



**Campion School & Language College**

The best in everyone™

Part of United Learning

# **Campion School**

## **Admissions Policy 2027 – 2028**

## Introductory statement

Campion School is an 11-18 school in West Northamptonshire. The school is a co-educational secondary School and is part of United Learning<sup>1</sup>.

Campion School seeks to bring out 'The best in everyone'. The school serves all children in the local community. All children will be admitted without reference to ability or aptitude. There are no faith criteria as part of the admissions policy. Children from families of all faiths, or none, are very welcome.

## Admission number

The school has a published admission number of **240** for entry in Year 7 in September 2027.

The school will accordingly admit this number of pupils if there are sufficient applications.

Where fewer applicants than the published admission number for the relevant year group are received, places will be offered at the school to all those who have applied.

## Responsibility for Admissions

United Learning is the overarching Admissions Authority for all schools within the Trust. Through the Trust's governance structures, responsibility for Admissions at Campion School rests with the School's Local Governing Body.

## How to Apply

### Application process for entry into Year 7

The application process for admission into Year 7 is coordinated by West Northamptonshire Council on behalf of the School.

Parents should apply through their home local authority. For most pupils, this will be West Northamptonshire, where you apply online at [Secondary school places | West Northamptonshire Council](#). If you are unable to apply online, you can contact the Admissions Team at the Council through the contact details given below in order to receive a paper application form.

If you live outside of West Northamptonshire, you must apply for a school place through your home local authority, although you can still choose Campion School.

All applications must be received no later than the national closing date on 31<sup>st</sup> October in order to receive an offer on national offer day. Applications received after the 31<sup>st</sup> October will be processed in accordance with dates published on the Council's website.

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<sup>1</sup> United Learning is a multi-School trust. For more information about the trust visit [www.unitedlearning.org.uk](http://www.unitedlearning.org.uk)

Offer letters will be issued by your home local authority on National Offer Day (1st March or the first working day after).

### **West Northamptonshire Council's School Admissions Team Contact Details**

- Website: [Apply for a secondary school place | West Northamptonshire Council](#)
- Telephone: 0300 126 7000
- Email: [admissions@westnorthants.gov.uk](mailto:admissions@westnorthants.gov.uk)
- Post: School Admissions Team, West Northamptonshire Council, One Angel Square Angel Street, Northampton, NN1 1ED.

## **Oversubscription criteria**

When Campion 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<sup>2</sup>.

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order, including children who appear (to the trust) to have been in state care outside of England and ceased to be in state care as a result of being adopted. See note A.
2. Children of Staff who worked at the School for over 2 years and / or have been recruited to fill a skills-shortage area. See note B.
3. Pupils who live in the linked area (see below) who have an older brother or sister at Campion School at the time of application. See note D.
4. Pupils whose home address is in the linked area associated with the school: The civil parishes of Astcote, Banbury Lane, Blisworth, Brington, Brockhall, Bugbrooke, Cold Higham, Dalscote, Eastcote, Flore, Fosters Booth, Gayton, Grimscote, Harpole, Kislingbury, Litchborough, Lower Heyford, Milton Malsor, Nether Heyford, Nobottle, Pattishall, Pineham Barns, Rothersthorpe, Upper Heyford, Whilton, Whilton Locks, Upton Meadows (South of Weedon Road, West of Upton Way), Weedon Bec. See note E.
5. Pupils who do not live in the linked area who have an older brother or sister at Campion School at the time of application. See Notes C, D, and E.
6. Pupils attending the designated contributory Primary Schools: Blisworth Community Primary School, Brington Primary School, Bugbrooke Primary School, Flore Church of England Primary School, Gayton C of E Primary School, Harpole Primary School, Kislingbury CE Primary School, Milton Malsor Primary School, Pattishall CE Primary School, Rothersthorpe Church of England Primary School, Charity School and Upton Meadows Primary School and continuing in attendance until the final offer of places is made. See Note F.

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<sup>2</sup> Please also refer to the Notes section

7. All other children, prioritising those who live nearest the School (see below for how distance is calculated).

**Distance tiebreaker**

If the admission number is exceeded within criterion 4, priority will be given to those who live furthest from the nearest alternative state-funded secondary school.

