



The Forest CE Federation

'Small enough to care. Large enough to inspire

Valuing all God's children '

All things are possible for one who believes' Mark 9 v 23

Peterborough Diocese Board of Education

The Forest CE Federation

VA ADMISSIONS POLICY

Admissions policy review

This policy will be reviewed and approved by the Full Governing Body annually.

Consultation

When changes are proposed to the school's admission arrangements, the governing body **must** consult on their admission arrangements (including any supplementary information form) that will apply for admission applications for the following school year. Where the admission arrangements have not changed from the previous year there is no requirement to consult, subject to the requirement that admission authorities **must** consult on their admission arrangements at least once every 7 years, even if there have been no changes during that period.

Determination

All admission authorities **must** determine admission arrangements every year, even if they have not changed from the previous years and a consultation has not been required. Admission authorities **must** determine admission arrangements by **28th February** in the determination year.

Reviewed Date: December 2023

Next Review: December 2024



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ADMISSIONS POLICY

The Governing Body are the Admission Authority in this Voluntary Aided School and are therefore responsible for all admissions.

The Governing Body will admit up to 8 pupils into each year group. When there are more applications than there are places available, the governors will admit pupils according to the following criteria which are listed in order of priority.

The governors will admit all pupils with an Education Health Care Plan (EHCP) that names the school.

Oversubscription criteria

1. The governors will admit 'Looked After Children', that is children in local authority care, and all previously looked after children.
2. The governors will admit children on social or medical grounds where professionals have clearly identified that the school will best meet the needs of the child.
These applications must be accompanied by documentary evidence from appropriate professionals within the Health or Social Services.
3. Children of parent(s)/legal guardians(s) resident in the villages of Tiffield and Caldecote.
(see residence definition below).
4. Children who have a sibling attending the school at the time of admission.
(see sibling definition below).
5. Children of parents/legal guardians resident in the following parishes who are a worshipping member of the Church of England through their attendance at churches: Pattishall, Cold Higham and Gayton.
These applications must be accompanied by form SIF/A available from the school. The completed SIF/A will then be sent to the minister with form SIF/B to verify church allegiance.
6. Children whose parent(s)/legal guardian(s) regularly attend a place of worship (at least monthly) and have expressed a preference for their child to attend Tiffield CE(VA) School because of its religious traditions.
These applications must be accompanied by form SIF/A available from the school. The completed SIF/A will then be sent to the minister with form SIF/B to verify church allegiance.
7. Any other children.



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How to apply for a place in the Normal Admission 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 the 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 [School Admissions | West Northamptonshire Council \(westnorthants.gov.uk\)](https://www.westnorthants.gov.uk)

Late Applications

The Governing Body will deal with late applications after all the 'on time' applications have been processed. Those refused a place due to the school having admitted up to the PAN, will be advised of their right to appeal.

Right of Appeal

Governors will admit up to the published admission number. For any child subsequently refused a place, parent(s)/legal guardian(s) will have the right to appeal against the decision, to an independent Appeals Panel. Parents wishing to appeal should write to:

The Clerk to the Appeals Panel
Diocesan Board of Education
Bouverie Court
6 The Lakes
Northampton
NN4 7YD

Children below Compulsory School Age

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



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In Year Admissions

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

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

Applications for in-year admissions should be made online to the local authority on West Northamptonshire Council website. [School Admissions | West Northamptonshire Council \(westnorthants.gov.uk\)](https://www.westnorthants.gov.uk/school-admissions)

Requests for Admission outside the normal age group (summer born)

Whilst all children are entitled to a full time school place in the September following their 4th birthday and most parents are happy for their child to start school at this point, parent(s)/carer(s) 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 their 5th birthday.

If parents wish to delay their summer born child's school start until the September following their 5th birthday, there are 2 options:

1. Parents can make an in-year application for a place for the September following their child's 5th birthday. The child would normally start in **Year 1** (their correct chronological age group) as other children in the child's age group already attending school will be moving from Reception to Year 1 at this point. It is important to remember that some schools are likely to be full and they may be unable to offer a place;
2. If parents do not want their child to miss their Reception year, they may request that children are admitted out of their normal age group i.e. into Reception instead of Year 1. Please note, that 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 of summer born children who could start school in September 2023, but wish to delay their child's school start and apply for a Reception place to start in September 2024, should make their application for a Reception place for their child's normal year of entry before the primary application deadline on 15 January 2023. If a delay is agreed, this application can be withdrawn.

