



# HEADLANDS PRIMARY SCHOOL ADMISSION ARRANGEMENTS FOR 2027-2028

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Author:	Rebecca Howell
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## 1. ADMISSION ARRANGEMENTS STATEMENT

- 1.1 Headlands Primary School is a primary school in Northampton and is part of Northampton Primary Academy Trust. The Trust is the Admission Authority and has responsibility for setting the admission arrangements for all its schools. These admission arrangements were finalised following public consultation on a Trust-wide approach to admissions. We aim to ensure all our schools have fair, transparent, objective and easily understandable admission 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 Headlands Primary School has 460 amazing children. In addition, we have a thriving 50-place specialist provision called Woodlands. This is for children with communication difficulties, including autism. We are an ambitious, innovative and inclusive school community, driven to ensure that all children reach their aspirational potential and be the best they can be - academically, socially and physically.

At our school, the children are at the centre of all that we do. We are about developing the character of the 'whole child' to understand themselves, others and their world, enabling firm foundations to be secured for their next steps in education and life beyond.

We have a professional, dedicated and enthusiastic staff team; together we have established a dynamic, vibrant and inspirational environment where

high-quality learning is front and centre. We proactively invest in and are dedicated to ensuring that every child is taught by a brilliant teacher every day. Our values of DARE (Determination, Achievement, Respect and Understanding) underpin secure, positive and productive relationships amongst all members of our school community. Our ambition extends to partnerships with the National Gallery and association with the Royal Shakespeare Company. As the children journey through the school, they experience a wide range of experiences, including residential experiences, that support and enhance the children's learning and curiosity about the world in and beyond the classroom.

- 1.4 More information about our school is available on our website: [headlands.org.uk](https://www.headlands.org.uk).

## 2. WHO THESE ARRANGEMENTS APPLY TO

- 2.1 These arrangements are for school staff, local authorities and other admission authorities close to the school, as well as parents of prospective children who may come to the school to understand the arrangements in place for admissions for the 2027-28 academic year.

## 3. ARRANGEMENTS REVIEW

- 3.1 Admission Arrangements are only set for one academic year of entry. A new set of arrangements will be set for the next academic year.

## 4. APPLYING FOR A SCHOOL PLACE AT HEADLANDS PRIMARY SCHOOL IN THE NORMAL ADMISSIONS ROUND

- 4.1 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 (Reception).
- 4.2 Parents of children currently attending pre-school provision at the school still need to apply for a place for Reception.
- 4.3 Parents/carers should use the application form provided by their home local authority, regardless of which local authority their preferred schools are in. This form is used to express a preference for at least three state-funded schools, ranked in order.

- 4.4 Parents/carers of children living in the West Northamptonshire Council area should make their application via [www.westnorthants.gov.uk/school-admissions-and-appeals](http://www.westnorthants.gov.uk/school-admissions-and-appeals).
- 4.5 West Northamptonshire Council (the local authority) co-ordinates applications for places in Reception at Headlands Primary School as part of the local co-ordinated scheme.
- 4.6 See Appendix 1 to this document if applying for a place outside your child's normal chronological year group.

## 5. PUBLISHED ADMISSION NUMBER (PAN) AND PROCESS

- 5.1 The Published Admission Number (PAN) for entry into Reception in September 2027 is 60.
- 5.2 In addition to this figure, this school has 50 places within our Special Unit. Admission to the Special Unit is for children with an Education, Health and Care Plan (EHCP) naming the unit and is made in liaison with the Local Authority SEN Team and does not form part of this policy.
- 5.3 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 will offer places to all applicants.
- 5.4 If more applications are received than the number of places available, places will be allocated in order of the criteria (see Section 6) up to the PAN of the school.
- 5.5 Children with an Education, Health and Care Plan (EHCP), which names the school, will be admitted.

## 6. OVERSUBSCRIPTION CRITERIA

### 6.1 CRITERIA

After the admission of children with an EHCP naming the school as an appropriate provision, where there are more applications than there are places available, children will be admitted according to the following criteria, which are listed in order of priority:

1. Looked after children and all 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

## 6.2 DISTANCE MEASUREMENTS

Where the PAN is reached in a criterion, as mentioned in Paragraph 5.3, all 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. Distances are measured from the address point of the child's 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.

The child's home address is defined as the address at which the child normally resides with their parent/carer. When parents live separately and the child spends time with each parent, 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 time at two addresses, the parents must agree on which address will be the child's primary address.

## 6.3 TIEBREAKER

If two or more applications cannot otherwise be separated and only one place is available, a computerised random allocation process will be used to determine who should be allocated the place. This process will be supervised by an independent person who is not affiliated with the school.

# 7. OVERSUBSCRIPTION DEFINITIONS

## 7.1 LOOKED AFTER CHILDREN

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

- 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).

## 7.2 PREVIOUSLY LOOKED AFTER CHILDREN

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),
- 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 14 A 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" (School Admissions Code 2021).

