Primary Admissions Policy 2028-2029

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1. Policy Statement

This policy sets out the admission arrangements for all Primary academies within Hatton Academies Trust. The Trust will consider all application for places at each of its academies in line with this policy. Where fewer applications are received than the published admission number, the individual named academy will offer places to all those who have applied.

2. Who Does This Policy Apply To?

This policy applies to:
- All applying for a school place in the Trust's Primary academies
- All with delegated authority to make decisions on admissions in line with this policy.

3. Procedures

3.1 General

Hatton Academies Trust will adhere to North Northamptonshire Council's co-ordinated scheme which can be found on their website.

Hatton Academies Trust will act in accordance with, and will ensure that each of the Independent Appeal Panels is trained to act in accordance with, all relevant provisions of the School Admissions Code and the School Admission Appeals Code published by the Department of Education as they apply at any given time to local authority maintained schools and with qualities of law and the law on admissions as they apply to local authority maintained schools. For this purpose, reference in the Codes or law to 'admission authorities' shall be deemed to be references to the Board of Directors of Hatton Academies Trust.

3.2 Procedure for Admitting Pupils

Hatton Academies Trust has agreed admission numbers for each of its academies for each of the years for admissions. The published admission number for each academy are set out in the appendices.

3.3 Nursery

Where Hatton Academies Trust operates nursery provision, they will specify the number of places available in that nursery per session e.g. each morning and each afternoon.

Places per session will be offered as either full or part time.

All places will be 'free places' i.e. free for one session (3hrs is one session).

Children are admitted from the September of the school year when they become three.

NB Attendance at the Nursery does not guarantee admission to the Primary Phase of the particular academy.

3.4 Reception Class

A separate application must be made for admission into Reception.

Reception class is defined in the Schools Admissions Code as 'a class in which education is provided which is suitable for children aged 5 and any children who are under or over 5 whom it is expedient to educate with pupils of that age.'

Admissions to Reception classes at each of the relevant primary academies are made in the September following the child's fourth birthday. A child must start the term after they are five.

3.5 Process of Application

Arrangements for applications for places at any of the Trust primary academies will be made in accordance with the local LA's co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by North Northamptonshire Council. This can be found at

School admissions | North Northamptonshire Council (northnorthants.gov.uk)

Hatton Academies Trust will use the North Northamptonshire Council's timetable for applications to the individual academies each year.

3.6 Common Terms/Definitions

Hatton Academies Trust has adopted a key number of definitions that apply across the oversubscriptions criteria in its academies. In order to assist understanding of the admission arrangements, the key terms are set out below:

3.7 Looked After Children and all Previously Looked After Children

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 the social services functions at the time making an application to a school.

A previously Looked After Child is a child who was looked after but ceased to be so because the child was adopted or become the subject of a child arrangements order or special guardianship order, (see Children's Act 1999 and 2002). This includes 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 local authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

Evidence from the relevant social services department may be required to determine eligibility under this criterion.

3.8 Home Address

Where a child lives or their 'home address' will be determined at the time of application. The child's home address is defined as the address at which the child normally resides with the parent/carer.

If a child lives with their separated parents for different parts of the week, the Trust will treat the home address as the place the child sleeps for the majority of the school week.

If the child spends equal periods at the two addresses, the parents must agree to nominate one address to be taken as the home address.

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 of the signing of a formal lease agreement. The Trust reserves the right to seek further documentary evidence to support your claim to residence. The Trust will withdraw any place allocated if the address is found to be fraudulent.

3.9 Sibling Link

For admission into one of the Trust Primary academies a sibling link is defined as the presence of a brother or sister at the times of the pupil's intended admission. Sibling is taken to include a stepbrother/sister, half-brother/sister or child who is adopted or fostered, in all cases provided they are living at the same address. The Trust reserves the right to seek documentary evidence if required. The Trust will withdraw any place allocated if the information is found to be false.

4. Waiting List

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

Waiting lists will be cleared at the end of each school term. If you wish your child's name to remain on the waiting list for the remainder of the academic year, you will need to inform the School Admissions team, in writing, by the start of each subsequent term (ie: during the Christmas and Easter breaks) to renew your interest. When a place becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest and children being allocated places under the Fair Access Protocol will be given priority.

