



St James Infant School

# **Admissions Policy**



**Written by: Head**

**Statutory  
Annual review**

<b>Date Policy Adopted</b>								
<b>Review Date</b>								
<b>Reviewer's Name</b>								
<b>Reviewer's signature</b>								
<b>Date minuted by FGM or committee meeting</b>								

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### 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](#).

### 3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

**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** 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

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.

## 4. How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

You will receive an offer for a school place directly from your local authority.

**Please note, pupils already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place in reception.**

## 5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' 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
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents 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.

## 6. Allocation of places

### 6.1 Admission number

The school has an agreed admission number of 60 pupils for entry in reception.

## 6.2 Oversubscription admission criteria

- Places will be allocated to pupils who have a statement of special educational needs 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:

1. Children in public care or previously in public care but immediately after being looked after became subject to an adoption, residence or special guardianship order.
2. Pupils who live in the linked area. (Dodford and Norton)
3. Pupils with an older brother or sister continuing at the school or the linked junior school at the time of admission of the younger child.
4. Pupils who live closer to the school than any other school.
5. Other pupils.

## 6.4 Tie break

If the admission number is exceeded within criterion (2) or (4) priority will be given to those who live furthest from their nearest alternative school. If the admission number is exceeded within any other criterion priority will be given to those who live closest to the school.

## 6.5 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 may defer their child's entry to the 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 the offer was made for.

Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

## 7. In-year admissions

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose statement of SEN or EHC plan names the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will always be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.3 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be sent to the following address:

- [admissions@childrenfirstnorthamptonshire.co.uk](mailto:admissions@childrenfirstnorthamptonshire.co.uk)

### Telephone us

- 0300 126 1000

### Write to us

- School Admissions Team  
Northamptonshire County Council  
Angel Street  
Northampton  
NN1 1ED

## 8. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address:

**Primary school:** no later than 5.00pm on  
Tuesday 15 May 2018.

**In-year transfers:** no deadline

**Late appeals:** no deadline

**Parents' additional evidence must be submitted**

Within 10 school days of submitting their appeal by email  
to: [AppealsTeam@northamptonshire.gov.uk](mailto:AppealsTeam@northamptonshire.gov.uk)

or by post to:

Appeals Team, LGSS-Democratic  
Services,  
Northamptonshire County  
Council,  
One Angel Square, Angel Street,  
Northampton  
NN1 1ED

## 9. Monitoring arrangements

This policy will be reviewed and approved by the Full Governing Body every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes.