Admissions Policy 2028-29

Draft

Schools covered by this policy:

LEICESTERSHIRE	NORTH NORTHAMPTONSHIRE
• Ashby Hastings Primary School • Ashby Hill Top Primary School • Ashby Willesley Primary School • Donisthorpe Primary School • Fairfield Community Primary School • Foxton Primary School • Glen Hills Primary School • The Hall School • Hugglescote Primary School • The Meadow Community Primary School • Newcroft Primary Academy • Old Mill Primary School • Orchard Community Primary School • Thornton Primary School • Thythorn Field Primary School	• Havelock Infant School • Havelock Junior School • Hawthorn Community Primary School • Loatlands Primary School • Rushton Primary School

Adopted by Symphony Learning Trust on	
Next Review Due	December 2026
Reviewed and Ratified	

Contents

1.1	Admissions Policy Overview	3
1.2	Aims and Objectives	4
1.3	Local Authority Obligations	4
1.4	The Application Process	5
1.5	School Transport	6
1.6	Starting School	6
1.7	Changing School (in year admission)	6
1.8	How does the process work?	7
1.9	What is the Published Admission Number?	7
1.10	Fair Access Protocols	8
1.11	Children with Special Educational Needs and Disabilities	8
1.12	Withdrawing Offers	9
1.13	Late Applications	9
1.14	Waiting Lists	9
1.15	Multiple Births	9
1.16	Infant Class Size limits, Multiple Birth Children and Permitted Exceptions	9
1.17	Admission of children below compulsory school age and deferred entry	10
1.18	Admission of children outside their normal age group	10
1.19	Children of UK Services Personnel and other Crown Servants	11
1.20	Children split residences	11
1.21	Appeals	12
1.22	Admission Criteria	12
1.23	Catchment Areas	16
1.24	Significant Change in Circumstances	29
1.25	Special School Units	29

Draft

The Symphony Learning Trust

This policy covers the Symphony Learning Trust schools listed below

Dept for Education Establishment Number	School Name
LEICESTERSHIRE	
855/2041	Ashby Hastings Primary School
855/2321	Ashby Hill Top Primary School
855/2167	Ashby Willesley Primary School
855/2082	Donisthorpe Primary School
855/2158	Fairfield Community Primary School
855/2036	Foxton Primary School
855/2322	Glen Hills Primary School
855/2345	The Hall School
855/2024	Hugglescote Primary School
855/2190	The Meadow Community Primary School
855/2092	Newcroft Primary Academy
855/2330	Old Mill Primary School
855/2178	Orchard Community Primary School
855/2009	Thornton Primary School
855/2193	Thythorn Field Primary School
NORTH NORTHAMPTONSHIRE	
940/2028	Havelock Infant School
940/2027	Havelock Junior School
940/2057	Hawthorn Community Primary School
940/2156	Loatlands Primary School
940/2088	Rushton Primary School

1.1 Admissions Policy Overview

The Symphony Learning Trust is the admission authority for the schools within our Trust. The Symphony Learning Trust is its own admission authority and responsible for setting the criteria for admission, interpretation and for the administration of admissions to the schools within the Trust. The Department for Education (DfE) Admissions Code 2021 requires the admissions into the Early Years Foundation Stage year group (Reception class) and Infant to Junior school transfers (Year 3), at the beginning of the academic year, be coordinated by the local authority; Leicestershire County Council and North Northamptonshire Council are the coordinating authorities for Symphony Learning Trust schools. These councils provide support to the Trust, the process of offering school places and, through a service level agreement, for managing oversubscription where more applications are received than there are school places available.

As the admission authority for all schools in the Trust, we need to ensure that the Trust's practices and criteria used to decide the allocation of school places is fair, clear and objective. Our aim is that Parents are able to look at a set of admission arrangements and understand easily how places for an individual school are allocated. The schools within the Symphony Learning Trust welcome children from all backgrounds and abilities.

The Admission Code recognises that schools within an admission authority's care may each require different arrangements.

Admission arrangements for each school must be subject to public consultation at least once every seven years. When planning significant changes, such as altering catchment areas, introducing new criteria or anything that

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would affect admissions of children into our schools, we are obliged, (as prescribed in the Admissions Code) and would wish, to consult with our stakeholders and the local communities affected by any change.

1.2 Aims and Objectives

When considering admission of pupils into any of our schools, the following principles apply:

- All applications are treated equally;
- No Symphony Learning Trust school selects by ability;
- If a place exists it will be offered. However, if there are more applications than places, admissions will be dealt with as the individual school's admission criteria states;
- Subject to infant class size regulations, and published admission numbers within schools, our schools will prioritise parental preference wherever possible;
- appeals against refusals to admit a pupil will be dealt with by an independent appeal panel, duly constituted, as required by the School Appeal Admissions Code. The Symphony Learning Trust engages the relevant Local Authority to conduct appeals on our behalf;
- Symphony Learning Trust schools are inclusive and are committed to ensuring that the needs of every child on roll are met.

1.3 Local Authority Obligations

In order to provide a quality service to parents and carers, the Department for Education (DfE) Admissions Code requires that admissions into the Early Years Foundation Group (i.e. children starting at primary/infant school for the first time), and transfers between Infant and Junior schools (Year 2 moving to Year 3), at the beginning of an academic year, (also known as the 'normal round') be coordinated by the local authority (LA), for all schools, regardless of who is the admission authority. This co-ordination involves a common application form and a common timetable as described in the 'coordinated schemes'. The local authorities must follow a specified timetable.

Every local authority must publish a composite booklet explaining the process for starting at a primary/infant/junior school each year.

Applications can be made for a Symphony Learning Trust school(s), by the closing date of 15th January, by using the relevant Local Authority link below;

Leicestershire County Council – https://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/apply-for-a-school-place/apply-for-a-primary-or-junior-school

North Northamptonshire Council – https://www.northnorthants.gov.uk/school-admissions

The relevant Local Authority co-ordinated scheme, that explains how first-time admissions, infant to junior transfers and in-year co-ordinated schemes for mid-year transfers are managed using the website links below.

School policies | Leicestershire County Council - www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/apply-for-a-school-place/further-school-application-information/school-policies

School admission arrangements | North Northamptonshire Council - www.northnorthants.gov.uk/school-admissions/school-admission-arrangements

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1.4 The Application Process (normal admission round)

When a child is due to start primary/infant school for the first time for entry in our Early Years Foundation Group (also known as Reception), or for transfer between an Infant and Junior school (move from Year 2 to Year 3), if they are resident in;

- Leicestershire, applications must be made to Leicestershire County Council using the Leicestershire County Council Co-ordinated Admissions Scheme.
- North Northamptonshire, applications must be made to North Northamptonshire Council using the North Northamptonshire Council Co-ordinated Admissions Scheme.

Any parent living outside of these areas needs to apply to their own local authority. That local authority will then ensure that applications are provided to the relevant Local Authority for the coordinated response.

Parents are encouraged to apply online through the relevant Council's website.

Paper copies of the application form can be requested from the relevant Local Authority, although you are encouraged strongly to apply online.

Attending a Pre-School/Nursery provision at a school does not automatically allocate a place for the child in the Early Years Foundation Group (also known as Reception). An application will still need to be submitted for a First Time Admission.

Overseas applicants, for application into our Early Years Foundation Group (Reception) or Junior School (Year 3) for the first time, must contact the relevant Council in the first instance.

Admissions Timeline:

- 15 January Closing date for applications to the Local Authority (LA)
- 28 February Publication of appeals timetable on LA website
- 16 April (or next working day) National offer day for First Time Admission and Infant-Junior Transfers
- April to August Appeals process and outcomes
- The published Autumn Term start date (August/September) - New intake starts at school

Parental Proof of Residence:-

In determining an application for a school place, the Council on behalf of the Academy may request evidence of an address or of a move into a catchment area / defined location or arriving in the UK~~.~~:

a) Such evidence may include but not be limited to:
Opening Council Tax Bill;
Signed and dated copy tenancy agreement;
Copy of a letter of completion of house purchase from a solicitor.

b) In addition to the above the following may also be asked for:
Copy of child benefit letter; Copy of current driving licence;
Copy of registration at GP practice or hospital consultant.

c) Where a family has moved in with relatives or friends (including new to UK):
A declaration from Parents and householder / homeowner / relative / friend confirming the applicant family now reside at the address;

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A copy of most current council Tax bill from occupier;

Where the Council does not consider it has been provided with satisfactory proof of address, the application will not be processed using the new address until the Council is satisfied that adequate proof has been obtained.

1.5 School Transport

Symphony Learning Trust is not responsible for any decisions relating to school transport, this is a matter for the local authority in which the child resides.

1.6 Starting School

In Leicestershire and North Northamptonshire, children begin school at the start of the academic year during which they become five. There is one admission at the beginning of the Autumn term. There may be individual children who begin earlier or later in the academic year (see section 1.17).

1.7 Changing School (in year admission)

The Symphony Learning Trust, as admissions authority, appoints Leicestershire County Council and North Northamptonshire Admissions Departments to manage and administer applications for school places outside of the Normal Admissions Round. These applications are known as 'in-year or mid-term admissions' and refer to a child who is not starting primary/infant/junior school for the first time but is changing from one primary/infant/junior school to another.

In-year admission applications will be considered and managed by the LA . The LA will aim to notify the parents of the outcome of their application in writing within 10 school days and must notify in writing within 15 school days.

