

Admission arrangements for Community and Voluntary Controlled schools in Northamptonshire (2022 intakes)

Admission arrangements for Community and Voluntary Controlled schools in Northamptonshire (2022 intakes) 1

1. Admission Authorities 1
2. Community and Voluntary Controlled schools in Northamptonshire..... 2
3. Definitions 10
4. Multiple Birth Groups 11
5. Fraudulent Applications 11
6. Conflicting Applications..... 12
7. Distance Measurements..... 12
8. Late Applications 12
9. Children below Compulsory School Age..... 12
10. Admission outside the normal age group 13
11. In-year Admissions 14
12. Waiting Lists 15
13. Appeals 16

1. Admission Authorities

Different types of schools have different admission authorities. As shown below in Table 1, the local authority (NCC) is responsible for determining the admission arrangements of Community and Voluntary Controlled schools.

Type of school	Admission Authority
Academy/Free School/UTC	Academy Trust
Community Schools	Local Authority
Foundation Schools	Governing Body
Voluntary Aided (VA) Schools	Governing Body
Voluntary Controlled (VC) Schools	Local Authority

Table 1: Admission authorities and school type (governance)

For details of the admission arrangements of all other types of school, please refer to NCC’s Primary¹ and Secondary² composite prospectuses. Both documents can be downloaded and viewed on the NCC website (direct links to these documents are provided in footnotes 1 and 2).

2. Community and Voluntary Controlled schools in Northamptonshire

Community and Voluntary Controlled schools in Northamptonshire are mostly organised into seven different generic groups. The schools in each of these groups generally share the same oversubscription criteria, although other features of a school’s admission arrangements may vary from school to school (e.g. the Published Admission Number (PAN), linked area). The groups are as follows:

- Primary Schools – Rural
- Primary Schools – Urban
- Primary Schools – Urban with Linked Area
- Infant Schools – Urban
- Infant Schools – Urban with Linked Area
- Junior Schools – Urban
- Junior Schools – Urban with Linked Area

The oversubscription criteria for each of these groups are listed on the following pages, along with details of the schools within the group. The Community and Voluntary Controlled Schools which have oversubscription criteria unique to their school, are listed separately (see **2.8**).

Key:

CE = Church of England (a Voluntary Controlled school)

CEVC = Church of England Voluntary Controlled

‘X’ Primary School = Community School

2.1 Primary Schools – Rural

School	PAN	Linked Area
Ashton CE Primary School	8	Ashton
Blisworth Community Primary School	30	Blisworth
Bramptons Primary School, The	13	Chapel Brampton, Church Brampton
Brigstock Latham’s CE Primary School	15	Brigstock, Lyvedon
Brington Primary School	10	Brington, Nobottle, Whilton, Whilton Locks
Brixworth CEVC Primary School	75	Brixworth, Scaldwell
Broughton Primary School	30	Broughton
Bugbrooke Community Primary School	45	Bugbrooke
Clipston Endowed VC Primary School	20	Arthingworth, Clipston, Great Oxendon, East Farndon, Hothorpe, Kelmarsh, Marston Trussel, Thorpe Lubenham
Cogenhoe Primary School	30	Cogenhoe, Whiston
Cosgrove Village Primary School	9	Cosgrove

¹ [Applying for a Primary School place in Northamptonshire, 2022-23](#)

² [Applying for a Secondary School place in Northamptonshire, 2022-23](#)

