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Version No. 1	ADMISSIONS POLICY	

SCHOOL ADMISSIONS POLICY

This section should be completed following ratification of the Policy.

	Name	Signature	Date
Chair of the Trust Board	Becky Hickford		November 2018
Vice Chair of the Trust Board	Trevor Fidler		November 2018
Chief Executive Officer	Paul Watson		November 2018
Recommended Review Date:	May 2019		

Ownership

Preston Hedge's Academy Trust is responsible for the production and maintenance of this document. It is issued by the Clerk, clerk@prestonhedges.org to whom any change requests or queries should be directed.

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Version	Date	Description of Change	Changed By
1	November 2018	Version 1 drafted by PW & CS	Trust Board

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The Preston Hedge's Academy Trust

The Preston Hedge's Academy Trust consists of Parklands Primary School, Pineham Barns Primary School and Preston Hedge's Primary School. All of our schools are founded on the Trust's key principles of Fun, Creativity and Achievement, whilst having their own unique curriculum, values, ethos and leadership.

Admissions Numbers

Each school has an admission number of 60 for entry into Reception. Each school will admit this number each year if there are sufficient applications. Where fewer applications than the Published Admission Number for the relevant year group are received, the Academy Trust will offer places at the school to all those who have applied.

Application Process

The process for applications for reception places at the school will follow the Northamptonshire Co-ordinated scheme. Details of the process can be found here <https://www3.northamptonshire.gov.uk/councilservices/children-families-education/schools-and-education/school-admissions/primary-school-places/Pages/default.aspx>

The closing date for applications for September 2019 is **15th January 2019**.

Offers will be made on **16th April 2019**.

The application form can be obtained from <https://www3.northamptonshire.gov.uk/councilservices/children-families-education/schools-and-education/school-admissions/primary-school-places/Pages/how-to-apply-for-a-primary-school-place.aspx>

In-year applications

If you are moving into the area or wish to change schools during the school year or at the start of the school year, you will need to make an application for an in year place.

To apply for an in-year place at the academy (i.e. for Year 1 and 2) the application form can be obtained from

<https://www3.northamptonshire.gov.uk/councilservices/children-families-education/schools-and-education/school-admissions/in-year-places/Pages/default.aspx>

Completed forms should be returned to each school. We will offer in year places up to the overall capacity of the year group. If you move into the linked area we cannot guarantee a place at a school if the number of children has reached the overall capacity. All in-year applications will be considered, depending on the availability of places and prioritised according to the oversubscription criteria.

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Oversubscription Criteria

When a school is oversubscribed after the admission of pupils with an Education, Health and Care Plan naming the school, priority for admission will be given to those children who meet the criteria set out below in priority order.

Parklands Primary School

- 1.Children in public care or previously in public care but immediately after being looked after became subject to an adoption, residence/child arrangements order or special guardianship order.
- 2.Pupils with a brother or sister continuing at the school at the time of admission of the child.
- 3.Pupils who live closer to the preferred school than any other school.
- 4.Other pupils.

Please note: There is no defined area for this school.

*Brother or sister (sibling) is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

Pineham Barns Primary School

- 1.Pupils in public care or previously looked after but immediately after being looked after became subject to an adoption, or a child arrangements order or special guardianship order.
- 2.Pupils living with an older brother or sister** continuing at the school at the time of admission of the younger child.
- 3.Children of qualified teaching staff where the member of staff has been employed by the Academy Trust for two or more years, at the time at which the application for admission to the school is made.
- 4.Pupils who live closest to the preferred school within the defined area*.
- 5.Other children.

Please note: The defined area is from Junction 15A of the M1 to the A4500/A5076 roundabout in Upton. From the A4500/A5076 roundabout in Upton to Upton Valley Way

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North. Upton Valley Way North is used as a boundary to define the area until it merges with Nectar Way. Nectar Way is defined as the boundary until it merges with Cob Drive, which leads to Swan Valley Way. Swan Valley Way reconnects the defined area to Junction 15A of the M1 via the A43.

*Brother or sister (sibling) is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

Preston Hedge's Primary School

1. Pupils in public care or previously looked after but immediately after being looked after became subject to an adoption, or a child arrangements order or special guardianship order
2. Pupils living within the area defined below* with an older brother or sister** continuing at the school at the time of admission of the younger child.
3. Children of qualified teaching staff where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made.
4. Pupils who live closest to the preferred school within the defined area*
5. Pupils with an older brother or sister **continuing at the school at the time of admission of the younger child.
6. Other Pupils

Please note: The defined area is from the urban area within which criterion ii, and iv operate is 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 to the East and South East.

