

# East Midlands Academy Trust

## Admissions Policy 2023/24

**'Every child deserves to be the best they can be'**

Scope: East Midlands Academy Trust & Academies within the Trust	
<b>Version: V5</b>	<b>Filename:</b> EMAT Admissions Policy
<b>Approval: December 2021</b>	<b>Next Review: Autumn 2022</b> <i>This Policy will be reviewed by the Trust Board annually</i>
<b>Owner:</b> East Midlands Academy Trust Board of Trustees	<b>Union Status:</b> Not Applicable

Policy type:	
Statutory	Replaces Academy's current policy
<p><b>Admissions policy review</b></p> <p><b>Consultation:</b></p> <p>When changes are proposed to the school's admission arrangements, the academy trust <b>must</b> 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 <b>must</b> consult on their admission arrangements at least once every 7 years, even if there have been no changes during that period. <b>Consultation took place on 2020.</b></p> <p><b>Determination:</b></p> <p>All admission authorities <b>must</b> 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 <b>must</b> determine admission arrangements by <b>28 February</b> in the determination year.</p>	

### Revision History

RevisionDate	Revisor	Description of Revision
December 2021 – V5	M Juan	Reviewed policy including: <ul style="list-style-type: none"> <li>• Changes to LA designations</li> <li>• Updated school logos</li> <li>• Consultation on PWS PAN and NIA PAN changes</li> </ul>

## East Midlands Academy Trust Admissions Policy 2023-2024

### Introduction

As the admission authority for our academies, East Midlands Academy Trust is responsible for the admission arrangements. The policy for the Trust is to follow the relevant local authorities' coordinated admission arrangements:

- Orchard and Shepherdswell: **Milton Keynes Local Authority**
- Northampton International Academy, Hardington Academy, Castle Academy, Stimpson Avenue Academy: **West Northamptonshire Council**
- Prince William School: **North Northamptonshire Council**

It has also been agreed that the Local Authority in which each school is located will manage the coordinated admissions process and, in conjunction with the Trust, allocate places to each of the academies: this will be coordinated by each Local Authority using a common application form and will be in conjunction with each Local Authority's coordinated scheme setting out timeframes for applications to be processed.

### 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** 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 those 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

**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.

**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.

**Children below Compulsory School Age**

When 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.

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

All children are entitled to a full time school place in the September following their 4<sup>th</sup> 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<sup>st</sup> April and 31<sup>st</sup> 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 5<sup>th</sup> birthday.

If parents wish to delay their summer born child's school start until the September following their 5<sup>th</sup> birthday, there are 2 options:

1. Parents can make an in-year application for a place for the September following their child's 5<sup>th</sup> 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 wish to delay their child's school start and apply for a Reception place to start in September following their 5<sup>th</sup> birthday, should still make their application for a Reception place for their child's normal year of entry before the primary application deadline of **5 p.m. on 15 January**. 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<sup>th</sup> January (5 p.m.)**. This is to enable sufficient time for requests to be processed prior to National Offer Day (16<sup>th</sup> April or the next working day). Requests will however still be considered after this date.

Parents/carers wanting to request that they be able to apply for a Reception place for the September following their child's 5<sup>th</sup> birthday, should write 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 the admission authority who will then make a decision 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 Head teacher's views.

### **What happens next?**

Parents/carers will be informed of the admission authority's decision on the 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 the relevant Local Authority School Admissions so an application can be accepted in the normal admission round for the September following the child's 5<sup>th</sup> 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 a child has been, or will be, offered a place in the Reception year at their chosen school. If, in this following normal admission 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.

### 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 5<sup>th</sup> 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.

### 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.

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 Headteacher of the school concerned.

The Admission Authority 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.

### 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, Year 3, Year 7), 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. **For Primary will be 16<sup>th</sup> April or the next working day and for Secondary will be 1<sup>st</sup> March or the next working day.**

If you live in the North Northamptonshire Council area, you should apply through NNC:

- [School admissions | North Northamptonshire Council \(northnorthants.gov.uk\)](http://northnorthants.gov.uk)

If you live in the West Northamptonshire Council area, you should apply through WNC:

- [School Admissions | West Northamptonshire Council \(westnorthants.gov.uk\)](http://westnorthants.gov.uk)

If you live in the Milton Keynes Council area, you should visit:

- [www.milton-keynes.gov.uk/schools-and-lifelong-learning/school-admissions](http://www.milton-keynes.gov.uk/schools-and-lifelong-learning/school-admissions)

### **Late Applications**

Late applications are any common application forms (for the normal point of entry) received by a local authority after the statutory closing date of 31<sup>st</sup> October for Secondary and 15<sup>th</sup> January for Primary. Late applicants will not receive an offer of a school place by the local authority on National Offer Day (1<sup>st</sup> March or the next working day for Secondary and 16<sup>th</sup> April or the next working day for Primary).