If the admission number is exceeded in any other criterion, priority will be given to those who live closest to the school.

In the event that two or more applicants are tied for the final place, and the distance from home to school is identical (as measured by the agreed method – see below), the place will be allocated using a computerised random allocation process. This process will be independently supervised to ensure fairness and transparency.

**Distances are measured** on a straight line basis from the address point of the child's home to the address point of the school, 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.

Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. When considering twins, triplets or other multiple births places, where the final place available was offered to a twin, triplet or multiple birth, a place will be offered above the published admission number to the other twin, triplet or multiple birth children whose twin, triplet or multiple birth was offered a place within the admission number.

**If false or misleading information is used to gain entry to the School, the offer of a place may be withdrawn.**

## Late applications

All applications received 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.

## Admission of children outside of their normal age group

Parents may request that their child is admitted outside their normal age group, either due to being summer born or for any other reason specific to the child's circumstances, such as ill-health.

To apply for admission outside of the normal age group, parents should include a request with their application, specifying why admission out of normal year group is being requested. When such a request is made, the Admissions Committee of the School 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 Principal and any supporting evidence provided by the parent. When informing a parent of their decision on the year group the child should be admitted to, the Admissions Committee will set out clearly the reasons for their decision.

### *Summer born children*

Parents applying for a place for their child who is already educated out of their normal age group are advised to contact the school ([csoffice@campionschool.org.uk](mailto:csoffice@campionschool.org.uk)) at the beginning of Year 5 if they want this to continue, and before the normal admissions round closes on 31 October. The school will respond as soon as possible and before secondary national offer day, in line with DFE guidance: [Guidance on handling admission requests for summer born children - GOV.UK](#)

Where the School agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group as part of the main admissions round (Year 7) the local authority and School will process the application as though it were any other application made as part of the main admissions round, and the same oversubscription criteria shall apply. Where the application falls outside the main admission round, then the in-year admission process shall apply (see below).

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.

## Waiting lists – Year 7

As part of the co-ordinated scheme for secondary admissions, West Northamptonshire Council will hold an initial waiting list on behalf of Champion School. A child's name will be automatically added to the waiting list if their application is unsuccessful until 31<sup>st</sup> December. From 1 January, parents should inform School Admissions by email that they would like their child to stay on the waiting list by 31 December and 31 March if they want to remain on the list for the rest of the academic year.

Each added child will require the list to be ranked again in line with the school's published oversubscription criteria. Priority will not be given to children based on the date their application was received or their name was added to the list. Parents will be contacted if a place becomes available for their child.

## **In Year Admissions:** Arrangements for Admitting Pupils outside of the normal admissions round

Applications outside of the normal admissions round are known as in-year admissions. West Northamptonshire Council manage in-year admissions requests on behalf of the School.

To apply for a place after the start of term or in any other year group, please apply through West Northamptonshire Council: [Apply for a secondary school place | West Northamptonshire Council](#)

If the year group applied for has a place available, the child will be admitted unless there are reasonable reason(s) not to admit in accordance with Schools Admissions Code. In such instances, admission may be refused and the child referred to the Fair Access Protocol managed by the Council.

If more applications are received than there are places available, the oversubscription criteria outlined above shall apply. Parents/carers whose application is turned down are entitled to

appeal (see below).

Applications can be received at any time however, applications can only be made 20 school days before the place is required. The Local Authority will write to you within 15 school days, to notify you of the outcome of the application.

When an offer of a school place is made, it is offered on the strength of the information provided on the application form and should any information come to light which reveals false or misleading information or that important information relevant to the application was withheld, the offer may be withdrawn.

Once a place has been offered, the School will ask you for additional pieces of information, including proof of home address (if the school is full). This is to help prevent against fraudulent admissions whilst also enabling us to ensure the child is added on to our systems as quickly as possible. Failure to provide proof of a child's date of birth (e.g. short birth certificate or passport) may result in the withdrawal of any offer made.

Where an offer is made following an in-year application, and the offer is accepted, arrangements will be made for the child to start school as soon as possible.

Where an offer is made, the applicant has five school days to accept the offer. Where the offer is not accepted by the applicant in writing within this timeframe, Campion School's Admissions Committee reserve the right to withdraw the offer. If your child is offered a school place, they must start within 6 school weeks of the offer or the offer will be withdrawn.

