



NORTHAMPTON PRIMARY  
ACADEMY TRUST PARTNERSHIP

**Pupil Admissions Policy**  
**Headlands Primary School**  
**For Admission in 2021/22**

Date approved by the NPAT Board of Directors:	06.02.2020
Chair of Directors Signature:	Jeremy Stockdale
Renewal Date:	01.01.2021

**PLEASE NOTE THAT THE DATES STATED WITHIN THIS POLICY ARE PROVISIONAL AND MAY BE SUBJECT TO CHANGE.**

## **1 Policy statement**

- 1.1 Headlands 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 30 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 15 January 2021.

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 – whose contact details are shown on the back cover of this booklet. 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 nearest to the 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.

In the groups oversubscription admission applicants are ranked according to the distance of the home address to the school. Priority is given to those living closest to the school.

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 15 January 2021 and parents who apply on time will be notified of the school allocated on National Offer Day, 16 April 2021.
- 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 16 April 2021.

- 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 15 January 2021 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 2021 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 2021. 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 Delayed Applying for Summer Born Children**

- 10.1 The School Admissions Code allows parents/carers of summer born children (children born between 1st April to 31st August) to request that their child is admitted out of their normal age group (i.e. into Reception in the September following their 5th birthday, rather than into Year 1).

Before making the decision to do this, we recommend that you read the information about summer born children on NCC's 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.

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

A child reaches compulsory school age on the prescribed day following his/her fifth birthday (or on his/her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August (e.g. a child born on 16th February 2016 reaches compulsory school age on 31st March 2021). The term 'summer born' refers to children born from 1 April to 31 August. These children do not reach compulsory school age until a full school year after the point at which they could first have been admitted, at the point at which other children in their age range are beginning Year 1. The School Admissions Code (2014) allows parent(s)/carer(s) of summer born children to request that they are admitted outside their normal age group, into Reception rather than Year 1, if they feel that it would not be in their child's best interests to start school before he/she reaches compulsory school age. Paragraph 2.17A of the School Admissions Code requires that, in any circumstance where a parent/carers requests their child is admitted out of their normal age group, the admission authority of the preferred school must make a decision on the basis of the circumstances of the case and in the best interests of the child concerned. They must also take into account the views of the Head teacher of the preferred school(s).

Parents of summer born children who could start school in September 2021 but wish to delay applying for a Reception place, should make their request directly to the NPAT school they are applying for before 1st December 2019. This is to enable sufficient time for requests to be processed and, where a request is not agreed, for the family to have adequate time to make an application for a place for September 2021 before the closing date of 15th January 2021.

### **Process for requesting delayed application**

10.3 Parent(s)/carer(s) make a formal written request (with reasons for the request) to the preferred schools. Parents/carers should indicate clearly their 3 preferred schools in order of preference, e.g. 1. School a, 2. School b, 3. School c.

- Parent(s)/carer(s) supply the school with supporting information from a professional and/or Early Years practitioner if available, at the point of request;
- The preferred school will then approach their admission authority with the reasons and evidence supplied by the parent(s)/carer(s) so that a decision can be made (by the admission authority);
- The request and written confirmation from the academy trust of whether the request has been accepted or rejected will be sent to School Admissions at NCC.

### **10.4 What happens next?**

If the admission authority of a school agrees to the parent(s)/carer(s) request to delay applying for a Reception place for a year, School Admissions will write to the parent(s)/carer(s) confirming that an application can be made in the following year. A copy of the letter sent by School Admissions to the parent(s)/carer(s) will be sent to the Head teacher of the school(s) concerned; the letter will highlight the potential risks/impact of making a delayed application which may include the following:

- The application will be processed as part of the normal admissions round in the following year, according to the oversubscription criteria of each school stated as a preference;
- While a school may agree to a delayed application, there is no guarantee that the child will be allocated a place at that school in the following admissions round as other children may have a higher priority within the school's oversubscription admission criteria. No additional priority will be given to an applicant applying under the summer born policy, nor will they be penalised;
- The local authority will make every effort to allocate a Reception place (rather than a Year 1 place). However, it may not be possible to allocate a Reception place at the parent(s)/carer(s) preference or at the local school. This is because NCC is not the admissions authority for all schools, and schools which are their own admission authority may not agree to the delayed entry;
- If we are unable to offer a place at one of your preferred schools, it may not be possible to offer a place in Reception at another school (as they will not have agreed to delayed application). In this case, you would be offered a place at a school in Year 1 at the nearest school with a place available.

10.5 **If the request is not agreed**, parent(s)/carer(s) will receive a letter from the admission authority of the preferred school providing reasons for refusal.

- Any complaints should be addressed to the admissions authority of the school in question;
- If parent(s)/carer(s) change their minds about wanting delayed entry by a whole school year, they may still apply by the national closing date for primary school admissions (15th January, 5 p.m.) in the normal admissions round to start in the

September following their child's fourth birthday. If an application is received by 15th January, the parent/carer's previous request to delay until the following year would no longer apply. Applications received after 5 p.m. on 15th January (the closing date) will be treated according to the current NCC's late application policy;

- Parent(s)/Carer(s) who choose to delay entry by a whole school year will need to apply for a school place in the admissions round for the following year. It will not be possible to make an application online. School Admissions will send a paper application form for parent(s)/carer(s) to complete;
- If a child is given an Education Health Care Plan (EHCP) after an agreement has been made with School Admissions to delay an application for a place in Reception, the EHCP will override any agreement made and will specify which school the child will attend and which year group the child will be in;
- Please note that other Local Authorities may have different arrangements for how they deal with Summer Born requests and this may affect you if you move to another county before taking up a school place in Northamptonshire.
- Parent(s)/carer(s) who have made online applications for their normal cohort and have been offered a place in Reception, and then later change their minds and wish to delay their child's entry to Reception, should, in the first instance, discuss their options with the Head teacher of the allocated school. A request to delay applying for a Reception place for a summer born child will not be agreed if the reasons for the request are based on dissatisfaction with the place offered or if a place has not been offered at a preferred school.

