



**OVERSTONE PARK
PRIMARY SCHOOL**

"Ipsium quod faciendum est diutius"

Title	Admission arrangements for entry into Reception 2025
Year	2025-2026
Policy Reference	Browne Jacobson LLP
Staff Link	Admissions Officer
Dates approved for consultation	May 2024
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Review Date	Annually

1 Making an Application.

- 1.1 Northampton Free School Trust ‘the Trust’ is the admission authority for Overstone Park Primary School ‘the Academy’.
- 1.2 **For September 2025 intake the Trust will process applications outside the normal co-ordinated admissions process.** The application form can be accessed and submitted on the Academy website here : www.overstoneparkprimaryschool.org.uk or by telephoning 01604 931139 for a hard copy application. The deadline for applications is 15th January 2025. Offers will be made on 16 April 2025. If the academy trust has not signed a funding agreement with the Secretary of State for Education by that date, offers will be conditional and will be confirmed once the funding agreement has been signed.

Parents will also need to complete their local authority’s common application form for their other preferences of school.

- 1.3 The Trust also manages in-year admissions to the Academy, details of which can be found in section 11.

2 Published Admissions Number (PAN): Reception.

- 2.1 Overstone Park Primary School will open in September 2025 with a PAN of 30 for entry into Reception. If the number of applications exceeds the PAN then the oversubscription criteria (below) will be used to determine which applicants will be provided with a place.
- 2.2 All children who have an EHCP that name the Academy will be provided with a place.

3 Oversubscription Criteria.

Where more applications are received than the number of places, then the Academy will rank applications in accordance with the following oversubscription criteria, in order:

- (1) Children who are looked after or are previously looked after;
- (2) Children who have a sibling who attends the Academy at the date of admission;
- (3) Children of staff of the Academy who have been employed for two or more years at the time of the application or are recruited to fill a vacant post for which there is a demonstrable skill shortage. To qualify under this criterion, the staff member must be a ‘direct employee’. This includes any member of staff (teaching or non-teaching) with two years continuous employment with the Academy or seasonal employment totalling two years. Staff contracted in to provide services to the Academy do not count as ‘direct employees’. For the purposes of this criterion, ‘children of staff’ is taken to include a son, daughter or step-son/daughter, or child who is adopted or fostered or for whom a special guardianship order is in place, in all cases providing they are living at the same address as the parent/carer who is employed by the Academy;
- (4) Children who live in the catchment area shown in the map at the end of this policy. (Please see map, annex 1). The catchment includes Overstone Leys, Overstone Gate and Overstone Farm. Children who live on the boundary line will be considered to live in the catchment area;
- (5) After places have been allocated under the first four criteria, remaining places will be offered to other children.

4 Definitions.

- 4.1 A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those 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 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 the definition in Section 22(1) of the Children Act 1989).

- 4.2 'Sibling' is defined in these arrangements 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.
- 4.3 The 'home address' is the address at which the child spends the majority of their week during term time. If arrangements are such that a child resides at two addresses for equal amounts of time, then parents/carers must decide which address to use for admissions purposes.
- 4.4 'Distance' means the distance measured in a straight line between the address point of the home address to the address point of the Academy using the Local Authority's Geographical Information System.

5 Tie breaker.

If the admission number is exceeded within any criteria, priority will be given to those children who live closest to the academy. Distances are measured from the address point of the home address to the address point of the academy on a straight line basis using the Local Authority's Geographical Information System.

In the case where two applications cannot otherwise be separated, e.g. when two distances are equal, random allocation will be used to determine which child shall be given a place. The use of random allocation using a computerised randomiser will be supervised by someone independent of the Trust.

6. Multiple Birth Groups.

Random allocation will not be used if siblings from a multiple birth (twins, triplets etc.) are tied for a place. They will all be offered a place and we will exceed our admission number.

In the case of other siblings (see definition above) in the same year group, where there is only one place remaining which is to be offered to one sibling, the other too will be offered a place as long as this does not breach infant class size legislation.

7. Conflicting Applications.

Where more than one adult shares parental responsibility and if the adults live at different addresses, it is important that an agreement be reached on which schools to apply for, prior to making the application.

If multiple applications are received for the same child with conflicting address and/or preferences, or the Academy is made aware of a dispute between two parents/carers, all applications will be placed on hold and will **not** be processed until:

- a new single application is made, signed by all parties; or
- written agreement is provided from both parents/carers indicating which application they have agreed on; or
- a court order is provided confirming which parent/carer's application carries precedence.

