



# ADMISSIONS POLICY 2024/25

Date ratified by the Governing Board	January 2023
Review date (by)	N/A

\*This policy was consulted on by NNC School Admissions between the 14<sup>th</sup> November and 31<sup>st</sup> December 2022. There were no responses to the consultation

*Remember that I commanded you to be strong and brave. So don't be afraid. The Lord your God will be with you everywhere you go<sup>2</sup> (Joshua 1:9)*

As the harvest grows from the soil, Hayfield Cross came to life in 2015. From nothing, we have grown at the heart of our new community, persevering through challenge into a flourishing school. Guided by our Christian values the seeds of Joy, Integrity and Fellowship are planted as we instil this pioneering spirit in our children, challenging them through exciting learning to aspire to greatness in all that they do.

**Peterborough Diocese Board of Education  
Hayfield Cross Church of England School  
Voluntary Aided Primary School  
Admission Policy 2024-25**

The Governing Board are the Admission Authority in this Voluntary Aided school and are therefore responsible for all admissions.

The Governing Board will admit up to 60 pupils into Year R.

The Governing Board will admit all pupils with a statement of special educational needs or Education, Health & Care plan which names the school.

### **Applying for a place at Hayfield Cross Church of England School**

North Northamptonshire Council (the Local Authority) co-ordinates applications for places in this school.

In order to submit an application, please refer to the local authority's website – <https://www.northnorthants.gov.uk/primary-school-places>

When there are more applications than there are places available, the Governing Board will admit pupils according to the following criteria which are listed in order of priority:

#### **Oversubscription criteria:**

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order (including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted). 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).
2. Children who live within the Hanwood Park development (see map of development below)
3. Children who have a sibling attending the school at the time of admission (see *sibling definition* below).
4. Other children

## **Tie Breaker**

*Applications within each category will be prioritised on the distance from the child's home to school. Distances are provided by the Local Authority and are measured on a straight-line basis using a geographical information system.*

## **Waiting Lists**

All parents/carers/ guardians 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. To do so, parents/carers/guardians must contact the school and request that their child's name is placed on the waiting list. This should be done by email/in writing.

If a place becomes available at the school, it will be allocated according to the oversubscription criteria (*see above*), not on a first come, first served basis.

A child's name will remain on the waiting list until the end of the school term (Autumn/Spring/Summer) in which the application was made. If parents/carers/guardians wish their child's name to stay on the waiting list for the remainder of the academic year, they must email/write to the school at the beginning of each term to renew their interest i.e. in January and /or following the Easter break (April/May).

Please note a new 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'/ guardians' right to appeal.

## **'Late' applications**

Late applications are any application forms (*known as Common Application Forms (CAFs)/Preference Forms*) received by the local authority after its deadline (date is 15<sup>th</sup> January until midnight).

Late applicants will not receive an offer of a school place by the local authority on offer day (the 16<sup>th</sup> April or the next working day) but their application will be processed in the next round of allocations (*for details of when these are – refer to the NNC website or the local authority's composite prospectus*).

## **Right of Appeal**

For any child refused a place, parents/carers/guardians have the right to appeal against the decision, to an independent Appeals Panel. Parents/carers/guardians wishing to appeal should write 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](mailto:education@peterborough-diocese.org.uk)*

## **In Year Admissions**

The school is part of the LA In-Year Coordinated scheme. Details of how parents can apply for an In-Year place at Hayfield Cross are published on the school website.

## **Map of the area**

Hanwood Park is defined as the area shown on the map below:



Hanwood Park covers an area of 328.5 hectares to the east of Kettering and Barton Seagrave. The western boundary of the site is adjacent to existing development on:

- Barton Road, Barton Seagrave
- Poplar's Farm Road
- Westleigh Road
- Ridgway Road
- Warkton Lane
- St. Catherine's Road

- St. Vincent's Avenue, Kettering

More information about the Hanwood Park development is available through the Kettering Borough council website:

[https://www.kettering.gov.uk/info/20054/planning/87/hanwood\\_park](https://www.kettering.gov.uk/info/20054/planning/87/hanwood_park)

## Definitions of terms used

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

- **Looked after children** are children who are (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 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). Also includes those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

### 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 (NLPG), 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, supervised by a suitable independent person, will be used to decide the priority in which applicants are selected in the event of a tiebreaker.