School	PAN	Linked Area
Crick Primary School	30	Crick
Croughton All Saints CE Primary School	25	Croughton
Denton Primary School	15	Brafield-on-the-Green, Denton
Earls Barton Primary School	75	Earls Barton
East Haddon CE Primary School	10	East Haddon, Holdenby
Flore CE Primary School	20	Brockhall, Flore
Gayton CE Primary School	12	Gayton
Geddington CE Primary School	28	Geddington, Little Oakley, Newton-in-the-Willows
Great Doddington Primary School	20	Great Doddington
Greatworth Primary School	15	Greatworth, Marston St. Lawrence
Grendon CE Primary School	15	Castle Ashby, Chadstone, Grendon
Harlestone Primary School	8	Althorp, Harlestone
Harpole Primary School	30	Harpole
Helmdon Primary School	18	Astwell, Falcutt, Helmdon
John Hellins Primary School	30	Furtho, Potterspury
King's Cliffe Endowed Primary School	30	Apethorpe, Blatherwyke, Bulwick, Deene, Deenethorpe, Fineshade, King's Cliffe, Laxton, Wakerley
Maidwell Primary School	10	Draughton, Faxton, Lamport, Hanging Houghton, Maidwell
Mawsley Primary School	45	Mawsley
Nassington Primary School	20	Fotheringhay, Nassington, Woodnewton, Yarwell
Overstone Primary School	30	Overstone
Pattishall CE Primary School	27	Astcote, Cold Higham, Dalscote, Eastcote, Fosters Booth, Grimscote, Pattishall
Paulerspury CE Primary School	20	Alderton, Heathencote, Paulerspury, Pury End
Pitsford Primary School	10	Pitsford
Polebrook CE Primary School	15	Armston, Hemington, Lutton, Polebrook
Roade Primary School	60	Roade
Rothersthorpe CE Primary School	15	Rothersthorpe
Stoke Bruerne CE Primary School	12	Shutlanger, Stoke Bruerne
Syresham St. James CE Primary School	15	Crowfield, Syresham
Titchmarsh CE Primary School	15	Clopton, Titchmarsh
Walgrave Primary School	24	Hannington, Holcot, Old, Walgrave
Warmington School	15	Warmington
West Haddon Endowed CE Primary	30	West Haddon, Winwick
Whittlebury CE Primary School	12	Whittlebury
Yardley Gobion CE Primary School	20	Grafton Regis, Yardley Gobion
Yardley Hastings Primary School	15	Yardley Hastings

School	PAN	Linked Area
Yelvertoft Primary School	20	Clay Coton, Lilbourne, Stanford, Yelvertoft

Table 2: Primary Schools (Rural) Published Admission Numbers and linked areas

How places are allocated

Places will be allocated to children who have an Education, Health and Care (EHC) Plan that names the school as appropriate provision.

Oversubscription Criteria

Where there are more applications for the school than there are places available, priority will be given in the following order:

1. Looked After Children and Previously Looked After Children;
2. Children who live in the linked area for the school;
3. Children with a sibling continuing at the school at the time of admission of the child;
4. Other children.

Allocation of places up to Published Admission Number (PAN)

If the PAN is exceeded within any criterion, priority will be given to those who live closest to the school.

Tie-breaker

Where two or more applications cannot otherwise be separated, random allocation will be used to decide who is allocated a place.

2.2 Primary Schools – Urban

School	PAN		PAN
Barry Primary School	60	Henry Chichele Primary School	60
Barton Seagrave Primary School	90	Hopping Hill Primary School	60
Boothville Primary School	90	Hunsbury Park Primary School	60
Bridgewater Primary School	90	Kingsthorpe Grove Primary School	60
Chiltern Primary School	30	Kingsthorpe Village Primary School	30
Corby Old Village Primary School	30	Lyncrest Primary School	30
Croyland Primary School	60	Meadowside Primary School	60
Delapre Primary School	90	Millway Primary School	60
Denfield Park Primary School	60	Redwell Primary School	90
Duston Eldean Primary School	60	Vernon Terrace Primary School	30
Earl Spencer Primary School	60	Whitehills Primary School	60

Table 3: Primary Schools (Urban) Published Admission Numbers and linked areas

How places are allocated

Places will be allocated to children who have an Education, Health and Care (EHC) Plan that names the school as appropriate provision.

Oversubscription Criteria

Where there are more applications for the school than there are places available, priority will be given in the following order:

1. Looked After Children and Previously Looked After Children;
2. Children with a sibling continuing at the school at the time of admission of the child;
3. Children who live closer to the preferred school than any other school;
4. Other children.

Allocation of places up to Published Admission Number (PAN)

If the PAN is exceeded within any criterion, priority will be given to those who live closest to the school.

Tie-breaker

Where two or more applications cannot otherwise be separated, random allocation will be used to decide who is allocated a place.

