

Determined admission arrangements for Community and Voluntary Controlled schools in Northamptonshire (2020 intakes)

1. Admission Authorities

Different types of schools have different admission authorities. As shown below in **Table 1**, the local authority (NCC) is responsible for determining the admission arrangements of Community and Voluntary Controlled schools.

| Type of school | Who is the Admission Authority? |
|--|---------------------------------|
| Academy/Free School/UTC | Academy Trust |
| Community Schools | Local Authority |
| Foundation Schools | Governing Body |
| Voluntary Aided (VA) Schools | Governing Body |
| Voluntary Controlled (VC) Schools | Local Authority |

Table 1: Admission authorities and school type (governance)

For details of the admission arrangements of all other types of school, please refer to NCC’s primary¹ and secondary² composite prospectuses. Both documents can be downloaded/viewed on the NCC website (direct links to these documents are also provided in footnotes 1 and 2).

2. The ‘Relevant Area’

The School Standards & Framework Act³ (1998) requires local authorities to define the parameters of a ‘relevant area’⁴ and undertake consultation on this⁵. Admission Authorities *must* ensure that they consult on their proposed admission arrangements within all parts of the ‘relevant area’.

For the 2020 intakes, the local authority is **not** proposing to make any changes to the admission arrangements for its schools or to the ‘relevant area’ (e.g. the county of Northamptonshire and neighbouring/bordering contiguous local authorities). 2020 admission arrangements and the ‘relevant area’ will remain the same as previously agreed by Northamptonshire County Council’s Cabinet in January 2018.

¹ <https://www3.northamptonshire.gov.uk/councilservices/children-families-education/schools-and-education/school-admissions/primary-school-places/Documents/Primary%20School%20Booklet%202019%20to%202020.pdf>

² <https://www3.northamptonshire.gov.uk/councilservices/children-families-education/schools-and-education/school-admissions/secondary-school-places/Documents/Secondary%20School%20Booklet%202019%20to%202020.pdf>

³ http://www.legislation.gov.uk/ukpga/1998/31/pdfs/ukpga_19980031_en.pdf

⁴ This is defined as (a) the area of the local education authority; or (b) if regulations so provide, such other area (whether more or less extensive than the area of the local education authority) as may be determined by or in accordance with the regulations. (School Standards and Framework Act, 1998: 68, S3 (a) (b) Education (Relevant Areas for Consultation on Admissions Arrangements) Regulations, 1999).

⁵ The Education (Relevant Areas for Consultation on Admissions Arrangements) Regulations, 1999 - <https://www.legislation.gov.uk/uksi/1999/124/contents/made>

3. Determined admission arrangements for 2020 intakes – Community and Voluntary Controlled primary schools in Northamptonshire

Primary schools in Northamptonshire are organised into ten different generic groups. The schools in each of these groups generally share the same oversubscription criteria, although other features of a school’s admission arrangements may vary from school to school (e.g. the Published Admission Number (PAN), SIF forms). The groups are as follows:

- | | |
|-----------------------------------|--|
| Community Primary Schools – urban | Community Primary Schools – urban |
| Community Primary Schools – rural | Community Junior Schools – rural |
| Community Infant Schools – urban | Community Primary Schools – urban with linked area |
| Community Infant Schools – rural | Community Infant Schools – urban with linked area |
| Community Junior Schools – urban | Community Junior Schools – urban with linked area |

The oversubscription criteria for each of these groups is discussed on the following pages, along with details of the schools within the group.

4. Community Primary Schools – Urban

| School | PAN | School | PAN | School | PAN |
|---------------------------|-----|------------------------|-----|------------------------|-----|
| Abbey Primary (The) | 60 | Denfield Park | 60 | Kingsthorpe Village | 30 |
| Barry Primary School | 60 | Duston Eldean Primary | 60 | Lyncrest Primary | 30 |
| Barton Seagrave Primary | 90 | Earl Spencer Primary | 60 | Meadowside Primary | 60 |
| Boothville Primary | 90 | Hawthorn Comm. Primary | 45 | Millway Primary School | 60 |
| Bridgewater Primary | 90 | Henry Chichele Primary | 60 | Redwell Primary | 90 |
| Chiltern Primary School | 60 | Hopping Hill Primary | 60 | Standens Barn Primary | 60 |
| Corby Old Village Primary | 30 | Hunsbury Park Primary | 60 | Vernon Terrace Primary | 30 |
| Croyland Primary | 60 | Kingsley Primary | 60 | Whitehills Primary | 60 |
| Delapre Primary | 90 | Kingsthorpe Grove | 60 | | |

Places will be allocated to pupils who have an Education, Health and Care (EHC) plan which names the school as the appropriate provision.