School places will be offered and must be taken up within 20 school days of the offer date. The exception is in the case of children of service personnel, where a school place may be allocated based on a notification of a relocation date and unit posting order address. If the place has not been taken up by the 20th school day the place may be withdrawn as all schools are prohibited from reserving school places beyond 20 school days.

Second Applications

Ordinarily parents may only make one application for any particular school per academic year. In exceptional circumstances, and at its sole discretion, the Council may allow a further application to be made where there has been a significant and material change in the circumstances of the parent, the child or the school.

1.7.1 The following is a non-exhaustive list of what may be considered to be exceptional:

- change of address i.e. where the change of address is into the catchment / defined area of the school;
- new significant and material evidence has come to light in personal circumstances;
- a significant change in medical circumstances (apart from medical attention for distress or anxiety as a result of unsuccessful applications / appeals);
- there has been a significant and or material change in the circumstances of the school i.e. significant extensions, new build, an increase their PAN, increase in the number of teaching staff.

In such instances parents must provide written details of the significant and material change together with any evidence of that change. Where the significant and material change is accepted by the Admitting Authority a second application will be permitted and must be made in the usual way and will be processed in the normal

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manner and, where necessary, in accordance with the priority criteria. If the application is refused, you will have the right to an appeal.

1.8 How does the process work?

By law, every school must have a mechanism to deal with a situation when there are more applications than places. This involves setting an oversubscription priority criteria.

Children who have an Education, Health and Care Plan (EHCP) naming a school as part of that plan must be admitted. These children are not included in the priority criteria as children with an EHCP sit outside the admissions process; the school offers them a place as this is required by law even if it exceeds the published admission number.

The number of places available in a school are indicated by the schools' published admission number (PAN). When there are more applications than places, the oversubscription priority criteria are applied in an objective and fair way to determine who secures a place. All other children will be refused and the right of lodging an appeal.

1.9 What is the Published Admission Number (PAN)?

The Published Admission Number (PAN) is the number of children the school can accommodate. This is set by law and is the number that the school considers it can teach in an effective manner. Additionally, the Infant Class Size Regulations require that in Reception, Year 1 and Year 2 no class shall have more than 30 pupils to each qualified teacher. This may mean that in some schools, combinations of year groups are also affected by Infant Class Size Regulations; where there are mixed year groups the combined size of the class must not exceed 30 pupils per qualified teacher.

The Published Admission Number (PAN) for first time admission to Reception in each Symphony Learning Trust school is:

School Name - Leicestershire	**PAN**
Ashby Hastings Primary School	**30**
Ashby Hill Top Primary School	**45**
Ashby Willesley Primary School	**60**
Donisthorpe Primary School	**30**
Fairfield Community Primary School	**30**
Foxton Primary School	**15**
Glen Hills Primary School	**60**
The Hall School	**60**
Hugglescote Primary School	**90**
The Meadow Community Primary School	**60**
Newcroft Primary Academy	**60**
Old Mill Primary School	**60**
Orchard Community Primary School	**45**
Thornton Primary School	**20**
Thythorn Field Primary School	**30**
School Name – North Northamptonshire	
Havelock Infant School	**60**
Hawthorn Community Primary School	**45**
Loatlands Primary School	**60**
Rushton Primary School	**15**

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The Published Admission Number (PAN) for first time admission to Year 3 in the Junior Schools are:

School Name – North Northamptonshire	
Havelock Junior School	**60**

1.10 Fair Access Protocols

Every school is obliged to take part in local fair access protocol~~s~~. Fair access protocol exist for children who have no school place and who are at risk from missing education due to several factors. Guidance setting out the principles by which children without a school place are found one as quickly as possible is published by the DFE and delivered by each local authority. The fair access protocol procedure takes precedence over any waiting list.

Hard to Place children who fall under the Fair Access Protocol are:

a) children either subject to a Child in Need Plan or a Child Protection Plan or having had a Child in Need Plan or a Child Protection Plan within 12 months at the point of being referred to the Protocol;
b) children living in a refuge or in other Relevant Accommodation at the point of being referred to the Protocol;
c) children from the criminal justice system;
d) children in alternative provision who need to be reintegrated into mainstream education or who have been permanently excluded but are deemed suitable for mainstream education;
e) children with special educational needs (but without an Education, Health and Care plan), disabilities, medical conditions, SEMH or poor behaviour;
f) children who are carers;
g) children who are homeless;
h) children in formal kinship care arrangements (as evidenced by either child arrangements order not relating to either birth parent or a special guardianship order).
i) children of, or who are, Gypsies, Roma, Travellers, refugees, and asylum seekers;
j) children who have been refused a school place on the grounds of their challenging behaviour and referred to the Protocol in accordance with paragraph 3.10 of this Code (see section 3);
k) children for whom a place has not been sought due to exceptional circumstances (it is up to the local authority to decide whether a child qualifies to be placed via the Protocol on this basis, based on the circumstances of the case);
l) children who have been out of education for four or more weeks where it can be demonstrated that there are no places available at any school within a reasonable distance of their home. This does not include circumstances where a suitable place has been offered to a child and this has not been accepted;
and m) previously looked after children for whom the local authority has been unable to promptly secure a school place.

1.11 Children with Special Educational Needs and Disabilities (SEND).

Symphony Learning Trust will not refuse an application for admission to a Symphony Learning Trust school because it is believed that the school cannot cater for the child's special educational needs and/or disabilities. Pupils with special educational needs and/or disabilities but no Education, Health and Care Plan (EHCP) are dealt with through the normal admissions policy. Schools cannot refuse to admit a pupil because he/she does not have an EHCP or is being assessed for one.

The Trust Board is required by section 324 of the Education Act 1996 and Children and Families Act 2014 s. 33 to admit to a school a child with an Education, Health and Care Plan which names the school. This is not an oversubscription criterion. Schools must admit children with EHCPs which name the school whether there are

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places available in the school or not, unless it would be incompatible with the efficient education of others, or the efficient use of resources. Efficient education means providing for each child or young person a suitable, appropriate education in terms of their age, ability, aptitude and any special educational needs they may have. SEN Code of Practice 2015, para 9.79.

1.12 Withdrawing Offers

Symphony Learning Trust can withdraw offers of places in certain circumstances. An offer of a place will be withdrawn when a parent has not responded to an offer within a reasonable period of time, usually 20 school days from the date of that offer. The offer can also be withdrawn if the basis of the offer was either a fraudulent or misleading application. Symphony Learning Trust also reserves the right to withdraw an offer which has been accepted but which has not been taken up within 10 school days of the practical start date made in the offer.

1.13 Late Applications

The national closing date for first-time admission applications is January 15th annually.

Symphony Learning Trust, working with Leicestershire County Council and North Northamptonshire Council, may accept late applications for first-time admission. All applications received by the closing date will be treated equally. However, any application submitted after the closing date will be processed as a late application and will have the lowest priority. This could result in an applicant not receiving an offer at their preferred school. There has to be particular reasons why an application is late, and this is not subject to any appeal at this point, but an Independent Appeal Panel may take a different view at a later stage in the process.

Point 1.7.1 above provides a non-exhaustive list of what may be considered to be exceptional circumstances regarding late applications.

Late applications for a named academy after the specified date will be processed after the offer day and will be considered against the oversubscription criteria.

1.14 Waiting Lists

A waiting list for first time admissions round will be held until the 31st December for main round applications. The waiting list is updated and ranked according to the oversubscription criteria when applications are withdrawn or added.

1.15 Multiple Births

In the unusual event of there being one space available within the infant class size limit, children of multiple births are permitted exceptions to the class size limit in these circumstances.

1.16 Infant Class Size Limits and Permitted Exceptions

In compliance with the relevant regulations, an infant child (i.e. up to and including Year 2) who moves into a school's area once initial allocation decisions have been made, will not necessarily be offered a place in the school if the relevant class will already contain 30 children *and* if an alternative school with space available in the relevant year group within 2 miles of the home address is identified. If there are no places available in nearby schools, the child will be an excepted pupil for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.

Infant Classes (Reception, Year 1 and Year 2) must not exceed 30 children per teacher, unless an exception applies.

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The exceptions, are:

a) children admitted outside the normal admissions round with Education, Health and Care Plans specifying a school;
b) looked after children and previously looked after children admitted outside the normal admissions round;
c) children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
d) children admitted after an Independent Appeals Panel upholds an appeal;
e) children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
f) children of UK service personnel admitted outside the normal admissions round;
g) children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;
h) children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school

1.17 Admission of children below compulsory school age and deferred entry

Upon notification of a school place being offered, a child is entitled to a full-time place in the Autumn term following their fourth birthday.

Parents can request that the date the child is admitted to the school is deferred until later in the school year, but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which the original application was made. To defer a place at first time admission, parents are asked to inform the school where the child has been allocated the school place. If a child does not attend school by the beginning of the final term of the school year for which the original application was made, parents are required to make a new application.

The Admissions Code states that, 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. Parents would need to contact the school to request part-time attendance arrangements. The request will be considered but may be declined by the school.

1.18 Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group for example, if the child is gifted and talented or has experienced problems such as ill health.

The admission authority in these instances is Symphony Learning Trust. The school to which the application is being made should be contacted by email.

For early entry, i.e. if a parent wishes to request that they be able to apply out of their child's normal age group for Reception a year early, parents should contact the school in question where they will need to put their request in writing.

Parents of a summer-born child, that is those children born from 1st April to 31st August, may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group, for example, to Reception rather than Year 1.