### 7.3 SIBLINGS

A sibling is a child's brother or sister. To be considered under this criterion, the sibling must be attending the school at the time of application and is likely to remain enrolled 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 at two different addresses, applicants may be asked to provide proof that the main address is the same for both children.

## 7.4 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.

## 8. CHILDREN BELOW COMPULSORY SCHOOL AGE

- 8.1 Where children below compulsory school age are offered a place at the school, they will be entitled to a full-time place in the September following their fourth birthday.
- 8.2 Parents/carers can defer the date their child is admitted to the school until later in the school year, but not beyond the point at which they reach compulsory school age, and not beyond the beginning of the final term of the school year for which the offer was made.
- 8.3 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.

## 9. LATE APPLICATIONS

- 9.1 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” (School Admissions Code 2021).
  - 9.1.1 On-time applications will be processed before those received after the closing date, 15th January 2027. Parents who apply on time will be notified of the school allocated on National Offer Day, 16th April 2027

- 9.1.2 Applications received after the closing date are referred to as 'late' applications, and these will be processed in the further rounds of allocations as per the local authority's coordinated scheme. (For details of when these are, please refer to the local authority's website.)
- 9.1.3 Parents who make a late application will not receive notification of the outcome of a late application on the National Offer Day.
- 9.1.4 Applications are considered to be late if they are received after the closing date, even if other children in the family attend the school, or if the applications are for children who have just moved into the area/county.
- 9.1.5 If you need to apply for a school place after the closing date, please complete the late application online form (which will be on the local authority website after 15th January 2027).

## 10. IN-YEAR ADMISSIONS

- 10.1 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" (School Admissions Code 2021).
- 10.2 In-year applications should be made through West Northamptonshire Council: [www.westnorthants.gov.uk/move-school-during-school-year-year](http://www.westnorthants.gov.uk/move-school-during-school-year-year)

## 11. WAITING LISTS

- 11.1 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.
- 11.2 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 the local authority, in writing, by 31 December and 31 March to renew their interest. Each added child will require the list to be ranked again in accordance with the published oversubscription criteria (see Section 6 of this document). 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 solely on the basis that they have been on the waiting list the longest; children allocated

places under the Fair Access Protocol will be given priority. A new application will be required for a new academic year.

## 12. APPEALS

12.1 If a child is refused a place at the school, parents/carers have the right to appeal against the decision to an independent Admission Appeals Panel. Appeals will be conducted by Northampton Primary Academy Trust's appointed appeals service.

12.2 Those who wish to lodge an appeal should visit West Northamptonshire Council's website to find out more information and submit an appeal:  
[www.westnorthants.gov.uk/school-admissions/appeal-school-place](http://www.westnorthants.gov.uk/school-admissions/appeal-school-place)

## APPENDIX 1 - ADMISSION OUTSIDE THE NORMAL AGE GROUP

Parents may seek a place for their child outside their child's normal age group, for example, if the child is gifted and talented or has experienced difficulties such as ill health. In addition, the parents of a summer-born child may choose not to send the child to school until the September following their fifth birthday and may request admission outside their normal age group – to Reception rather than Year 1.

### REQUESTS FOR ADMISSION TO RECEPTION OUTSIDE THE NORMAL AGE GROUP (SUMMER-BORN CHILDREN)

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 delay their child's start to school until the September following the child's 5<sup>th</sup> birthday.

If parents wish to delay their summer-born child's start at school until the September after their 5<sup>th</sup> birthday, the expectation is that they will join their normal age group as they move from Reception to Year 1. Parents should make an in-year application in the summer term for a Year 1 place in September.

If parents do not want their child to miss their Reception year, they may request admission outside their normal age group, i.e., into Reception rather than Year 1. Please note, 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 admissions authority is responsible for determining which year group a child should be admitted to.

Parents/carers are advised to still make their application for a Reception place for their child's normal year of entry. If it is agreed that an application for Reception outside the normal age group will be accepted, the application for their normal age group can be withdrawn.

In addition to the above, parents/carers wishing to seek a place for their child out of the normal age group for Reception at the school should make a formal request in writing (email is sufficient) directly to the school giving some information about their child to explain why they believe it would be in their best interests to be educated out of their normal age group and not miss Reception. Parents may provide additional evidence to support their request, as this information will help the admissions authority make its decision. The application form is provided in Appendix 2.

The request will be passed to Northampton Primary Academy Trust, which will then consider it and determine the best year group for the child to start school in, based

on the circumstances of the case and in the child's best interests. Northampton Primary Academy Trust will then respond to parents/carers in writing, explaining the reasons for the decision regarding the child's year-group admission.

If it has been decided that the child should start school in Reception outside the normal age group, the parent/carer will need to apply for a place in Reception in the normal admissions round for the following academic year.