Oversubscription Criteria

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

1. Children in public care or previously in public care who ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order);
2. Children with a sibling (brother or sister) continuing at the school at the time of admission of the child;
3. Children who live closer to the preferred school than any other school;
4. Other children.

Tie-breaker

If the Published Admission Number (PAN) is exceeded within any criterion, priority will be given to those who live closest to the school.

Where two or more applications cannot otherwise be separated, random allocation will be used to decide which applicant should be allocated a place. This process will be independently verified.

4.1 Community Primary Schools – rural

| SCHOOL | PAN | SCHOOL | PAN | SCHOOL | PAN |
|----------------------------|-----|--------------------------|-----|------------------------|-----|
| Ashton CE Primary | 8 | Gayton CE Primary | 12 | Pitsford Primary | 10 |
| Blakesley CE Primary | 15 | Geddington CE Primary | 28 | Polebrook CE Primary | 15 |
| Blisworth Com. Primary | 30 | Glaphorn CE Primary | 15 | Rothersthorpe CE P. | 15 |
| Bozeat Com. Primary | 25 | Great Creaton Primary | 12 | Stoke Bruerne CE P. | 12 |
| Bramptons Primary (The) | 13 | Great Doddington Primary | 20 | Syresham St. James CE | 15 |
| Brigstock Latham's CE P. | 15 | Greatworth Primary | 15 | Titchmarsh CE Primary | 20 |
| Brighton Primary School | 10 | Grendon CE Primary | 15 | Trinity CE Primary | 30 |
| Brixworth CE Primary | 75 | Harlestone Primary | 8 | Walgrave Primary | 24 |
| Broughton Primary School | 30 | Harpole Primary | 30 | Warmington School | 15 |
| Bugbrooke Com. Primary | 45 | Helmdon Primary | 18 | West Haddon Endowed | 30 |
| Clipston Endowed Primary | 20 | Irchester Com. Primary | 60 | Whittlebury CE Primary | 12 |
| Cogenhoe Primary | 30 | John Hellins Primary | 30 | Woodford CE Primary | 15 |
| Cosgrove Village Primary | 12 | King's Cliffe Endowed | 30 | Yardley Gobion CE P. | 20 |
| Crick Primary | 30 | Maidwell Primary School | 10 | Yardley Hastings P. | 15 |
| Croughton All Saints CE P. | 25 | Mawsley Primary School | 60 | Yelvertoft Primary | 20 |
| Denton Primary | 19 | Nassington Primary | 20 | | |
| Earls Barton Primary | 75 | Overstone Primary | 30 | | |
| East Haddon CE Primary | 10 | Pattishall CE Primary | 27 | | |
| Flore CE Primary | 20 | Paulerspury CE | 20 | | |

Places will be allocated to pupils who have an Education, Health and Care (EHC) plan which names the school as the appropriate provision.

Oversubscription Criteria

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

1. Children in public care or previously in public care who ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order);
2. Children who live in the linked area(s) of the relevant schools;
3. Children with a sibling (brother or sister) continuing at the school at the time of admission;
4. Other children.

Tie-breaker

If the Published Admission Number (PAN) is exceeded within any criterion, priority will be given to those who live closest to the school.

Where two or more applications cannot otherwise be separated, random allocation will be used to decide which applicant should be allocated a place. This process will be independently verified.

4.2 Community Infant Schools – urban

| SCHOOL | PAN |
|-----------------------------|-----|
| Avenue Infant School (The) | 60 |
| Ruskin Infant School | 90 |
| Tennyson Road Infant School | 60 |

Places will be allocated to pupils who have an Education, Health and Care (EHC) plan which names the school as the appropriate provision.

Oversubscription Criteria

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

1. Children in public care or previously in public care who ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order);
2. Children with a sibling (brother or sister) continuing at the school or the linked junior school at the time of admission;
3. Children who live closer to the preferred school than any other school;
4. Other children.

Tie-breaker

If the Published Admission Number (PAN) is exceeded within any criterion, priority will be given to those who live closest to the school.

Where two or more applications cannot otherwise be separated, random allocation will be used to decide which applicant should be allocated a place. This process will be independently verified.