To request a delayed entry parents are required to make an application for their child's admission to their normal age group at the usual time in accordance with this policy and at the same time to submit a request to the admission authority for admission out of the normal age group. Further information about the process will be provided to parents upon their request for admission outside of normal age group or by contacting the Admissions Authority *(School Admissions Code).*

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Decisions will be made by the admissions authority on the basis of the circumstances of each case and in the best interests of the child concerned. This will take into account parents' views, information about the child's academic, social and emotional development, where relevant their medical history and any views of a medical professional, whether they have previously been educated outside of their normal age group and whether they may have fallen into a lower age group if the child was not born prematurely. The views of the Headteacher of the school concerned must be taken into account. Decisions made by the admissions authority will be clearly set out.

When informing a parent of the decision on which year group the child should be admitted to, the reason(s) will be given.

Where the admitting authority agrees to the parent's request for their child to be admitted to a year out of their normal age group, it will be necessary for the parent(s) to apply again for a place at the appropriate time, and as a consequence the child will be admitted to a relevant age group (the age group to which pupils are normally admitted to the school). The local authority (and admission authority) will process the application as part of the main admissions round. If the parental request is made too late for this to be then the usual process for late applications will be applied as set out in this policy.

One admission authority cannot be required to honour a decision made by another. Upon transfer, it will be a matter for that admission authority. Decisions will be made by the admission authority regarding the parental request for admission out of normal age group in time for parents to make an informed decision about whether their child will start school before compulsory school age. An application will not be given a lower priority on the basis that the child is being admitted out of their normal age group. Parents' statutory right to appeal against or refusal of a place at a school for which they have applied does not apply if they are offered a place at the school, but it is not their preferred age group.

1.19 Children of UK Services Personnel and other Crown Servants

For children of UK service personnel with a confirmed posting to the area or crown servants returning from overseas to live in the area, the Council will use the address at which the child will live when applying the oversubscription criteria, as long as the parent provides some evidence of their intended address. A unit or quartering address will be used as the child's home address where a parent requests this and evidence, such an official letter declaring the relocation, is received.

For families of service personnel with a confirmed posting, or crown servants returning from overseas, the admission authority will:

a) allocate a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. This must be an official government letter issued by a government department e.g. FCDO, UKVi, DIT. We will not refuse to process an application or refuse a place solely because the family do not yet have an intended address, or do not yet live in the area.

b) use the address at which the child will live when applying their oversubscription criteria, as long as the parents provide some evidence of their intended address. For example, we will use a Unit or quartering address as the child's home address where a parent requests this.

1.20 Children with Split Residence

Where a child lives for part of the week with one parent and for part of the week with the other parent, the address recognised by the Trust for the purposes of an application for a school place is the one where the child lives for the majority of the school week – Monday to Friday.

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Where the weekly residence arrangement varies, and a child stays with both parents, on average, for the same amount of time during the school week over a four-week period, and each parent lives in a different school catchment / defined location, the parents will be required to choose one address for the purposes of completing a school
application. Where parents cannot agree a single address, the Trust will require parents to seek a Court Order to determine which address is to be used.

Where any claimed residence arrangement is found to be false, and the child is yet to start at the allocated school, the place will be withdrawn as it will be considered obtaining the school place on fraudulent and / or misleading grounds. In such circumstances the application will be considered afresh and determined at that time based on the correct information.

1.21 Appeals

If an application for a school place is refused, a refusal letter is issued, which will set out the reason for refusal and the right to appeal. Parents have a right to appeal to an Independent Appeal Panel.

The decision of an Independent Appeal Panel is binding on parents and the admitting authority.

To appeal, please go to relevant authority page (links below)

Leicestershire County Council - https://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/school-admissions/appeal-a-school-place-and-check-waiting-lists-online

North Northamptonshire Council - The appeals process | North Northamptonshire Council

1.22 Admissions Criteria

The following criteria, in the order listed, will be used to allocate places if there are more applications than places available.

1.1. Application forms for school places allow parents to express up to five preferences for school places. Parents should rank their preferences, so that if more than one preference can be agreed the one which the parent wants most is offered. However, the Local Authority considers all preferences to have equal value (e.g.one parent's first preference and another parent's second, third, fourth or fifth preference are to be considered equally against the admissions criteria) and therefore they do NOT include preference details when forwarding application information to Symphony Learning Trust Schools.

1.2. Late applications are only considered after all other applications which were received on time, unless it can be demonstrated with documentary evidence that the lateness of the form was beyond your control.

1.3. The highest criterion plus distance will be used where there are more applications than places available within a single criterion, for example where there are 30 places and 35 applications are submitted meeting the 2nd criteria, the 35 children that meet the 2nd criteria in section 1.4 below will then be ranked by distance, with the closest 30 being offered the places. When there are more applications than there are places available, then the following criteria (in the order listed) will be used to allocate places (see note i.):

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1.4.

	LEICESTERSHIRE SCHOOLS - Criteria
1st	Looked After Children and Previously Looked After Children (See note ii.)
2nd	Pupils who will have an older sibling attending the same school at the same time. (See note v)
3rd	Pupils who live in the catchment area. (See note iii.)
4th	Medical and Exceptional Circumstances (See note vi.)
5th	Children of staff. (See note vii.)
6th	Children living nearest to the school, measured in a straight-line distance. Distance is measured from a central geocoded point of home address to the school's main designated front gate, using electronic mapping. (See note viii.)

	NORTH NORTHAMPTONSHIRE SCHOOLS - Criteria
1st	Looked After Children and Previously Looked After Children (See note ii.)
2nd	Pupils who will have an older sibling attending the same school or linked school at the same time. (See note v)
3rd	Pupils applying for an Infant to Junior transfer place that currently attend the linked Infant school (see note v)
4th	Pupils who live in **defined locations** – applicable to Loatlands Primary School and Rushton Primary School only. (See note iv.)
5th	Children of contracted staff. (See note vii.)
6th	Other Children

Notes:

i. *Allocation of places up to the Published Admission Number (PAN) - Where the PAN is exceeded within any criterion, priority will be given to applicants whose home address is closest to the school.*

ii. Children who are looked after and those children who were previously looked after children.

The School Admissions Code 2021 states that all admission authorities must give highest priority to this group of children and provides the following definitions:

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) at the time of making an application to a school.

'Previously looked after children' are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). Further references to previously looked after children means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and 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.

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. Children who

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were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002. 24

Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians)

iii. The child's place of residence is taken to be the parental home. Living in the catchment area does not guarantee you a place at your catchment school. See paragraph 1.20 regarding split addresses.

iv. The child's place of residence is taken to be the parental home. See paragraph 1.20 regarding split addresses.
Schools with Defined Location criteria
Loatlands Primary School – Children who live in the linked area of Braybrooke
Rushton Primary School – Children who live in Rushton, Storefield, Glendon and Pipewell

v. The term sibling relates to:

- *brothers and/or sisters who share the same parent(s)*
- *a half-brother, half-sister or legally adopted child living at the same address*
- *a child looked after by a local authority placed in a foster family with other school age children*
- *a stepchild or children who are not related but live as a family unit, where parents both live at the same address as the child.*
- *Havelock Infant School and Havelock Junior School are linked for the purposes of applying the admissions criteria.*

vi. Exceptional Circumstances
If criterion 4 (of the Leicestershire criteria) is used, when making an application parents should send evidence from an independent professional person who knows about the child and supports the application to the school. It must clearly show why the school is the most suitable and any difficulties if alternate schools were offered. An independent professional person, for example a health professional, social worker, teacher/early years professional or support worker or such other appropriate person. The evidence must be supplied and must be submitted with the application for a school place.

The following list are the areas that are considered exceptional:-

(a) Children with a serious medical condition - showing that the needs of the child can only be met at the specific school and why other schools would not be able to meet this need, or a child has an exceptional illness or disability (for example, limited mobility) which means that, the child can only reasonably attend one school.
(b) Children subject to Child Protection Plans and Child in Need Plans and the child can only reasonably attend one school.
(c) Parents suffering domestic violence (This is dependent on documentary evidence by a lead professional for example a health professional, social worker, teacher/early years professional or support worker or such other appropriate person)

The Academy will make the decision during the processing period in consideration with relevant professional documentation.

vii. All Contracted Staff
Where an application for a place is in the school in which the staff member is employed, Admission authorities may give priority in their oversubscription criteria to children of staff in either or both of the following circumstances:
a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; and/or
b) the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.

viii. For criterion 6 above, measurement of distance is in a straight line from a central geocoded point of home address to the school's main designated front gate, using a computerised mapping system (geocoded mapping tool). Where there is equal distance then lots will be drawn, supervised by an independent officer.

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1.5. In the event of over-subscription, the named school may need to ask for proof of the following:

- Child's date of birth (i.e a short birth certificate);
- Copy of an adoption order, Child Arrangement Order or special guardianship order and a letter from the Local Authority that last looked after the child confirming that (s)he was looked after immediately prior to that order being made.

