

Title	Admission arrangements for entry into Reception, Year 7 and Sixth Form
Year	2023-2024 entry
Policy Reference	Browne Jacobson LLP
Staff Link	Admissions Officer
Dates approved by Full Governing Body	October 2021, February 2022
Adopted	February 2022
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1 Making an Application

- 1.1 Northampton Free School Trust ‘the Trust’ is the admissions authority for Wootton Park School ‘the Academy’. During the normal admissions round, the local authority operates the co-ordinated admissions scheme which includes the Academy. Parents wishing to apply for a place should put the Academy down as a preference on the common application form which can be submitted online via their home local authority website. Parents/carer living in the West Northamptonshire Council area should visit [School Admissions | West Northamptonshire Council \(westnorthants.gov.uk\)](https://www.westnorthants.gov.uk/school-admissions)
- 1.2 The local authority also manages in-year admissions to the Academy, details of which can be found below.

2 Published Admissions Number (PAN): Reception and Year 7

- 2.1 Wootton Park School has a PAN of 60 for entry into Reception and a PAN of 60 external places for entry into Year 7 (in addition to our 60 Year 6 primary phase learners). As an all-through school, learners that are admitted to our primary phase and remain until end of Year 6, automatically transition into Year 7 without the need for parents to re-apply.
- 2.2 If the number of applications exceeds the PAN then the oversubscription criteria (below) will be used to determine which applicants will be provided with a place.
- 2.3 All children who have an EHCP that name the Academy will be provided with a place.

3 Oversubscription Criteria: Primary and Secondary Phases

Where more applications are received than the number of places, then the Academy will rank applications in accordance with the following oversubscription criteria, in order:

- (1) Children who are looked after or are previously looked after;
- (2) Children who have an older sibling in the same phase who attends the Academy at the date of admission;
- (3) Children of staff of the Academy who have been employed for two or more years at the time of the application or are recruited to fill a vacant post for which there is a demonstrable skill shortage. To qualify under this criterion, the staff member must be a ‘direct employee’. This includes any member of staff (teaching or non-teaching) with two years continuous employment with the school or seasonal employment totalling two years. Staff contracted in to provide services to the school do not count as ‘direct employees’. For the purposes of this criterion, ‘children of staff’ is taken to include a son, daughter or step-son/daughter, or child who is adopted or fostered or for whom a special guardianship order is in place, in all cases providing they are living at the same address as the parent who is employed by the school;
- (4) Children by distance from the school: Reserved percentage. To fulfil the school’s role as a community school, after places have been filled under the first three criteria, up to 60% of any remaining places will be offered to those children who live nearest to the school. Distances are measured from the address point of the home address to the address point of the school on a straight line basis. 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.
- (5) After places have been allocated under the first four criteria, remaining places will be offered to other children. Where the number of applicants in this category exceeds the number of places, offers will be determined by random allocation.

4 Definitions

- 4.1 A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those 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 looked after child is a child who 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 the definition in Section 22(1) of the Children Act 1989).
- 4.2 'Sibling' is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.
- 4.3 The 'home address' is the address at which the child spends the majority of their week during term time. If arrangements are such that a child resides at two addresses for equal amounts of time, then parents must decide which address to use for admissions purposes.
- 4.4 'Distance' means the distance measured in a straight line between the address point of the home address to the address point of the Academy.

5 Tie breaker

If the admission number is exceeded in criteria 1 to 4, priority will be given to those children who live closest to the school. Distances are measured from the address point of the home address to the address point of the school on a straight line basis.

In the case where two applications cannot otherwise be separated, e.g. when two distances are equal, random allocation will be used to determine which child shall be given a place. The use of random allocation will be supervised by someone independent of the Trust.

6. Multiple Birth Groups

In the case of twins or other siblings from a multiple birth, if the last child to be admitted is from a multiple birth group, the other children in the group will also be offered places, even if it means exceeding the Published Admission number.

