



**CORBY PRIMARY ACADEMY**

**Admissions Policy**  
**2022/2023**

This policy was reviewed and approved by the Greenwood Academies  
Trust Board on 8 February 2021.

# PROCEDURE FOR ADMITTING PUPILS TO THE CORBY PRIMARY ACADEMY

The Corby Primary Academy provides for the needs of children within the 4 to 11 age range in Corby.

Pupils will be admitted at the age of 4+ without reference to ability or aptitude using the criteria set out in this policy. Admission to our Academy is not dependent on any 'voluntary' contribution.

The Greenwood Academies Trust is the Admissions Authority for the Corby Primary Academy.

The Academy participates in the Local Authority co-ordinated scheme and all deadlines within that should be adhered to by applicants.

## Admission number for Primary Provision (age 5)

1. The Academy has the following agreed admission numbers:
  - 60 for pupils in Year R (Reception)
2. Accordingly, the Academy will admit a maximum of 60 children each year in the relevant age group if sufficient applications are received.
3. All children are entitled to a full-time place in the September following their fourth birthday.

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

## Process of Application

4. Arrangements for applications for places at the Corby Primary Academy will be made in accordance with the Northamptonshire LA's co-ordinated admission arrangements; parents resident in Northamptonshire can apply online at:

[www.northamptonshire.gov.uk/schooladmissions](http://www.northamptonshire.gov.uk/schooladmissions)

Parents resident in other areas must apply through their home Local Authority.

5. The Academy will use the Northamptonshire LA's timetable for applications each year (exact dates within the months may vary from year to year):
  - a) September/October - the Corby Primary Academy will provide opportunities for parents to visit the Academy
  - c) By 15 January – Parents complete the common application form (CAF) and return it to the LA to administer
  - d) 16 April or the next working day – notification of offers made to parents.

## **Consideration of Applications**

6. The Corby Primary Academy will consider all applications for places at the Academy.

Where fewer than the published admission number(s) for the relevant year groups are received, the Academy will offer places to all those who have applied.

## **Procedures where the Corby Primary Academy is oversubscribed**

7. Where the number of applications for admission is greater than the published admission number in any age group, applications will be considered against the criteria set out below.

## **Admission to Reception (statutory age 5) – Oversubscription Criteria**

8. The Corby Primary Academy will first accept all pupils with a statutory right to a place at the Academy through an Education Health and Care Plan naming the Academy. After the admission of these pupils, criteria will be applied for the remaining places in the order in which they are set out below:

- a) Looked After children or previously Looked After children\*.
- b) Children who live in the linked area\* of Oakley Vale and who have a sibling\* on roll at the Academy at the time of admission.
- c) Other children who live in the linked area\*.
- d) Other children who do not live in the linked area and who have a sibling on roll at the Academy at the time of admission.
- e) Other children.

*\* see definitions*

## **Tie break**

9. If the admission number is exceeded within any of the above criterion, priority will be given to those who live closest to the Academy.
10. Distances are measured from the property to the address point of the Academy. It is measured on a straight line basis using a geographical information system. Each address has a unique address point established by the Ordnance Survey and the Royal Mail address files. The address point for a property does not change.
11. If two children are tied for the last place, after the above distance tie-break has been applied, then a process of random allocation, undertaken by someone independent of the Academy, will determine who is allocated the last place.

## **Admission of children outside their normal age group**

12. Parents may request that their child is admitted outside their normal age group, for example, summer born children\*, if the child is gifted and talented, has experienced problems such as ill health or is born prematurely.

Please refer to Appendix 1 at the back of this policy for full information.

*\* The term 'summer born' is used to refer to children born from 1 April to 31 August.*

## **Arrangements for in-year Admissions**

13. Northamptonshire Local Authority will co-ordinate admissions for in-year applications and for applications for year groups other than the normal point(s) of entry. Parents should contact the LA directly for an application form; further details are on our website at [www.corbyprimaryacademy.org](http://www.corbyprimaryacademy.org)
14. Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy will consider all such applications and if the year group applied for has a place available, admit the child.
15. If more applications are received than there are places available, the oversubscription criteria in paragraph 8 for the relevant age group shall apply. Parents whose application is refused shall be entitled to appeal.