5. Admission Appeals

In the event of a place not being allocated, there is a right of appeal to an Independent School Admission Appeal Panel. The arrangements for appeal will be in line with the School Admission Code and the School Admission Appeals Code published by the Department of Education. The determination of the appeal panel will be binding on all parties.

The academy will prepare guidance for appellants about how the appeals process will work and will provide appellants with a named contact who can answer any enquiries appellants may have about the process.

Appeals for places at Oakway Primary Academy, Victoria Primary Academy, Ecton Village Primary Academy and Earls Barton Primary School will be processed via North Northamptonshire Council.

This is an online process and can be started by using the following web address:

Appeal a school place | North Northamptonshire Council (northnorthants.gov.uk)

6. Oversubscription Criteria

Where the number of applications for admission is greater than the published admission number, applications will be considered against the oversubscription criteria set out in the appendices attached for each of the Trust schools. After the admission of pupils with an EHC Plan where the individual Academy is named as the appropriate provision, the criteria will be applied in the order in which they are set out within the appendices.

7. Late Applications

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

8. Children Below Compulsory School Age

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday.

Parents/carers may defer their child's entry to the allocated school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year for which the offer was made when the place will cease to be available for the child.

Where parents/carers wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

9. Requests for Admission Outside the Normal Age Group

9.1 Requests for Admission Outside the Normal Age |Group (Summer Born)

Parents/carers who wish to apply for a place in Reception out of the normal age group, should make their request to delay their application in writing to the academy in the first instance. The request should 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 delay applying. This will ensure that if the admission authority does not agree to the request, there is still time for parents/carers to submit an application for the normal year of entry by the statutory deadline (15th January). The

admission authority will make a decision on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

- the parent's/carer's views;
- information about the child's academic, social and emotional development;
- where relevant, the child's medical history and the views of a medical professional;
- whether the child has previously been educated out of their normal age group;
- whether the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- the Principal's views.

What Happens Next?

The Admission Authority 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 Admissions Committee **agrees** to the parent's/carer's request to delay the application for a Reception place, they will inform the LA 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.

Please note – in this following normal admissions round, if the Academy is oversubscribed, all applications (including delayed applications) 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, 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 Admissions Committee 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.

9.2 Requests for Admission Outside the Normal Age Group (Not Summer Born)
Parents/carers may seek a place for their child out of their normal age group. They must put their request in writing to the academy.

The Admission Authority will consider the request and make a decision on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

- the parent's/carer's views;

- information about the child's academic, social and emotional development;
- where relevant, the child's medical history and the views of a medical professional;
- whether the child has previously been educated out of their normal age group;
- whether the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- the views of the Principal of the school concerned.

The Admission Authority of the school MUST set out clearly for parents the reasons for their decision about the year group a child should be admitted to.

Parents/carers do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

10. In-Year Admissions

An in-year admission refers to an application for a school place made during the school year or an application for admission to a school made at the start of the school year for any year group other than the normal year of entry.

If the school's admission number for a particular year group has been reached, we will not be able to offer a place at the school. Parents/carers can ask for their child's name to be added to the waiting lists (see below for more information).

Applications for in-year admissions should be made online to the local authority on the NNC website.

School admissions | North Northamptonshire Council (northnorthants.gov.uk)

Appendix 1 Victoria Primary Academy – Oversubscription Criteria

The published admissions number for Victoria Primary Academy is 60. If the Academy receives more application for places than are available in the 'normal round' (that is the main cycle of applications for Reception places from the beginning of the school year) any appeals are administered on behalf of Hatton Academies Trust by North Northamptonshire Council's School Admissions Team as part of the local coordinated scheme.

Places will be allocated to pupils who have an Education, Health and Care (EHC) plan that names the academy as the appropriate provision. When there are more applications for places than there are available, priority will be given in the following order:

1. Looked after children and all previously looked after children but immediately after being looked after become subject to an adoption, child arrangements order or special guardianship order.

