



'Inspiring learning for life...life in all its fullness'

Hackleton CEVA Primary School

Admission Policy 2025-26

Hackleton CEVA Primary School

The Governing Body is the Admission Authority for this Voluntary Aided School and is therefore responsible for the admission of children to the School.

The Published Admission Number (PAN) for the Reception year of entry is 30.

The Governing Body will admit children with an Educational, Health and Care Plan (EHC Plan) which names the school.

Applying for a place at Hackleton CEVA Primary School

West Northamptonshire Council (WNC) co-ordinates applications for places in Reception at this School for September 2025

“Parents/carers should use the application form forms (*known as Common Application Forms (CAFs)/Preference Forms*) 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. “All parents/carers who submit an on-time application (i.e. by 15 January) will receive an offer for a school place directly from their local authority on National Offer Day (16 April or the next working day).

Parents/carers living in West Northamptonshire should visit the WNC School Admissions website.

Oversubscription criteria

Where there are more applications than there are places available, children will be admitted according to the following criteria, which are listed in order of priority:

1. Looked after children and all previously looked after children. (*See definition below*)
2. Children on social or medical grounds, where professionals have clearly identified that this school will best meet the needs of the child. (*These applications must be accompanied by documentary evidence from appropriate professional with Health or Social Services. See definition below*)
3. Children living with their parent(s)/legal guardian(s) in the civil parish of Hackleton. This includes Piddington, Horton, Preston Deanery and the relevant parts of Wootton Fields (Wootton Fields: 1-9 & 2-12 The Ashes, 3-23 & 2-10 The Choakles, 43-45 & 30-42 Long Meadow, 1-37 & 4-60 Milton Bridge, 7-17 Thrupp Bridge), Salcey Lawn-Hartwell, Eakley Lanes-Stoke Goldington. (*see residence definition below*)
4. Children who have a sibling attending the school at the time of admission. (*see sibling definition below*)
5. Children of parent(s)/legal guardian(s) who worship at St John the Baptist, Piddington. These applications must be accompanied by form SIF/A which is available from the school. (*see notes below*)
6. Children of worshipping members of any Church that is a member of Churches Together in Great Britain and Ireland. These applications must be accompanied by form SIF/A which is available from the school. (*see notes below*)
7. Children of parent(s)/legal guardian(s) of other faiths, or none, who wish their child to be

educated in a church school and Christian environment.

Tiebreaker

If the admission number is exceeded within any criterion, priority will be given to those who live closest to the School. (*As to how this distance is measured – see ‘Distance Measurements’ below*)

Notes and Definitions

Children in Care i.e. Looked After Children (LAC) and Previously Looked After Children (PLAC)

Looked after children

A ‘looked after child’ is a child who, at the time of making an application to a school, 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*)

Previously looked after children

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

- a) were adopted under the Adoption Act 1976 (see Section 12 adoption orders) or the Adoption and Children Act 2002 (see Section 46 adoption orders), or
- b) became subject to a child arrangements order (as defined in Section 8 of the Children Act 1989 and as amended by Section 12 of the Children and Families Act 2014), or
- c) became subject to a special guardianship order (see Section 14A of the Children Act 1989 which defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

This includes children 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 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.

Distance Measurements

Distances are measured on a straight line basis from the address point of the child’s home to the address point of the School, using a geographical information system. 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.

In the case where there are multiple applications from the same shared dwelling (e.g. Flats) or where there are two homes where the distance from the address point of the home to the address point of the school (using the system referred to above) is identical, random allocation using a computerised randomisation system and supervised by a suitable independent person, will be used to decide the priority in which applicants are selected in the event of a tiebreaker.

Definition of child’s home address/residence

The child's home address means the permanent residence of the child at the time of application. Parents/carers may be asked to provide proof of a claim of residence at any time during the admission process.

The address must be the child's only or main residence that is either:

- Owned by the child's parent(s) or carer(s);
- Leased to or rented by the child's parent(s) or carer(s) under a lease or written rental agreement of not less than 6 months duration. The property leased must be where the family lives.

Separated parents

- If a child lives with separated parents, 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 an equal amount of time at 2 addresses, the parents must decide which address they wish to use as the child's main address for the application.

Please note – if false or misleading information is used to try and gain a place, this may lead the Governing Body to reject the application or to withdraw the offer of a place.