## **Right of Appeal**

16. There will be a right of appeal to an Independent Appeals Panel for unsuccessful applicants relating to admissions at age 5 (statutory school age) or above. Appeals should be made, in writing, within twenty (20) school days of the date of refusal.
17. If refused admission you should contact the LA Admissions Team at the address below to lodge an appeal:

The School Admissions Team  
Northamptonshire County Council  
PO Box 216  
John Dryden House  
Northampton  
NN4 7DD

Please mark your envelope 'Admissions Appeals'.

## **Operation of Waiting Lists**

18. As required by the Schools Admissions Code, the Corby Primary Academy will maintain a waiting list until the end of the autumn term for Reception year. Applications for inclusion on a waiting list will be ranked according to our over-subscription criteria as described in paragraph 8 above.

## **Fair Access**

19. The Corby Primary Academy participates in Northamptonshire County Council's Fair Access protocol.

All schools, including Voluntary Aided Schools, Trust Schools and Academies must participate in the protocol.

The purpose of the Fair Access Protocol is to ensure that vulnerable children are offered a school place as quickly as possible and to evenly spread children with additional needs across all schools in the county. The protocol only applies to mid-term applications; it does not operate when children transfer from primary school to secondary school.

## **Fraudulent or Misleading Applications**

20. As an Admission Authority, we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example a false address was given which denied a place to a child with a stronger claim.

We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.

## Definitions

### 1. Definition of 'Looked After' and previously 'Looked After' children

In accordance with Section 22 of the Children Act 1989, a 'Looked After child' is defined as:

- a child who is in the care of a Local Authority at the time an application for admission to the Academy is made
- a child who is being provided with accommodation by a Local Authority in the exercise of their social services functions in accordance with section 22(1) of the Children Act 1989 at the time of making an application to the Academy.

Previously Looked After children are children who were looked after, but ceased to be so because they were adopted<sup>1</sup> (or became subject to a child arrangements order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 and Section 46 of the Adoption and Children Act 2002.

### 2. Definition of siblings and the position of twins

A sibling is defined as:

- Sibling is defined as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters or another child normally living for the majority of term time in the same household, where an adult in the household has parental responsibility as defined by the Children Act 1989, or any child in the household where an adult in the household is defined as a parent for the purposes of Section 576 of the Education Act 1996. This could include a person who is not a parent but who has responsibility for him/her.

In the case of twins or other siblings from a multiple birth, where there is only one place available in the Academy, these will be considered together as one application. The Academy's admission number may be exceeded by one; the School Admissions Code makes an exception to the infant class limit in this situation.

In the case of siblings in the same year group, where there is only one place available in the Academy, both will be considered together as one application. The Academy may go above its admission number as necessary to admit all the children, except in cases where infant class regulations, as stated in the Schools Admissions Code, prevent this from happening.

