



## **Admissions Policy 2023 / 2024**

**Admission arrangements for Academies within  
the Peterborough Diocese Education Trust for  
academic year 2023/24**

# CONTENTS

|  | <b>Page No</b> |
|--|----------------|
| <b>1. Policy statement</b>   | <b>3</b>       |
| <b>2. Principles behind the policy</b>   | <b>3</b>       |
| <b>3. Operation of the policy</b>  | <b>3</b>       |
| <b>4. Procedures</b>   | <b>3</b>       |
| <b>5. Common definitions</b>   | <b>4</b>       |
| <b>6. Admission of children below compulsory school age and deferred entry to school</b> | <b>6</b>       |

## APPENDICES

**How To Apply for a school place**

**Oversubscription criteria**

**Tiebreaker**

**Notes and Definitions**

**Distance Measurements**

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

**Children of "worshipping members"**

**SIF Form A**

**Churches together in Great Britain and Ireland**

**Definition of Sibling**

**Separated Parents**

**Late Applications**

**Waiting Lists**

**Admission of children below compulsory school age**

**Right of appeal**

## **1. Policy Statement**

- 1.1 Peterborough Diocese Education Trust (PDET) is the admission authority for all of its academies and has responsibility for setting the admissions policy.
- 1.2 PDET will consider all applications for places at each of the academies in line with the admissions policy.

## **2. Principles behind the policy**

- 2.1 The admission arrangements as determined by PDET are in accordance with the School Standards and Framework Act 1998 (and regulations made thereunder) and the School Admissions Code.

## **3. Operation of the policy**

- 3.1 PDET as the admission authority has delegated some aspects of the process to the Academy Governance Committee (AGC) for each academy.
- 3.2 The AGC in each academy has delegated responsibility for:
  - 3.2.1 Proposing admission criteria (including any proposed changes to the published admission number) to be determined (agreed) by the Trust Governance Committee (TGC)
  - 3.2.2 Consulting on proposed admission criteria
  - 3.2.3 Considering all applications made for the academy
  - 3.2.4 Applying the oversubscription criteria to all applications where the number of applications is greater than the published admission number
  - 3.2.5 Producing and presenting a statement of case at appeals
  - 3.2.6 Maintaining waiting lists
  - 3.2.7 Responding to admission queries from parents and the local authority.
- 3.3 The Trust Governance Committee (TGC) will:
  - 3.3.1 Review proposed admission criteria
  - 3.3.2 Determine (agree) the admission arrangements for all academies in accordance with statutory deadlines each year
  - 3.3.3 Provide an appeals service for parent / carers wishing to appeal (currently through the Diocesan Appeal Service)

## **4. Procedures**

- 4.1 PDET will adhere to the relevant local authority co-ordinated schemes. Currently this is Northamptonshire and Rutland and the schemes can be found on the authority's website.
- 4.2 PDET has set admission numbers for each of the academies. These are detailed in the appendices.
- 4.3 Where fewer applications are received than the published admission number at any of the PDET academies, all applicants will be offered a place.

- 4.4 The AGC will admit children with an Education, Health and Care Plan (EHC Plan) which names the academy.
- 4.5 Applications to start primary school for the first time must be made through the local authority where the child lives (regardless of which county the preferred schools are in):
- Northamptonshire residents: [www.northamptonshire.gov.uk/admissions](http://www.northamptonshire.gov.uk/admissions)
- Rutland residents: [www.rutland.gov.uk/my-services/schools-education-and-learning/school-admissions/](http://www.rutland.gov.uk/my-services/schools-education-and-learning/school-admissions/)
- 4.6 Applications to start primary school during the school year, in any year group (known as 'in year applications') is dependent on which local authority the academy falls within:
- 4.6.1 Applications for academies within Northamptonshire should be made to Northamptonshire County Council (who coordinated the application process)
- 4.6.2 Applications for academies within Rutland should be made directly to the academy.
- 4.7 Where there are more applications than there are places available, children will be admitted according to the oversubscription criteria, which are listed in the appendices.
- 4.8 All parents / carers who are unsuccessful at gaining a place for their child at the academy can place their child's name on the waiting list. Parents / carers must contact the academy by email / in writing.
- 4.8.1 If a place becomes available at the academy, it will be allocated according to the oversubscription criteria, not on a first come, first served basis.
- 4.8.2 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 academy at the beginning of each term to renew their interest i.e. in January and /or following the Easter break (April / May). 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.
- 4.9 If a parent / carer is refused a place at the academy, they have the right to appeal against the decision to an independent Admission Appeals Panel. This service is currently provided by the Diocese of Peterborough. Those wishing to appeal should write to: *The Clerk to the Appeals Panel, Bouverie Court, 6 The Lakes, Bedford Road, Northampton, NN4 7YD*, or email: [education@peterborough-diocese.org.uk](mailto:education@peterborough-diocese.org.uk).