1.6. Tie-breaker - In the event that application of the above criteria results in a tie for a place at the school, the allocation of the place will be determined by either the use of an online randomiser or the drawing of lots. In both instances, this will be supervised by an independent officer. Children with Education, Health and Care Plans (EHCP) have a different admission process. If a child has an EHCP or parents are in the assessment process, it is important to have a discussion with the Headteacher about what to do next. There is more information in this policy at paragraph 1.11

In the event that there are more applications than places available, a School may need to ask for proof of the following when verifying the application and applying the criteria for prioritising admissions:

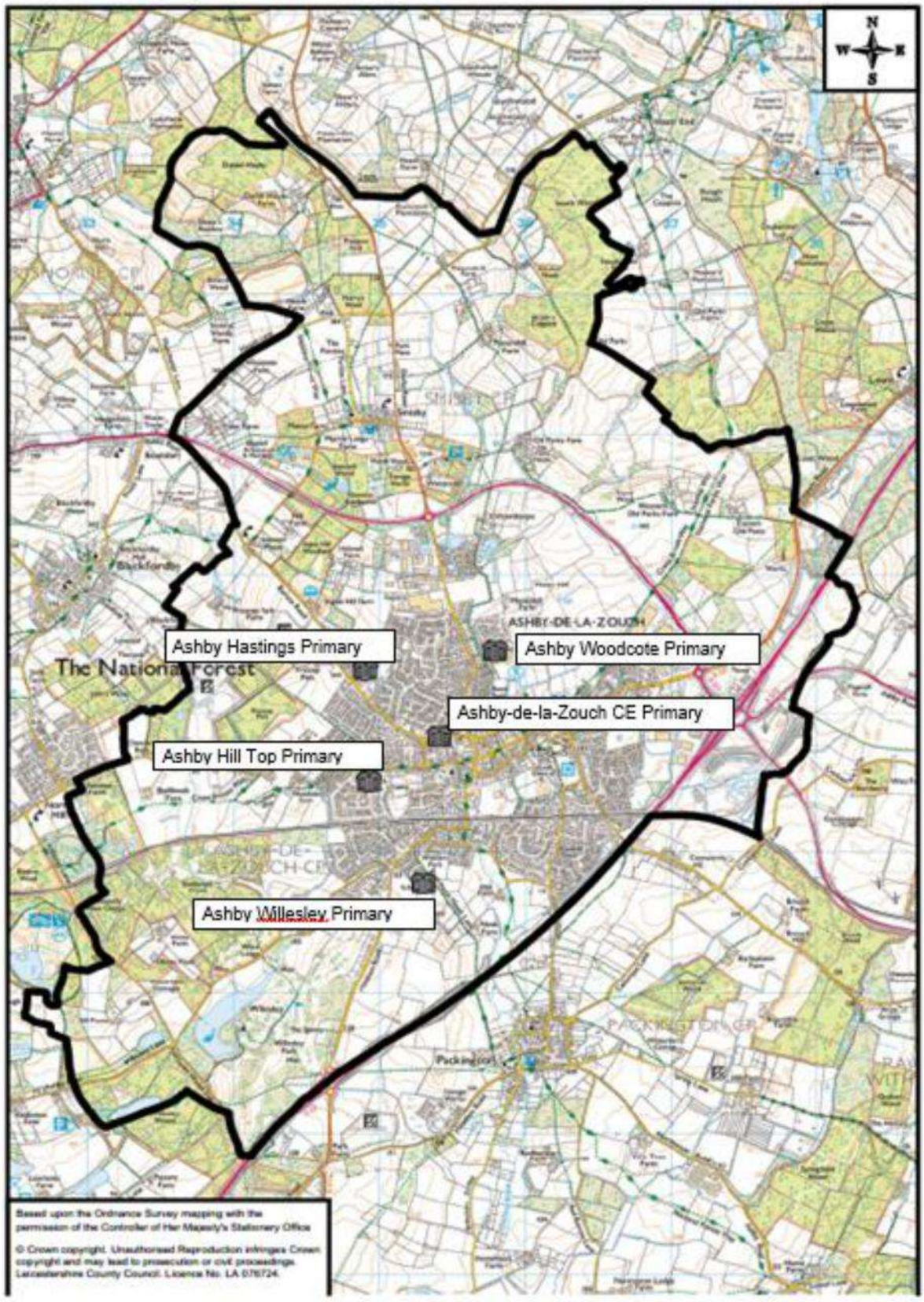
- Address;
- Child's date of birth;
- Copy of an adoption order, residence order or special guardianship order and a letter from the Local Authority that last looked after the child confirming that (s) he was looked after immediately prior to that order being made.

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1.23 Catchment Areas

Catchment areas for schools within the Symphony Learning Trust are determined as follows: -

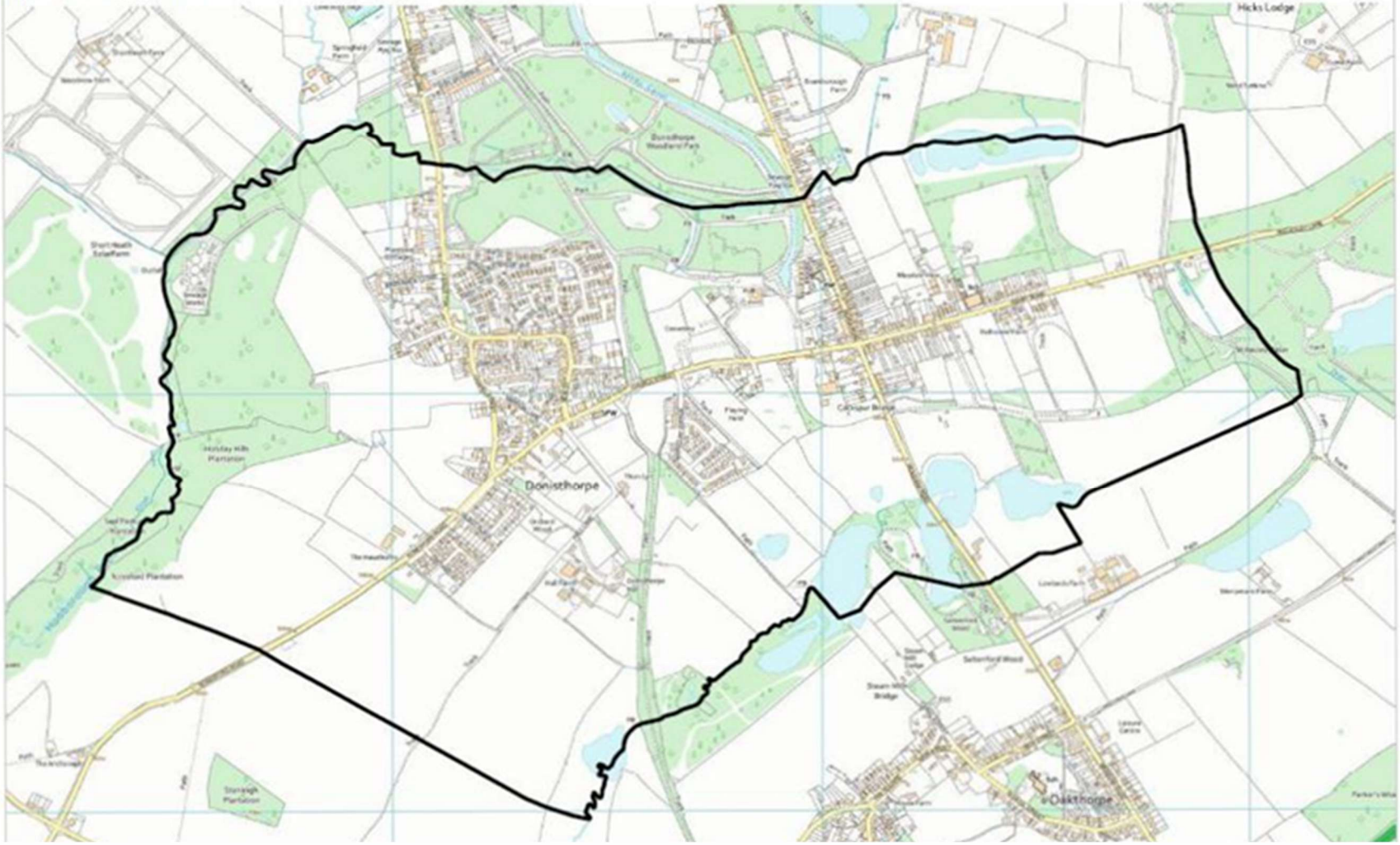
Catchment Map for: - Ashby Hastings Primary School, Ashby Hill Top Primary School and Ashby Willesley Primary School