Parents/carers should also, if possible, make their request for admission out of the normal age group To their preferred schools by the same date – 15 January 2023. This is to enable sufficient time for requests to be processed prior to National Offer Day (16 April or the next working day). Requests will however still be considered after this date.



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Parents/carers wanting to request that they be able to apply for a Reception place at Tiffield Primary School for the September following their child's 5th birthday, should contact the school at head@tiffield-ce.northants-ecl.gov.uk. In their request, parents/carers should provide some information about their child to explain why they think that their child should be educated out of their normal age group. It is important for parents/carers to provide any additional evidence to support their request as this information will help the admission authority to make their decision e.g. parents/carers may be able to provide a report from the child's Early Years setting or evidence from a health or social care professional.

The request will then be considered by our admission authority, the Governing Body, who will then make a decision on the basis of the circumstances of each case and in the best interests of the child concerned. The School Admissions Code requires admission authorities to consider a number of factors:

- 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 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?

Parents/carers will be informed of the admission authority's decision on the year group the child should be admitted to when they start school (i.e. Reception or Year 1) and will set out clearly the reasons for their decision.

If the request is approved:

If the request to be admitted outside normal age group is **approved** by the admission authority of the school, parents/carers will need to forward this approval to School Admissions at West Northamptonshire Council so an application can be accepted in the normal admission round for the September following the child's 5th birthday. Parents/carers will then need to make an application for a place in Reception for the normal round of admissions in the following academic year.

Please note – this does not mean a child has been, or will be, offered a place in the Reception year at their chosen school. If, in this following normal admissions round, the school is oversubscribed, all applications (including delayed applications) for the school will be ranked in accordance with the school's oversubscription admission criteria.

If the request is rejected:

If the request to be admitted outside normal age group is **rejected** by the admission authority of the school, parents/carers have to decide whether to accept a Reception place in the normal year of entry or delay their child's start until the September after their 5th birthday and apply for a Year 1 place.

If parents/carers are unhappy with the admission authority's decision to refuse their child a place out of their normal age group, complaints should be made directly to the admission authority.



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Parents/carers whose requests for delayed entry into Reception are refused, have no statutory right to appeal this decision as the purpose of the appeals process is to consider whether a child should be admitted to a particular school, not the year group into which they should be admitted.

Requests for admission outside the normal age group (Not Summer Born)

Parents/carers may seek a place for their child out of their normal age group. They must put their request in writing to the school.

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

Waiting Lists

If the school has more applications than places available parents may elect to place their child's name on a Waiting List. (This does not affect your right of appeal).

Pupils will be placed on the Waiting List in strict order according to the oversubscription criteria on the Admissions Policy. If a place becomes available at the school, places will be allocated according to these criteria.

The Waiting List will be held from the allocation of places, until 31st December in the year of admission.

Parents must contact the school and request that their child's name is placed on the Waiting List. This can be done by telephone 01327 350325 or e-mail: head@tiffield-ce.northants-ecl.gov.uk

At the time of allocation of places, parents must contact the school within 7 days to request that their child is placed on the Waiting List. If parents wish their child to remain on the Waiting List they must contact the school within 10 school days at the beginning of September. Any places that become available at the beginning of September will be allocated after 10 school days.



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Tie Breaker

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

Distances are measured on a straight line basis from the address point of the child's home to the address point of the school, using a Geographical Information System. Each address has a unique address point established by the most valuable elements from the National Land and Property 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 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.

Distances are measured from the property to the nearest access point to the school grounds. It is measured in a straight line basis, using a Geographical Information System (GIS) by the local authority.

Residency definition

The child's place of residence is the address of the parent or legal guardian with whom the child spends the majority of time during the school week.

(Parents/legal guardians may be asked to provide evidence of residency/home address at any time during the admissions process).

The village of Tiffield is defined by the Tiffield Civil Parish Boundary. The village of Caldecote is defined as those dwellings that adjoin the road between Tiffield and the A5. A map defining these boundaries is available from the school.

Definition of siblings

The definition of a brother or sister sometimes referred to as a sibling:

- A brother or sister sharing the same parents
- A half- brother or half- sister where 2 children share one common parent
- A step-brother or step-sister, where two children are related by a parent's marriage
- Adopted children
- Children in foster care

A brother or sister must be living at the same address when the application is made.



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Definition of Looked after children

Looked after children are 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

Definition of 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 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

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.