

ADMISSIONS POLICY

1. Policy Statement

1.1 Pathfinder Schools is the admission authority for all its academies. This policy sets out the admission arrangements for all its academies.

1.2 Pathfinder Schools will consider all applications 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. To whom does this policy apply?

2.1 All persons applying to one of the Pathfinder Schools academies.

2.2 Those persons with delegated authority to make decisions on admissions in line with this policy.

3. Who is responsible for carrying out this policy?

3.1 Pathfinder Schools is responsible for the operation of this policy.

4. What are the principles behind this policy?

4.1 Pathfinder Schools is committed to ensuring that its intake across all of its academies is representative of the national ability range and is comprehensive in intake. (For primary phases it ensures each academy services its local area).

4.2 The admission arrangements determined by the Trust are in accordance with the statutory framework currently set out in the School Standards and Framework Act 1998 (and regulations made thereunder) and the School Admissions Code (currently December 2014 version).

5. Procedures

5.1 The Trust will adhere to the Local Authority's co-ordinated scheme which can be found on the authority's website.

(<http://www3.northamptonshire.gov.uk/councilservices/children-families-education/schools-and-education/school-admissions/Pages/default.aspx>)

6. Policy Review

6.1 This policy will be reviewed annually.

The Admission of Pupils to PATHFINDER SCHOOLS Academies - Generic Policy

General

1. The 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 for Education ("the Codes") as they apply at any given time to maintained schools and with equalities law and the law on admissions as they apply to maintained schools. For this purpose, reference in the Codes or law to "admission authorities" shall be deemed to be references to the Trust Board of Pathfinder Schools.

2. Notwithstanding the generality of paragraph 1 the Trust will participate in the co-ordinated admission arrangements operated by the LA (Local Authority) for Northamptonshire and the local in-year fair access protocol.

Procedure for Admitting Pupils

3. The 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.

a. Nursery (if applicable)

Where the 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.

Up to 15 hours will be provided free as part of Early Years Funding. Additional hours if available are to be offered by the setting and would be charged in accordance with the setting's charging policy.

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

NB: Attendance at the Nursery does not guarantee admission to the primary phase of the particular academy.

b. Reception Class

A separate application must be made for admission to the 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.
- Applications for a Reception place must be done in accordance with the co-ordinated scheme, but applicants (e.g. parents of Summer born children) in receipt of an offer may defer entry until later in that school year but not beyond the point the child reaches compulsory school age or the beginning of the final school term in the school year in which the request was made.
- The academy shall, where applicable, consider applications from children from multiple births, whilst taking into account the responsibility to teach in groups of 30 or fewer per teacher in infant classes.
- Where possible twins/multiple births will be placed at the same school. In cases where there is one place left and the next child on the list is one of a twin, triplet or

multiple birth, the local LA School Admissions Team will contact the parents and discuss the options with them where this is known at the time of application. The parents will need to decide whether to accept one place at the school or to keep the children together by accepting another school. (**Consideration will not guarantee entry**)

c. Years 7-11

Each of the academies has stated their published admissions number in the following appendices. Their oversubscription criteria directly relate to the named academy.

d. Post 16 (if applicable)

Montsaye Academy has capacity to accept pupils in the Sixth Form (see Appendices). It has a published admission number which represents the external number of candidates that it will admit. In such circumstances, it will apply the same academic entry requirements as it does to pupils already on roll in the academy.

In any specific year, the Trust may determine that in respect of any of its academies it is able to admit pupils above the published admission number for that academy. Where such a determination is made, the Trust will notify the relevant local authority.

4. Process of Application

4.1 Arrangements for applications for places at any of the Pathfinder Schools academies will be made in accordance with the LA's co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by the Local Authority.

4.2 The Trust will use the relevant LA's timetable for applications to the individual academies each year (exact dates within the months may vary from year to year). This will fit in with the timetable for the co-ordination of admission arrangements within the LA.

5. Consideration of Applications

5.1 The Trust will consider all applications for places at the named academy. Where the number of applications does not exceed the published admission number for the individual academy, the Trust will offer places to all those who have applied during the normal admissions round.