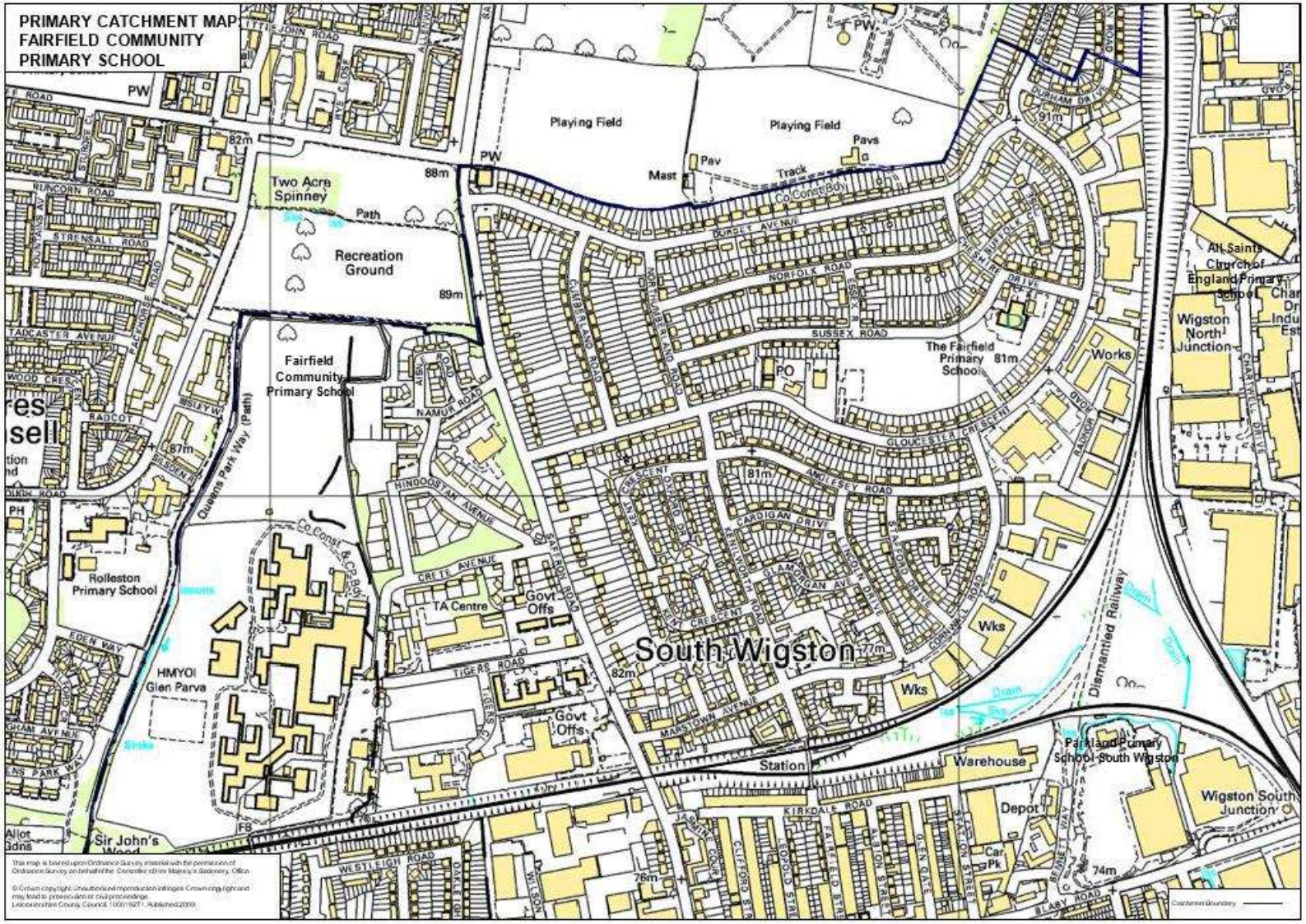
Catchment Map for Donisthorpe Primary School

School Catchment Map: Donisthorpe Primary School

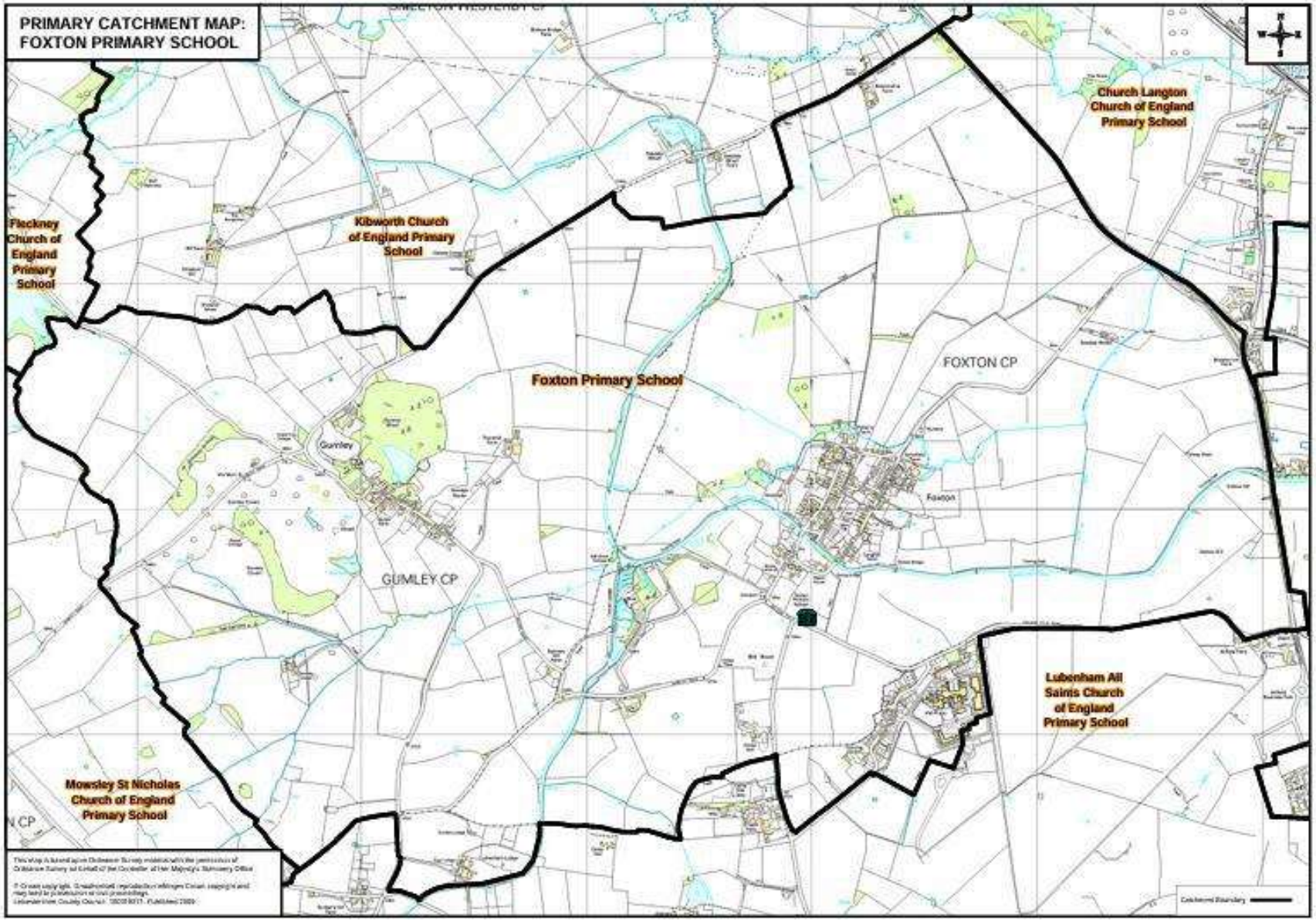
Map Created: 18/08/2021



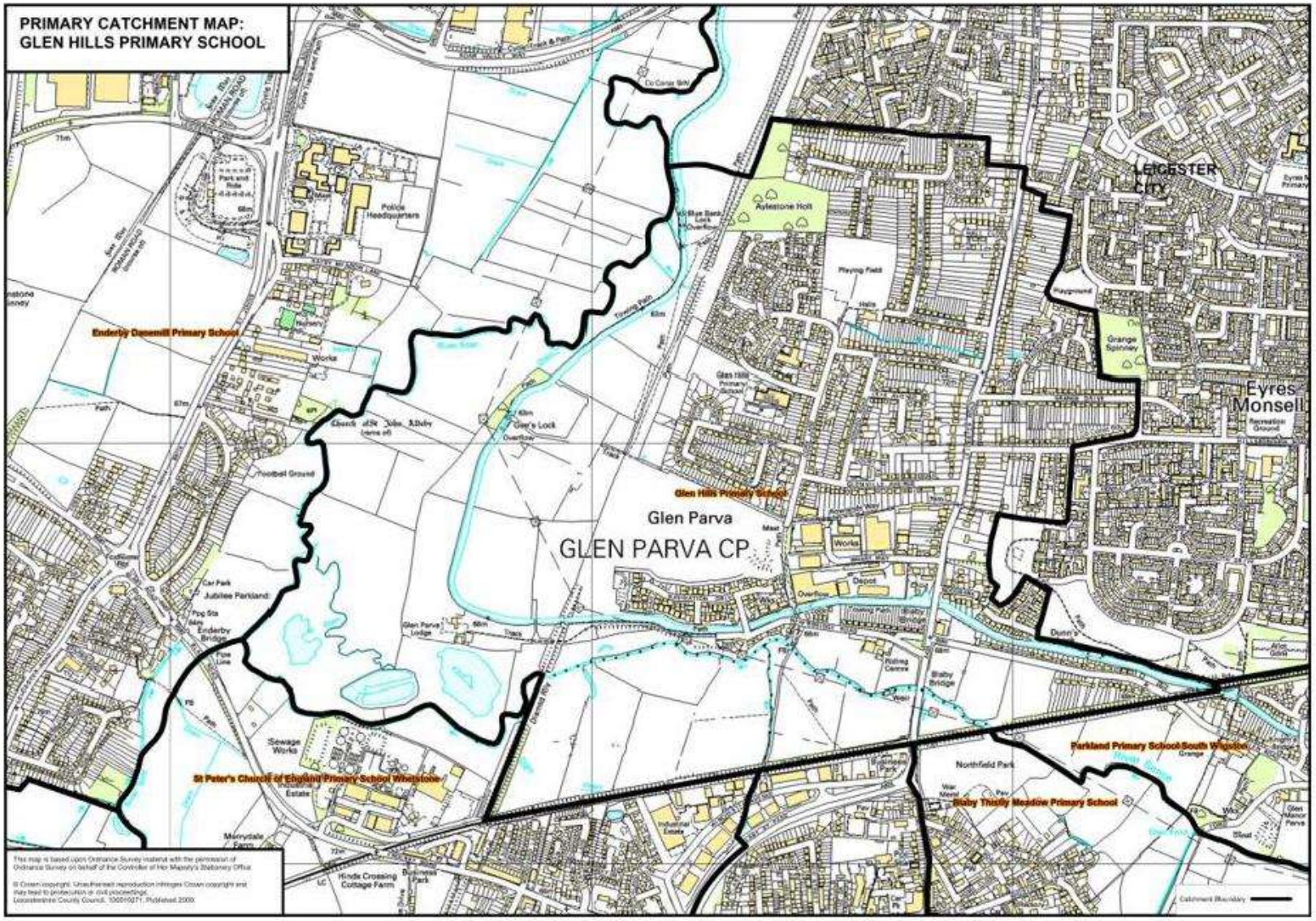
Catchment Map for Fairfield Community Primary School



