Malcolm Arnold Preparatory School Admission Policy for Academic Year 2021 - 2022

The David Ross Education Trust is the Admission Authority for this Academy.

Introductory statement

Malcolm Arnold Preparatory School is a co-educational Church of England school of up to 420 pupils.

The school is sponsored by the David Ross Education Trust and co-located with the existing Malcolm Arnold Academy. In line with the vision of the Sponsor, the school will be committed to improving the life chances of children and broadening pupil’s horizons.

Malcolm Arnold Preparatory School will provide school places for young people aged 4-11 and the admission arrangements for the Reception intake are set out below.

Malcolm Arnold Preparatory School is committed to straightforward, open, fair and transparent admission arrangements. The school will act fully in accordance with the School Admissions Code (as revised 19 December 2014), the School Admission Appeals Code (2014) and admissions law as they apply to academies.

Application process

Malcolm Arnold Preparatory School will be part of the local authority’s co-ordinated arrangements. This requires parents to complete the Northamptonshire County Council preference form by 15 January.

Copies of the form are available from the admissions team at Northamptonshire County Council or online at:


Full details of the application process are available in the local authority’s annual composite prospectus.

Published Admission Number (PAN)

Malcolm Arnold Preparatory School has an agreed Published Admission Number of 60 pupils for admission into Reception and will admit up to this number each year. All applicants will be admitted if fewer than 60 applications are received.

Special Educational Needs

In accordance with legislation the allocation of places for children with an Education, Health and Care Plan (Children and Families Act 2014) naming the school in the plan will take place first. Remaining places will be allocated in accordance with this policy.

Oversubscription criteria

If there are more applications than places available we will apply the oversubscription criteria listed below. The oversubscription criteria are listed in the order we apply them. If it is necessary to distinguish between more than one applicant in any criteria, the next criteria will be applied until the tie-breaker is used.

1) Looked after children and all previously looked after children. 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).

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. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Childrens Act 2002 (see section 46 adoption orders). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.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).

2) Children with a social or medical reason. Applications must be supported by written evidence from a professional such as a doctor or social worker involved in the case and must demonstrate why only this school can meet the needs of the child.

3) Up to 50% of the remaining places allocated to those expressing a preference for admission under Faith Grounds, such places being awarded using the following sub-criteria in descending order:

   (i) Applicants who have demonstrated the required religious allegiance (as certified in a satisfactorily completed Supplementary Information Form) to the Church of England or any church that is a member of Churches Together in England. The member churches are listed on www.churches-together.net.

   (ii) Applicants who have demonstrated the required religious allegiance (as certified in a satisfactorily completed Supplementary Information Form) to another faith, which is represented on the Interfaith Network for the UK. The faiths represented by the Interfaith Network UK can be found on www.interfaith.org.uk/.

4) Siblings of children who will still be attending either Malcolm Arnold Preparatory School or our sister school Malcolm Arnold Academy in the academic year of admission. Children are siblings if they are step-siblings, adopted or foster brothers or sisters living in the same family unit at the time when the child is due to start in the school.

5) Children of staff in the Academy in either or both of the following circumstances:

   (i) 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

   (ii) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

6) Other children – distance from school with a priority for admission given to children who live nearest.

Allocation of Places up to PAN

For applicants expressing a preference under Faith Grounds (3), places will be allocated in the following order:

   a) To applicants under sub-criterion (i) with siblings at the school (as defined at Criterion 4);

   b) To applicants under sub-criterion (i) without siblings at the school;

   c) To applicants under sub-criterion (ii) with siblings at the school (as defined at Criterion 4)

   d) To applicants under sub-criterion (ii) without siblings at the school.

If, at any point in the allocation of these places, the number of applicants exceeds the remaining places available, the distance criterion (5) will be used as a tie-break. The remaining faith applications will be considered alongside all other applications without any consideration being given to faith.
For applicants not expressing a preference under Faith Grounds:

The distance criteria as set out in (5) will be applied as a tie-break in criteria 2 and 4 above.