5.2 Although most children will be admitted to the academy within their own age group, the Trust will consider requests from parents for their child(ren) to be educated outside of their normal age group. Parents are advised to contact the Trust to discuss such a request and submit any relevant evidence with their formal application. The decision whether to offer a place out of year group rests with the Trust and decisions will be taken in line with the School Admissions Code. Parents will have a right of appeal if a place is refused at the academy. Parents do not have a right of appeal if a place is offered in a year group other than the year group for which they applied.

6. Common terms/definitions

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

6.1 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 their social services functions (see section 22(1) Children Act 1989) at the time of 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 (under the Adoption Act 1976 or Adoption and Children Act 2002) or become the subject of a child arrangements order (section 8 Children Act 1989) or a special guardianship order (section 14A Children Act 1989).

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

6.2 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 their parent/carer.

If a child lives with their separated parents for different parts of the week, the Trust will treat their 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 or 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 false.

6.3 Sibling link

A sibling link will arise where one of the conditions below is satisfied.

- A brother or sister living at the same address, who shares the same parents;
- A half-brother or half-sister living at the same address, where two children share one common parent;
- A step brother or step sister living at the same address, where two children are related by a parent's marriage;
- Adopted or fostered children living in the same household.

Additional Sibling Link Information

Although the definition of "sibling" does not specify whether the sibling should be younger or older, it should be noted that for admissions to the primary or secondary phases of education, the sibling link will only be valid where the older sibling is on roll at the academy at the time of application and is expected to be still on roll at the time of admission. For post-16 applicants only, the sibling link can arise where there is an older or younger sibling at the Montsaye Academy at the point of application and expected to be on roll at the point of admission.

7 PATHFINDER SCHOOLS – admission processes

7.1 Waiting List

The Trust will operate waiting lists for each of its academies where this is appropriate. These lists will be maintained until 31 December in the normal year of entry for the individual academy. The waiting list will be administered by the Local Authority and it will be open for any parent to ask for his or her child's name to be placed on the waiting list following an unsuccessful application.

7.2 In Year Admissions

For admissions outside of the normal admissions round or for year groups which are not the normal points of entry, parents may apply for a place at any of the Pathfinder Schools academies.

Parents must contact the Local Authority directly and complete a Common Preference Form. The application will be considered in accordance with the admission policy and the parent and local authority notified of the outcome. If a place is not offered, the parent may exercise their right of appeal.

7.3 Admission Appeals

In the event of a place not being allocated, there is a right of appeal to an Independent Appeal Panel. The Appeal Panel will be independent of the academy. The arrangements for appeals will be in line with the School Admissions Code and the School Admission Appeals Code published by the Department for Education (DfE). 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. Before deciding to appeal, visit the LA's website to find out if a satisfactory alternative school may be available and read the information regarding appeals.

8 Procedures Where the Named Academy is Oversubscribed

8.1 Oversubscription Criteria (if applicable)

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 academies. After the admission of pupils with statements of Special Educational Needs or 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 those appendices.

Appendices

Primary Schools:	Havelock Infant School Appendix 1 Havelock Junior School Appendix 2 Loatlands Primary School Appendix 3 Rothwell Victoria Infant School Appendix 4 Rothwell Junior School Appendix 5 Rushton Primary School Appendix 6 Wilbarston C of E Primary School Appendix 7 Hawthorn Primary School Appendix 8
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Secondary School:	Montsaye Academy Appendix 9
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APPENDIX 1 – Havelock Infant School

Oversubscription Criteria

The published total admission number for the school is 270. For each reception intake from September the admission number is 90.

Places will be allocated to pupils who have a statement of SEN or an EHC Plan that names the school as the appropriate provision. When there are more applications for places than there are places available, priority will be given in the following order:

1. Looked After Children and all previously Looked After Children (**see paragraph 6.1 for definition of 'Looked After Children'**).
2. Children with a sibling link (**see paragraph 6.3 for definition of 'sibling'**) continuing at the school or the linked Junior School at the time of the admission of the younger child.
3. Children who live closer to the preferred school than any other school
4. Other children.

