



# **Kislingbury CEVC Primary School Admission Policy**

**For Academic Year September 2021 – August 2022**

Policy Review Committee	Admissions Committee
Policy Last Reviewed	23 <sup>rd</sup> January 2020
Policy Review Schedule	Annual
Policy Review Date	Spring Term 2021



## Applying for a place at Kislingbury C.E. Primary School

Northamptonshire County 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 – [www.northamptonshire.gov.uk/admissions](http://www.northamptonshire.gov.uk/admissions)

Kislingbury C.E. Primary School is an Academy within Peterborough Diocese Education Trust. The Trust is the Admission Authority and has responsibility for setting the Admission Policy, but the policy is administered by the Local Governing Board (LGB).

The Published Admission Number (PAN) for the Reception year of entry is 22.

The LGB will admit children with an Education, Health and Care Plan (EHC Plan) which names the School.

### Oversubscription criteria

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

1. Looked after children and children who were previously looked after but immediately after being looked after were adopted or became subject to a child arrangements order, or special guardianship order.
2. Pupils who live in the Parish of Kislingbury with a sibling continuing at the school at the time of admission of the child (see definition of Parish and Sibling)
3. Pupils who live in the Parish of Kislingbury. (See definition of Kislingbury Parish)
4. Pupils who do not live in the Parish of Kislingbury with a sibling continuing at the school at the time of admission of the child (See definition of sibling).
5. Pupils who have a parent(s) who is a member of the school staff 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 the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
6. Other pupils.

### Tiebreaker

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



## Notes and Definitions

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

**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).

### ***Distance Measurements***

Distances are measured on a straight line basis from the address point of the child's home to the address point of the School, using a geographical information system. Each address has a unique address point established by the most valuable elements from the National Land and Property Gazetteer (NPLG), Ordnance Survey Master Map, Royal Mail Postal Address File and The Valuation Office Agency. The address point for a property does not change.

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

### ***Definition of child's home address/residence***

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

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

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

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



### **Definition of Parish**

For details of the parish you live in go to [www.achurchnearyou.com](http://www.achurchnearyou.com) enter your post code, click on where you live and details of the parish you live in will be provided.

### **Definition of Sibling**

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

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

### **Separated parents**

If a child lives with separated parents, the home address will be treated as the place where the child sleeps for most of the school week (i.e. Sunday night – Thursday night inclusive). If the child spends an equal amount of time at 2 addresses, the parents must decide which address they wish to use as the child's main address for the application. **Please note** – if false or misleading information is used to try and gain a school place, this may lead LGB to reject the application or to withdraw the offer of a place.

### **Definition of Staff**

A child of a current member of the Kislingbury school staff 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 the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

### **Late applications**

Late applications are any application forms (*known as Common Application Forms (CAFs)/Preference Forms*) received by the local authority after its deadline of

5pm on 14<sup>th</sup> January 2021. Late applicants will not receive an offer of a school place by the local authority on offer day (15 April) but their application will be processed in the next round of allocations (*for details of when these are – refer to the local authority's composite prospectus*).



### **Waiting lists**

All parents/carers who are unsuccessful at gaining a place for their child at the School may wish to place their child's name on the waiting list. To do so, parents/carers 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 to the Headteacher. [head@kislingbury.northants-ecl.gov.uk](mailto:head@kislingbury.northants-ecl.gov.uk)

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 in which the application was made. If parents/carers 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' right to appeal.

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

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

#### **Deferred entry:**

Parents/carers can request that *entry to the School* is deferred until later in the same school year (i.e. a child born in the Autumn term could defer starting school until January and a child born in the Spring or Summer term could defer their start until after Easter). If such a request is made the School is required to *hold the place* for the child; the place cannot be offered to another child but it cannot be kept open beyond the beginning of the Summer term.

Any parents/carers considering deferring their child's admission to school must discuss this with the Headteacher.



***Right of appeal***

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

*The Clerk to the Appeals Panel  
Bouverie Court  
6 The Lakes  
Bedford Road  
Northampton  
NN4 7YD  
Email – [education@peterborough-diocese.org.uk](mailto:education@peterborough-diocese.org.uk)*