



**Grange Primary Academy**

The best in everyone™

Part of United Learning

## Admissions Policy

2025-2026

## **PROCEDURE FOR ADMITTING PUPILS TO THE ACADEMY**

### **1. Admission Number(s)**

Grange Primary Academy has the following agreed admission numbers for the academy for the year 2025/2026.

- a) 30 for pupils in the Reception Year
- b) We also have a policy not to admit more than 30 children in each class from Year 1 to Year 6

### **2. Process of Application**

Arrangements for applications for places at the academy will be made in accordance with the Local Authority's co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by the Local Authority. Details of the Local Authority's scheme are available on its website.

Please check the NNC website or call the school office for the national closing date for applications, which is 15<sup>th</sup> January, regardless of whether this falls on a weekday or at a weekend. National offer day for places will be 16 April or the next working day.

### **3. Admissions Criteria**

Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of pupils with Education, Health and Care Plans where the academy is named on the statement subject to its right of appeal to the Secretary of State, the criteria will be applied in the order in which they are set out below:

#### **Oversubscription criteria**

- a) Looked After Children and children who have been previously looked after. Looked After Children are children who are (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 the definition in Section 22 (1) of the Children Act 1989) at the time of application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or 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.
- b) Children of staff where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage, as highlighted by the school *or* where the member of staff has been employed at the academy for two or more years at school. This is to ensure the highest quality of teaching staff.
- c) Children who are siblings of students who attend the Academy, and will still be attending when the child starts.

d) Children whose home address is nearer the address point of the academy's primary site than any other maintained or academy primary school provision as determined by the Local Authority's mapping system.

e) Other children.

#### **4. Operation of waiting lists**

Where, on the year of entry, the academy receives more applications for places than there are places available, a waiting list will operate until the final day of the first term (December). This will be maintained by the academy and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

#### **5. Arrangements for admitting pupils to other year groups i.e. other than Year R, including to replace any pupils who have left the academy.**

The academy will consider all such applications and, if the year group applied for has a place available, admit the child unless it has reasonable reason(s) not to admit in accordance with Schools Admissions Code. Parents whose application is turned down shall be entitled to appeal to an independent appeal panel.

#### **6. Tie-break**

Where there are more applications than there are places available in any one category within the criteria b) to e), a tie-break will be conducted through a process of random allocation by someone independent of the school.

#### **7. Definition of siblings**

The term 'siblings' refers to full, step, half, adopted or fostered brothers or sisters living permanently at the same address. The academy reserves the right to ask for proof of relationship such as a short birth certificate.

#### **8. Definition of the child's home address**

This is the permanent residence of the child. The address must be the child's only or main residence that is either:

- Owned by the child's parent, parents or carer/guardian.
- Leased to or rented by the child's parent, parents or guardian under a lease or written rental agreement of not less than six months duration. The property leased should be that in which the family lives.

We may require written proof of ownership or a rental agreement and proof of actual permanent residence at the property. We cannot allocate places on the basis of intended future changes of address unless house moves have been confirmed through the exchange of contracts with a completion date, or the signing of a formal lease agreement.

If false or misleading information is used to gain entry to the Academy, the offer of a place may be withdrawn.

## 9. Nursery Admissions Only

The school requires four weeks written notice should you wish to move your child to another Early Years Provider.

## 10. Right to Appeal

If a parent/carer's application for a place at the school is unsuccessful, they will be informed why admission was refused and have the right of appeal against the decision not to offer their child a place at the school.

Parents/carers wishing to appeal should complete the online appeal form on 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 within 10 working days of the submission of the appeal.

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

### 11.1 Requests for admission outside the normal age group (Summer Born)

Parents/carers who wish to apply for a place in Reception out of the normal age group, should make their request to delay their application in writing to the head teacher in the first instance. The request should be accompanied by reasons for such a request and should be made by **1 December** of the year prior to the year the child should enter Reception if they had not requested to delay applying. This will ensure that if the admission authority does not agree to the request, there is still time for parents/carers to submit an application for the normal year of entry by the statutory deadline (15<sup>th</sup> January). The admission authority will 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 Head teacher's views.

### What happens next?

The Admission Authority will inform the parents/carers of its decision on the Year group the child should be admitted to when they have to start school (i.e. Reception or Year 1) and will set out clearly the reasons for their decision.

- If the Admissions Committee **agrees** to the parent's/carer's request to delay the application for a Reception place, they will inform the local authority and the parents/carers will then need to make an application for a place in Reception in the normal round of admissions in the following academic year.

**Please note** – in this following normal admissions round, if the School is oversubscribed, all applications (including delayed applications) for the School will be ranked in accordance with the School's oversubscription criteria. If the application is not successful, parents/carers will have the right to appeal but, as the purpose of the appeals process is to consider whether a child should be admitted to a particular school, parents/carers do not have a right of appeal if they have been offered a place and it is not in the year group they would like;

- If the Admissions Committee does **not agree** to the application being deferred, there is **no right of appeal** against that decision and the parents/carers will need to make an application to the local authority for a place in Reception by 15 January or make an in-year application for a Year 1 place at the appropriate time.

### **11.2 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 head teacher.

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