



NORTHAMPTON PRIMARY  
ACADEMY TRUST PARTNERSHIP

**Pupil Admissions Policy**  
**Headlands Primary School**  
**For Admission in 2022/23**

Date approved by the NPAT Board of Trustees:	04.03.2021
Chair of Directors Signature:	Jeremy Stockdale
Renewal Date:	01.01.2022

## **1 Policy statement**

- 1.1 Headlands Primary School is a primary school in Northampton and is part of Northampton Primary Academy Trust. This admissions policy was finalised following public consultation on a Trust-wide approach to admissions. Our aim is to ensure all our schools have fair, clear, objective and easily understandable admissions arrangements that focus on serving the local community, reflect our vision and values and are as easy as possible for parents/carers of potential pupils to understand.
- 1.2 More information about Northampton Primary Academy Trust is available on our website: [www.npatschools.org](http://www.npatschools.org)
- 1.3 Darren Smith is extremely proud to be the Head Teacher of Headlands Primary School, leading over 450 amazing children on a creative voyage of discovery as they shape minds and inspire futures. I have the privilege of working with an incredibly enthusiastic staff, governing body and supportive parents who are all committed to the school vision of pursuing academic, artistic, sporting and pastoral excellence for every child to enable them to shape the world in which they live. We are about the development of the whole child and our aim is to nurture confident individuals, responsible citizens and successful learners and we painstakingly seek to ensure that all children reach their aspirational potential in all aspects of school life.
- 1.4 More information about our school is available on our website: [www.headlands.org.uk](http://www.headlands.org.uk)

## **2 Published Admission Number (PAN) and process**

- 2.1 The school has a PAN of 60 for entry in Reception.
- 2.2 In addition to this figure, we have 40 places within our Special Unit. Admission to the Special Unit is made in liaison with the Northamptonshire County Council SEN Team and does not form part of this policy.
- 2.3 The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applications than this are received, Northampton Primary Academy Trust schools will offer places at the school to all those who have applied.
- 2.4 Applications in the 'normal round' (that is the main cycle of applications for Reception places from the beginning of the school year) are administered on behalf of the Northampton Primary Academy Trust schools by Northamptonshire County Council's School Admissions Team Local as part of the local coordinated scheme.

## **3 Child's Home Address**

We allocate school places using the address your child is living at on the closing date for applications which is 15 January 2022.

When we refer to a child's home address, we mean the permanent residence of the child. This address must be the child's only or main residence that is either:

- Owned by the child's parent, parents or carer/guardian.

- Leased to or rented by the 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.

**We may require written proof of ownership or a rental agreement and proof of actual permanent residence at the property.**

We cannot allocate places on the basis of intended future changes of address unless house moves have been confirmed through the exchange of contracts with a completion date, or the signing of a formal lease agreement.

If you change your address at any time during the admission process, please tell the School Admissions Team. Please note that we cannot allocate on the basis of a change of address after the closing date for applications. We use the address we hold on the closing date to allocate places, but will use your new address for any correspondence.

We do not usually accept an address if:

- It is the address of your second home. If you have two homes, we will check which one is your main home. We may refuse to allocate a school place at an address which we consider to be a temporary or business address.
- Only part of a family moves, unless this was as a result of a divorce or permanent separation arrangement. We will ask for proof of this.

We reserve the right to seek further written proof to support your claim to residence, and that your child is living there.

**Please note:** an address used for childcare arrangements **cannot** be used as a home address when applying for a school place.

**Each year, the School Admissions Team will check a sample number of addresses at random by asking the parent/carer to prove the address they have stated on their application.**

#### **4 Education Health and Care Plans**

Children will be admitted where a child has EHC plan which names the school as the appropriate provision.

#### **5 Allocation of Places Up To PAN**

Places will be allocated in criteria order up to the PAN of the school. If the number of children in a criterion means that a school would exceed its PAN if it admitted them all, there must be a way of establishing which children will be offered the places. In this case, all the children in the criterion will be ranked according to the distance from the school with those living nearest to the school having priority.

#### **6 Oversubscription criteria**

6.1 When the school is oversubscribed (that is, there are more applications than places available), after the admission of pupils with an Education, Health and Care Plan that names the school, priority for admission will be given to children in the order shown below:

1. Looked After Children and Previously Looked After Children
2. Siblings
3. School Staff
4. Children who live nearer to the school than any other school
5. Other children

## **7.0 Oversubscription criteria definitions**

- a) **Looked after Children:** They are (a) in the care of a local authority or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in Section 22(1) of the Children Act 1989).
- b) **Previously looked after children** are children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order. These definitions are set nationally, by the Department for Education.
- c) **Siblings:** The sibling must be attending the school at the point of proposed admission. Note – this definition is the one used by the Local Authority in relation to admissions to schools that they maintain - Northampton Primary Academy Trust schools adopt the same definition to avoid any confusion and keep arrangements as simple as possible for local parents and carers.