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

### **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 school's local authority on the local authority website.

### **Waiting Lists**

Following an unsuccessful application, parents/carers can request that their child's name be placed on the waiting list. Waiting lists are held for all year groups by the school's local authority

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, in writing, by the start of each subsequent term (ie: during the Christmas and Easter breaks) to renew your interest

When a place becomes available it will be allocated to the child at the top of the waiting list. The waiting list is ranked in accordance with the oversubscription admission criteria for the school. 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 new application will be required for a new academic year.



## 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.

### **a. West Northamptonshire Schools**

Parents/carers wishing to appeal should complete the online appeal form on the WNC website.

Please visit [Appeal a school place | West Northamptonshire Council \(westnorthants.gov.uk\)](https://www.westnorthants.gov.uk) for more information and to complete the form.

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

**Appeals must be lodged in writing, giving the reasons for appeal, by 5pm on the date set by the West Northamptonshire Primary Co-ordinated scheme (please visit [School Admissions | West Northamptonshire Council \(westnorthants.gov.uk\)](https://www.westnorthants.gov.uk) for more information) Appeals received after the closing 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.**

**NB: For appeals concerning places not offered during the normal admissions round there is no deadline.**

### **b. North Northamptonshire Schools**

Parents/carers wishing to appeal should complete the online appeal form on the NNC website.

Please visit [Appeal a school place | North Northamptonshire Council \(northnorthants.gov.uk\)](https://www.northnorthants.gov.uk) for more information and to complete the form.

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

**Appeals must be lodged in writing, giving the reasons for appeal, by 5pm on the date set by the North Northamptonshire Primary Co-ordinated scheme (please visit [School admissions | North Northamptonshire Council \(northnorthants.gov.uk\)](https://www.northnorthants.gov.uk) for more information) Appeals received after the closing 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.**

**NB: For appeals concerning places not offered during the normal admissions round there is no deadline.**

### **c. Milton Keynes schools**

Parents/carers wishing to appeal should set out their grounds for appeal in writing and send them directly to the school office.

### **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.

### **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.

### **Conflicting Applications**

The LA 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.



## Individual Academy Admissions Oversubscription Criteria

### Orchard Academy

The catchment area is defined as Campbell Park south of the park, Springfield, Fishermead – roads north east of Pencarrow Place and Mullion Place, South Central Milton Keynes and Woolstone.

#### Oversubscription Criteria

Places will be allocated to pupils who have a statement of SEN or 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:

1. Looked after children and previously looked after children.
2. A child with a sibling at the school, or at Shepherdswell Academy, who is expected to be on roll at the school or Shepherdswell Academy at the time of admission.
3. Children who live in the defined area served by the school. Proof of residence may be required.
4. Children who live outside the defined area of the school.

#### Allocation of PAN

**The Published Admission Number (PAN) for Year 3 is 90.**

If the published admission number (PAN) is exceeded within any criterion priority will be given to children living nearest the school. Distances are measured from the address point of the child's normal home address to the school's main entrance, measured in a straight line, using the Local Authority's computerised measuring system with those living closest to the school receiving the higher priority.

#### Tiebreaker

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.

#### Definition of sibling

'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister, or other child living in the same household who, in any of these cases, will be living with them at the same address at the dates of their entry to the Academy.



## Shepherdswell Academy

**The defined catchment area is Campbell Park south of the park, Springfield and Woolstone.**

### Oversubscription Criteria

Children who have a statement of SEN or an Education, Health Care Plan naming Shepherdswell Academy will be given priority for admission within the normal admission round. Where there is oversubscription the following criteria will be used to allocate places:

1. Looked after children and previously looked after children
2. A child with a sibling at the school, or at Orchard Academy, who is expected to be on roll at the school or Orchard Academy at the time of admission.
3. The child's place of residence is within the catchment area of the school and there is no sibling.
4. Other children.

### Allocation of PAN

**The Published Admission Number (PAN) for the Reception year is 60.**

In the event of there being more applicants meeting any of the criteria above places will be allocated in distance order using the distance between the child's normal home address and the school's main entrance, measured in a straight line, using the council's computerised measuring system with those living closest to the school receiving the higher priority.

### Tiebreaker

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.

### Definition of sibling

'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister, or other child living in the same household who, in any of these cases, will be living with them at the same address at the dates of their entry to the Academy.



## Castle Academy

### Oversubscription Criteria

Places will be allocated to pupils who have 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:

1. Looked after children and previously looked after children
2. Pupils with a sibling continuing at the school at the time of admission.
3. Pupils who live closer to the preferred school than any other school.
4. Other children.