If no agreement can be made, parents/carers are recommended to seek legal advice. If an agreement cannot be reached before the closing date, this may affect the chances of your child being allocated a place at your preferred school/s.

8. Appeals.

Where a child is not offered a place, the parent/carer(s) will be entitled to an appeal against the decision to refuse admission. The letter of refusal will contain details of how to go about appealing the decision, including the deadline for lodging the appeal and who to contact. Where an appeal is successful, the Academy must admit the child.

9. Waiting List.

Following an unsuccessful application, parents/carers can request that their child's name be placed on the waiting list. Each added child will require the list to be ranked again in line with the published oversubscription criteria. Priority will not be given to children based on the date their application was received, or their name was added to the list. The waiting list will be held until 31 December. If parents would like their child to remain on the waiting list for the remainder of the academic year, they should email the Academy by 31 December and 31 March to renew their interest. A new application will be required for a new academic year.

10. In-year applications.

The Trust manages in-year admissions for Overstone Park Primary School and so parents/carers wishing to make an application should do so by visiting the academy website here: www.overstoneparkprimaryschool.org.uk

Where it has not been possible to offer a place, details of how to appeal will be provided in the letter.

11 Late Applications.

Late applications are any application forms (for the normal point of entry) received after the closing date of 15th January. Late applicants will not receive an offer of a school place on National Offer Day. (16th April or the next working day).

Late applications will be processed by the Trust in subsequent rounds of allocations.

12. Children below Compulsory Academy Age.

Where children below compulsory academy 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 a place has been offered.

Where parents/carers wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age. Please discuss this with the school directly once a place has been offered.

13. Applying for a year group outside of chronological age group .

Where parents/carers want their child to be educated outside of their chronological age group, a request should be made in writing to the Principal at the same time as the application for a place. This should explain why the parents'/carers' wish for their child to be educated outside of their chronological age group and enclosing any evidence that supports it. Parents/carers will be notified of the decision on the appropriate year group for the child which will be based on the circumstances of the case, in writing once it has been made. This decision is separate from the decision on whether a place is granted.

13.1 Requests for admission to Reception outside the normal age group.

All children are entitled to a full time school place in the September following their 4th birthday and most parents/carers are happy for their child to start school at this point. However, parents/carers of summer born children (those born between 1st April and 31st 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 the child's fifth birthday.

If parents/carers wish to delay their summer born child's start at school until the September after their fifth birthday, there are 2 options:

Parents/carers can make an in-year application for a place for the September following their child's fifth 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 would be moving from Reception to Year 1 at this point. It is important to remember that some schools are likely to be full in Year 1 and unable to offer a place. Parents/carers should be aware that the Academy will not have Year 1 for the academic year of 2025-2026.

If parents/carers 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/carers do not have the right to insist that their child is admitted to a particular age group. The Academy 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 2025 but wish to delay their child's school start and apply for a Reception place to start in September 2026 should still make their application for a Reception place for their child's normal year of entry before the primary application deadline of **15th January 2025**. 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 – **15th January 2025**. This is to enable sufficient time for requests to be processed prior to National Offer Day. Requests will however still be considered after this date.

Parents/carers requests to apply for a Reception place at Overstone Park School for the September following their child's fifth birthday, should be made in writing to the academy in the first instance to xxx

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 Academy to make a 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 who have to decide if they will allow the request. The decision must be made on the basis of the circumstances of each case and in the best interests of the child concerned. The School Admissions Code (2021) requires admission authorities to consider a number of factors:

- Views of parents/carers;
- 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 admission authority's decision on which 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.

What happens 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 their local authority's School Admissions team to ensure that an application will be accepted in the normal admission round for the September following the child's fifth 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 that a child has been, or will be, offered a place in the Reception year at their chosen school. If, in the 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 and places offered up to the school's Published Admission Number.

What happens if the request is refused?

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, delay their child's start until the September after their fifth birthday and apply for a Year 1 place or make an application to other schools to see if they will accept a delayed start in Reception.

Parents/carers who are unhappy with the academy's decision to refuse their child a place out of their normal age group, should complain directly to the academy.

Parents/carers whose requests for delayed entry into Reception are refused, do not have the right to appeal this decision. They have the right to appeal against the refusal of a place at a school for which they have applied but this right does not apply if they are offered a place at the school, but it is not in their preferred age group.

14. Withdrawing Places.

In certain circumstances the Trust may decide to withdraw a place offered if one of the following circumstances occurs:

- Where a parent/carer has not responded to the offer of a place, even after chasing;
- Where fraudulent or intentionally misleading information is used as part of the application;
- Where the offer has been made in error.

Annex 1