2.3 Primary Schools – Urban with Linked Area

School	PAN	Linked Area
Grange School, The (Daventry)	60	Drayton, Middlemore Development
Whitefriars Primary School	60	Knuston Hall

Table 4: Primary Schools (Urban with linked area) Published Admission Numbers and linked areas

How places are allocated

Places will be allocated to children who have an Education, Health and Care (EHC) Plan that names the school as appropriate provision.

Oversubscription Criteria

Where there are more applications for the school than there are places available, priority will be given in the following order:

1. Looked After Children and Previously Looked After Children;
2. Children who live in the linked area for the school;
3. Children with a sibling continuing at the school at the time of admission of the child;
4. Children who live closer to the preferred school than any other school;
5. Other children.

Allocation of places up to Published Admission Number (PAN)

If the PAN is exceeded within any criterion, priority will be given to those who live closest to the school.

Tie-breaker

Where two or more applications cannot otherwise be separated, random allocation will be used to decide who is allocated a place.

2.4 Infant Schools – Urban

Infant School	PAN	Linked Junior School
Avenue Infant School, The	60	Park Junior School
Ruskin Infant School	90	Ruskin Academy
Tennyson Road Infant School	30	Alfred Street Junior School

Table 5: Infant Schools (Urban) Published Admission Numbers and linked Junior schools

How places are allocated

Places will be allocated to children who have an Education, Health and Care (EHC) Plan that names the school as appropriate provision.

Oversubscription Criteria

Where there are more applications for the school than there are places available, priority will be given in the following order:

1. Looked After Children and Previously Looked After Children;
2. Children with a sibling continuing at the school or linked Junior School at the time of admission of the child;
3. Children who live closer to the preferred school than any other school;
4. Other children.

Allocation of places up to Published Admission Number (PAN)

If the PAN is exceeded within any criterion, priority will be given to those who live closest to the school.

Tie-breaker

Where two or more applications cannot otherwise be separated, random allocation will be used to decide who is allocated a place.

2.5 Infant Schools – Urban with Linked Area

Infant School	PAN	Linked Area	Linked Junior School
Higham Ferrers Nursery & Infant School	90	Chelveston-cum-Caldecott, Higham Park	Higham Ferrers Junior School
South End Infant School	90	Higham Park Road, Newton Bromswold	South End Junior School

Table 6: Infant Schools (Urban with linked area) Published Admission Numbers, linked areas and linked junior schools

How places are allocated

Places will be allocated to children who have an Education, Health and Care (EHC) Plan that names the school as appropriate provision.

Oversubscription Criteria

Where there are more applications for the school than there are places available, priority will be given in the following order:

1. Looked After Children and Previously Looked After Children;
2. Children who live in the linked area for the school;

3. Children with a sibling continuing at the school or linked Junior School at the time of admission of the child;
4. Children who live closer to the preferred school than any other school;
5. Other children.

Allocation of places up to Published Admission Number (PAN)

If the PAN is exceeded within any criterion, priority will be given to those who live closest to the school.

Tie-breaker

Where two or more applications cannot otherwise be separated, random allocation will be used to decide who is allocated a place.

2.6 Junior Schools – Urban

Junior School	PAN	Linked Infant School
Alfred Street Junior School	30	Tennyson Road Infant School
Park Junior School (Wellingborough)	60	Avenue Infant School, The

Table 7: Junior Schools (Urban) Published Admission Numbers and linked Infant schools

How places are allocated

Places will be allocated to children who have an Education, Health and Care (EHC) Plan that names the school as appropriate provision.

Oversubscription Criteria

Where there are more applications for the school than there are places available, priority will be given in the following order:

1. Looked After Children and Previously Looked After Children;
2. Children with a sibling continuing at the school or linked Infant School at the time of admission of the child;
3. Children who attend the linked Infant School;
4. Children who live closer to the preferred school than any other school;
5. Other children.

Allocation of places up to Published Admission Number (PAN)

If the PAN is exceeded within any criterion, priority will be given to those who live closest to the school.

Tie-breaker

Where two or more applications cannot otherwise be separated, random allocation will be used to decide who is allocated a place.