Distance Tiebreaker

If the admission number is exceeded within criterion 3, priority will be given to those who live furthest from their nearest alternative school. If the admission number is exceeded within any other criterion, priority will be given to those who live closest to the school.

Measurements are carried out in a straight line basis from the child's home address to the address point of the school.

In the case where multiple applications for the same shared dwelling occurs (eg. Flats), a randomiser will be used to decide the priority in which the pupils within the shared dwelling are selected in the event of a tie. The random allocation process will be subject to independent verification.

APPENDIX 2 – Havelock Junior School

Oversubscription Criteria

The published total admission number for the school is 360. For each Year 3 intake from September the admission number is 90.

Places will be allocated to pupils who have a statement of SEN or an EHC Plan that names the school as the appropriate provision. When there are more applications for places than there are places available, priority will be given in the following order:

1. Looked After Children and all previously Looked After Children (**see paragraph 6.1 for definition of 'Looked After Children'**).
2. Children with a sibling link (**see paragraph 6.3 for definition of 'sibling'**) continuing at the school or the linked Infant School at the time of the admission of the younger child.
3. Children who attended Havelock Infant School.
4. Children who live closer to the preferred school than any other school.
5. Other children.

Distance Tiebreaker

If the admission number is exceeded within criterion 4, priority will be given to those who live furthest from their nearest alternative school. If the admission number is exceeded within any other criterion, priority will be given to those who live closest to the school.

Measurements are carried out in a straight line basis from the child's home address to the address point of the school.

In the case where multiple applications for the same shared dwelling occurs (eg. Flats), a randomiser will be used to decide the priority in which the pupils within the shared dwelling are selected in the event of a tie. The random allocation process will be subject to independent verification.

APPENDIX 3 – Loatlands Primary School

Oversubscription Criteria

The published total admission number for the school is 420. For each Reception intake from September the admission number is 60.

Places will be allocated to pupils who have a statement of SEN or an EHC Plan that names the school as the appropriate provision. When there are more applications for places than there are places available, priority will be given in the following order:

1. Looked After Children and all previously Looked After Children (**see paragraph 6.1 for definition of 'Looked After Children'**).
2. Children who live in the linked area of Braybrooke.
3. Children with a sibling link (**see paragraph 6.3 for definition of 'sibling'**) continuing at the school at the time of the admission of the younger child.
4. Children who live closer to the preferred school than any other school.
5. Other children.

Distance Tiebreaker

If the admission number is exceeded within criterion 2 or 4, priority will be given to those who live furthest from their nearest alternative school. If the admission number is exceeded within any other criterion, priority will be given to those who live closest to the school.

Measurements are carried out in a straight line basis from the child's home address to the address point of the school.

In the case where multiple applications for the same shared dwelling occurs (eg. Flats), a randomiser will be used to decide the priority in which the pupils within the shared dwelling are selected in the event of a tie. The random allocation process will be subject to independent verification.

APPENDIX 3a – Loatlands Nursery

Oversubscription Criteria

The published total admission number for the Nursery is 39 per session.

Places will be allocated to pupils who have been registered with the School Office. Parents are able to register their child from the July following their child's first birthday. The allocations will be made on a first come, first served basis for the first 74 children although the session preference stated by parents at the time of registration may not always be available. These places will be allocated in the term prior to them joining. The remaining 4 places will be reserved until the end of the summer term in case pupils are referred by outside agencies. When there are more applications for places than there are places available, priority will be given in the following order:

1. Looked After Children and all previously Looked After Children (**see paragraph 6.1 for definition of 'Looked After Children'**).
2. Date of registration of the pupil
3. Children who live in Desborough.
4. Other children.

Distance Tiebreaker

If the admission number is exceeded within any criteria, priority will be given to those closest to the school. Measurements are carried out in a straight line basis from the child's home address to the address point of the school.

In the case where multiple applications for the same shared dwelling occurs (eg. Flats), a randomiser will be used to decide the priority in which the pupils within the shared dwelling are selected in the event of a tie. The random allocation process will be subject to independent verification.

APPENDIX 4 – Rothwell Victoria Infant School

Oversubscription Criteria

The published total admission number for the school is 360. For each Reception intake from September the admission number is 120.