*Brother or sister (sibling) is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

Tie Break Criteria

If the admission number is exceeded within criterion **(2-5) for Pineham Barns and Preston Hedge's**, priority will be given to those who are closest to the school on a straight-line basis. For Parklands if the admission number is exceeded within criterion **(2-4)**, priority will be given to those who are closest to the school on a straight-line basis. A representative of the Academy Trust will undertake measurements on the school's

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behalf for In-year applications. Initial Year R applications are dealt with entirely by Northamptonshire County Council.

Distances are measured from the address point of your home to the address point of the school on a straight-line basis, 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.

Where two or more children share a priority for a place in any criterion e.g. where two children live equidistant from the school, these places will be allocated using random allocation undertaken by an independent body. However, if children of multiple births are tied for the final place those siblings will be admitted over PAN as permitted by infant class size rules

Late Applications

All applications received by the school after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

Deferred Entry for Infants & Admission of children outside their normal age group

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age in line with 2.16 of the School Admissions Code.

Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

Parents may request that their child is admitted outside their normal age group. eg if the child is gifted and talented or has experienced problems such as ill health (this includes the parents of a Summer born child requesting that their child is admitted to Reception rather than Year 1 in the September following their 5th birthday). When such a request is made, the Academy Trust will make a decision on the basis of the circumstances of each individual case and in the best interests of the child concerned. In line with the School Admissions Code (DFE December 2014), the Academy Trust will take into account the views of the Headteacher /Principal and any supporting evidence provided by the parent in reaching their decision which will be made in the best interests of the child.

Application Process for Summer Born Children

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In accordance with the School Admissions Code, the process for requesting such an admission is as follows:

The parent or carer must make an application to the admissions authority, which in this case is the Preston Hedge's Academy Trust Board, for the child's delayed start outside of their normal year group. The Admissions Authority, in accordance with the DFE School's Admission Code, is responsible for making the decision on which year group a child should be admitted to. They are required to make a decision on the basis of the circumstances of each individual case and in the best interests of the child concerned. Therefore, parents wishing to make an application must include information regarding the following:

- 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 been previously educated outside of their normal age group;
- Information about whether the child may have naturally fallen into a lower age group if it were not for being born prematurely should also be included.

This information then needs to be sent to the Principal / Headteacher of the school that the application has been made to, well in advance of the closing date for Reception places (15 January). The Academy Trust will then meet to discuss the request with due regards to the following:

- School Admissions Code
- Information presented from the family, as outlined above
- The views of the Principal / Headteacher.

The Local Authority (NCC) needs to have a decision about whether the parent's request to delay applying has been agreed by the Trust by 1 December in order for them to complete their application processes and consider the child in the correct round of applications.

Outcome of the Application

A member from the Academy Trust involved in the process will then write to the parent or carer notifying them of the outcome, setting out clearly which year group the child should be admitted to, providing clear information about the reasons for this decision.

Where the **Trust agrees** to a parent's request for their child to be admitted out of their normal age group, the parents must make a new application as part of the main admissions round for Reception the following year. The local authority and admission authority must process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, or on the basis of determined

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admission arrangements, including the application of oversubscription criteria. They must not give the application lower priority on the basis that the child is being admitted out of their normal age group. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

If the **Trust does not agree** to the application being delayed, there is no right of appeal against that decision. The parents/carers will need to make an application to the relevant admission authority or local authority for a place in Reception by the closing date for Reception places or make an in-year application for a Year 1 place at the appropriate time.

Waiting Lists

The school will operate a waiting list for each year group.

Where in any year the academy receives more applications for places than there are places available, a waiting list will operate during the remainder of the academic year that the request was made.

This will be maintained by the Academy Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. The Academy uses the services of the Local Authority Appeals Team to coordinate its appeal process

Appellants should go to Northamptonshire County Council's website for information about the appeals process and submit an online appeal form. For applications made in the normal admissions round appeals will be heard within 40 school days of the deadline for lodging appeals. For applications for in year admissions, appeals will be heard within 30 school days of the appeal being lodged

<http://www3.northamptonshire.gov.uk/councilservices/children-families-education/schools-and-education/school-admissions/school-appeals/Pages/default.aspx>

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