Parents and carers may find this Department for Education guidance helpful:

[www.gov.uk/government/publications/summer-born-children-school-admission/making-a-request-for-admission-out-of-the-normal-age-group](http://www.gov.uk/government/publications/summer-born-children-school-admission/making-a-request-for-admission-out-of-the-normal-age-group)

#### GENERAL REQUESTS FOR ADMISSION OUTSIDE THE NORMAL AGE GROUP

Parents/carers wishing to seek a place for their child out of their normal age group at Headlands Primary School for any other year group than Reception, or for Reception after the start of the new school year in September, should complete the application form in Appendix 3 and send it to the Headteacher via the school office as well as submitting an in-year application to the local authority.

Northampton Primary Academy Trust, as the school's Admission Authority, will consider the request and determine the appropriate year group for the child, based on the circumstances of each case and in the child's best interests. This will include taking account of:

- the parents'/carers' 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 Headteacher's views.

The Trust will then inform parents in writing of its decision on the year group to which the child should be admitted, before the application is processed.

Parents and carers do not have a right to appeal if they are offered a place at the school but not in their preferred age group.

## APPENDIX 2 - APPLICATION FOR A PLACE IN RECEPTION OUTSIDE THE NORMAL AGE GROUP (SUMMER-BORN CHILDREN)

Please complete this form if you are planning to delay your summer-born child's start to school by a full school year and would like to request that they start school in Reception rather than Year 1 once they reach compulsory school age.

You will need to explain why you feel it is in your child's best interests to start school in Reception, out of the normal age group. You may attach any evidence you have (e.g. pre-school reports, medical information) that you feel is relevant and would like the Trust to consider.

Parents requesting admission to Reception out of the normal age group are advised to submit an on-time application for their child's normal Reception year at the same time as making this request. If you have any questions about this, please contact West Northamptonshire Council Admissions at 0300 126 7000.

Northampton Primary Academy Trust, in conjunction with the Headteacher of Headlands Primary School, will make a decision based on the circumstances of the case.

Child's Details	
Child's Full Name	
Date of Birth	
If the child was born prematurely, what was their due date?	
Parent/carer name	
Parent/carer telephone no.	
Family home address	
Child's current school/preschool	
School/preschool address	

**Request**

**Please provide your reasons for requesting that your child be educated outside their normal age group and start school in Reception.**

Please provide the level of detail needed for the Trust to make a decision.

**Please give any information about your child's social development that will support your request.**

**Please give any information about your child's physical development that will support your request.**

**Please give any information about your child's emotional development that will support your request.**

<p><b>Please provide any information about medical conditions that support your request.</b></p>	
<p><b>Views of other professionals</b>                  Please list below any professionals, including your child’s current preschool or nursery provision, that you have consulted with whom support your application. Please attach any letters of support or reports from them that will help your case. Please add other rows to the table if there is more than one professional.</p>	
<b>Name and contact details</b>	
<b>Position/profession</b>	
<b>Details of involvement</b>	

I understand that by signing this form, I am requesting that my child’s entry to Reception be delayed.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print name \_\_\_\_\_ Relationship to Child \_\_\_\_\_

**Please return this form to the Headteacher via the school office.**

Please click here for a [downloadable Word version of this form.](#)

## APPENDIX 3 – APPLICATION FOR ADMISSION OUTSIDE THE NORMAL AGE GROUP

Please complete this form if you wish to apply for a place for your child outside the normal age group for any other year group than Reception, or for Reception after the start of the new school year in September. 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 Trust to consider.

Parents requesting admission outside their child's normal age group should also submit an in-year application to the local authority at the same time as making this request. If you have any questions about this, please contact West Northamptonshire Admissions at 0300 126 7000.

Northampton Primary Academy Trust, in conjunction with the Headteacher of Headlands Primary School, will make a decision based on the circumstances of the case.

Child's Details	
Child's Full Name	
Date of Birth	
If the child was born prematurely, what was their due date?	
Parent/carer name	
Parent/carer telephone no.	
Family home address	
Child's current school/preschool	
School/preschool address	

<b>Request</b>	
Request being made (i.e. different year group to chronological age specifying normal year group and year group requested)	
<p><b>Please provide your reasons for requesting that your child receive education outside the normal school year.</b></p> <p>Please provide sufficient detail for the Trust to make a decision on your request.</p>	
<p><b>Please give any information about your child’s social development that will support your request.</b></p>	
<p><b>Please give any information about your child’s physical development that will support your request.</b></p>	
<p><b>Please give any information about your child’s emotional development that will support your request.</b></p>	

<p><b>Please provide any information about medical conditions that support your request.</b></p>	
<p><b>Views of other professionals</b> Please list below any professionals, including your child's current preschool or school provision, that you have consulted with whom support your application. Please attach any letters of support or reports from them that will help your case. Please add other rows to the table if there is more than one professional.</p>	
<b>Name and contact details</b>	
<b>Position/profession</b>	
<b>Details of involvement</b>	

I understand that by signing this form, I am requesting that my child be admitted to school out of their normal year group.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print name \_\_\_\_\_ Relationship to Child \_\_\_\_\_

**Please return this form to the Headteacher via the school office.**

Please click here for a [downloadable Word version of this form.](#)