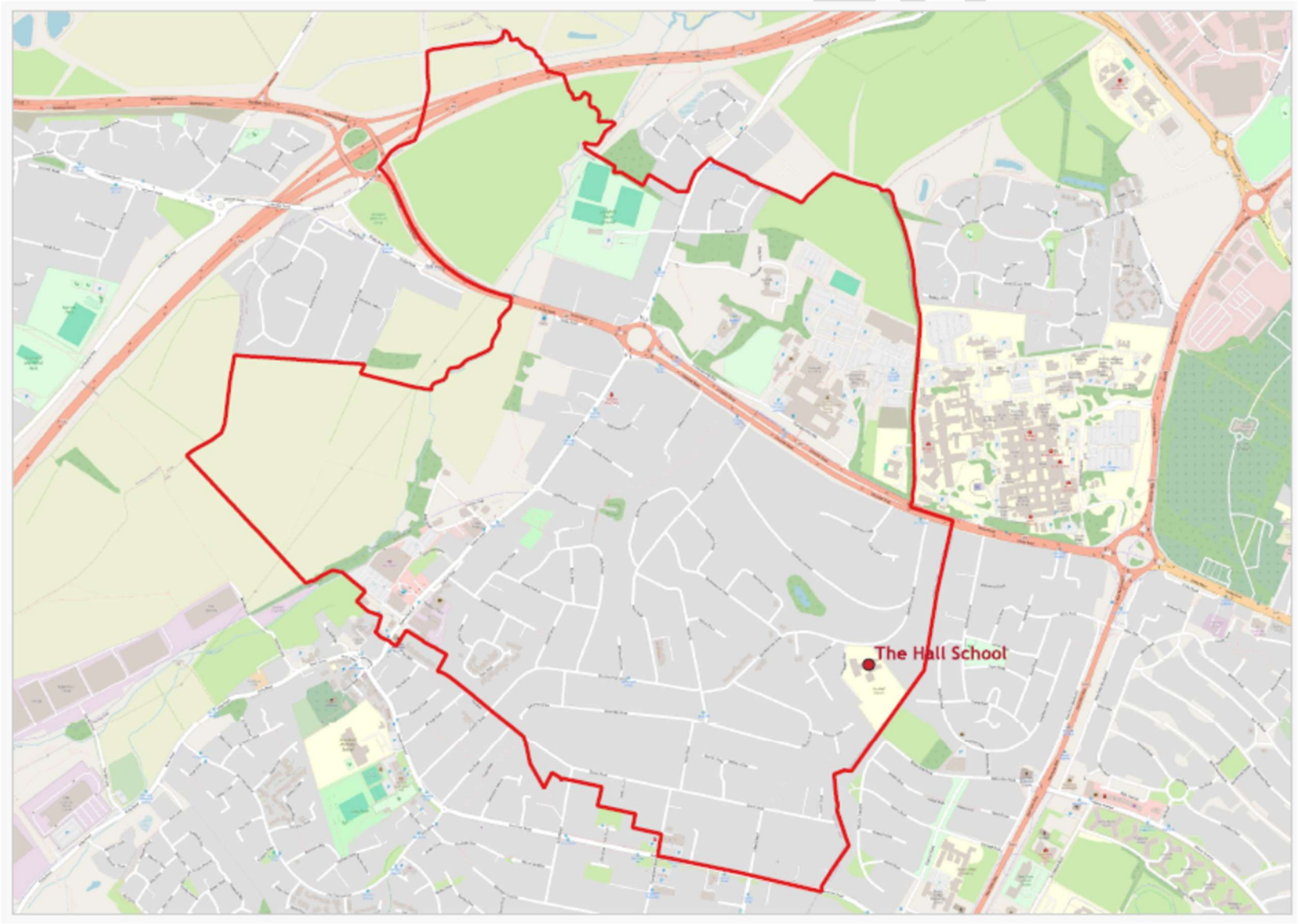
Catchment Map for Foxton Primary School



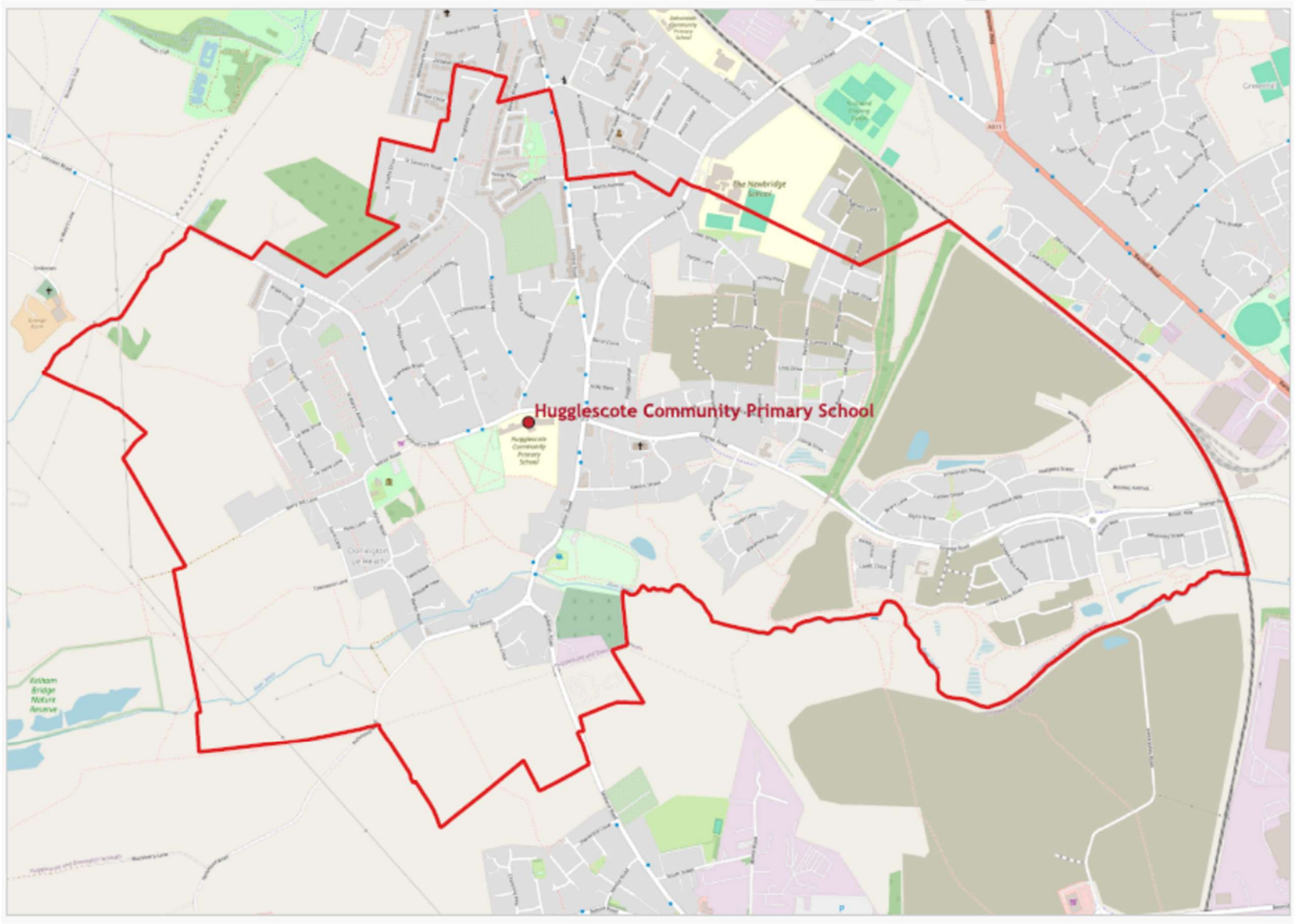
Catchment Map for Glen Hills Primary School