### 3. Definition of Residency

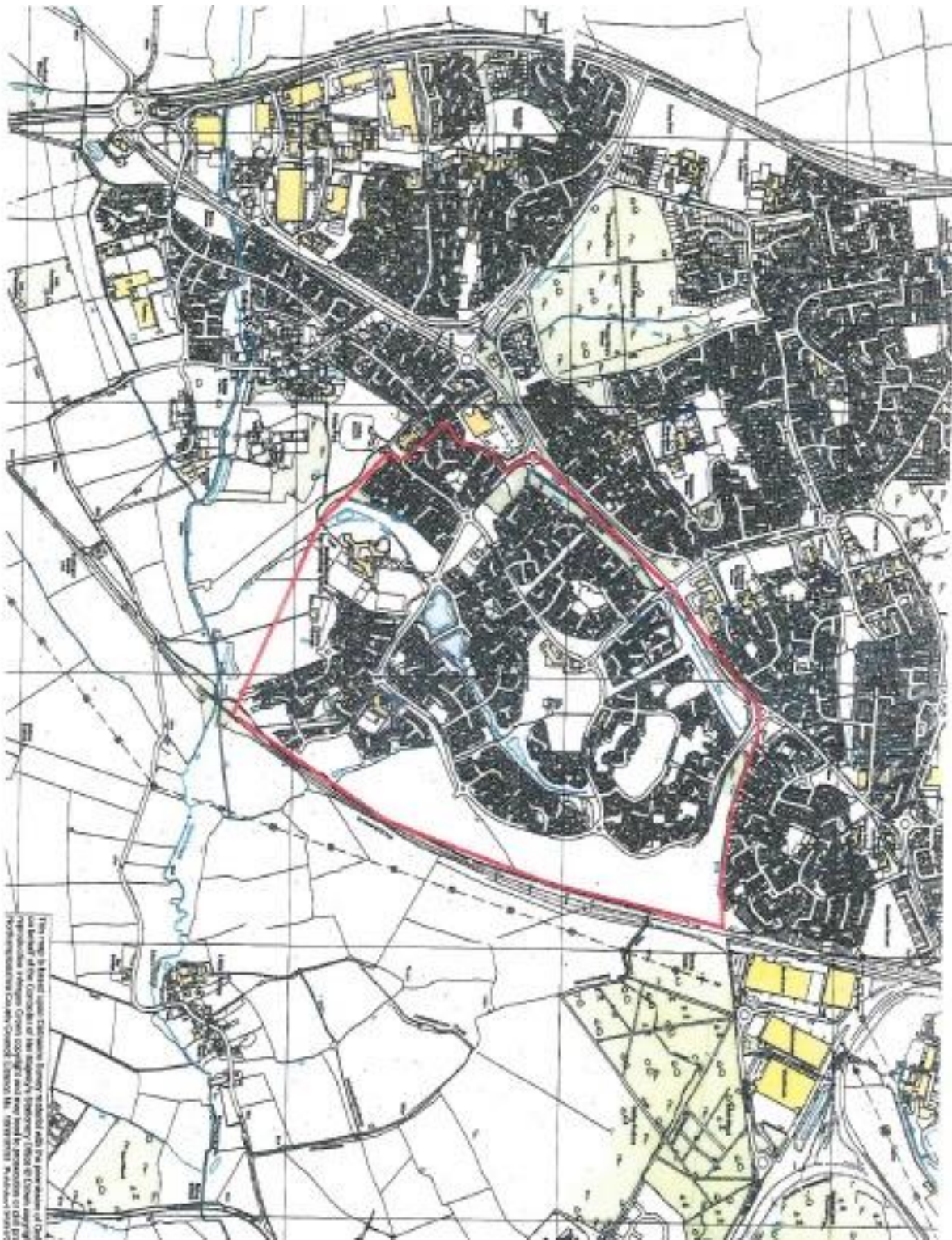
The child's place of residence is the address of the parent or legal guardian with whom the child spends the majority of time during the school week. Parents/guardians may be asked to produce evidence of residency/home address at any time during the admissions process.

If a child's parents live at separate addresses, the address where the child permanently spends at least three 'school' nights (i.e. Sunday, Monday, Tuesday, Wednesday or Thursday) will be taken to be the place of residence.

### 4. Definition of 'Linked Area'

A defined area of the county which has some priority within the admission criteria of a school (see map below).

*1. An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'child arrangements order' is an order under Section 12 of the Children and Families Act 2014 determining (a) with whom the child is to live, spend time or otherwise have contact and (b) when a child is to live, spend time or otherwise have contact with any person. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians)*



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London WC1A 9DU. Ordnance Survey, 100 High Holborn, London WC1A 9DU.

## Appendix 1 – Requests for admission outside the normal age group (summer born)

If parents wish to delay their summer born child's school start until the September following their 5<sup>th</sup> birthday, there are two 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 school 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, 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 of summer born children who could start school in September 2022 but wish to delay their child's school start and apply for a Reception place to start in September 2023, should still make their application for a Reception place for their child's normal year of entry before the primary application deadline of **5 pm on 15 January 2022**. If a delay is agreed, this application can be withdrawn.

Parent/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 2022 (5 pm)**. 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.

Parents/carers wanting to request that they be able to apply for a Reception place at the Academy for the September following their child's 5<sup>th</sup> birthday, should write to the Academy in the first instance. 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 the Academy Principal, 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 Principal's views.

### What happens next?

Parents/carers will be informed of the Academy'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 Academy, parents/carers will need to forward this approval to School Admissions at NCC so an application can be accepted in the normal admission round for the September following the child's 5<sup>th</sup>



birthday. Parent(s)/carer(s) 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 Academy, 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 5<sup>th</sup> birthday and apply for a Year 1 place.

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

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.