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 2021. The waiting list will be maintained by the NCC 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 Northamptonshire County Council Admission Appeals Process.

12.2 The appeals process is run in accordance with the statutory processes and timescales set out in the Northamptonshire County Council Appeals Timetable. 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 the Northamptonshire County Council website at:

<https://www3.northamptonshire.gov.uk/councilservices/children-families-education/schools-and-education/school-admissions/school-appeals/pages/how-to-appeal.aspx>

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>

## **Appendix A**

Further considerations to delaying a year for Summer born children

### **Will your child move back to their normal year group?**

Once a child has been admitted to a school, it is for the head teacher to decide how best to educate them. This may, on occasion, include deciding that a child should be moved to higher or lower age group, including moving a child who has been admitted out of their normal age group, into their normal age group. This decision should only be made where there are sound educational reasons to do so and in consultation with the child's parents.

### **Will there be a problem if you change school or when transferring to secondary school?**

- If your child has been admitted out of their normal age group and then moves school, for example because you move house, you will need to make a new request for admission out of the normal age group if you want them to continue to be educated out of their normal age group. You will also need to make a new request when you apply for junior or secondary school;
- The admission authority of the new school is not required to continue to educate your child out of their normal age group, but they should take account of the fact they have already been educated out of their normal age group when making their decision.

### **What happens when a child reaches school leaving age in year 10?**

A child ceases to be of compulsory school age on the last Friday of June in the school year they turn 16. They are not legally required to attend school after this point. A summer born child who has been educated out of their normal age group will cease to be of compulsory school age at the end of year 10. This means they will be under no obligation to attend school in year 11 when most children take their GCSEs. The school will not ask your child to leave because they are no longer of compulsory school age, but they may not be able to enforce their attendance.

### **Will there be an effect on home to school transport?**

Local authorities have a statutory duty to provide free home to school transport to eligible children. To be eligible, a child must be of compulsory school age. If your child is educated out of their normal age group, and is eligible for free home to school transport, they will stop being eligible before they finish secondary school. Local authorities can choose to continue to provide free transport at this point, but they are under no duty to do so.

### **Will Alternative Provision still be available for children who are summer born delayed?**

Local authorities have a duty to make arrangements for the provision of suitable education, other than at a school, for children of compulsory school age who otherwise will not receive a suitable education, whether that is because they are ill, have been excluded, or for another reason. This duty will not apply in relation to a child who ceases to be of compulsory school age before they finish secondary school.

### **What may be the impact on participation in extra-curricular activities?**

You may wish to consider whether your child will be able to participate in organised sports and extra-curricular events with their classmates. For example, some sporting organisations organise teams based on age. This may mean your child would be eligible for a different sports team than their classmates.

### **Summer born children continuing in a current nursery setting**

Parents/Carer of summer born children (born between 1st April and 31st August 2016) who have an agreed delay still have the option for their child/children to stay in an Early Years setting. Children

can remain at their current Early Years setting until the Funding Block (Term) in which they turn 5. In order to ensure that the Early Years setting can secure the funded place for your child/children for September 2020, parents/carers must notify their Early Years setting before the end of the Spring Funding Block (Term) 31st March. The Early Years setting can then take into account the number of summer born children continuing for another year when allocating places for September 2020. If parents/carers do not notify their Early Years setting until after nursery allocations have been released, nursery schools and classes will be under no obligation to offer a place above their normal intake number. Children can, of course, be considered for a place through the normal waiting list process.

**Admission of children out of their normal year group (out of cohort)**

Northamptonshire County Council's policy is for children to be educated within their correct chronological year group, with the curriculum differentiated as necessary to meet the needs of individual children. This is in line with DfE guidance which states that "in general, children should be educated in their normal age group". If parent(s)/carer(s) believe that their child/children should be educated in a different year group they should, at the time of application, submit supporting evidence from relevant professionals working with the child and family stating why the child must be placed outside their normal age appropriate cohort. DfE guidance makes clear that: "it is reasonable for admission authorities to expect parents to provide them with information in support of their request – since without it they are unlikely to be able to make a decision on the basis of the circumstances of the case".

For Community and Voluntary Controlled schools, Northamptonshire County Council, as the admission authority, will decide whether or not the application will be agreed on the basis of the information submitted. Decisions will be made 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, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. Admission authorities must also take into account the views of the head teacher of the school concerned. When informing a parent/carers of their decision on the year group the child should be admitted to, the admission authority must set out clearly the reasons for their decision.

There is no guarantee that an application will be accepted. If the application is refused, this does not constitute a refusal of a place and there is no right to an independent statutory appeal. Similarly, there is no right of appeal for a place in a specific year group at a school. The internal management and organisation of a school, including the placement of pupils in classes, is a matter for the Head teacher and senior leadership of individual schools. The Governing Body/Academy Trust of schools, which is responsible for their own admissions arrangements (academies, Voluntary Aided, Foundation and Free Schools) are responsible for making decisions about applications for places in their schools.

Please use the link below for further information in the School Admissions Code (page 25, paragraph 2.17) about the admission of children outside their normal age group

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/389388/School Admissions Code 2014 - 19 Dec.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/389388/School Admissions Code 2014 - 19 Dec.pdf)