2.7 Junior Schools – Urban with Linked Area

Junior School	PAN	Linked Area	Linked Infant School
Brackley CE Junior School	60	Halse, Radstone, Steane, Whitfield	Waynflete Infants' School

Junior School	PAN	Linked Area	Linked Infant School
Higham Ferrers Junior School	90	Chelveston-cum-Caldecott, Higham Park	Higham Ferrers Nursery & Infant School
South End Junior School	90	Higham Park Road, Newton Bromswold	South End Infant School

Table 8: Junior Schools (Urban with linked area) Published Admission Numbers, linked areas and linked Infant schools

How places are allocated

Places will be allocated to children who have an Education, Health and Care (EHC) Plan that names the school as appropriate provision.

Oversubscription Criteria

Where there are more applications for the school than there are places available, priority will be given in the following order:

1. Looked After Children and Previously Looked After Children;
2. Children who live in the linked area for the school;
3. Children with a sibling continuing at the school or linked Infant School at the time of admission of the child;
4. Children who attend the linked infant school;
5. Children who live closer to the preferred school than any other school;
6. Other children.

Allocation of places up to Published Admission Number (PAN)

If the PAN is exceeded within any criterion, priority will be given to those who live closest to the school.

Tie-breaker

Where two or more applications cannot otherwise be separated, random allocation will be used to decide who is allocated a place.

2.8 Schools with unique Oversubscription Admission Criteria

Deanshanger Primary School

The Published Admission Number (PAN) for the Reception year of entry is **60**.

Places will be allocated to children who have an Education, Health and Care (EHC) Plan that names the school as appropriate provision.

Oversubscription Criteria

Where there are more applications for the school than there are places available, priority will be given in the following order:

1. Looked After Children and Previously Looked After Children;
2. Children who live in the linked area who have a sibling continuing at the school at the time of admission of the child;
3. Other children who live in the linked area;

4. Children who do not live in the linked area but have a sibling continuing at the school at the time of admission of the child;
5. Other children.

Allocation of places up to Published Admission Number (PAN)

If the PAN is exceeded within any criterion, priority will be given to those who live closest to the school.

Tie-breaker

Where two or more applications cannot otherwise be separated, random allocation will be used to decide who is allocated a place.

Linked Area

Deanshanger, Passenham, Puxley and Wicken

Little Stanion Primary School

The Published Admission Number (PAN) for the Reception year of entry is **30**.

Places will be allocated to children who have an Education, Health and Care (EHC) Plan that names the school as appropriate provision.

Oversubscription Criteria

Where there are more applications for the school than there are places available, priority will be given in the following order:

1. Looked After Children and Previously Looked After Children;
2. Children who live in the Little Stanion and who have a sibling continuing at the school at the time of admission of the child;
3. Other children who live in Little Stanion;
4. Children who do not live in Little Stanion but have a sibling continuing at the school at the time of admissions of the child;
5. Other children.

Allocation of places up to Published Admission Number (PAN)

If the PAN is exceeded within any criterion, priority will be given to those who live closest to the school.

Tie-breaker

Where two or more applications cannot otherwise be separated, random allocation will be used to decide who is allocated a place.

Long Buckby Infant School

The Published Admission Number (PAN) for the Reception year of entry is **54**.

Places will be allocated to children who have an Education, Health and Care (EHC) Plan that names the school as appropriate provision.

Oversubscription Criteria

Where there are more applications for the school than there are places available, priority will be given in the following order:

1. Looked After Children and Previously Looked After Children;
2. Children who live in Long Buckby, Buckby Wharf or Watford;
3. Children who have a sibling continuing at the school or Long Buckby Junior School at the time of admission of the child;
4. Other children.

Allocation of places up to Published Admission Number (PAN)

If the PAN is exceeded within any criterion, priority will be given to those who live closest to the school.

Tie-breaker

Where two or more applications cannot otherwise be separated, random allocation will be used to decide who is allocated a place.

Long Buckby Junior School

The Published Admission Number (PAN) for the Reception year of entry is **54**.

Places will be allocated to children who have an Education, Health and Care (EHC) Plan that names the school as appropriate provision.

