



## Admissions Policy 2025/26

	Name	Signature	Date
Headteacher's Approval	Sian Blackwell		November 2023
Chair of Governors' Approval	Kate Coulson		November 2023
Recommended Review Date:	(Annually)		

### Version Number

This document is issued and maintained in accordance with Cogenhoe Primary School procedures. Any changes must be clearly identified and discussed with the Governors. The most recent version must be detailed to staff and kept with the other policies for all appropriate stakeholders including parents where applicable.

Version	Date	Description of Change	Changed By
1		Written and implemented	SB
2		Dates changed	SB



## Contents

1. Aims .....	3
2. Legislation and statutory requirements .....	3
3. How to apply for a place in the Normal Admissions Round .....	3
4. Allocation of places .....	3
4.1 Admission number .....	3
4.2 Oversubscription admission criteria .....	4
4.3 Allocation to PAN .....	4
4.4 Tie-breaker.....	4
5. Definitions .....	4
6. Fraudulent or Misleading Applications .....	5
7. Conflicting Applications.....	5
8. Late Applications.....	5
9. Children below Compulsory School Age.....	6
10. Requests for admission outside the normal age group (summer born).....	6
11. Requests for admission outside the normal age group (Not Summer Born) .....	7
12. In-year Admissions .....	7
13. Waiting Lists.....	7
14. Appeals.....	8
15. Admissions policy review .....	8

## 1. Aims

This policy aims to:

- Explain **how to apply** for a place at the school
- Set out the school's **arrangements for allocating places to the pupils** who apply
- Explain **how to appeal** against a decision not to offer your child a place

## 2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

## 3. How to apply for a place in the Normal Admissions Round

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) using the Common Application Form (CAF) provided by their home local authority.

Parents/carers should use the application form provided by their home local authority (regardless of which local authority the schools are in). This form is used to express a preference for a minimum of 3 state-funded schools, in rank order.

Parents/carers will receive an offer for a school place directly from their local authority on National Offer Day (16 April or the next working day)

To apply for a place through West Northamptonshire Council, please visit <https://www.westnorthants.gov.uk/school-admissions>

## 4. Allocation of places

### 4.1 Admission number

The school has an agreed Published Admission Number (PAN) of 30 children for entry in Reception.

#### **4.2 Oversubscription admission criteria**

Places will be allocated to pupils who have an Education, Health and Care (EHC) Plan that names the school as appropriate provision. When there are more applications for places than there are places available, priority will be given in the following order:

- i)** Looked after children or previously looked after children who immediately after being looked after became subject to an adoption, child arrangements order or special guardianship order
- ii)** Pupils who live in the linked area
- iii)** Pupils with a brother or sister continuing at the school at the time of admission of the child.
- iv)** Other pupils.

#### **4.3 Allocation to PAN**

If the admission number is exceeded within any criterion, priority will be given to those who live closest to the school. Distances are measured on a straight line basis from the address point of the child's home address to the address point of the school using WNC's Geographical Information System.

#### **4.4 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.

### **5. Definitions**

**Looked after children** are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

**Previously looked after children (PLAC)** are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order
- This includes children who appear (to the admissions authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

### **Siblings:**

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.

### **Defined Area (also known as linked or designated area/village):**

The defined area for the school is: The village of Cogenhoe.

### **Home Address (Child's):**

The child's home address is defined as the address at which the child normally resides with their parent/carer at the time of application. If a child lives with parents who are separated, 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 amounts of time at two addresses, the parents must agree which address they wish to be the child's main address before we can process the application.

Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residence at the property concerned.

## **6. Fraudulent or Misleading Applications**

The admissions authority (or the LA processing an application on behalf of the admission authority) has the right to investigate any concerns we may have about an application and to withdraw the offer of a place if it is considered that there is evidence that an applicant has made a fraudulent claim or provided misleading information.

## **7. Conflicting Applications**

If we receive more than one application for the same child (made by separated parents) and where the home address and / or the preferences do not match, **neither application will be processed** until such time that the parents can agree on both the address and the preferences. If no agreement can be made, parents are recommended to seek legal advice. If an agreement cannot be reached before the closing date, this may affect the chances of your child being allocated a place at the school.

## **8. Late Applications**

Late applications are any common application forms (for the normal point of entry) received by the local authority after its statutory closing date of 15 January (midnight). Late applicants will not receive

an offer of a school place by the local authority on National Offer Day (16 April or the next working day).

Late applications will be processed in the subsequent rounds of allocations between May and July (for more details, refer to the local authority's composite prospectus on the WNC website).

### **9. 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.

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.