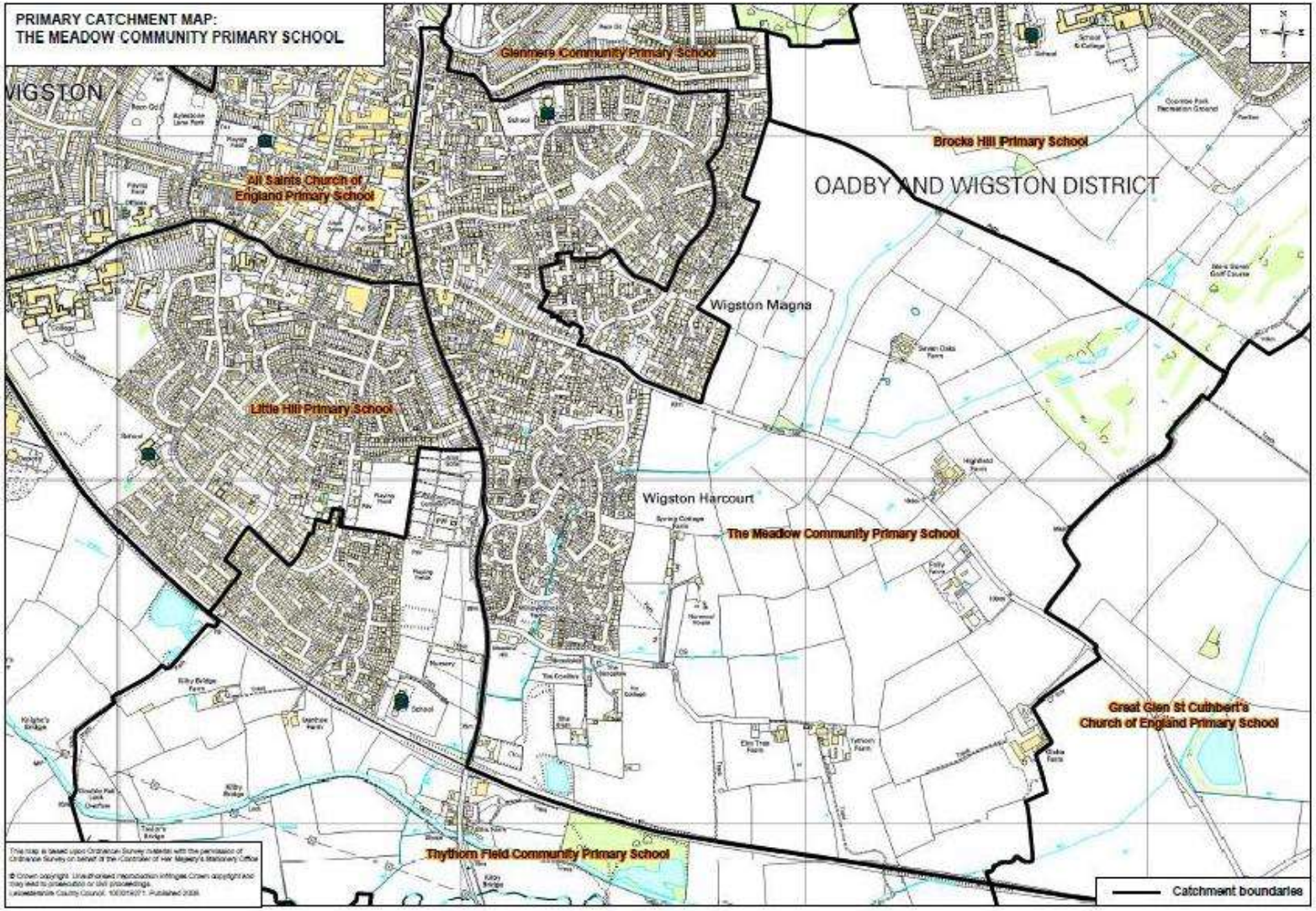
Catchment Map for The Hall School



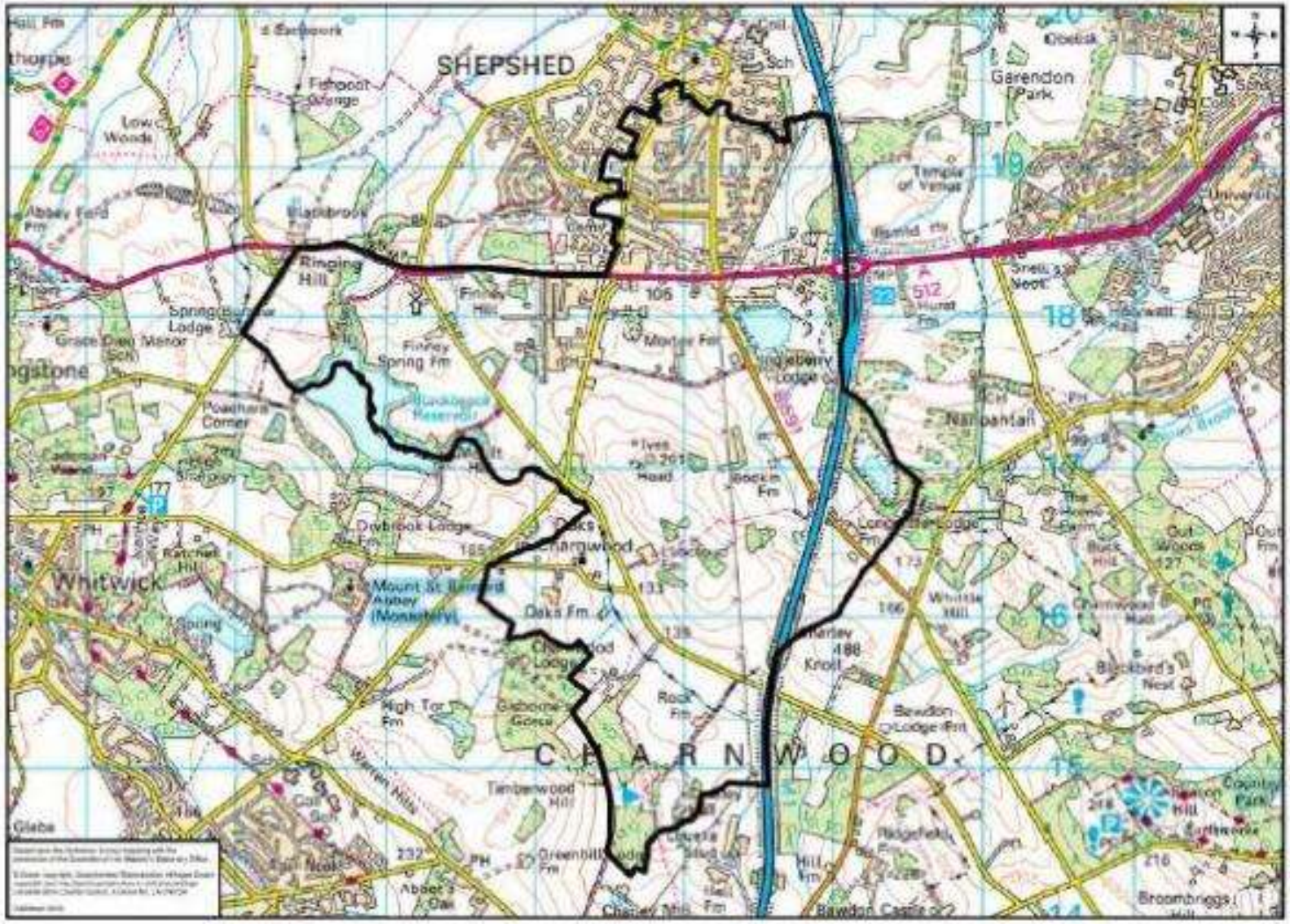
Catchment Map for Hugglescote Primary School



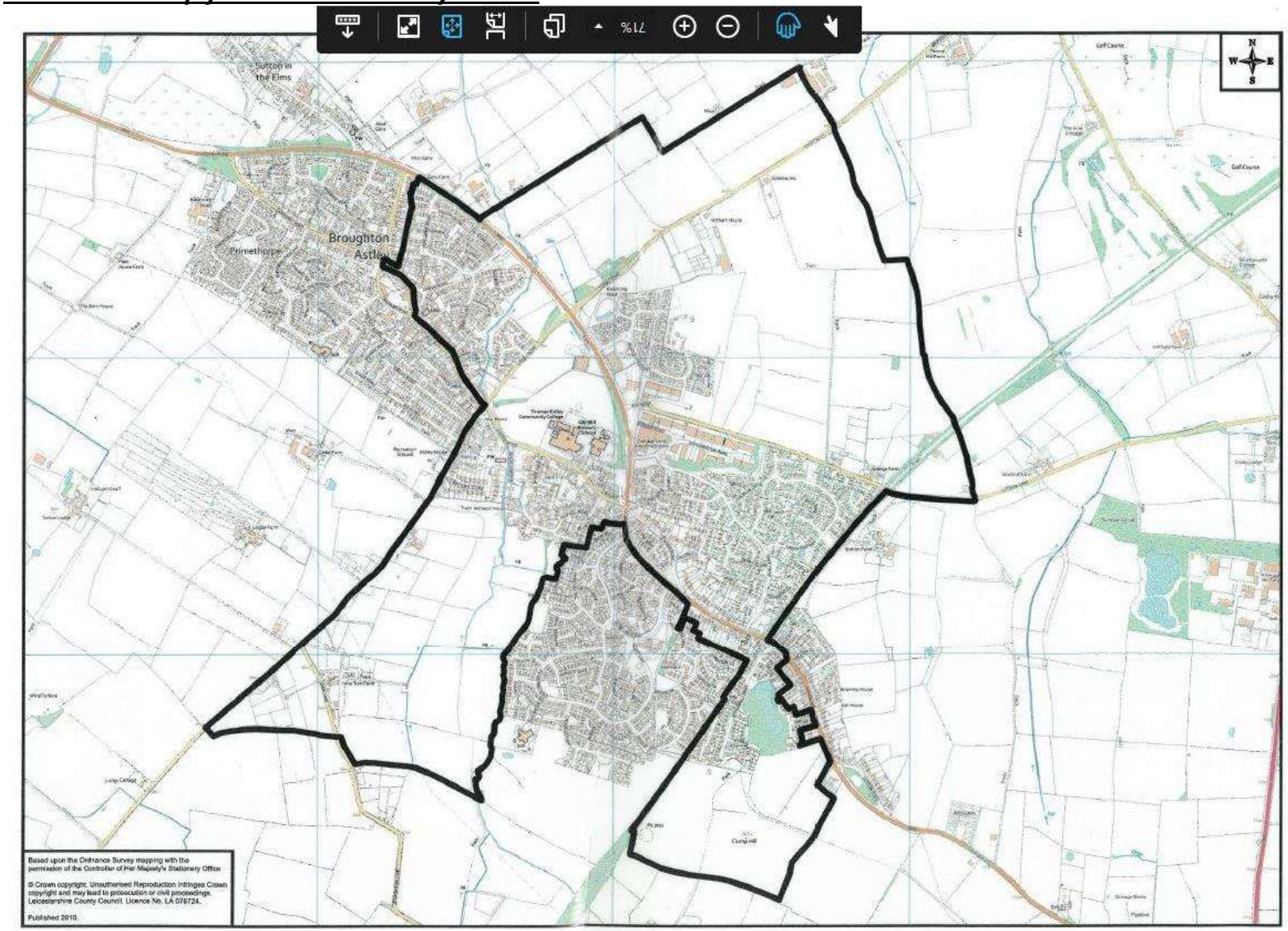
Catchment Map for The Meadow Community Primary School



