



Pupil Admissions Policy

Headlands Primary School

For admission in the school year commencing September 2024

Date approved by the NPAT Board of Trustees (this version):	Sept 2023
Chair of Directors Signature:	<i>Jeremy Stockdale</i>
Renewal Date:	February 2024

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
- 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

2 Published Admission Number (PAN) and process

- 2.1 NPAT schools have the following PAN available for Reception 2024 intake:

NPAT School	PAN
Abington Vale Primary School - Stirling Campus	30
- Park Campus	30
Blackthorn Primary School	30
East Hunsbury Primary School	60
Ecton Brook Primary School - Ecton Brook Campus	60
- Bellinge Campus	30
Headlands Primary School	60
Langland Community School (MKC)	30
Lings Primary School	60
Park Junior School (NNC)	60
Rectory Farm Primary School	30
Simon de Senlis Primary School	60

Stanton Cross Primary School (NNC)	60
Thorplands Primary School	30
Upton Meadows Primary School	60

- 2.2 In addition to this figure, we have 50 places within our Special Unit. Admission to the Special Unit is made in liaison with the Local Authority 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 the relevant local authorities as part of local coordinated schemes.

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 15th Jan 2024.

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 Teams 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 (except Park Junior School)

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. Children of school staff
4. Children who live nearer to the school than any other publicly funded state school with an equivalent year group
5. Other children

Oversubscription criteria – Park Junior School

When there are more applications for places than there are places available, priority will be given in the following order:

1. Looked after children and all previously looked after children
2. Children with a sibling continuing at the school or The Avenue Infant School at the time of admission of the child
3. Children who attend the linked infant school
4. Children who live closer to the preferred school than any other school

5. Other children

7 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.

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 provide of care whose sole or main purpose is to benefit society”. (2021 Admissions Code)

- c) **Siblings:** A sibling is a child’s brother or sister. To be considered under this criteria, the sibling must be attending the school at the time of application and be likely to remain in the school at the proposed date of admission.

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.

- If siblings live between two addresses, applicants may be asked to provide proof to show that the main address is the same for **both** children.

- d) **Children of school Staff:** The school will give priority in their oversubscription criteria to children* of staff (both teaching and non-teaching, full and part-time, permanent staff members) in either or both of the following circumstances:

- a 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
- b the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

* A child living at the same address as the staff member (within a family unit, even if they are not biological children – for example when the parents are not married/in a civil relationship) including adopted children, step-children, and children in foster care.

2. Distance Tiebreaker and Measurements

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. 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.

3. Tie-breaker

If two or more applications cannot otherwise be separated and there is only one place available, a random allocation process will be used to determine who should be allocated the place. This process will be carried out by someone independent of the school.

4. Late Applications

Late applications are "applications for entry in a relevant age group which are submitted before the first day of the first term in the admission year but have not been made in time to enable the local authority to offer a place on National Offer Day" 2021 Admissions Code

- 9.1 On time applications will be processed before those received after the closing date 15th January 2024 parents who apply on time will be notified of the school allocated on National Offer Day 16th April 2024
- 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.
- 9.4 We will consider an application to be late if we receive it after the closing date 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.
- 9.5 If you need to apply for a school place after the closing date, you will have to complete the late application on-line form (which will be on the local authority websites after 15th January 2024).
- 9.6 Late applications are processed within the local authority's additional rounds of allocation between May – July 2024 according to their co-ordinated scheme. 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 In-year Admissions

An application is an "*in-year application if it is for the admission of a child to a relevant age group, but it is submitted on or after the first day of the first term of the admission year, or if it is for the admission of a child to an age group other than a relevant age group*". 2021 Admissions Code

In year admissions should be made via the local authority where the school is situated via their website.

11. Children below Compulsory School Age

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday.

Parents/carers may defer their child's entry to the allocated school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year for which the offer was made when the place will cease to be available for the child. Please discuss this with the school directly once a place has been offered.

Where parents/carers wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age. Please discuss this with the school directly once you have received an offer of a school place.

12. Requests for admission outside of the normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

12.1 Request for admission to Reception outside the normal age group (summer born children)

All children are entitled to a full-time school place in the September following their 4th birthday and most parents are happy for their child to start school at this point. However, parents/carers 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 defer their child's start to school until the September following the child's 5th birthday.

Before making the decision to do this, we recommend that you read the information about admission out of normal age group on the Local Authority's website and the [DfE's guidance for parents of summer born children](#).

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

12.2 If parents wish to defer their child's school start until the September following their 5th birthday, there are two options:

- Parents can make an in-year application for a place for the September following their child's 5th 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;
- If parents want their child to start in Reception year, they may request that children are admitted out of their normal age group i.e. 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 Trust is responsible for making the decision about which year group a child should be admitted to.

12.3 Parents need to fill out *NPAT Application form to request a child's admission be deferred* (Appendix B). Parents should also apply to the Local Authority in the normal way. 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 e.g. 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.

12.4 How will the decision be made?

The request will then be considered by the Trust in conjunction with the school, 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 Headteacher's views

Parents/carers should still make their application for a Reception place to the Local Authority in the normal way and before the primary application deadline of (ADD ADMISSION DEADLINE DATE). If a delay is agreed, this application can be withdrawn.

12.5 What happens next?

Parents/carers will be informed in writing of the Trust decision on the year group the child should be admitted to when they start school (i.e. Reception or Year 1) and will set out clearly the reasons for their decision.