4.3 Community Infant School – rural

| SCHOOL | PAN |
|---------------------------|-----|
| Long Buckby Infant School | 54 |

Places will be allocated to pupils who have an Education, Health and Care (EHC) plan which names the school as the appropriate provision.

Oversubscription Criteria

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

1. Children in public care or previously in public care who ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order);

2. Children who live in the linked area;
3. Children with a sibling (brother or sister) continuing at the school or the linked junior school (Long Buckby Junior School) at the time of admission;
4. Other children.

Tie-breaker

If the Published Admission Number (PAN) is exceeded within any criterion, priority will be given to those who live closest to the school.

Where two or more applications cannot otherwise be separated, random allocation will be used to decide which applicant should be allocated a place. This process will be independently verified.

4.4 Community Junior Schools – urban

| SCHOOL | PAN |
|-------------------------------------|-----|
| Alfred Street Junior School | 60 |
| Park Junior School (Wellingborough) | 60 |

Places will be allocated to pupils who have an Education, Health and Care (EHC) plan which names the school as the appropriate provision.

Oversubscription Criteria

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

1. Children in public care or previously in public care who ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order);
2. Children with a sibling (brother or sister) continuing at the school at the time of admission;
3. Children who attend the linked infant school;
4. Children who live closer to the preferred school than any other school;
5. Other children.

Tie-breaker

If the Published Admission Number (PAN) is exceeded within any criterion, priority will be given to those who live closest to the school.

Where two or more applications cannot otherwise be separated, random allocation will be used to decide which applicant should be allocated a place. This process will be independently verified.

4.5 Community Junior School – rural

| SCHOOL | PAN |
|---------------------------|-----|
| Long Buckby Junior School | 54 |

Places will be allocated to pupils with an Education, Health and Care (EHC) plan which names the school as the appropriate provision.

Oversubscription Criteria

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

1. Children in public care or previously in public care who ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order);
2. Children who live in the linked area;
3. Children with a sibling (brother or sister) continuing at the Junior School at the time of admission;
4. Children who attend the linked Infant School;
5. Other children.

Tie-breaker

If the Published Admission Number (PAN) is exceeded within any criterion, priority will be given to those who live closest to the school.

Where two or more applications cannot otherwise be separated, random allocation will be used to decide which applicant should be allocated a place. This process will be independently verified.

4.6 Community Primary Schools – urban (with linked area)

| SCHOOL | PAN |
|------------------------------|-----|
| The Grange School (Daventry) | 60 |
| Whitefriars Primary School | 60 |

Places will be allocated to pupils who have an Education, Health and Care (EHC) plan which names the school as the appropriate provision.

Oversubscription Criteria

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

1. Children in public care or previously in public care who ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order);
2. Children who live in the linked area;
3. Children with a sibling (brother or sister) continuing at the school at the time of admission;
4. Children who live closer to the school than any other school;
5. Other children.

Tie-breaker

If the Published Admission Number (PAN) is exceeded within any criterion, priority will be given to those who live closest to the school.

Where two or more applications cannot otherwise be separated, random allocation will be used to decide which applicant should be allocated a place. This process will be independently verified.

4.7 Community Infant Schools – urban (with linked area)

| SCHOOL | PAN |
|--|-----|
| Higham Ferrers Nursery and Infant School | 90 |
| (Raunds) Park Infant School | 56 |
| South End Infant School | 90 |

Places will be allocated to pupils who an Education, Health and Care (EHC) plan which names the school as the appropriate provision.

Oversubscription Criteria

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

1. Children in public care or previously in public care who ceased to be do because they were adopted (or became subject to a child arrangements order or special guardianship order);
2. Children who live in the linked area;
3. Children with a sibling (brother or sister) continuing at the school or the linked Junior School at the time of admission;
4. Children who live closer to the school than any other school;
5. Other children.

Tie-breaker

If the Published Admission Number (PAN) is exceeded within any criterion, priority will be given to those who live closest to the school.

Where two or more applications cannot otherwise be separated, random allocation will be used to decide which applicant should be allocated a place. This process will be independently verified.