Oversubscription Criteria

Where there are more applications for the school than there are places available, priority will be given in the following order:

1. Looked After Children and Previously Looked After Children;
2. Children who live in Long Buckby, Buckby Wharf or Watford;
3. Children who have a sibling continuing at the school or Long Buckby Infant School at the time of admission of the child;
4. Children who attend Long Buckby Infant School;
5. Other children.

Allocation of places up to Published Admission Number (PAN)

If the PAN is exceeded within any criterion, priority will be given to those who live closest to the school.

Tie-breaker

Where two or more applications cannot otherwise be separated, random allocation will be used to decide who is allocated a place.

3. Definitions

Looked After Children

Children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously Looked After Children

Children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

Sibling

A sibling is defined as a child's brother or sister. A sibling must be living at the same permanent address and as part of the same family unit (one or two parents plus children) to qualify for a sibling link. For School Admissions purposes, the term sibling includes:

- half-brothers and half-sisters
- step-brothers and step-sisters
- adopted children
- children in foster care
- children living in the same family unit, even if they are not biological brothers and sisters – for example when the parents are not married/in a civil relationship.

Cousins are not regarded as siblings.

Home Address (Child's)

The child's home address is defined as the address at which the child normally resides with their parent/carer on the closing date for applications (31 October for Secondary, 15 January for Primary). When we refer to a child's home address, we mean the permanent residence of the child. This address should be the child's only or main residence which is;

- owned by the child's parent(s)/carer(s) or
- leased to or rented by the child's parent(s)/carer(s) under a lease or written rental agreement of not less than six months' duration.

When parents live separately and the child spends time with each parent, 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 equal amounts of time at two addresses, the parents must agree which address they wish to be the child's main address.

Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residence at the property concerned.

4. Multiple Birth Groups

In the case of twins or other siblings from a multiple birth, if the last child to be admitted to a particular school is from a multiple birth group, all other children in the group will be offered places at the school, even if it means exceeding the Published Admission number.

In the case of siblings (see definition above) in the same year group, where there is only one place remaining, these too will be considered as one application.

5. Fraudulent Applications

The LA has the right to investigate any concerns we may have about an application and to withdraw the offer of a place if it is considered that there is evidence that an applicant has made a fraudulent claim or provided misleading information.

6. Conflicting Applications

The LA can only process one application. Where more than one adult shares parental responsibility and if the adults live at different addresses, it is important that an agreement be reached on which schools to apply for, prior to making the application.

If multiple applications are received for the same child with conflicting address and/or preferences, or the School Admissions Team is made aware of a dispute between two parents, all applications will be placed on hold and will **not** be processed until:

- a new single application is made, signed by all parties; or
- written agreement is provided from both parents indicating which application they have agreed on; or
- a court order is provided confirming which parent's application carries precedence.

If no agreement can be made, parents are recommended to seek legal advice. If an agreement cannot be reached before the closing date, this may affect the chances of your child being allocated a place at your preferred school/s.

7. 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 will be used to decide which child gets priority.

8. Late Applications

Late applications are any common application forms (for the normal point of entry) received by the local authority after its statutory closing date of 15 January (5pm). Late applicants will not receive an offer of a school place by the local authority on National Offer Day (16 April).

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 NCC website).

9. 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.

10. Admission outside the normal age group

Requests for admission outside the normal age group (Summer Born)

Parent(s)/carer(s) of summer born children who do not reach compulsory school age until a full year after they would normally start school may wish to delay their Reception application for a full year. Parents should make their application for a Reception place for their child's normal year of entry before the deadline of **5 p.m. on 15 January**. They should also make their request for admission to their preferred schools out of the normal age group by the same date - **15 January**. This is to enable sufficient time for requests to be processed prior to National Offer Day (16 April).

Parents should write to the School Admissions Team at admissions@childrenfirstnorthamptonshire.co.uk in the first instance and the request should be accompanied by reasons for such a request along with any additional evidence to support the request. The LA as the admission authority for the school, 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 Head teacher'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 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 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 if they have not done so already or make an in-year application for a Year 1 place at the appropriate time.

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 must put their request to the School Admissions Team at admissions@childrenfirstnorthamptonshire.co.uk.

The Local Authority, as the Admission Authority of the school, 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 Head teacher 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 or 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.