Siblings are defined as the following:

- A brother or sister living at the same address as the applicant (within a family unit) including adopted children, step-brothers, step-sisters and children in foster care.  
**Sibling link:**
- Some schools give priority to children whose brother(s) or sister(s) are already on roll at a preferred school (this is called a 'sibling link'). The sibling must be in the school at the time of application and be likely to remain in the school at the proposed date of admission. If a sibling secures a place at the school after an application has been submitted for another sibling, then the parent/carer should advise the School Admissions Team that a sibling link now exists.
- If siblings live between two addresses, applicants **must** provide proof to show that the main address is the same for **both** children.
- Siblings must be living at the **same** address when the application is made. If there is any discrepancy between sibling addresses, parents will be asked to provide proof of the home address of both children.

- d) **School Staff:** The school may give priority in their oversubscription criteria to children of staff in either or both of the following circumstances:
  - 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, and/or
  - the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

- 7.1 Distance Tiebreaker and Measurements:** This is 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 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.

In the case where multiple applications for the same shared dwelling (e.g. Flats) occurs; a randomiser will be used to decide the priority in which the pupils within the shared dwelling are selected in the event of a tiebreaker.

Where the school's PAN is reached in a criterion, all the children in that criterion are ranked according to the distance they live from the school. Priority is given to those who live closest to the school.

**Please note: Late applications are also assessed by distance from the school (priority being given to closest) to ensure consistency in the allocation process.**

## **8 Tie-breaker**

All admission arrangements must include an effective, clear and fair tie-breaker to decide between two applications that cannot otherwise be separated. In the event of two distances being equal, Northamptonshire County Council measures to the next decimal point. If the measurements remain equal, lots will be drawn, and the process will be independently verified.

## **9 Late Applications**

- 9.1 On time applications will be processed before those received after the closing date of **15 January 2022 at 5pm** and parents who apply on time will be notified of the school allocated on National Offer Day, **19 April 2022**.
- 9.2 Applications received after the closing date are referred to as 'late' applications and these will be processed in the further rounds of allocations.
- 9.3 Parents who make a late application will not receive notification of the outcome of a late application on the National Offer Day of **19 April 2022**.
- 9.4 If a late application is made for popular (oversubscribed) schools, it is possible that the school allocated may not be one of the three preferences as the popular schools fill up with on time applicants.
- 9.5 We will consider an application to be late if we receive it after the closing date of **15 January 2022 at 5pm** even if other children in the family attend the school, or if the children applying live in the linked area, or if the applications are for children who have just moved into the area/county.
- 9.6 If you need to apply for a school place after the closing date, you will have to complete the late application web form (which will be on the NCC website **after 5pm 15 January 2022**) as the online application service for co-ordinated admissions will be closed. Alternatively, a paper application form may be completed. Paper forms may be obtained from the School Admissions Team. The contact details for the team are on the back cover of this booklet.
- 9.7 Late applications are processed within our additional rounds of allocation **between May – July 2022**. Depending on the number of applications received, it may take several weeks to process each round. Applicants will receive an offer via email where possible.

## **10 Requests for Admission Outside the normal age group – Summer Born**

10.1 Whilst all children are entitled to a full time school place in the September following their 4<sup>th</sup> birthday and most parents are happy for their child to start school at this point, parents(s)/carer(s) of summer born children (those born between 1 April and 31 August) who do not reach compulsory school age until a full year after they would normally start school, may wish to delay their child's start to school until the September following their 5<sup>th</sup> birthday.

If parents wish to delay their summer born child's school start until the September following their 5<sup>th</sup> birthday, there are two options:

1. Parents can make an in-year application for a place for the September following their child's 5<sup>th</sup> birthday. The child would normally start school in Year 1 (their correct chronological age group) as other children in the child's age group already attending school will be moving from Reception to Year 1 at this point. It is important to remember that some schools are likely to be full and they may be unable to offer a place;
2. If parents do not want their child to miss their Reception year, they may request that children are admitted out of their normal age group ie into Reception instead of Year 1. Please note, that this is a 'request' and parents do not have the right to insist that their child is admitted to a particular age group. The school's admission authority is responsible for making the decision about which year group a child should be admitted to.

