

Admission Arrangements Policy – For 2024/25



*Creative
Education
Academies
Trust*

Academy: Queen Eleanor Primary

1. Basic principles

- 1.1. The Academy will comply with all relevant provisions of the statutory codes of practice (the School Admissions Code of Practice and the School Admissions Appeals Code of Practice) as they apply at any given time to maintained schools and with the law on admissions as it applies to maintained schools. Reference in the codes to admission authorities shall be deemed to be reference to the Local Governing Body of the Academy. In particular, the Academy will take part in any Admissions Forum set up by their Local Authority (“LA”) and have regard to its advice and any Co-ordinated Admissions System operated by the LA. Applicants will normally be required to complete the Common Application Form (CAF) to be returned to the LA the applicant resides in.
- 1.2. The Academy will admit children with an Education, Health and Care Plan (EHCP) which names the Academy as offering appropriate provision`.
- 1.3. Where an LA proposes to name a Creative Education Academy in an EHCP made in accordance with section 324 of the Education Act 1996, the Academy shall consent to being named, except where admitting the child would be incompatible with the provision of efficient education for other children and where no reasonable steps may be made to secure compatibility.
- 1.4. In the event of any disagreement between an Academy and the LA over the proposed naming of the Academy in an EHCP, the Academy, through the Trust, may ask the Secretary of State to determine whether the Academy should be named. The Secretary of State’s determination shall be final. However, this does not affect parents’ rights to appeal against the refusal to name a Creative Education Academy in an EHCP to the Special Educational Needs and Disability Tribunal. Applicants with an EHCP naming a Creative Education Academy will be admitted, subject to the exception regarding the provision of efficient education above.
- 1.5. In deciding where a child’s inclusion would be incompatible with the efficient education of other children, the Academy shall have regard to the relevant guidance issued by the Secretary of State to maintained schools.

2. Admission Arrangements – Nursery

- 2.1 Children aged three years by 31 August are able to apply for a nursery place for the following Autumn Term. This will consist of the statutory provision of 15 hours per week, with possible additional hours based upon other criteria. The Academy has an admission number of 26 full-time equivalent places for the Nursery class. The Academy will admit the admission number of pupils in the relevant age group each year if sufficient applications are received. If there are



more applications, the oversubscription procedure will be applied.

- 2.2. The Academy will consider all applications for places. Where fewer than 26 applications are received, the Academy will offer places to all those students who have applied.
- 2.3 In the event of over-subscription, and following the allocation of places to pupils who have an EHCP, when there are more applications than places available, places will be offered in accordance with the following order of priority:
 1. Children in the care of the local authority and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). This includes children who are now adopted but had been in state care outside of England before being adopted.
 2. Children living within the catchment who have an elder brother or sister at the school who will still be attending at the time of admission.
 3. Children living outside the catchment who have an elder brother or sister at the school who will still be attending at the time of admission.
 4. Other children living within the catchment.
 5. Children who live nearest to the academy as determined by a straight line measurement from the front door of the child's home address to the main entrance of the academy.
- 2.4. Once the class is full, a waiting list based on these criteria will be held until the end of September of that academic year.
- 2.5. Attendance at a particular nursery setting will not guarantee admission to a reception class at the same school.
- 2.6 As nursery education is not compulsory there is no right of appeal against the refusal of a place. However, every effort will be made to accommodate the wishes of parents.
- 2.7. Following the offer of a place at the Academy parents/carers will be asked to provide evidence of their child's identification and main residence to comply with the Academy's admissions criteria. The forms of identification may include;
 - a) Birth certificate - preferably a full certificate
 - b) NHS registration
 - c) Council tax bill
 - d) Two current (i.e. less than six months old) utility bills

3. Admission arrangements – Reception

- 3.1. The admission arrangements for the Academy for the academic year 2024-2025 and, subject to any changes approved by the Secretary of State, for subsequent years, are:
 - a. The Academy has an agreed admission number of 30 students in Reception. The Academy will admit the admission number of students in the relevant age group each year if sufficient applications are received. If there are more applications, the oversubscription procedure will be applied.



- b. The Academy may set a higher admission number than its published admission number for any specific year. Before setting an admission number higher than its agreed admission number, the Creative Education Academy Trust will consult the Secretary of State. Students will not be admitted above the published admission number unless exceptional circumstances apply;
 - c. The Academy is committed to achieving a wide-ranging comprehensive intake of students from the full range of academic ability. This is explained in more detail under the over-subscription criteria listed below.
- 3.2. The Academy will use the following time-table for applications each year (exact dates may vary from year to year):
- a. September – the Academy will publish information about the arrangements for admission, including over subscription criteria, in the September for admission the following September (e.g. in September 2023 for admission in September 2024). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the Academy. They will notify the date by which applications must be received by the Northamptonshire LA under co-ordinated admission arrangements. The Academy will also provide information to the LA for inclusion in the LA primary admissions booklet.
 - b. September, October and November 2023 – the Academy will hold open evenings/opportunities for parents to visit the schools.
 - c. 15 January 2024 – closing date for application forms.
 - d. 16 April 2024 or the next working day – LA informs parents and schools about the pupil allocations for September.
- 3.3. The Academy will consider all applications for places. Where fewer than 30 applications are received, the Academy will offer places to all those students who have applied.
- 3.4. In the event of over-subscription the following arrangements will apply:
- i. Applicants who are “looked-after”, having regard to any collective agreements operated by the LA over the admission of “looked-after” and “previously looked-after” children. This includes children who are now adopted but had been in state care outside of England before being adopted.
 - ii. Siblings of students in attendance at the Academy. These include brothers and sisters, half brothers and sisters and stepbrothers and sisters who share the same home. These also include adopted and foster brothers and sisters who share the same home.
 - iii. Children who live closer to the Academy than any other 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. Where a child spends time with both parents/carers in separate homes and both have parental responsibility, “their normal family home” is



where the majority of school nights (Sunday to Thursday) are spent.

iv. Other children.

