

Policy No.	<b>Pineham Barns Primary School</b>	Page 1 of 6
Version No.		

Policy No. TRUST 3	<b>Preston Hedge's Academy Trust</b>	Page 1 of 6
Version No. 1	<b>PINEHAM BARNS PRIMARY SCHOOL ADMISSIONS POLICY</b>	

## **PINEHAM BARNS SCHOOL ADMISSIONS POLICY**

This section should be completed following ratification of the Policy.

	<b>Name</b>	<b>Signature</b>	<b>Date</b>
Chair of the Trust Board	Becky Hickford		February 2018
Vice Chair of the Trust Board	Trevor Fidler		February 2018
Recommended Review Date:	February 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](mailto:clerk@prestonhedges.org) to whom any change requests or queries should be directed.

### **Version Control**

This document is issued and maintained in accordance with Preston Hedge's Academy Trust procedures. Any change to the document will increase its version number. It is the responsibility of the reader to check with the Clerk that this is a currently valid copy.

<b>Version</b>	<b>Date</b>	<b>Description of Change</b>	<b>Changed By</b>
1	February 2018	Drafted by PW Trust Policy implemented	Trust Board

### **References/Related Documents**

<b>Ref. No.</b>	<b>Title</b>	<b>Doc. No.</b>

**Filed as: S:\Data\Admin\1GivernorsRevisedfolder\Policies\Trust**

Policy No.	<b>Pineham Barns Primary School</b>	Page 2 of 6
Version No.		

## **Pineham Barns Primary School**

Pineham Barns Primary School is part of the Preston Hedge's Academy Trust. This school is the second school in our trust, alongside Preston Hedge's Primary School in Wootton Fields, which is designated Outstanding in all areas.

Pineham Barns Primary School is founded on the Trust's key principles of Fun, Creativity and Achievement, whilst having its own unique curriculum, values, ethos and leadership.

### **Admissions Numbers**

The school has an admission number for September 2018 of 60 for entry into Reception. The 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 2018 is 5pm on the **15<sup>th</sup> January 2019**.

Offers will be made on **16<sup>th</sup> 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**

Applications for a place at the school will normally be for the start of reception. If you are moving into the area or wish to change schools during the school year or at the start of the school year but in a different age group from the reception year i.e Year 1 or Year 2, you will need to make an application for an in year place.

To apply for an in-year place at the academy (ie 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>

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Policy No.	<b>Pineham Barns Primary School</b>	Page 3 of 6
Version No.		

Completed forms should be returned to Caron Haywood at the following address: caron.haywood@pineham.org or by post to Caron Haywood , Pineham Barns Primary School, Dragonfly Way, Pineham Village, , Northampton, NN4 9FF. .

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 the 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.

### **Oversubscription Criteria**

When the 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

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to an adoption, 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. Pupils who live closer to the school than any other school on a straight line basis and living within the defined area.
4. Pupils with an older brother or sister\* continuing at the school at the time of admission of the younger child.
5. Other pupils within the defined area as described below.
6. 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 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.

Policy No.	<b>Pineham Barns Primary School</b>	Page 4 of 6
Version No.		

### **Tie Break Criteria**

If the admission number is exceeded within criterion **(2-6)** priority will be given to those who are closest to the school on a straight line basis. The Local Authority will undertake measurements on the school's behalf. 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 criterion 2 – 6 above, 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.

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 5<sup>th</sup> 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/Prinicpal 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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Policy No.	<b>Pineham Barns Primary School</b>	Page 5 of 6
Version No.		

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 for the child's delayed start outside of their normal. The request must include information about the child's academic, social and emotional development. Where relevant, their medical history and the views of a medical professional should be provided and 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, well in advance of the closing date for Reception places (early December). The Academy Trust will then meet to discuss the request with due regards to the School Admissions Code, information presented from the family and the views of the Principal / Headteacher.

A member from the Academy Trust involved in the process will then write to the parent or carer notifying them of the outcome. Where a parent's request is agreed, they must make a new application as part of the main admissions round for reception the following year.

### **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

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Policy No.	<b>Pineham Barns Primary School</b>	Page 6 of 6
Version No.		

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>

***End of document***

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