Children of 'worshipping members'

For parents/carers to be worshipping members, at least one of the parents/carers of the child needs to be regarded by the priest/minister/worship leader as being part of the worshipping community at the church/worship centre. This would not necessarily mean that the parent/carer is a "Member" in the technical sense (e.g. through baptism, confirmation or electoral roll) but would imply a pattern of attendance at worship (on Sunday or at other times) that is more than "occasional" and has been sustained for more than a short, very recent, period of time.

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

SIF A/B

If parents/carers wish their application to be considered in criterion 5 or 6, they must complete form SIF/A which is available from the School and return it to the School (not the local authority). For the normal admissions round, this must be done by the deadline of 15 January 2025. The School will submit the completed form SIF/A to the relevant minister with form SIF/B to verify the information.

Churches together in Great Britain and Ireland

Please see www.ctbi.org.uk for list of member churches.

Definition of Sibling

A brother or sister living at the same address as the applicant (i.e. within a family unit) including:

- ❖ a brother or sister sharing the same parents;
- ❖ a half-brother or half-sister where two children share one common parent;
- ❖ a step brother or step sister, where two children are related by a parents' marriage/civil partnership;
- ❖ A child who has been adopted or is fostered by parents/carers who have other children.

Medical or Social Needs

If you believe that your child has exceptional medical or social needs, you will be required to provide written evidence from a relevant professional in the health or social services. This evidence should specifically address how your child's needs can only be met at this school. The evidence should not only state why Hackleton School can meet your child's needs but also explain why other local schools, such as schools B or C, cannot meet these needs. Simply stating that only Hackleton School can meet the needs is not sufficient. The professional's letter must be sent directly to the school by January 15th, 2025. The admissions panel, consisting of Hackleton governors, will carefully review the evidence received and make the final decision regarding the admission of your child.

Late applications

Late applications are any application forms received by the local authority after its deadline of 15th January 2025. 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) but their application will be processed in the next round of allocations as detailed in the local authority's co-ordinated scheme which is published on their website.

In-year applications

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 it is not possible 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 directly to the school. Visit our website for more information and to apply.

Waiting lists

All parents/carers who are unsuccessful at gaining a place for their child at the School may wish to place their child's name on the waiting list.

Each added child will require the list to be ranked again in line with the published oversubscription criteria and when a place becomes available it will be allocated to the child at the top of the waiting list. 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.

A child's name will remain on the waiting list until 31 December. If parents/carers wish their child's name to stay on the waiting list for the remainder of the academic year, they must telephone/email the School at the beginning of each term to renew their interest i.e. in January and /or following the Easter break. Please note a new in-year application form will have to be completed if parents/carers want their child's name to remain on the waiting list in the following academic year.

Please note – placing a child's name on the waiting list does not affect parents'/carers' right to appeal.

Admission of children below compulsory school age and deferred entry to school

Children are required to start their compulsory education from the beginning of the term following their 5th birthday (based on a 3 term year with terms starting in September, January and April). In Hackleton CEVA Primary School, children are entitled to a full year in Reception i.e. the school place is available from the beginning of the school year in which the child has their 5th 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.

Requests for admission to Reception outside the normal age group (Summer Born)

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 school's admission authority 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 2025, but wish to delay their child's school start and apply for a Reception place to start in September 2026, 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 2025**. 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 2025**. This is to enable sufficient time for requests to be processed prior to National Offer Day (16 April or the next working day). Requests will however still be considered after this date.

Parents/carers requests to apply for a Reception place at Hackleton CEVA Primary School for the September following their child's 5th birthday, should be made in writing (email should be sufficient) to the school in the first instance. 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 admission authority to make their 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 our admission authority 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 Headteacher'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 admission authority's decision to refuse their child a place out of their normal age group, should complain directly to the admission authority.

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.

General requests for admission outside the normal age group

Parents/carers may seek a place for their child out of their normal age group. They must make a formal request in writing (an email is sufficient) directly to the school in the first instance.

The admission authority 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 admission authority of the school will 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.

Once the year group has been agreed, an application for that year group can be processed.

Right of appeal

If a parent/carer is refused a place at the School, they have the right to appeal against the decision to an independent Admission Appeals Panel. Those wishing to appeal should write to or email as follows:

The Clerk to the Appeals Panel
Bouverie Court
6 The Lakes
Bedford Road
Northampton
NN4 7YD

Email – education@peterborough-diocese.org.uk