## Waiting lists – In Year Admissions

Where an in-year application is received but a place is not available in that year group, the child's details will be held on a waiting list. Parents must inform Local Authority School Admissions by email that they would like their child to stay on the waiting list by 31 December and 31 March if they want to remain on the list for the rest of the academic year. West Northamptonshire Council hold waiting lists for all year groups on the School's behalf. Parents wishing to remain on the list for the start of the next academic year will need to re-apply. Names held on the waiting list will not automatically be carried over to a new school year.

Each added child will require the list to be ranked again in line with the school's published oversubscription criteria. Priority will not be given to children based on the date their application was received or their name was added to the list. Parents will be contacted if a place becomes available for their child.

## Parental Disputes

Where more than one individual holds parental responsibility for a child, it is expected that all parties will reach agreement on school preferences prior to submitting an application.

The person submitting the application must confirm that:

- They have parental responsibility for the child.
- The application has the consent of all individuals with parental responsibility, or

- They hold a relevant court order authorising them to make the application independently.

If the school or local authority becomes aware of a dispute—for example, if conflicting applications are received or a challenge is raised by another parent—the application may be put on hold while the following steps are taken:

- **Verification of Parental Responsibility:** Parents may be asked to provide documentation (e.g. birth certificate, court order).
- **Court Orders:** If a court order exists, the school will act in accordance with its terms.
- **No Agreement or Court Order:** If both parents have parental responsibility and no agreement or court order is in place, the application will not be processed until:
  - Written agreement is received from all parties, or
  - A court order is provided.

If a place has already been allocated based on an application later found to be disputed or misleading, the offer may be withdrawn in accordance with the School Admissions Code.

The school and admissions team cannot mediate or take sides in parental disputes. Parents are advised to seek legal advice or mediation to resolve disagreements.

## Appeals

The parents of any child who is refused a place at the school has a right of appeal to an independent Appeals Panel constituted and operated in accordance with the School Admission Appeals Code published by the Department for Education.

The panel consists of three people who are independent of the school, the school's Governing Body and the Local Authority. The panel will consider the circumstances of the case put before them. Both the School and the parents must abide by the decision it makes.

**All appeals in relation admissions** are arranged by West Northamptonshire Council on behalf of the School. Further information and appeal forms are available from the Appeals Team [Appeal a school place | West Northamptonshire Council](#). If parents/carers wish to submit supporting evidence after lodging their appeal, it should be e- mailed to [appealsteam.NCC@westnorthants.gov.uk](mailto:appealsteam.NCC@westnorthants.gov.uk) within 10 working days of the submission of the appeal.

If parents decide to appeal, they will receive an advance notice of the hearing date. They will be invited to attend the appeal. The hearing will be conducted as informally as possible, and there will be an opportunity for parents to put forward their case and ask questions.

If the appeal is refused, a further appeal for admission in the same academic year will not be considered unless there is a significant material change in circumstances of the parent or child.

## Fraudulent or Misleading Applications

We have the right, as set out in the School Admissions Code, 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.

## Fair Access Protocol (FAP)

Campion School participates in the In-Year Fair Access Protocol managed by West Northamptonshire Council in order to minimize the number of students who are at risk of underachievement by being out of school. This is reviewed by the local Admissions Forum on a regular basis.

## **Notes:**

### **A. Looked After Child:**

“Looked After Child” means any child who is in the care of a Local Authority in accordance with Section 22 (1) of the Children Act 1989. A child who was “previously a Looked After Child” means a child who after being Looked After became subject to an Adoption Order under the Adoption Act 1976 or under Section 46 of the Adoption and Children Act 2002, a Residence Order or Child Arrangement Order under Section 8 of the Children Act 1989 or Special Guardianship Order under Section 14A of the Children Act 1989. Applicants can be asked to provide additional evidence in order to verify the previously looked after status of a child. It is at the discretion of the School Trust what evidence is required. The final decision will be made by the School Trust. If any information supplied by an applicant is judged by the School Trust to be fraudulent or intentionally misleading, the School Trust may refuse to offer a place, or if already offered, may withdraw the offer.