Places will be allocated to pupils who have a statement of SEN or an EHC Plan that names the school as the appropriate provision. When there are more applications for places than there are places available, priority will be given in the following order:

1. Looked After Children and all previously Looked After Children (**see paragraph 6.1 for definition of 'Looked After Children'**).
2. Children with a sibling link (**see paragraph 6.3 for definition of 'sibling'**) continuing at the school or the linked Junior School at the time of the admission of the younger child.
3. Children who live closer to the preferred school than any other school
4. Other children.

Distance Tiebreaker

If the admission number is exceeded within criterion 3, priority will be given to those who live furthest from the nearest alternative school the school. If the admission number is exceeded within any other criterion, priority will be given to those who live closest to the school.

Measurements are carried out in a straight line basis from the child's home address to the address point of the school.

In the case where multiple applications for the same shared dwelling occurs (eg. Flats), a randomiser will be used to decide the priority in which the pupils within the shared dwelling are selected in the event of a tie. The random allocation process will be subject to independent verification.

APPENDIX 4a – Rothwell Nursery

Oversubscription Criteria

The published total admission number for the Nursery is 78.

Places will be allocated to pupils who have been registered with the School Office. Parents are able to register their child from the September following their child's first birthday. The allocations will be made on a first come, although the session preference stated by parents at the time of registration may not always be available. These places will be allocated in the Spring term prior to them joining. Registration or referral forms received from health visitors or other agencies providing details of children requiring a place on the grounds of Special Educational Needs will be given special consideration and may take preference when allocating places.

1. Looked After Children and all previously Looked After Children (**see paragraph 6.1 for definition of 'Looked After Children'**).
2. Date of registration of the pupil
3. Children who live in Rothwell, Harrington and Thorpe Underwood.
4. Other children.

Distance Tiebreaker

If the admission number is exceeded within any criteria, priority will be given to those closest to the school. Measurements are carried out in a straight line basis from the child's home address to the address point of the school.

In the case where multiple applications for the same shared dwelling occurs (eg. Flats), a randomiser will be used to decide the priority in which the pupils within the shared dwelling are selected in the event of a tie. The random allocation process will be subject to independent verification.

APPENDIX 5 – Rothwell Junior School

Oversubscription Criteria

The published total admission number for the school 480. For each Year 3 intake from September the admission number is 120.

Places will be allocated to pupils who have a statement of SEN or an EHC Plan that names the school as the appropriate provision. When there are more applications for places than there are places available, priority will be given in the following order:

1. Looked After Children and all previously Looked After Children (**see paragraph 6.1 for definition of 'Looked After Children'**).
2. Children with a sibling link (**see paragraph 6.3 for definition of 'sibling'**) continuing at the school or the linked Infant School at the time of the admission of the younger child.
3. Children who have attended Rothwell Victoria Infant School.
4. Children who live closer to the preferred school than any other school
5. Other children.

Distance Tiebreaker

If the admission number is exceeded within criterion 4, priority will be given to those who live furthest from the nearest alternative school the school. If the admission number is exceeded within any other criterion, priority will be given to those who live closest to the school.

Measurements are carried out in a straight line basis from the child's home address to the address point of the school.

In the case where multiple applications for the same shared dwelling occurs (eg. Flats), a randomiser (will be used to decide the priority in which the pupils within the shared dwelling are selected in the event of a tie. The random allocation process will be subject to independent verification.

APPENDIX 6 – Rushton Primary School

Oversubscription Criteria

The published total admission number for the school is 105. For each Reception intake from September the admission number is 15.

Places will be allocated to pupils who have a statement of SEN or an EHC Plan that names the school as the appropriate provision. When there are more applications for places than there are places available, priority will be given in the following order:

1. Looked After Children and all previously Looked After Children (**see paragraph 6.1 for definition of 'Looked After Children'**).
2. Children living in Rushton, Storefield, Glendon and Pipewell.
3. Children with a sibling link (**see paragraph 6.3 for definition of 'sibling'**) continuing at the school at the time of the admission of the younger child.
4. Other children.