## 5. Common definitions

- 5.1 PDET has adopted a number of key definitions that apply across all oversubscription criteria. These are:

### **5.1.1 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).

### **5.1.2 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 / academy, 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 / academy (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.

### **5.1.3 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.

If false or misleading information is used to try and gain a place, this may lead the AGC to reject the application or to withdraw the offer of a place.

### **5.1.4 Children of "worshipping members"**

For parents / carers to be worshipping members, at least one of the parents / carers of the child needs to be regarded by the priest / minister / worship leader as being part of the worshipping community at the church / worship centre. This would not necessarily mean that the parent / carer is a "Member" in the technical sense (e.g. through

baptism, confirmation or electoral roll) but would imply a pattern of attendance at worship (on Sunday or at other times) that is more than “occasional” and has been sustained for more than a short, very recent, period of time.

#### **5.1.5 SIF A/B**

If parents / carers wish their application to be considered under a faith criterion (where applicable), they must complete form SIF/A which is available from the academy and return it to the academy (not the local authority). This must be done by the deadline of 5pm on 15 January 2023. The academy will submit the completed form SIF/A to the relevant minister with form SIF/B to verify the information. As SIF/B needs to be returned to the academy in time for the academy to rank admissions, it is very important for parents / carers to submit form SIF/A to the academy as soon as possible.

#### **5.1.6 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.
- Children living in the same family unit, even if they are not biological brothers and sisters.

#### **5.1.7 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. If false or misleading information is used to try and gain a school place, this may lead the AGC to reject the application or to withdraw the offer of a place.

#### **5.1.8 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 15 January 2023. Late applicants will not receive an offer of a school place by the local authority on offer day (16 April) but their application will be processed in the next round of allocations.

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

- 6.1 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 PDET 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.

## **6.2 Deferred entry:**

Parents/carers can request that *entry to the School / academy* 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 are recommended to discuss this with the Headteacher.

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

6.3.1 Parents/carers 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.

6.3.2 Parents/carers of a summer born child (i.e. a child born in the period from 1 April to 31 August) may not want to send their child to school until the September following their 5<sup>th</sup> birthday and may request that they are admitted out of their normal age group – e.g. to Reception rather than to Year 1.

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

6.4.1 Parents/carers may seek a place for their child out of their normal age group as stated in 6.3 above. If parents/carers wish to do so, they must contact their preferred school.

6.4.2 The AGC 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 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 Headteacher's views.

6.4.3 If the AGC does not agree to this request to be admitted out of cohort, there is no right of appeal against that decision.

## **6.5 Requests for admission out of normal age group (*Summer Born children*)**

- 6.5.1 Parents/carers who wish to apply for a place in Reception out of the normal age group should make a request to the AGC. The request needs to be accompanied by reasons for such a request and should be made by 1 December of the year prior to the year the child should enter Reception if they had not requested to defer applying.
- 6.5.2 The AGC 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 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 Headteacher's views.
- 6.5.3 The AGC will inform the parents/carers of its decision on the Year group the child should be admitted to when they have to start school (i.e. Reception or Year 1) and will set out clearly the reasons for their decision.
- 6.5.4 If the AGC agrees to the parent's/carer's request to defer the application for a Reception place, they will inform the local authority and the parents/carers will then need to make an application for a place in Reception in the normal round of admissions in the following academic year.
- 6.5.5 In the following normal admissions round, if the academy is oversubscribed, all applications (including deferred applications) for the academy will be ranked in accordance with the academy's oversubscription criteria. If the application is not successful, parents/carers will have the right to appeal but, as the purpose of the appeals process is to consider whether a child should be admitted to a particular school / academy, parents/carers do not have a right of appeal if they have been offered a place and it is not in the year group they would like;
- 6.5.6 If the ACG does not agree to the application being deferred, there is no right of appeal against that decision and the parents/carers will need to make an application to the local authority for a place in Reception by 15 January or make an in-year application for a Year 1 place at the appropriate time.



