

# ADMISSIONS POLICY 2027/28

## 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 2021.

## 5. Procedures

5.1 For all schools except Naseby CofE Primary School, the Trust will adhere to the Local Authority's co-ordinated scheme which can be found on the authority's website. - [School admissions | North Northamptonshire Council \(northnorthants.gov.uk\)](https://www.northnorthants.gov.uk/school-admissions)

5.2 For Naseby CofE Primary School the Trust will adhere to the Local Authority's co-ordinated scheme which can be found on the authority's website - [School Admissions | West Northamptonshire Council \(westnorthants.gov.uk\)](https://www.westnorthants.gov.uk/school-admissions)

## 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)

Loatlands Primary School operates a nursery. Please contact the school directly to apply for a place. Attendance at the Nursery does not guarantee admission to the primary phase of the school.

### b. Reception Class (See section 9 with regard to requests for delaying Reception admission for summer born children)

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 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.
- As per the School Admissions Code, if the last child to be allocated a place is a twin or other child from a multiple birth group, all children in that group will be allocated places as excepted pupils, even if it means going over PAN.

### c. Years 7

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.

## 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.

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.

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 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 under this criterion. 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.

### **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**

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 local authority. Waiting lists will be cleared at the end of each school term. If parents/carers would like their child's name to remain on the waiting list for the remainder of the academic year, they should inform the School Admissions team at NNC or WNC for Naseby CofE Primary School in writing, by the start of each subsequent term (ie: during the Christmas and Easter breaks) to renew their interest

When a place becomes available it will be allocated to the child at the top of the waiting list. The waiting list is ranked in accordance with the oversubscription admission criteria which can be found in the appendices of this policy. 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.

### **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.

All in-year applications for schools other than Naseby CofE Primary School should be made online via the North Northamptonshire Council's School Admissions Website: [School admissions | North Northamptonshire Council \(northnorthants.gov.uk\)](https://www.northnorthants.gov.uk/school-admissions)

In-year applications for Naseby CofE Primary school should be made online via West Northamptonshire Council's School Admissions Website: [School Admissions | West Northamptonshire Council \(westnorthants.gov.uk\)](https://www.westnorthants.gov.uk/school-admissions)

### **7.3 Admission Appeals**

For more information and to submit an appeal for all schools other than Naseby CofE Primary School, parents/carers should visit the School Admissions Appeals pages of the [NNC website](#)

If parents/carers wish to submit supporting evidence after lodging their appeal, it should be e-mailed to [appealsteam.NCC@northnorthants.gov.uk](mailto:appealsteam.NCC@northnorthants.gov.uk) within 10 working days of the submission of the appeal.

For information and to submit an appeal for Naseby CofE Primary School, parents/carers should visit the School Admissions Appeals page of the [WNC website](#).

If parents/carers wish to submit supporting evidence after lodging their appeal, it should be e-mailed to [appealsteam.ncc@westnorthants.gov.uk](mailto:appealsteam.ncc@westnorthants.gov.uk) within 10 working days of the submission of the appeal.

Appeals must be lodged in writing, giving the reasons for appeal by the date detailed on the website. 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 ie in-year places, appeals should be submitted within 30 school days of a refusal of a place.

## **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 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.

## **9. 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 (those born between 1 April and 31 August) 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.

### **9.1 Requests for admission to Reception outside the normal age group (summer born children)**

Parents/carers 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 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 any of the Pathfinder Schools should make a formal request in writing (email is sufficient) directly to the school giving some information about their child and explaining 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 admission authority 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 admission authority 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.

### **9.2 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 at the school 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 in the first instance, giving some information about their child and explaining why they would like to apply for a place out of the normal age group. Parents/carers should also indicate in their request whether the child has been educated out of their normal age group at the current/previous school.

The school will pass the request to the admission authority who will then 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.

The admission authority 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. Once the year group has been agreed, an application for that year group can be 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.

# Appendices

## Primary Schools:

Havelock Infant School Appendix 1  
Havelock Junior School Appendix 2  
Loatlands Primary School Appendix 3  
Rushton Primary School Appendix 4  
Wilbarston C of E Primary School Appendix 5  
Hawthorn Primary School Appendix 6  
Naseby CofE Primary School Appendix 7

## Secondary School:

Montsaye Academy Appendix 8

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# APPENDIX 1 – Havelock Infant School

## Oversubscription Criteria

**The published admission number (PAN) for Reception is 60.**

Places will be allocated to pupils who have 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.

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.

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 or where two distances are equal. The random allocation process will be subject to independent verification.

# APPENDIX 2 – Havelock Junior School

## Oversubscription Criteria

**The published admission number (PAN) for Yr3 is 90.**

Places will be allocated to pupils who have 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 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.

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.

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 or where two distances are equal. The random allocation process will be subject to independent verification.

# APPENDIX 3 – Loatlands Primary School

## Oversubscription Criteria

**The published admission number (PAN) for Reception is 60.**

Places will be allocated to pupils who have 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.

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.

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 or where two distances are equal. The random allocation process will be subject to independent verification.

# APPENDIX 4 – Rushton Primary School

## Oversubscription Criteria

**The published admission number (PAN) for Reception is 15.**

Places will be allocated to pupils who have 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, Glendon, Storefield 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, 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.

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.

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 or where two distances are equal. The random allocation process will be subject to independent verification.

# APPENDIX 5 – Wilbarston Church of England Primary School

## Oversubscription Criteria

**The published admission number (PAN) for Reception is 15.**

Places will be allocated to pupils who have 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.

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.

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 or where two distances are equal. The random allocation process will be subject to independent verification.

# APPENDIX 6 – Hawthorn Community Primary School

## Oversubscription Criteria

**The published admission number (PAN) for Reception is 45.**

Places will be allocated to pupils who have 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.

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.

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 or where two distances are equal. The random allocation process will be subject to independent verification.

# APPENDIX 7 – Naseby Church of England Primary School

## Oversubscription Criteria

**The published admission number (PAN) for Reception is 12.**

Places will be allocated to pupils who have 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 in the defined area of the parishes of Naseby and Haselbech.
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.

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.

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 or where two distances are equal. The random allocation process will be subject to independent verification.

# APPENDIX 8 – Montsaye Academy

## Oversubscription Criteria

**The published admission number (PAN) for Yr7 is 210.**

Places will be allocated to pupils who have 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 the following schools: Rothwell Junior School, Havelock Junior School, Loatlands Primary School, Wilbarston C of E Primary School, Rushton Primary 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.
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.

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.

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 or where two distances are equal. The random allocation process will be subject to independent verification.