Distance Tiebreaker

If the admission number is exceeded within criterion 2 or 4, priority will be given to those who live furthest from the nearest alternative school the school. If the admission number is exceeded within any other criterion, priority will be given to those who live closest to the school.

Measurements are carried out in a straight line basis from the child's home address to the address point of the school.

In the case where multiple applications for the same shared dwelling occurs (eg. Flats), a randomiser (will be used to decide the priority in which the pupils within the shared dwelling are selected in the event of a tie. The random allocation process will be subject to independent verification.

APPENDIX 7 – Wilbarston Church of England Primary School

Oversubscription Criteria

The published total admission number for the school is 140. For each Reception intake from September the admission number is 20.

Places will be allocated to pupils who have a statement of SEN or an EHC Plan that names the school as the appropriate provision. When there are more applications for places than there are places available, priority will be given in the following order:

1. Looked After Children and all previously Looked After Children (**see paragraph 6.1 for definition of 'Looked After Children'**).
2. Children with a sibling link (**see paragraph 6.3 for definition of 'sibling'**) continuing at the school at the time of the admission of the younger child.
3. Children who live closer to the preferred school than any other school.
4. Other children.

Distance Tiebreaker

If the admission number is exceeded within criterion 3, priority will be given to those who live furthest from their nearest alternative school. If the admission number is exceeded within any other criterion, priority will be given to those who live closest to the school.

Measurements are carried out in a straight line basis from the child's home address to the address point of the school.

In the case where multiple applications for the same shared dwelling occurs (eg. Flats), a randomiser (will be used to decide the priority in which the pupils within the shared dwelling are selected in the event of a tie. The random allocation process will be subject to independent verification.

APPENDIX 8 – Hawthorn Community Primary School

Oversubscription Criteria

The published total admission number for the school is 315. For each Reception intake from September the admission number is 45

Places will be allocated to pupils who have a statement of SEN or an EHC Plan that names the school as the appropriate provision. When there are more applications for places than there are places available, priority will be given in the following order:

1. Looked After Children and all previously Looked After Children (**see paragraph 6.1 for definition of 'Looked After Children'**).
2. Children with a sibling link (**see paragraph 6.3 for definition of 'sibling'**) continuing at the school at the time of the admission of the younger child.
3. Children who live closer to the preferred school than any other school
4. Other children.

Distance Tiebreaker

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

Measurements are carried out in a straight line basis from the child's home address to the address point of the school.

In the case where multiple applications for the same shared dwelling occurs (eg. Flats), a randomiser will be used to decide the priority in which the pupils within the shared dwelling are selected in the event of a tie. The random allocation process will be subject to independent verification.

APPENDIX 9 – Montsaye Academy

Oversubscription Criteria

The published total admission number for the school is 1380. For each Year 7 intake from September the admission number is 240.

Places will be allocated to pupils who have a statement of SEN or an EHC Plan that names the school as the appropriate provision. When there are more applications for places than there are places available, priority will be given in the following order:

1. Looked After Children and all previously Looked After Children (**see paragraph 6.1 for definition of 'Looked After Children'**).
2. Children who attend a Pathfinder Schools primary / junior school.
3. Children who live in the linked area. The linked area being: Ashley, Barford, Brampton Ash, Braybrooke, Desborough, Dingley, Draughton, Faxton, Glendon, Hanging Houghton, Lamport, Loddington, Maidwell, Mawsley, Orton, Pipewell, Rothwell, Rushton, Stoke Albany, Sutton Bassett, Thorpe Malsor, Thorpe Underwood, Weston-by-Welland and Wilbarston.
4. Children with a sibling link (**see paragraph 6.3 for definition of 'sibling'**) continuing at Montsaye Academy at the time of the admission of the younger child.
5. Other children.

Distance Tiebreaker

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

Measurements are carried out in a straight line basis from the child's home address to the address point of the school using the NCC's GIS System.

In the case where multiple applications for the same shared dwelling occurs (eg. Flats), a randomiser (will be used to decide the priority in which the pupils within the shared dwelling are selected in the event of a tie. The random allocation process will be subject to independent verification.