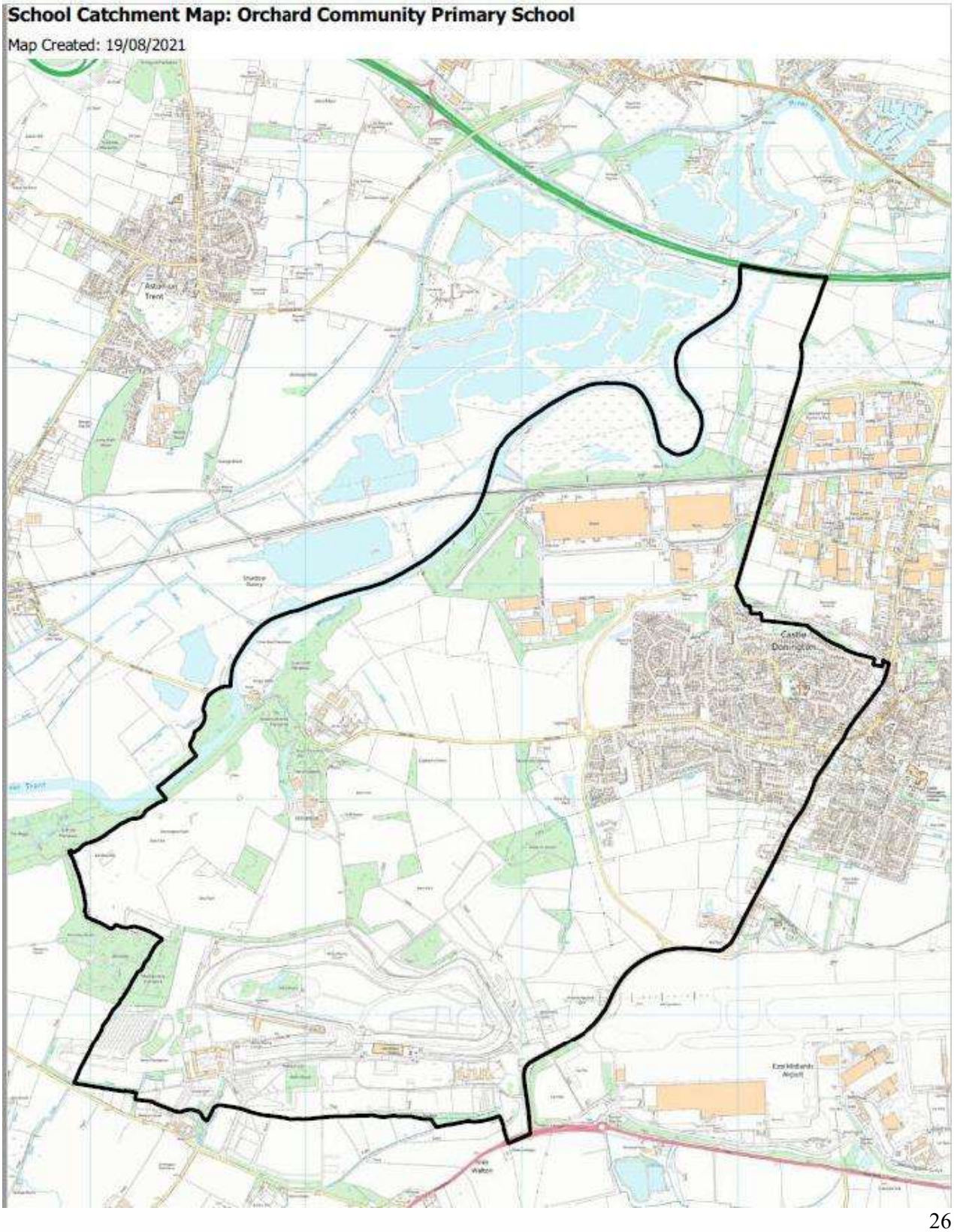
Catchment Map for Newcroft Primary Academy



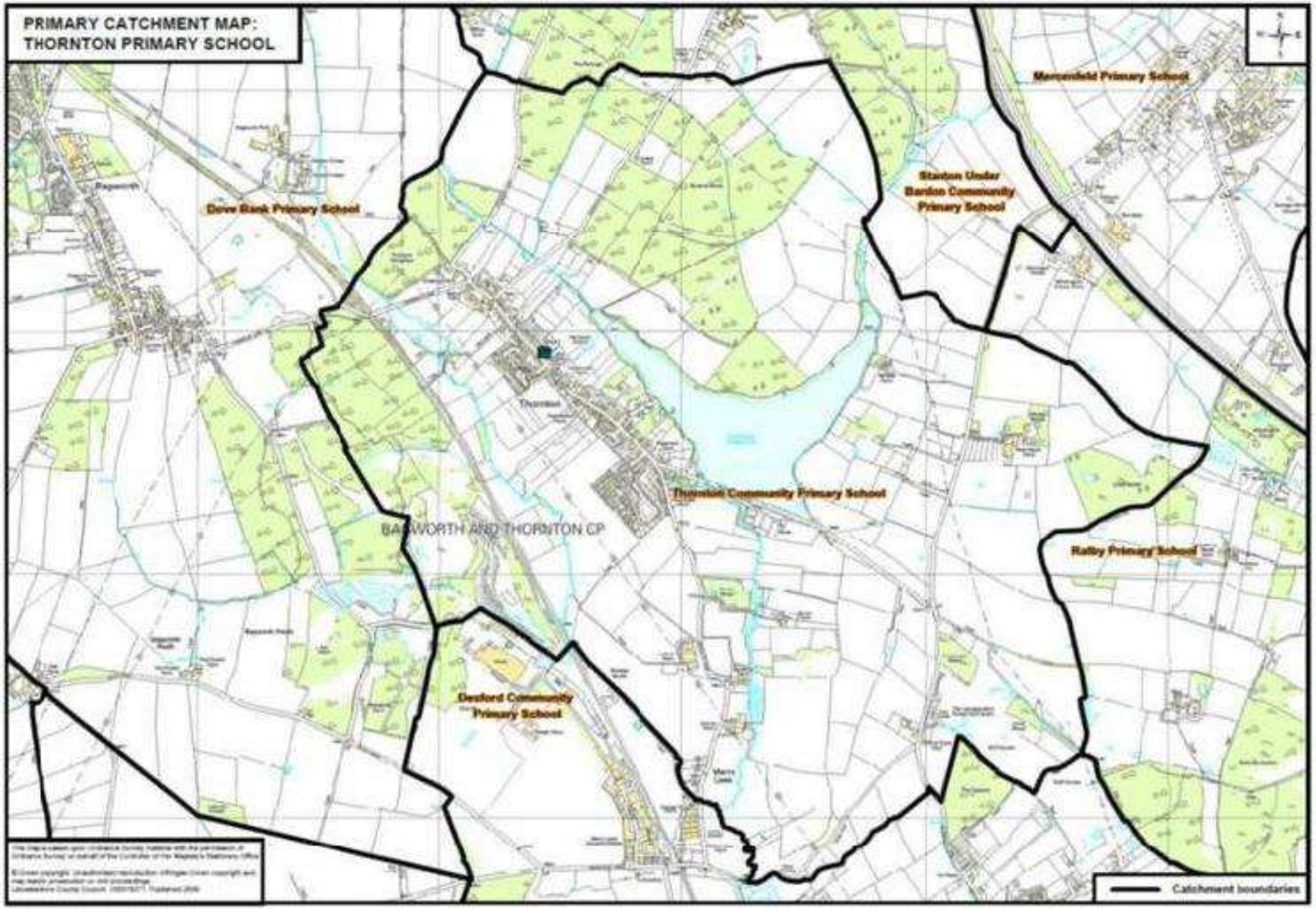
Catchment Map for Old Mill Primary School



Catchment Map for Orchard Community Primary School



Catchment Map for Thornton Primary School



Catchment Map for Thythorn Primary School



1.24 Significant Change of Circumstances

If a change of circumstances takes place after the closing date for applications but before all places have been allocated, then the change of circumstances will be taken into account within the allocation process.
If a change of circumstances takes place after all places at the school have been allocated the application will be added to the waiting list in a position which reflects the published priority criteria.

1.25 Special School Units

A 10 place Specialist provision for children with an EHCP in KS2 is located at Hugglescote Primary School. Places for this unit are allocated and managed by Leicestershire SENA directly and admissions to this are not covered under this policy.

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