In the case of siblings (see definition above) in the same year group, where there is only one place remaining which is to be offered to one sibling, the other too will be offered a place.

7. Conflicting Applications

The Local Authority can only process one application. Where more than one adult shares parental responsibility and if the adults live at different addresses, it is important that an agreement be reached on which schools to apply for, prior to making the application.

If multiple applications are received for the same child with conflicting address and/or preferences, or the School Admissions Team is made aware of a dispute between two parents, all applications will be placed on hold and will **not** be processed until:

- a new single application is made, signed by all parties; or
- written agreement is provided from both parents indicating which application they have agreed on; or
- a court order is provided confirming which parent's application carries precedence.

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 your preferred school/s.

8. Appeals

Where a child is not offered a place, the parent(s) will be entitled to an appeal against the decision to refuse admission. The letter of refusal will contain details of how to go about appealing the decision, including the deadline for lodging the appeal and who to contact. Parents must set out their grounds for appeal as part of their application. Where an appeal is successful, the Academy must admit the child.

9. Applying for a year group outside of chronological age group

Where parents want their child to be educated outside of their chronological age group, a request should be made in writing to the Principal at the same time as the application for a place. This should explain why the parents wish for their child to be educated outside of their chronological age group and enclosing any evidence that supports it. Parents will be notified of the decision on the appropriate year group for the child which will be based on the circumstances of the case, in writing once it has been made. This decision is separate from the decision on whether a place is granted.

10 Waiting List

Following an unsuccessful application, parents/carers can request that their child's name be placed on the waiting list. Every time a child is added to the list, it will be re-ranked in accordance with the oversubscription criteria with no priority given to the date of the application.

11 In-year applications

The Local Authority manages in-year admissions for Wootton Park School on behalf of the Trust and so parents wishing to make an application should do so by visiting the School Admissions pages of West Northamptonshire Council's website: [School Admissions | West Northamptonshire Council \(westnorthants.gov.uk\)](https://www.westnorthants.gov.uk/school-admissions).

Where the application is refused, details of how to appeal will be provided in the letter.

12 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 31 October (Secondary) and 15 January (Primary). Late applicants will not receive an offer of a school place by the local authority on National Offer Day. (1 March or the next working day for Secondary applications and 16 April or the next working day for Primary applications).

Late applications will be processed in the subsequent rounds of allocations (for more details, refer to the local authority's timescales on their website).

13. 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.

14. Requests for admission to Reception outside the normal age group

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

If parents wish to delay their summer born child's start at school until the September after their 5th birthday, there are 2 options:

1. 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 in Year 1 and unable to offer a place;
2. If parents do not want their child to miss their 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, this is a 'request' and parents do not have the right to insist that their child is admitted to a particular age group. The Academy is responsible for making the decision about which year group a child should be admitted to.

Parents/carers of summer born children who could start school in September 2023 but wish to delay their child's school start and apply for a Reception place to start in September 2024 should still make their application for a Reception place for their child's normal year of entry before the primary application deadline of **15 January 2023**. If a delay is agreed, this application can be withdrawn.

Parent/carers should also, if possible, make their request for admission out of the normal age group to their preferred schools by the same date - **15 January 2023**. This is to enable sufficient time for requests to be processed prior to National Offer Day. Requests will however still be considered after this date.

Parents/carers requests to apply for a Reception place at Wootton Park School for the September following their child's 5th birthday, should be made in writing to the school in the first instance to info@woottonparkschool.org.uk. 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 Academy to make a 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.

The request will then be considered by the Academy who have to decide if they will allow the request. The decision must be made on the basis of the circumstances of each case and in the best interests of the child concerned. The School Admissions Code (2021) 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;
- whether the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- the Principal's views.

What happens next? Parents/carers will be informed of the admission authority's decision on which 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.

What happens if the request is approved?