## APPENDICES

### Applying for a place at St Marys CE Primary Academy

Northamptonshire County Council (the local authority) co-ordinates applications for places in the 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)

#### **Admissions Policy For academic year September 2023 – August 2024**

#### **St Mary's CE Primary**

St Mary's CE Primary 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 Academy Governance Committee (AGC).

The Published Admission Number (PAN) for the Reception year of entry is 45.

The AGC 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 including 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.
2. Children with a brother or sister continuing at the school at the time of admission of the child (see full definition of sibling)
3. Children of parents / guardians who are worshipping members of any Church that is a member of Churches Together in England which includes the Church of England. These applications must be accompanied by Form SIF/A, which is available from the academy. The completed SIF/A will then be sent to the minister with Form SIF/B to verify Church allegiance. (See notes on SIF forms).
4. Children who live closer to St Mary's CE Academy than any other school.
5. Other children

#### **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 including 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.

### ***Children of “worshipping members”***

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

### ***SIF A/B***

If parents / carers wish their application to be considered in criterion 4, they must complete form SIF/A which is available from the School and return it to the School (not the local authority). This must be done by the deadline of 5pm on 15 January 2023. The School will submit the completed form SIF/A to the relevant minister with form SIF/B to verify the information. As SIF/B needs to be returned to the School in time for the School to rank admissions, it is very important to submit form SIF/A to the School as soon as possible.

### ***Churches together in England***

The following denominations are affiliated to Churches together in England:

<https://cte.org.uk/about/whos-who/member-churches/>

### ***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 AGC to reject the application or to withdraw the offer of a place.

### **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.
- children living in the same family unit, even if they are not biological brothers and sisters.

### **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 AGCs to reject the application or to withdraw the offer of a place.

### **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 15 January 2023. Late applicants will not receive an offer of a school place by the local authority on offer day (16 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 [office@stmaryscebl.info](mailto:office@stmaryscebl.info).

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 5th birthday (based on a 3 term year with terms starting in September, January and April). In PDET children are entitled to a full year in Reception i.e. the school place is available from the beginning of the school year in which the child has their 5th birthday.

### **Deferred entry:**

Parents/carers can request that entry to the school / academy 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 are recommended to discuss this with the Headteacher.

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

Parents/carers 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.

Parents/carers of a summer born child (i.e. a child born in the period from 1 April to 31 August) may not want to send their child to school until the September following their 5th birthday and may request that they are admitted out of their normal age group – e.g. to Reception rather than to Year 1.

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

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

The AGC 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 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 Headteacher's views.

If the AGC does not agree to this request to be admitted out of cohort, there is no right of appeal against that decision.

### **Requests for admission out of normal age group (Summer Born children)**

Parents/carers who wish to apply for a place in Reception out of the normal age group should make a request to the AGC. The request needs to be accompanied by reasons for such a request and should be made by 1 December of the year prior to the year the child should enter Reception if they had not requested to defer applying.

The AGC 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 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 Headteacher's views.

The AGC will inform the parents/carers of its decision on the Year group the child should be admitted to when they have to start school (i.e. Reception or Year 1) and will set out clearly the reasons for their decision.

If the AGC agrees to the parent's/carer's request to defer the application for a Reception place, they will inform the local authority and the parents/carers will then need to make an application for a place in Reception in the normal round of admissions in the following academic year.

In the following normal admissions round, if the academy is oversubscribed, all applications (including deferred applications) for the academy will be ranked in accordance with the academy's oversubscription criteria. If the application is not successful, parents/carers will have the right to appeal but, as the purpose of the appeals process is to consider whether a child should be admitted to a particular school / academy, parents/carers do not have a right of appeal if they have been offered a place and it is not in the year group they would like.

If the ACG does not agree to the application being deferred, there is no right of appeal against that decision and the parents/carers will need to make an application to the local authority for a place in Reception by 15 January or make an in-year application for a Year 1 place at the appropriate time.

### ***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)*

**Date agreed by Academy Governance Committee:**