2. Pupils with a brother or sister continuing at the school at the time of admission of the child.

3. Pupils who live closer to the preferred school than any other school.

4. Other pupils

Tiebreaker
If the admission number is exceeded within any criterion, priority will be given to those who live closest to Victoria Primary Academy.

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 Gazeteer (NPLG), Ordnance Survey Master Map, Royal Mail Postal Address File and The Valuation Office Agency. The address point for a property does not change.

Full information regards applying for a primary school place can be accessed on the link below:

School admissions | North Northamptonshire Council (northnorthants.gov.uk)

Appendix 2 Oakway Academy – Oversubscription Criteria

The published admissions number for Oakway Academy is 90. If the Academy receives more application for places than are available in the 'normal round' (that is the main cycle of applications for Reception places from the beginning of the school year) any appeals are administered on behalf of Hatton Academies Trust by North Northamptonshire Council's School Admissions Team as part of the local coordinated scheme.

Places will be allocated to pupils who have an Education, Health and Care (EHC) plan that names the academy as the appropriate provision. When there are more applications for places than there are available, priority will be given in the following order:

1. Looked after children and all previously looked after children but immediately after being looked after become subject to an adoption, child arrangements order or special guardianship order.

2. Pupils with a brother or sister continuing at the school at the time of admission of the child.

3. Pupils who live closer to the preferred school than any other school.

4. Other pupils

Tiebreaker
If the admission number is exceeded within any criterion, priority will be given to those who live closest to Oakway Academy.

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 Gazeteer (NPLG), Ordnance Survey Master Map, Royal Mail Postal Address File and The Valuation Office Agency. The address point for a property does not change.

Full information regards applying for a primary school place can be accessed on the link below:

School admissions | North Northamptonshire Council (northnorthants.gov.uk)

Appendix 3 Ecton Village Primary Academy – Oversubscription Criteria

The published admissions number for Ecton Village Primary Academy is 15. If the Academy receives more application for places than are available in the 'normal round' (that is the main cycle of applications for Reception places from the beginning of the school year) any appeals are administered on behalf of Hatton Academies Trust by North Northamptonshire Council's School Admissions Team as part of the local coordinated scheme.

Places will be allocated to pupils who have an Education, Health and Care (EHC) plan that names the academy as the appropriate provision. When there are more applications for places than there are available, priority will be given in the following order:

1. Looked after children and all previously looked after children but immediately after being looked after become subject to an adoption, child arrangements order or special guardianship order.

2. Pupils who live in Ecton village.

3. Pupils with a brother or sister continuing at the school at the time of admission of the child.

4. Other pupils

Tiebreaker
If the admission number is exceeded within any criterion, priority will be given to those who live closest to Ecton Village Primary Academy.

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 Gazeteer (NPLG), Ordnance Survey Master Map, Royal Mail Postal Address File and The Valuation Office Agency. The address point for a property does not change.

Full information regards applying for a primary school place can be accessed on the link below:

School admissions | North Northamptonshire Council (northnorthants.gov.uk)

Appendix 4 Earls Barton Primary School – Oversubscription Criteria

The published admissions number for Earls Barton Primary School is 60. If the School receives more application for places than are available in the 'normal round' (that is the main cycle of applications for Reception places from the beginning of the school year) any appeals are administered on behalf of Hatton Academies Trust by North Northamptonshire Council's School Admissions Team as part of the local coordinated scheme.

Places will be allocated to pupils who have an Education, Health and Care (EHC) plan that names the academy as the appropriate provision. When there are more applications for places than there are available, priority will be given in the following order:

1. Looked after children and all previously looked after children but immediately after being looked after become subject to an adoption, child arrangements order or special guardianship order.

2. Pupils who live in Earls Barton village.

3. Pupils with a brother or sister continuing at the school at the time of admission of the child.

4. Other pupils

Tiebreaker
If the admission number is exceeded within any criterion, priority will be given to those who live closest to Earls Barton Primary School.

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 Gazeteer (NPLG), Ordnance Survey Master Map, Royal Mail Postal Address File and The Valuation Office Agency. The address point for a property does not change.

Full information regards applying for a primary school place can be accessed on the link below:

School admissions | North Northamptonshire Council (northnorthants.gov.uk)