



CUR – 10

ADMISSIONS POLICY

Admission Arrangements for 2024-25

How to apply for a place at the school in the normal admissions round:

The **normal admissions round** is the period during which parents/carers can apply for state-funded school places at the school's normal point of entry (Year 7), using the Common Application Form (CAF) provided by their home local authority.

Parents/carers should use the application form provided by their home local authority (regardless of which local authority the schools are in). This form is used to express a preference for a minimum of 3 state-funded schools, in rank order.

Parents/carers will receive an offer for a school place directly from their local authority on National Offer Day (1 March or the next working day)

Parents/carers living in West Northamptonshire Council should visit the [WNC School Admissions website](#).

Allocation of places

The school has an agreed Published Admission Number (PAN) of 240 children for entry in Year 7.

Places will be allocated to pupils who have an EHC plan that names the school as appropriate provision. When there are more applications for places than there are places available, priority will be given in the following order:

- i. Looked after children and all previously looked after children:

Looked After Children (LAC)

A 'looked after child' is a child who, at the time of making an application to a school, is:

- a) in the care of a local authority, or***
- b) being provided with accommodation by a local authority in exercise of its social services functions (see the definition in Section 22(1) of the Children Act 1989)***

Previously Looked After Children (PLAC)

Previously looked after children are children who were looked after, but ceased to be so because they:

- a) were adopted under the Adoption Act 1976 (see Section 12 adoption orders) or the Adoption and Children Act 2002 (see Section 46 adoption orders), or***
- b) became subject to a child arrangements order (as defined in Section 8 of the Children Act 1989 and as amended by Section 12 of the Children and Families Act 2014), or***
- c) became subject to a special guardianship order (see Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).***

This includes 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. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

- ii. Children of **any** member of school staff at the school: a) where the member of staff has been employed at the school for two or more years at the time at which the application is made, and/or b) Where the member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage as indicated on the school website.
- iii. Pupils who live in the linked area (see below) who have an older sibling continuing at Campion School at the time of admission of the younger child.

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.

- iv. Pupils who live in the linked area associated with the school: Astcote, Banbury Lane, Blisworth, Brington, Brockhall, Bugbrooke, Cold Higham, Dalscote, Eastcote, Flore, Fosters Booth, Gayton, Grimscote, Harpole, Kislingbury, 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).

The child's home address is defined as the address at which the child normally resides with their parent/carer at the time of application. If a child lives with parents who are separated, the home address will be treated as the place where the child sleeps for most of the school week (i.e. Sunday night – Thursday night inclusive)

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 spent at both addresses, then the child will be admitted if one of the two addresses is in a location specified in iv above.

Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residence at the property concerned.

- v. Pupils who do not live in the linked area who have an older sibling continuing at Campion School at the time of admission of the younger child.
- vi. Pupils attending the designated contributory Primary Schools: Blisworth Community Primary School, Brington Primary School, Bugbrooke Community Primary School, Flore CE Primary School, Gayton CE Primary School, Harpole Primary School, Kislingbury CE Primary School, Milton Malsor Parochial School, Pattishall CE Primary School, Rothersthorpe CE Primary School, The Bliss Charity School and Upton Meadows Primary School and continuing in attendance until the final offer of places is made.
- vii. Other pupils.

Distance tiebreaker

If the admission number is exceeded within criterion (iv) priority will be given to those who live furthest from the nearest alternative school. If the admission number is exceeded in any other criterion, priority

will be given to those who live closest to the school. If the distance tiebreak is equal in 2 or more cases, random allocation will be applied. 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.

Other Admissions

An in-year admission refers to an application for a school place made during the school year or an application for admission to a school made at the start of the school year for any year group other than the normal year of entry.

If it is not possible to offer a place, parents/carers can ask for their child's name to be added to the waiting list and they have the right to appeal against the decision not to offer a place (see section on Appeals)

Applications for in-year admissions should be made online to the local authority on [WNC's School Admissions website](#)

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 December and then again at the end of the Spring 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 WNC, in writing, by the start of each subsequent term (ie: 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 above. 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.

Appeals

If a parent/carers application for a place at the school is unsuccessful, they will be informed why admission was refused and have the right of appeal against the decision not to offer their child a place at the school.

For more information and to submit an appeal, parents/carers should visit the School Admissions Appeals pages of the [WNC website](#).

If parents/carers wish to submit supporting evidence after lodging their appeal, it should be e-mailed to appealsteam.NCC@westnorthants.gov.uk within 10 working days of the submission of the appeal.

Appeals must be lodged in writing, giving the reasons for appeal, by 5pm on the nominated date set by the Local authority. Appeals received after this date will still be heard, but there is no guarantee they will be heard before the end of the school year in which the application is made.

NB: For appeals concerning places not offered during the normal admissions round, i.e. in-year places, appeals should be submitted within 30 school days of refusal of a place.

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.

Conflicting Applications

If we receive more than one application for the same child (made by separated parents) and where the home address and / or the preferences do not match, **neither application will be processed** until such time that the parents can agree on both the address and the preferences. 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 the school.

Late Applications

Late applications are any common application forms (for the normal point of entry) received by the local authority after its statutory closing date of 31 October. Late applicants will not receive an offer of a school place by the local authority on National Offer Day (01 March or the next working day).

Late applications will be processed in the subsequent rounds of allocations between April and July (for more details, refer to the local authority's composite prospectus on the WNC website).

Requests for admission outside the normal age group

Parents/carers may seek a place for their child out of their normal age group. They must put their request in writing to the school's Headteacher.

The admission authority of the school 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/carer's 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 at the school concerned.

The admission authority of the school will set out clearly for parents the reasons for their decision about the year group a child should be admitted to.

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.