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation, or any other provider of care whose sole purpose is to benefit society. Applicants can be asked to provide additional evidence in order to verify the previously looked after status of a child. It is at the discretion of the School Trust what evidence is required. The final decision will be made by the School Trust. If any information supplied by an applicant is judged by the School Trust to be fraudulent or intentionally misleading, the School Trust may refuse to offer a place, or if already offered, may withdraw the offer.

### **B. Children of staff:**

Where the member of staff has been employed at the school for 2 or more years at the time at which the application for admission to the school is made, and/or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage for the vacant post in question. This is accordance with paragraph 1.39 of the School Admissions code. ‘Staff’ applies to all teaching and support staff employed on a permanent basis.

### **C. Linked Area:**

Pupils whose home address is in the linked area associated with the school: The civil parishes of Astcote, Banbury Lane, Blisworth, Brington, Brockhall, Bugbrooke, Cold Higham, Dalscote, Eastcote, Flore, Fosters Booth, Gayton, Grimscote, Harpole, Kislingbury, Litchborough, Lower Heyford, Milton Malsor, Nether Heyford, Nobottle, Pattishall, Pineham Barns, Rothersthorpe, Upper Heyford, Whilton, Whilton Locks, Upton Meadows (South of Weedon Road, West of Upton Way), Weedon Bec.

### **D. Sibling:**

For the purposes of admission, the definition of a sibling is as follows: children living in the same family household, who have a sibling on the roll of the school at the time of application to the school. Sibling includes brother or sister, half brother or sister, legally adopted brother or sister, step brother or sister, or the child of the parent/carer’s partner, and in every case, the child should be living in the same family unit at the same address. Please note cousins are not regarded as siblings.

### **E. Home address:**

For the purpose of admissions a child's normal residence is a residential property that is owned or rented by the child's parent(s) and where they live together with the child. The home address or normal residence is where a child normally lives.

Where a child lives with parents who are separated, the address where the child spend the greater proportion of the school week (Sunday evening to Thursday evening) will be taken as the home address.

If the child spends equal amounts of time at two addresses, the parents must agree which address they wish to be the child's main address before we can process the application. If equal time is spent at both addresses, then the child will be admitted if one of the two addresses is in a location specified in Note C.

### **F. Feeder Primary Schools for the linked areas**

Blisworth Community Primary School, Brington Primary School, Bugbrooke Primary School, Flore Church of England Primary School, Gayton C of E Primary School, Harpole Primary School, Kislingbury CE Primary School, Milton Malsor Primary School, Pattishall CE Primary School, Rothersthorpe Church of England Primary School, Charity School and Upton Meadows Primary School and continuing in attendance until the final offer of places is made.

- Blisworth Community Primary School, Courteenhall Road, Blisworth, Northampton NN7 3DD (01604 858414)
- Brington Primary School, Little Brington, Northampton NN7 4HX (01604 770286)
- Bugbrooke Primary School, High Street, Bugbrooke, Northampton NN7 3PA (01604 830610)
- Flore Church of England Primary School, The Avenue, Flore, Northamptonshire NN7 4LZ (01327 340415)
- Gayton C of E Primary School, Bugbrooke Road, Gayton, Northampton NN7 3EU (01604 858749)
- Harpole Primary School, 70 Larkhall Lane, Harpole, Northampton NN7 4DP (01604 830072)
- Kislingbury CE Primary School, High Street, Kislingbury, Northampton NN7 4AQ (01604 831172)
- Milton Parochial Primary School, Green Street, Milton Malsor, Northampton NN7 3AT (01604 858816)
- Pattishall CE Primary School, School Road, Pattishall, Towcester, Northamptonshire NN12 8NE (01327 830301)
- Rothersthorpe Church of England Primary School, Church Street, Rothersthorpe, Northamptonshire NN7 3HS (01604 830995)
- The Bliss Charity School, The Green, Nether Heyford, Northamptonshire NN7 3LE (01327 340758)
- Upton Meadows Primary School, The Square, Upton, Northamptonshire NN5 4EZ (01604 683850)

**G. Age:**

For the purpose of admissions, proof of date of birth would need to be a valid passport, birth certificate (short form) or a doctor letter showing date of birth.