### **10. Requests for admission outside the normal age group (summer born)**

Parents/carers who wish to apply for a place in Reception out of the normal age group, should make their request to delay their application in writing to the school in the first instance by writing to the head teacher. The request should be accompanied by reasons for such a request and should be made by **1 December** of the year prior to the year the child should enter Reception if they had not requested to delay applying. This will ensure that if the Admissions Committee does not agree to the request, there is still time for parents/carers to submit an application for the normal year of entry by the statutory deadline (15<sup>th</sup> January). The Admissions Committee will 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 Head teacher's views.

### **What happens next?**

The Admissions Committee will inform the parents/carers of its decision on the Year group the child should be admitted to when they have to start school (i.e. Reception or Year 1) and will set out clearly the reasons for their decision.

- If the Admissions Committee **agrees** to the parent's/carer's request to delay the application for a Reception place, they will inform the local authority and the parents/carers will then need to make an application for a place in Reception in the normal round of admissions in the following academic year.

**Please note** – in this following normal admissions round, if the School is oversubscribed, all applications (including delayed applications) for the School will be ranked in accordance with the School's oversubscription criteria. If the application is not successful, parents/carers will have the right to appeal but, as the purpose of the appeals process is to consider whether a child should be admitted to a particular school, parents/carers do not have a right of appeal if they have been offered a place and it is not in the year group they would like.

If the Admissions Committee does **not agree** to the application being deferred, there is **no right of appeal** against that decision and the parents/carers will need to make an application to the local authority for a place in Reception by 15 January or make an in-year application for a Year 1 place at the appropriate time.

### **11. Requests for admission outside the normal age group (Not Summer Born)**

Parents/carers may seek a place for their child out of their normal age group. They must put their request in writing to the school addressed to the head teacher.

The Admissions Committee of the school 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.

The Admissions Committee of the school **MUST** 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.

### **12. In-year Admissions**

An in-year admission refers to an application for a school place made during the school year or an application for admission to a school made at the start of the school year for any year group other than the normal year of entry.

If the school's published admission number has been reached in a child's year group, we will not be able to offer a place at the school. Parents/carers can ask for their child's name to be added to the waiting lists (see below for more information).

Applications for in-year admissions should be made online to the local authority on WNC's website.

### **13. Waiting Lists**

Waiting lists are held for all year groups by the Local Authority.

Following an unsuccessful application, parents/carers can request that their child's name be placed on the waiting list.

Waiting lists will be cleared at the end of each school term. If you wish your child's name to remain on the waiting list for the remainder of the academic year, you will need to inform the School Admissions team/school, in writing, by the start of each subsequent term (i.e. during the Christmas and Easter breaks) to renew your interest. When a place becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 4.2 of this policy. 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.

#### **14. Appeals**

If a parent/carer's application for a place at the school is unsuccessful, they will be informed why admission was refused and have the right of appeal against the decision not to offer their child a place at the school.

Parents/carers wishing to appeal should complete the online appeal form on the WNC website. Please visit <https://www.westnorthants.gov.uk/school-admissions/appeal-school-place> for more information and to complete the form.

If parents/carers wish to submit supporting evidence after lodging their appeal, it should be emailed to [appealsteam.ncc@westnorthants.gov.uk](mailto:appealsteam.ncc@westnorthants.gov.uk) within 10 working days of the submission of the appeal.

Appeals for admissions in the normal admissions round must be lodged in writing, giving the reasons for appeal. Deadlines will be published by the school by 28 February 2024 in line with the timescales outlined in the School Admission Appeals Code (2022). Appeals submitted after the published deadline will still be heard, but there is no guarantee they will be heard before the end of the school year in which the application is made.

**NB: For appeals concerning places not offered during the normal admissions round, i.e in-year places, should be submitted within 30 days of refusal of a place.**

#### **15. Admissions policy review**

This policy will be reviewed and approved annually by the Local Governing Body and trustees of the Nene Valley Partnership (NVP).

##### **Consultation:**

When changes are proposed to the school's admission arrangements, the governing body and NVP trustees **must** consult on their admission arrangements (including any supplementary information form) that will apply for admission applications the following school year. Where the admission arrangements have not changed from the previous year there is no requirement to consult, subject to



the requirement that admission authorities **must** consult on their admission arrangements at least once every 7 years, even if there have been no changes during that period.

**Determination:**

All admission authorities **must** determine (i.e. formally agree) admission arrangements every year, even if they have not changed from previous years and a consultation has not been required. Admission authorities **must** determine admission arrangements by **28 February** in the determination year.

**End of document**