes to the current policy will be consulted on publicly. A public consultation will take place every seventh year, irrespective of whether any changes to the Policy are proposed.