### Allocation to PAN

**The Published Admission Number (PAN) for the Reception year is 60.**

If the published admission number is exceeded within criterion (3) priority will be given to those who live furthest from the 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. 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 the local authority's geographical information system.

### Tiebreaker

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.



## Stimpson Avenue Academy

### Oversubscription Criteria

Places will be allocated to pupils who have 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:

1. Looked after children and previously looked after children
2. Pupils with a sibling continuing at the school at the time of admission.
3. Pupils who live closer to the preferred school than any other school.
4. Other children.

### Allocation to PAN

**The Published Admission Number (PAN) for the Reception year is 60.**

If the published admission number is exceeded within criterion (3) priority will be given to those who live furthest from the 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. 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 the local authority's geographical information system.

### Tiebreaker

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.



## Hardingstone Academy

### Oversubscription Criteria

Places will be allocated to pupils who have 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:

1. Looked after children and previously looked after children.
2. The governing body may admit up to one pupil on social and medical grounds, where appropriate professionals have clearly identified that the school can fully meet the needs of the pupil. These applications should be accompanied by documentary evidenced by appropriate professionals within the Health, or Social Care Services. Evidence needs to be sent to the school by 15<sup>th</sup> January the latest.
3. Children permanently resident in Hardingstone or Wootton Hall Park
4. Children who have a sibling continuing to attend Hardingstone Academy at the time of admission.
5. Other children

### Allocation to PAN

**The Published Admission Number (PAN) for the Reception year is 60.**

If the published admission number (PAN) 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 the local authority's geographical information system. The governing body reserves its entitlement to take reasonable steps to verify the accuracy and permanence of such residence.

### Tiebreaker

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.



## Prince William School

### Oversubscription Criteria

Places will be allocated to pupils who have an 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:

1. Looked after children and previously looked after children
2. To children who have a sibling continuing at the school at the time of transfer.
3. To students attending one of the feeder schools of Kings Cliffe Endowed, Thrapston, Trinity, Polebrook, Titchmarsh, Warmington, Oundle Primary, Glapthorn and Nassington.
4. To other children who live within the linked villages of Achurch, Aldwinkle, Apethorpe, Armston, Ashton, Barnwell, Benefield, Blatherwycke, Bulwick, Clopton, Cotterstock, Collyweston, Deene, Deenethorpe, Denford, Denford Ash, Duddington, Easton-on-the-Hill, Fineshade, Fotheringhay, Glapthorn, Hemington, Islip, Kings Cliffe, Laxton, Lilford-cum-Wigthorpe, Lowick, Luddington, Lutton, Nassington, Oundle, Pilton, Polebrook, Southwick, Stoke Doyle, Sudborough, Tansor, Thorpe Waterville, Titchmarsh, Thrapston, Thurning, Wadenhoe, Wakerley, Warmington, Woodnewton and Yarwell.
5. Other children.

### Allocation to PAN

**The Published Admission Number (PAN) for Year 7 is 240.**

**The Published Admission number for Year 12 is 30.** This is the number of external students the school will take in addition to children already on roll moving from Year 11 to the sixth form.

If the published admission number (PAN) is exceeded within any criterion, priority will be given to those who live closest to the school. Distance will be measured on a 'straight line' basis, with distances measured using the local authority's geographical information system.

### Tiebreaker

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.





## Northampton International Academy

### Primary Oversubscription Criteria

Places will be allocated to pupils who have an 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:

1. Looked after children and previously looked after children
2. Siblings of pupils who will continue to attend NIA.
3. Pupils who live closer to the preferred school than any other school.
4. Other children.

### Allocation to PAN

**The Published Admission Number (PAN) for the Reception year is 60.**

If the published admission number (PAN) 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 the local authority's geographical information system.

### Tiebreaker

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.

**N.B. children in year 6 at NIA will automatically transfer to year 7 as this is an 'all through' school.**

### Secondary Oversubscription Criteria

Places will be allocated to pupils who have an 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:

1. Looked after children and previously looked after children
2. Siblings of pupils who will continue to attend NIA.
3. Pupils from Castle Academy for admission to the Secondary Phase.
4. Pupils who live closer to the preferred school than any other school.
5. Other children.

### Allocation to PAN

**The Published Admission Number (PAN) for Year 7 is 240.** This is the number of external students the school will take in addition to children already on roll moving from Year 6 to Year 7.

**The Published Admission number (PAN) for Year 12 is 80.** This is the number of external students the school will take in addition to children already on roll moving from Year 11 to the sixth form.

If the published admission number (PAN) is exceeded within any criterion, priority will be given to those who live closest to the school. Distance is measured from the address point of the child's home to the address point of the main entrance to the academy using the NCC measuring process.

### Tiebreaker

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.

**N.B. children in year 6 at NIA will automatically transfer to year 7 as this is an 'all through' school.**