4.8 Community Junior Schools – urban (with linked area)

| SCHOOL | PAN |
|------------------------------|-----|
| Brackley CE Junior School | 60 |
| South End Junior School | 90 |
| Higham Ferrers Junior School | 90 |

Places will be allocated to pupils who an Education, Health and Care (EHC) plan which names the school as the appropriate provision

Oversubscription Criteria

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

1. Looked after children (children in public care) or previously looked after children (children previously in public care who ceased to be so because they were adopted, or became subject to a child arrangements order or special guardianship order);
2. Children who live in the linked area;
3. Children with a sibling (brother or sister) continuing at the school at the time of admission;
4. Children who attend the linked Infant School(s);

5. Children who live closer to the school than any other school;
6. Other children.

Tie-breaker

If the Published Admission Number (PAN) is exceeded within any criterion, priority will be given to those who live closest to the school.

Where two or more applications cannot otherwise be separated, random allocation will be used to decide which applicant should be allocated a place. This process will be independently verified.

4.9 Determined admission arrangements for 2020 intakes – secondary schools

The local authority is the admission authority for only one of the secondary schools in the county:

| SCHOOL | PAN |
|------------------|-----|
| Wollaston School | 240 |

Places will be allocated to pupils who have an Education, Health and Care (EHC) plan which names the school as the appropriate provision.

Oversubscription Criteria

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

1. Looked after children (children in public care) or previously looked after children (children who, immediately after being in public care, ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order);
2. Pupils who live in the designated villages, i.e. Bozeat, Brafield-on-the-Green, Castle Ashby, Chadstone, Cogenhoe, Denton, Easton Maudit, Great Houghton, Grendon, Irchester, Little Houghton, Strixton, Whiston, Wollaston, Yardley Hastings.
3. Pupils who will have a sibling (brother or sister) continuing at Wollaston School at the time of admission;
4. Pupils attending any of Wollaston School’s designated contributory primary schools and continuing to attend until the formal offer of a place is made. The designated contributory feeder primary schools for Wollaston are: Bozeat, Cogenhoe, Denton, Grendon, Irchester, Little Houghton, Wollaston and Yardley Hastings;
5. Pupils who live in Wellingborough and the designated surrounding villages and contributory parishes for Wellingborough: Earls Barton, Ecton, Finedon Sidings (Furnace Lane), Great Doddington, Great Harrowden, Hardwick, Little Harrowden, Little Irchester, Mears Ashby, Orlingbury and Wilby;
6. Other pupils.

Tie-breaker

If the Published Admission Number (PAN) is exceeded within any criterion, priority will be given to those who live closest to the school.

Where two or more applications cannot otherwise be separated, random allocation will be used to decide which applicant should be allocated a place. This process will be independently verified.

Glossary

Definitions and Explanation of Terms

Children in public care or previously in public care

Please see *Looked After Children/Previously Looked After Children*.

'Closest school' / 'Those who live closest to the school'

Many schools use 'Children who live closer to the preferred school than any other school' as an oversubscription criteria when there are more applicants than there are places. Faith Schools are **not** included when determining a child's closest school.

Applicants are ranked according to the distance between the applicant's home address and the school, and priority is given to those living closest to the school.

Education, Health and Care (EHC) Plans

Children who have an Education, Health and Care (EHC) Plan, which names a school as the appropriate provision, are given the highest priority when school places are allocated.

Geographical Information System (GIS)

This is the computer system the local authority uses to decide distances from home to school addresses (this is generally referred to as 'NCC's GIS'). All distance measurements are done on a straight line basis from the child's home address point to the address point of the school unless the school states otherwise.

(Child's) Home address

When we talk about a child's home address we mean the permanent residence of the child. The 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:

- You keep a second home elsewhere as a main home. If you have two homes, we will check which your main home is. 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.

The School Admissions Team reserves the right to seek further written proof to support applicants claim to residence, and that applicants' children are living at the stated address. Each year, the Admissions Team will check a sample of addresses by asking the parent/carer to provide evidence of the address they have stated on their application.

Linked area(s)

In rural areas of the county, defined areas are 'linked' to designated schools. This means that some priority is given in the designated school's admission criteria to children who live in the linked areas.

Please note that the fact that a village may be linked in a school's admission criteria does not, on its own, mean that free transport will be provided by the council.

Linked schools (infant/junior)

There are some infant schools which are linked to certain junior schools. Attendance at a linked infant school does not guarantee a place at the junior school, but it is one of the priorities used in the admission policy when determining the allocation of places if the school is oversubscribed.

Looked After Children/Previously Looked After Children

'Looked after children' are children who 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 (as per Section 22 (1) of the Children Act 1989) at the time of application to a school. 'Previously looked after children' are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

The highest priority is given to looked after children and previously looked after children (School Admissions Code, 2014: 10, notes 16-18).