Parents/carers of summer born children who could start school in September 2022, but wish to delay their child's school start and apply for a Reception place to start in September 2023, before the primary application deadline of **15 January 2022**. If a delay is agreed, this application can be withdrawn.

Parent/carers should also, if possible, make their request for admission out of the normal age group to their preferred schools by the same date – **15 January 2022**. This is to enable sufficient time for requests to be processed prior to the National Offer Day which is **19 April 2022**. Requests will still be considered after this date.

### **10.2 The process is as follows for requests to delay applying to Reception for a whole school year for NPAT schools:**

Parents/Carers who want to request to be able to apply for a Reception place at Headlands Primary School for the September following their child's 5<sup>th</sup> birthday, should write directly to the NPAT school in the first instance. In their request, parents/carers should provide some information about their child to explain why they think that their child should be educated out of their normal age group. It is important for parents/carers to provide any additional evidence to support their request as this information will help the admission authority to make their decision eg parents/carers may be able to provide a report from the child's Early Years setting or evidence from a health or social care professional.

The request will then be considered by our admission authority (Northampton Primary Academy Trust), who will then make a decision on the basis of the circumstances of each case and in the best interests of the child concerned. The School Admissions Code requires admission authorities to consider a number of factors:

- 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;
- Where the child may naturally have fallen into a lower age group if it were not for being born prematurely
- The Trust's views

Before making the decision to do this, we recommend that you read the information about summer born children on Northamptonshire County Council's (NCC) website:

[www.northamptonshire.gov.uk/admissions](http://www.northamptonshire.gov.uk/admissions)

You may also wish to seek advice from professionals, such as your child's Early Years provider.

### 10.3 What happens next?

- Parents/carers will be informed of the admission authority's decision on the year group the child should be admitted to when they start school (ie Reception or Year 1) and will set out clearly the reasons for their decision.

### 10.4 If the request is approved

If the request to be admitted outside the normal age group is **approved** by the admission authority of the school, parents/carers will need to forward this approval to School Admissions at Northamptonshire County Council so an application can be accepted in the normal admission round for the September following the child's 5<sup>th</sup> birthday. Parent(s)/carer(s) will then need to make an application for a place in Reception for the normal round of admissions in the following academic year.

**Please note** – this does not mean a child has been, or will be, offered a place in the Reception Year at their chosen school. If, in following the normal admissions round, the school is oversubscribed, all applications (including delayed applications) for the school will be ranked in accordance with the school's oversubscription admission criteria.

#### **If the request is rejected**

If the request to be admitted outside the normal age group is **rejected** by the admission authority of the school, parents/carers have to decide whether to accept a Reception place in the normal year of entry or delay their child's start until the September after their 5<sup>th</sup> birthday and apply for a Year 1 place.

If parents /carers are unhappy with the admission authority's decision to refuse their child a place out of their normal age group, complaints should be made directly to the admission authority.

Parents/carers whose request for delayed entry into Reception are refused, have no statutory right to appeal this decision as the purpose of the appeals process is to consider whether a child should be admitted to a particular school, not the year group into which they should be admitted.

The Department for Education advice on the admission of summer born children can be found at: [www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/389448/Summer\\_born\\_admissions\\_advice\\_Dec\\_2014.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/389448/Summer_born_admissions_advice_Dec_2014.pdf)

## **11 Waiting lists**

11.1 Where the school receives more applications for places than there are places available, a waiting list will be operated by the Northamptonshire County Council until 31 December 2022. The waiting list will be maintained by the Northamptonshire County Council Admissions Team and it will be open to any parent or carer to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

11.2 Children'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 re-ordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

## **12 School Admission Appeals**

12.1 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.

12.2 The appeals process is run in accordance with the statutory processes and timescales set out in the School Admission Appeals Code. Appeals should be lodged online and set out the grounds for the appeal within 20 school days of finding out their application for a place has been unsuccessful. Information on the timetable for the appeals process is on our school website at:

<http://www.headlands.org.uk/parents/admissions.php>

Appeals will be conducted by the Appeals Team, LGSS-Democratic Services.

## **13 Further Information**

Northampton County Council Admissions

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

Schools Admissions Code

<https://www.gov.uk/government/publications/school-admissions-code--2>

School Admission Appeals Code

<https://www.gov.uk/government/publications/school-admissions-appeals-code>