



Boddington Primary Academy

Admission Policy

Governor/Committee Responsible	Curriculum Committee
Review Period	Annual
Date Approved by Committee	September 2018
Date Approved by Governing Body	September 2018
Date for Proposed Review	September 2019

Applying for a place at Culworth CofE Primary Academy

Northamptonshire County Council (the local authority) co-ordinates applications for places in this School.

In order to submit an application, please refer to the local authority's website - admissions@northamptonshire.gov.uk

The Published Admission Number (PAN) for the Reception year of entry to Boddington CofE Primary Academy is 10. However because of the size and structure of classes the school the Governing Body may decide to admit more than 10 children. This will be dependent on the size of the year group's already ahead in school and legal requirements on class size. The decision to admit extra children above the planned admission limit is at the discretion of the Headteacher in consultation with the governing body (GB).

Oversubscription criteria

Where there are more applications than there are places available, children will be admitted according to the following criteria, which are listed in order of priority:

Boddington CofE Primary Academy allocates places in the following order of priority:

1. Pupils who live in designated villages and contributing parishes.
2. Pupils with an older brother or sister continuing at the school at the time of admission of the younger child.
3. Other pupils.

Tiebreaker

If the admission number is exceeded within any criterion, priority will be given to those who live closest to the School. (As to how this distance is measured - see "Distance Measurements" below).

Notes and Definitions

Distance Measurements

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 same 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, supervised by a suitable independent person, will be used to decide the priority in which applicants are selected in the event of a tiebreaker.

Definition of child's home address/residence

The child's home address means the permanent residence of the child at the time of application. Parents/carers may be asked to provide proof of a claim of residence at any time during the admission process.

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

- ❖ Owned by the child's parent(s) or carer(s);
- ❖ Leased to or rented by the child's parent(s) or carer(s) under a lease or written rental agreement of not less than 6 months duration. The property leased must be where the family lives.

Please note - if false or misleading information is used to try and gain a place, this may lead the [GB] [LGB] to reject the application or to withdraw the offer of a place.

Definition of Sibling

A brother or sister living at the same address as the applicant (i.e. within a family unit) including:

- ❖ a brother or sister sharing the same parents;
- ❖ a half brother or half sister where two children share one common parent;
- ❖ a step brother or step sister, where two children are related by a parents' marriage/civil partnership;
- ❖ A child who has been adopted or is fostered by parents/carers who have other children.

Separated parents

If a child lives with separated parents, the home address will be treated as the place where the child sleeps for most of the school week (i.e. Sunday night - Thursday night inclusive). If the child spends an equal amount of time at 2 addresses, the parents must decide which address they wish to use as the child's

main address for the application. Please note - if false or misleading information is used to try and gain a school place, this may lead [GBs] [LGBs] to reject the application or to withdraw the offer of a place.

Late applications

Late applications are any application forms (known as Common Application Forms (CAFs)/Preference Forms) received by the local authority after its deadline. Late applicants will not receive an offer of a school place by the local authority on offer day but their application will be processed in the next round of allocations (for details of when these are - refer to the local authority's composite prospectus).

Waiting lists

All parents/carers who are unsuccessful at gaining a place for their child at the School may wish to place their child's name on the waiting list. To do so, parents/carers must contact the School and request that their child's name is placed on the waiting list. This should be done by email/in writing [insert details]. If a place becomes available at the School, it will be allocated according to the oversubscription criteria (see above), not on a first come, first served basis. A child's name will remain on the waiting list until the end of the School term in which the application was made. If parents/carers wish their child's name to stay on the waiting list for the remainder of the academic year, they must email/write to the School at the beginning of each term to renew their interest i.e. in January and /or following the Easter break (April/May). Please note a new application form will have to be completed if parents/carers want their child's name to remain on the waiting list in the following academic year.

Please note - placing a child's name on the waiting list does not affect parents'/carers' right to appeal.

Admission of children below compulsory school age and deferred entry to school

[insert wording from other document]

Right of appeal

If a parent/carer is refused a place at the School, they have the right to appeal against the decision to an independent Admission Appeals Panel. Those wishing to appeal should write to or email as follows:

The Clerk to the Appeals Panel
Bouverie Court
6 The Lakes
Bedford Road
Northampton

NN4 7YD

Email - education@peterborough-diocese