

# Woodland View Primary School

## Admission Arrangements for the 2026-27 Academic year

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## 1. Aims

This policy aims to:

- Explain **how to apply** for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain **how to appeal** against a decision not to offer your child a place

## 2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

## 3. How to apply for a place in the Normal Admissions Round

The **normal admissions round** is the period during which parents/carers can apply for state-funded school places at the school's normal point of entry (Reception), using the Common Application Form (CAF) provided by their home local authority.

Parents/carers should use the application form provided by their home local authority (regardless of which local authority the schools are in). This form is used to express a preference for a minimum of 3 state-funded schools, in rank order.

Parents/carers will receive an offer for a school place directly from their local authority on National Offer Day (16 April or the next working day)

Parents/carers wishing to apply for a place through West Northamptonshire Council, should visit the website <https://www.westnorthants.gov.uk/school-admissions>

## 4. Allocation to PAN

### 4.1 *Published Admission Number (PAN)*

The school has an agreed Published Admission Number (PAN) of 60 children for entry in Reception. Places will be allocated to pupils who have an Education, Health & Care Plan that names the school as appropriate provision.

### 4.2 *Oversubscription admission criteria for entry in September 2026*

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

1. Looked after children and previously looked after children.
2. Children who live in Grange Park and who have a sibling continuing at the school at the time of admission of the child.
3. Children who live in Grange Park.
4. Children of qualified teaching staff in either or both of the following circumstances:
  - a) 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

- b) The member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.  
The child must be living at the same address as the staff member as part of the same family unit.
5. Other children who do not live in Grange Park and who have a sibling continuing at the school at the time of the admission of the child.
6. Other children

### **4.3 Tiebreaker**

If the admission number is exceeded in any criterion priority will be given to those who live closest to the school.

Where two or more children share a priority for a place in any criterion e.g. where two children live equidistant from the school, these places will be allocated using random allocation undertaken by an independent body.

## **5. Definitions**

### **5.1 Looked after children**

A 'looked after child' is a child who, at the time of making an application to a school, is:

- a) In the care of a local authority, or
- b) being provided with accommodation by a local authority in exercise of its social services functions (see the definition in Section 22(1) of the Children Act 1989)

### **5.2 Previously looked after children**

Previously looked after children are children who were looked after, but ceased to be so because they:

- were adopted under the Adoption Act 1976 (see Section 12 adoption orders) or the Adoption and Children Act 2002 (see Section 46 adoption orders), or
- became subject to a child arrangements order (as defined in Section 8 of the Children Act 1989 and as amended by Section 12 of the Children and Families Act 2014), or
- became subject to a special guardianship order (see Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

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 public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

### **5.3 Brother or Sister (Sibling)**

A Brother or sister (sibling) is defined in these arrangements as children who live as brother or sister in the same house, (within a family unit) including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters. The sibling must be in the school at the time of application and continuing at the school at the proposed date of admission.

**Cousins are not regarded as siblings.**

### **5.4 Multiple Birth Groups:**

In the case of twins or other siblings from a multiple birth, if the last child to be admitted is from a multiple birth group, the other children in the birth group will also be offered places, even if it means exceeding the Published Admission Number (as permitted by infant class size rules).

In the case of siblings (see definition above) in the same year group, where there is only one place remaining which is to be offered to one sibling, the other too will be offered a place unless this would breach infant class size limits.

### **5.5 Defined Area (also known as linked or designated area/village):**

Grange Park is defined by the development east of Saxon Avenue bounded by the M1 to the south, Quinton Road to the east and Bridge Meadow Way/Little Field and Lark Lane to the north.

### **5.6 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 (15 January).

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.

### **5.7 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.

## **6. Fraudulent or Misleading Applications**

The admissions authority (or the LA processing an application on behalf of the admission authority) 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.

## **7. 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.

## 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. Late applicants will not receive an offer of a school place by the local authority on National Offer Day (16 April or the next working day).

Late applications will be processed in the subsequent rounds of allocations between May and July (for more details, refer to the local authority's timescales on the WNC 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 a full-time place in the September following their fourth birthday.

Parents can defer the date their child is admitted to the 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 it was made. Please discuss this with the school directly once a place has been offered.

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. Please discuss this with the school directly once you have received an offer of a school place.

## 10. Requests for admission outside the normal age group

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. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

### ***10.1 Requests for admission to Reception outside the normal age group (Summer Born children)***

Parents/carers of summer born children (those born between 1 April and 31 August) who do not reach compulsory school age until a full year after they would normally start school, may wish to delay their child's start to school until the September following the child's 5<sup>th</sup> birthday.

If parents wish to delay their summer born child's start at school until the September after their 5<sup>th</sup> birthday, the expectation is that they will join their normal age group as they move from Reception to Year 1. Parents should make an in-year application in the summer term for a Year 1 place in September.

If parents do not want their child to miss their Reception year, they may instead request that their child be admitted out of their normal age group, i.e. into Reception instead of Year 1. Please note, this is a 'request' and parents do not have the right to insist that their child is admitted to a particular age group. The

school's admission authority is responsible for making the decision about which year group a child should be admitted to.

Parents/carers are advised to still make their application for a Reception place for their child's normal year of entry. If it is agreed that an application for Reception out of the normal age group will be accepted, this application for their normal age group can be withdrawn.

In addition to the above, parents/carers wishing to seek a place for their child out of the normal age group for Reception at Woodland View Primary should make a formal request in writing (email is sufficient) directly to the school giving some information about their child to explain why they believe it would be in their best interests to be educated out of their normal age group and not miss Reception. Parents can provide any additional evidence to support their request as this information will help the admission authority to make their decision.

The request will be passed to the admissions committee who will then consider the request and decide on the best year group for the child to start school in on the basis of the circumstances of the case and in the best interests of the child concerned. The admissions committee will then respond to parents/carers in writing, letting them know the reasons for their decision about the year group the child should be admitted to.

If it has been decided that the child should start school in Reception out of the normal age group, the parent/carer will then need to make an application for a place in Reception in the normal admissions round in the following academic year.

## **10.2 General Requests for admission outside the normal age group**

Parents/carers wishing to seek a place for their child out of their normal age group for any other year group than reception, or for reception after the start of the new school year in September, must put their request in writing to the School giving reasons why they are requesting a place out of the normal age group and supplying any evidence they feel is relevant, as well as submitting an in-year application to the school.

Parents should also indicate in their request whether the child has been educated out of their normal age group at their current or previous school.

The admissions committee will consider the request and make a decision on the appropriate year group for the child on the basis of the circumstances of each case and in the best interests of the child concerned. Parents will then be informed in writing of the decision about the year group the child should be admitted to, prior to the application being processed.

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.

## **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

Applications for in-year admissions should be made using the form on the school website (<https://www.wvps.northants.sch.uk/admissions>).

## **12. Waiting Lists**

Following an unsuccessful application, parents/carers can request that their child's name be placed on the waiting list.

Waiting lists are held for all year groups by the school.

Waiting lists will be cleared at the end of each school year. A new application will be required for a new academic year.

When a place becomes available it will be allocated to the child at the top of the waiting list. Each added child will require the list to be ranked again in line with school's oversubscription criteria which can be found in section 4.2 above. Priority will not be given to children on the basis that they have been on the waiting list the longest.

## 13. Appeals

If a parent/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.

For more information and to submit an appeal, parents/carers should visit the School Admissions Appeals pages of the West Northamptonshire Council website.

If parents/carers wish to submit supporting evidence after lodging their appeal, it should be e-mailed to West Northamptonshire Council within 10 working days of the submission of the appeal.