12.6 If the request is approved by the Trust

If the request to be admitted outside the normal age group is **approved** by the Trust, parents/carers will need to forward this approval to School Admissions at the Local Authority, so that an application can be accepted in the normal admission round for the September following the child's 5th 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 the following year's normal admissions round, the school is oversubscribed, all applications (including those for children who's start to Reception has been deferred) for the school will be ranked in accordance with the school's oversubscription admission criteria.

12.7 If the request is rejected by the Trust

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

Parents/carers whose request for deferred 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 topic can be found at Section 2 Page 25 of:
<https://www.gov.uk/government/publications/school-admissions-code--2>

12.8 General 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 make a formal request in writing (an email is sufficient) directly to the school in the first instance.

NPAT 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 of the school concerned

NPAT 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.

Once the year group has been agreed, an application for that year group can be processed.

12.8 If you wish to apply for your child to be admitted to school a year early, parents need to complete NPAT Application form to request a child be admitted to school a year early (Appendix A). 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 e.g. 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.

13 Waiting lists

13.1

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 after 31st December and at the end of each subsequent school 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 their Local Authority, in writing, by the start of each subsequent term (i.e. during the Christmas and Easter breaks) to renew their interest.

Each added child will require the list to be ranked again in line with the published oversubscription criteria (see section 6 of this policy) and when a place becomes available it will be allocated to the child at the top of the waiting list. 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.

<https://www.headlands.org.uk/school-information/admissions>

Appeals will be conducted by Northampton Primary Academy Trust's appointed appeals service.

Those who wish to lodge an appeal should write to or email as follows:

Head Teacher
Headlands Primary School
Bushland Road
Northampton
NN3 2NS

Email: schooloffice@headlands.org.uk



Appendix A: NPAT Application form to request a child be admitted to school a year early

Please complete this form if you would like to request your child is admitted to school a year early (educated in a year group ahead of their normal age group). You may attach any pre-school or school reports, medical information, psychological reports or any other information you feel is relevant that you would like the admission authority to consider.

You **must** still make an on-time school place application at that the same time.

Before filling out this form please read the important guidance notes on the council websites:

[West Northants Council Admissions](#)

[Milton Keynes Council Admissions](#)

[North Northants Admissions](#)

If you have any questions please call 0300 126 7000 for West Northants schools, 0300 126 3000 for North Northants schools or 01908253338 for Milton Keynes schools or visit the councils' websites. The Admissions Authority in conjunction with the Headteacher of the preferred school will make a decision on the basis of the circumstances of the case.



Appendix A: NPAT Application form to request a child be admitted to school a year early

Child's Full Name	
Date of Birth	
Parent/Guardian Details	
Home Address	
Tel Number	
Child's Current Pre School/School Address	

School where placement is required.	
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Reasons for requesting your child is admitted to school a year early

Please give a level of detail that will enable the Admissions Authority to make a decision on your request. Please continue on a separate page if needed.

<p>In summary please give your reasons why you want your child to be moved forward a year.</p>

Please give any information about your child's social development which would support your request:

Please give any information about your child's physical development which would support your request:

Please give any information about your child's emotional development which would support your request:

Please give any information about any medical conditions which would support your request:

Views of other professionals

Please list any professionals including your child's current pre-school or school provision that you have consulted with who support your application that your child should be moved forward a year and attach any signed letters of support or any reports from them that will support your case.

Name and contact details

Position/profession

Details of involvement

Name and contact details Position/profession Details of involvement
Name and contact details Position/profession

Details of involvement

I understand that in signing this form I am requesting that my child is admitted to school a year early.

Signed.....

Date.....

Please Print Name.....

Relationship to child.....

Please return this form to the Headteacher of the school to which you are applying.



Appendix B: NPAT Application form to request a child's admission be deferred

Please complete this form if you would like to request your child is admitted to school a year later (educated in a year group behind their normal age group). You may attach any pre-school or school reports, medical information, psychological reports or any other information you feel is relevant that you would like the admission authority to consider.

You **must** still make an on-time school place application at that the same time. Before filling out this form please read the important guidance notes available on council websites:

[West Northants Council Admissions](#)

[Milton Keynes Council Admissions](#)

[North Northants Admissions](#)

If you have any questions, please call 0300 126 7000 for West Northants schools or 0300 126 3000 for North Northants schools, 01908253338 for Milton Keynes schools or visit the councils' websites. The Admissions Authority in conjunction with the Headteacher of the preferred school will make a decision on the basis of the circumstances of the case



Appendix B: NPAT Application form to request a child's admission be deferred

Child's Full Name	
Date of Birth	
If your child was born prematurely what was the due date Proof may be requested	
Parent/Guardian Details	
Home Address	
Tel Number	
Child's Current Pre School/School	

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Please give any information about your child’s physical development which would support your request:

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Please give any information about your child’s emotional development which would support your request:

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Please give any information about any medical conditions which would support your request:

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Views of other professionals:

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Please list any professionals including your child's current pre-school or school provision that you have consulted with who support your request and attach any signed letters of support or any reports from them that will support your case.

Name and contact details

Position/profession

Details of involvement

Name and contact details

Position/profession

Details of involvement

I understand that in signing this form I am requesting that my child's admission to school is delayed.

Signed.....

Date.....

Please Print Name.....

Relationship to child.....

Please return this form to the Trust central office.