If the request to be admitted outside normal age group is approved by the admission authority of the school, parents/carers will need to forward this approval to their local authority's School Admissions team to ensure that an application will 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 that a child has been, or will be, offered a place in the Reception year at their chosen school. If, in the following normal admissions round, the school is oversubscribed, all applications (including delayed applications) for the school will be ranked in accordance with the school's oversubscription admission criteria and places offered up to the school's published admission number.

What happens if the request is refused?

If the request to be admitted outside normal age group is rejected by the admission authority of the school, parents/carers have to decide whether to accept a Reception place in the normal year of entry, delay their child's start until the September after their 5th birthday and apply for a Year 1 place or make an application to other schools to see if they will accept a delayed start in Reception.

Parents/carers who are unhappy with the academy's decision to refuse their child a place out of their normal age group, should complain directly to the academy.

Parents/carers whose requests for delayed entry into Reception are refused, do not have the right to appeal this decision. They have the right to appeal against the refusal of a place at a school for which they have applied but this right does not apply if they are offered a place at the school, but it is not in their preferred age group.

15 Withdrawing Places

In certain circumstances the Trust may decide to withdraw a place offered if one of the following circumstances occurs:

- Where a parent has not responded to the offer of a place, even after chasing;
- Where fraudulent or intentionally misleading information is used as part of the application;
- Where the offer has been made in error.

16 Sixth Form Admissions

16.1 Applying for Places

The Academy's sixth form offers a range of A-Level and BTEC courses. Parents/students that are interested in a place in the sixth form can attend one of the many open evenings. Applications should be received before the deadline as specified on the school website. Applications after this date will be considered late.

16.2 Minimum Entry Requirements

16.2.1 Each course and subject in the Sixth Form has specific entry requirements. The minimum general requirements for Sixth Form entry are a minimum of 5 GCSE Grade 4s including English and Maths. In addition, learners will need to meet the specified entry requirements for each individual subject/course as detailed on our website and sixth form prospectus. Most subjects studied at A Level will require at least grade 6 at GCSE in the same subject, or in the case of subjects not previously studied, in a related discipline. BTEC courses will require a minimum of five grades at 4. The entry criteria apply equally to internal and external applications.

16.3 Published Admission Number – Year 12

The Academy will have a PAN of 20 for year 12 in 2023 for external admissions. Where more applications are received than the Academy has places then places will be provided on the basis of the oversubscription criteria set out below. All internal applicants that meet the entry requirements will be accepted into the sixth form. Where there are fewer internal applicants than expected, more external places may be offered above the PAN.

Learners with an Education, Health and Care Plan (EHCP) will be offered a place, where the school – after consultation with the Local Authority – has been named on the statement as the appropriate post-16 provision. He/she will still need to meet the minimum entry and subject specific academic requirements.

16.4 Sixth Form Oversubscription

16.4.1 Places will be offered to those in the following order until all places have been allocated:

- (1) Students that are looked after or previously looked after that meet the entry requirements;
- (2) Children of staff of the Academy who have been employed for two or more years at the time of the application or are recruited to fill a vacant post for which there is a demonstrable skill shortage. He/she will still need to meet the minimum entry and subject specific academic requirements. To qualify under this criterion, the staff member must be a 'direct employee'. This includes any member of staff (teaching or non-teaching) with two years continuous employment with the school or seasonal employment totalling two years. Staff contracted in to provide services to the school do not count as 'direct employees'. For the purposes of this criterion, 'children of staff' is taken to include a son, daughter or step-son/daughter, or child who is adopted or fostered or for whom a special guardianship order is in place, in all cases providing they are living at the same address as the parent who is employed by the school;
- (3) After places have been allocated under the first two criteria, remaining places will be offered to other learners. Where the number of applicants in this category exceeds the number of

places, offers will be determined by random allocation. Applicants will still need to meet the minimum entry and subject specific academic requirements.

- 16.4.2 Applicants that are not successful will be provided with the opportunity to appeal the decision to an independent appeal panel and will be offered the opportunity to be placed on the waiting list.