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

- 3.5. Notwithstanding the provisions above, the Secretary of State may direct the Academy to admit a named pupil to the Academy on application from an LA.
- 3.6. In the case of the Academy, after 30 applicants have been offered a place for admission; others will be offered a place on a waiting list. Places for admission which are declined or otherwise become vacant will be offered, as far as possible, to those on the waiting list using the same over-subscription criteria as above. There will be an independent appeals panel appointed in accordance with the provisions of the statutory Code of Practice on School Admission Appeals. Parents may also write to the Education and Skills Funding Agency (“ESFA”) if their complaint is about maladministration that they consider has affected the outcome of the appeal. The procedure and a form for submitting a complaint to the ESFA are available online.
- 3.7. Notwithstanding the provisions above, the Secretary of State may direct the Academy to admit a pupil on an application from the LA in accordance with the terms of the Fair Access Protocol.
- 3.8. Late applications will be considered following the criteria set down in the Academy’s admissions procedure, with due regard to the LA late admissions procedure.
- 3.9. Following the offer of a place at the Academy parents/carers can be asked to provide evidence of their child’s identification and main residence to comply with the Academy’s admissions criteria. The forms of identification may include:
- Birth certificate - a short Birth Certificate is acceptable
 - NHS registration
 - Council tax bill
 - Two current (i.e. less than six months old) utility bills

3.10 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.

4. In-year admissions

4.1 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.

5. Definitions

5.1 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

5.2 Previously looked after children 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 are now adopted but appear (to the admission authority) to have been in state care outside of England before 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.

5.3 Home Address (Child's):

The child's home address is defined as the address at which the child normally resides with their parent/carer on the closing date for applications.

When we refer to a child's home address, we mean the permanent residence of the child.

This address should be the child's only or main residence which is;

- Owned by the child's parent(s)/carer(s) or
- Leased to or rented by the child's parent(s)/carer(s) under a lease or written rental agreement of not less than six months' duration.

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 amounts of time at two addresses, the parents must agree which address they wish to be the child's main address.

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

- For children of UK Service Personnel and children of Crown Servants, parents can provide evidence of intended relocation date. Processing of an application cannot be refused place solely on the basis of not having an intended address, or do not yet live in the area.
- If parents have evidence of an intended address, this address will be used when applying over-subscription criteria.
- Parents can request a Unit or Quartering address to be used as the main address when applying over-subscription criteria.

6 Children below compulsory school age

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

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

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

7 Requests for admission outside the normal age group

- a. School admission authorities are required to provide for the admission of all children in the September following their fourth birthday, but flexibilities exist for children whose parents do not feel they are ready to begin school before they reach compulsory school age.

- b. 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.
- c. Where parents/carers wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age. Please discuss this with the school directly once you have received an offer of a school place.
- d. Where a parent requests their child is admitted out of their normal age group, the school admission authority is responsible for making the decision on which year group a child should be admitted to. They are required to make a decision on the basis of the circumstances of the case and in the best interests of the child concerned.
- e. There is no statutory barrier to children being admitted outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group.
- f. 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. 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 admission authority 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 (15th January). The admission authority 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 Headteacher's views.



What happens next?

The Admission Authority 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/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.

8 Proposed changes to admission arrangements

- a. Once the admission arrangements have been determined and published, the Academy should propose changes only if there is a major change of circumstances. In such cases, the Academy must consult those consulted under paragraph 3.9 above and must then apply to the Secretary of State setting out:
 - a. the proposed changes;
 - b. reasons for wishing to make such changes;
 - c. any comments or objections from those entitled to object.
- b. The Secretary of State will usually consider applications from an Academy to change its admission arrangements only when the said Academy has consulted on the proposed changes as outlined above.
- c. Where the Academy has consulted on proposed changes and there have been no objections from other admissions authorities, the Academy must still secure the agreement of the Secretary of State before any such changes can be implemented. The Academy must seek the Secretary of State's approval in writing, setting out the reasons for the proposed changes and forwarding any comments or objections from other admission authorities/other persons.
- d. The Secretary of State can approve, modify or reject proposals from the Academy to change its admission arrangements.
- e. Records of applications and admissions shall be kept by the Creative Education Academy for a minimum period of 10 years and shall be open for inspection.

9 Appeals

- a. 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.
- b. If parents/carers wish to submit supporting evidence after lodging their appeal, it should be e-mailed to AppealsTeam.NCC@westnorthants.gov.uk within 10 working days of the submission of the appeal.
- c. Appeals must be lodged in writing, giving the reasons for appeal, by 16 May 2024. Appeals received after this date 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.
- d. For appeals concerning places not offered during the normal admissions round, i.e. in-year places, appeals should be submitted within 30 school days of refusal of a place.

This edition of the Admissions Arrangements policy is for admission in September 2024.