11. 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. The normal years of entry are: Reception for entry to Primary schools; Year 3 for entry to Junior schools; Year 7 for children moving into Secondary schools and Year 10 for entry to UTCs.

Applications for in-year admissions should be made online to the local authority on NCC's website. In-year applications for school places in Northamptonshire:

- should not be made more than one month before they are required. Applications outside of this timescale will not be processed
- should be made by a person with parental responsibility
- allow you to state up to 3 schools in order of preference

The Process

When an in-year application is submitted, School Admissions will contact the parent's/carer's preferred schools to establish if there are places available in the child's year group. If a place is available, a letter will be sent to the parent/carer and the school's Head teacher confirming the place has been allocated and requesting that the Head teacher arranges a start date.

If the published admission number for the school has been reached in the child's year group, a place will not be offered at the school. Parents/Carers can ask for their child's name to be added to the waiting list for the school (see section 12 for more information on waiting lists).

If an application is made for a Foundation, Voluntary Aided, Academy or Free School, the application will be passed to the school for consideration as these types of schools are their own admission authority. They will advise School Admissions if they are able to offer a place.

If it is not possible to offer a place at any of the schools at which a parent/carer has applied and a child does not have a school place, a place will be offered at the closest school to the child's home address with places available in the child's year group.

The process can take up to 20 school days. Children living in the local area should continue to attend their current school until an admission date has been agreed at the new school. School places cannot be reserved, therefore we process and allocate places, where possible, close to the date the school place is required.

Home Address (Child's)

If families are moving into Northamptonshire, documentary evidence in the form of a solicitor's letter to confirm exchange of contract or a copy of the signed tenancy or rental agreement may be required to verify the address.

Children moving to the UK from overseas

We would expect children to be resident within the country before we process an application. Please note that a visitor's visa does not entitle a child to a school place;

Documentary evidence to verify an address may be required if an application is made following a move to the UK. A copy of the rental agreement or an exchange of contract letter is usually sufficient. The County Council reserves the right to seek further documentary evidence as necessary.

Children of UK Service Personnel (UK Armed Forces) and Crown Servants

Special conditions apply to applications from UK Armed Service Personnel and Crown Servants. For families of service personnel with confirmed posting to their area, or crown servants returning from overseas to live in that area, admission authorities must allocate a place in advance of the family arriving in the area, provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address.

Applications from Infant school children for Year 3 places at primary schools

NCC is responsible for co-ordinating applications for Year 3 places at Junior schools. If an application is made for a Year 3 place in a primary school instead of a Year 3 place in a Junior school, such an application will be considered as an in-year application rather than through the coordinated scheme. This is because the normal year of entry for a Primary school is Reception, not Year 3 and the co-ordinated scheme only applies to the normal year of entry for a school. All Year 3 applications for a Primary school place (instead of a Junior school place) will be processed as in-year applications. The in-year application form may be completed online and can be found on the website under the heading 'Moving into the Area or Changing Schools'. A paper application form can also be requested from the School Admissions Team.

Please note that we do not allocate an in-year school place more than one month in advance of the date the school place is required. Therefore, applications from children wanting a Year 3 place at a Primary school (rather than a Junior school) will be considered as in-year applications and will be processed from the middle of the summer term.

12. Waiting Lists

Waiting lists are held for all year groups by the Local Authority. 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 (i.e. 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 3. 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. A new application will be required for a new academic year.

13. Appeals

If a parent or carer's application for a place at the school is unsuccessful, they will be informed why admission was refused and have the right of appeal against the decision not to offer their child a place at the school.

Parents or carers wishing to appeal should complete the online appeal form on the NCC website.

Please visit [the Appeals page](#) for more information and to complete the form.

If parents or carers wish to submit supporting evidence after lodging their appeal, it should be e-mailed to appealsteam@northamptonshire.gov.uk within 10 working days of the submission of the appeal.

Appeals must be lodged in writing, giving the reasons for appeal, by **5pm on 18 May 2022**. Appeals received after this date will still be heard, but there is no guarantee they will be heard before the end of the school year in which the application is made.

NB: For appeals concerning places not offered during the normal admissions round there is no deadline.