### Home address

The home address of a child is considered to be the permanent residence of the child in a residential property on the statutory closing date for primary allocations. The address must be the child's only or main residence and is either:

- Owned by the child's parent, parents, or carers or guardian;
- Leased to or rented by the child's parent, parents, carers or guardian under lease or written rental agreement of not less than six months' duration. The property leased must be where the family lives.

Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residence at the property concerned. Places cannot be allocated on the basis of intended future changes of address unless house moves have been confirmed through the exchange of contracts or the signing of a formal lease agreement. The Governing Board reserves the right to seek further documentary evidence to support a claim to residence.

Parents, carers and guardians must notify the school of any change of address during the admissions procedure. Please note that the Governing Board is unable to allocate a place to anyone moving into the country from abroad or within the U.K. prior to their arrival in the country. The Governing Board would then require proof of residency as stated above.

The only exceptions are children of UK service personnel and other Crown Servants (including Diplomats). In this care the admissions committee will:

- use the address at which the child will live when applying their oversubscription criteria, as long as the parent provides some evidence of their intended address;
- Use a Unit or quartering address as the child's home address when considering the application where a parent requests this.

### **Sibling**

Pupils who will have a brother or sister continuing on the school roll at the date of starting at the school. The definition of a brother or sister (sometimes referred to as a "sibling") is:

- 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 parent's marriage or partnership. The partners must have co-habited in a permanent exclusive relationship (as if they were husband and wife or civil partners) for a minimum of 2 years prior to the statutory closing date for primary allocations.
- A child who has been adopted or is fostered by parents/carers who have other children.

Siblings must be living at the SAME address on the statutory closing date for applications.

### **Joint Custody Arrangements;**

- Where a child lives between two parents the qualifying address will be where the child sleeps the majority of the school week.
- If the child spends equal amounts of time at the two addresses parents must nominate which address they wish to be the child's main address.
- Documentary proof may be sought, such as a medical card. If a child is resident with any other relative it must be clearly stated on the preference form.
- It should be noted that an address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place.

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

## **Admission of children below compulsory school age to school**

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

If parents wish to delay their summer born child's start at school until the September after 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 could start school in September 2024, but wish to delay their child's school start and apply for a Reception place to start in September 2025, should still make their application for a Reception place for their child's normal year of entry before the primary application deadline **on 15th January 2024**. 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 – **15th January 2024**. This is to enable sufficient time for requests to be processed prior to National Offer Day (16th April or the next working day). Requests will however still be considered after this date.

Parents/carers requests to apply for a Reception place for the September following their child's 5<sup>th</sup> 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 Head teacher'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 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 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 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.

#### **Deferred entry:**

There is flexibility for parents who do not feel their child is ready to start school in the September following their 4<sup>th</sup> birthday.

Once their child has been offered a school place, they may defer the date their child is admitted to their allocated school until later in the school year following their fourth birthday, provided that they do not defer beyond the point at which they reach compulsory school age, or beyond the start of the final term of that school year. Their child may attend school part-time until the child reaches compulsory school age.

Parents / carers should discuss arrangements to defer a place and/or to start part-time with the Head Teacher.

#### **Admission of children out of their normal age group**

Parents/carers/guardians may seek a place for their child out of their normal age group e.g. if the child is gifted and talented or has experienced problems such as ill health. Additionally;



### **Process for requesting a place out of normal age group (*not Summer Born*)**

Parents/carers/guardians may seek a place for their child out of their normal age group as stated above. If parents/carers/guardians wish to do so, they must contact the Head Teacher at the school.

The Admissions Committee of the Governing Board will convene a meeting to consider the request and will make decisions 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/guardian'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 Head Teacher's views.

**Please note** – if the Admissions Committee does not agree to this request to be admitted out of cohort, there is no right of appeal against that decision.