Distance measurements

Distances are measured using the post office address point of the home to the post office address point of the school and using Northamptonshire’s computerised distance measuring software.

Home Address

Where a child lives normally during the school week with more than one parent at different addresses, the permanent home address for the purposes of school admissions will be the one where the child spends the majority of school nights Sunday – Thursday.

Worshipping members

‘Religious allegiance’ is demonstrated and defined as at least one of the parents or guardians of the child being regarded by the priest / minister / worship leader as part of the worshipping community at the church or worship centre. This would not necessarily mean that the parent or child is a ‘member’ in a 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.

Tie-breaker

Where there are two or more applications that cannot otherwise be separated, a randomiser will be used to decide who is allocated a place.

Deferred Entry to School

In accordance with the requirements of the Admissions Code, if your child has been offered a place:

a) your child is entitled to a full-time place in the September following their fourth birthday;

b) you can defer the date your child is admitted to the school until later in the school year but not beyond the point at which your child reaches compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and

c) if you wish, your child may attend part-time until later in the school year but not beyond the point at which your child reaches compulsory school age.

Where entry is deferred, the place will be held open and not offered to another child. Parents cannot defer.

Admission of Children outside their Normal Age Group (not summer born)

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. It is important for parents to note that they will have responsibility for providing evidence to support their request.

If parents wish for their child to be considered for admission to a year group which is outside their normal age group, then they must:

a) Complete the LA common application form or the in-year admission form, as appropriate

b) Attach a letter outlining reasons for the request and all supporting letters and/or documentary evidence in support of the application.

The academy 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 views;
- any available information about the child’s academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- the views of the head teacher.

**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 School. The Trust which is responsible for administering the admission arrangements at the School will then consider the application. 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 Trust 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.

**What happens next?**

The Trust 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 Trust 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.

Please note – in this following normal admissions round, if the School is oversubscribed, all applications (including delayed applications) for the School will be ranked in accordance with the School’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 Trust does not agree to the application being delayed, 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.
Late Applications

Applications (other than by those with an EHCP looked after children and previously looked after children) received after the 15 January will be considered late applications.

Late applicants will be considered after those received on time. If, following consideration of all applicants, the school is oversubscribed, parents may request that their child is placed on the school’s waiting list.

In-year and admissions

Applications should be made via Northamptonshire County Council. Malcolm Arnold Preparatory School will accept admissions up to the Published Admission Number of the respective year group at the point of entry. In the event that this would cause an infant class to be unlawfully large or cause prejudice to the provision of efficient education or the efficient use of resources it may be necessary to refuse a place although the year group has not reached the school's published admission number. If there are more applications than places then the oversubscription criteria will be used to decide who should be offered the place. If it is necessary to refuse a place then you will be informed of your right of appeal. Parents can apply online at https://www3.northamptonshire.gov.uk/councilservices/children-families-education/schools-and-education/school-admissions/in-year-places/Pages/default.aspx

Fraudulent or Misleading Applications

We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly. As an admission authority we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example if a false address was given which denied a place to a child with a stronger claim.

Fair Access Protocol

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children who live in the home local authority, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to schools that are already full. Students allocated under fair access protocols will take precedence over those on a waiting list. Malcolm Arnold Preparatory School will participate in Northamptonshire County Council’s fair access protocol.

Waiting list

Any child refused a place at the school will automatically be put on the waiting list unless a higher preference school has been offered. A waiting list will be maintained until 31 December after which it will be cleared. If you would like your child to be placed on the waiting list for the following academic year please contact the school.

The waiting list is maintained in the order of the oversubscription criteria. This means that names can move down the list if, e.g. someone moves into the area and is higher placed under the oversubscription criteria.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. The Academy commissions the Diocese of Peterborough to hold appeals. Appellants should contact the Diocese of Peterborough for details about how to appeal. More information about the process and the timetable can be found at https://www.peterborough-diocese.org.uk/parents/admissions-and-appeals

Policy Determined: tbc