OAA Schools

Own Admission Authority (OAA) schools are shown in Table 1 (page 1). Whereas the local authority is the admission authority for Community and Voluntary Controlled schools, other school types (Academy, Free School, UTC, Foundation, Voluntary Aided) are their own admission authorities.

Parent

Where the word 'parent' is used, this refers to both individual parents and those with parental responsibility for a child, e.g. carers/guardians.

Siblings

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 an older sibling secures a place at

the school after an application has been submitted for the younger child, 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.

Summer born children

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 our website: www.northamptonshire.gov.uk/admissions. You may also wish to seek advice from professionals, such as your child's Early Years provider.

The following process will be used for requests to delay entry to Reception for a whole school year for Community and Voluntary Controlled Schools in Northamptonshire:

1. Parents of summer born children who could start school in September 2020, but wish to delay applying for a Reception place, should make their request (to a school's admission authority) 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 2020, before the closing date of **15th January 2020**.

2. Parents/carers should indicate clearly their 3 preferred schools in order of preference, e.g.

1. School a
2. School b
3. School c

3. Parents/carers should submit their reasons (with evidence from an appropriate professional) for wishing to delay applying for a Reception place, including confirmation of agreement to the proposal from the Head teacher of their preferred school. On receipt of the supporting evidence, and on the recommendation of the Head teacher, NCC School Admissions will write to the parent/carer to confirm whether an application can be made in the following year.

The letter will highlight the potential risks/impact of making a delayed application which may include the following:

- Whilst one school may agree to a delayed application, there is a chance that your child will not be allocated a place at that school due to places being allocated to other children up to the school's Published Admission Number (PAN) in accordance with the oversubscription criteria;
- 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. No additional priority will be given to the applicants and, therefore, the applications may not be successful for the preferred school(s);
- 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 preference or at the local school. This is because the local authority is not always the admissions authority and some schools, which are their own admission authority, may not agree to the delayed entry;

4. If the request is not agreed, the parent will receive a letter from the admission authority (NCC) of the school providing reasons for refusal;
5. A parent/carer may still change their mind regarding delaying entry by a whole school year and may apply by the national closing date for primary school admissions (15th January) in the normal admissions round for starting in the September following their child's fourth birthday. This will provide two options to the parent/carer: a) they can consider deferring the child's start date in Reception until later in the school year or b) they can discuss part time arrangements with the allocated school, as detailed in paragraph 2.16 of the Admissions Code. If an application is then received by the 15th January the parent's previous request to delay until the following year would no longer apply. Applications received *after* 5pm on 15th January (the closing date) will be treated according to the current NCC late application policy;
6. A copy of the letter sent by NCC to the parent/carer will be sent to the Head teacher of the school(s) concerned;
7. A parent/carer who chooses to delay entry by a whole school year will need to apply for a school place in the admissions round for the following year, using a paper application form;
8. If a child is given an Education Health Care Plan (EHCP) after an agreement has been made with The School Admissions Team to delay an application for a place in Reception, the Plan will override any agreement made. The school and the year group will be specified in the plan.

If a parent who has applied by the statutory national closing date later changes their mind and wishes to delay their child's entry to Reception, they should discuss this and other 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 a place offered/not being offered a place at a preferred school.

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group. Any complaints should be addressed to Northamptonshire County Council as the admissions authority for Community and Voluntary Controlled Schools.

Other Local Authorities may have different arrangements for how they deal with Summer Born requests and this may have an impact if you move to another county before taking up a school place in Northamptonshire.

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

Supplementary Information Form (SIF)

This is an additional form which some OAA schools require to be completed before they are able to allocate school places. The completed SIFs must be returned directly to the schools themselves.

Tie-breaker

If the Published Admission Number (PAN) is exceeded within any criterion, priority will be given to those who live closest to the school.

All admission arrangements must include an effective, clear and fair tie-breaker to decide between two applications that cannot otherwise be separated. Where two or more applications

cannot otherwise be separated, random allocation will be used to decide which applicant should be allocated a place. This process will be independently verified.

Waiting lists

A list of children held and maintained by the admission authority when the school has allocated all of its places, on which children are ranked in priority order against the school's published oversubscription criteria.

Admission of children out of their normal year group

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 parents/carers 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 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 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 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://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/389388/School_Admissions_Code_2014_-_19_Dec.pdf

