

# LEARNING FOR LIFE EDUCATION TRUST

## ADMISSIONS CRITERIA 2020/21

### Finedon Infant School

#### Aims

We wish to encourage families to access high quality educational provision for their children in our Nursery and Schools. The children can be safe and happy and get the best start to their learning journey.

Through our Admissions Policy we aim to: -

- Make our process clear to prospective families
- Ensure that our procedures are fair and equitable so that all children can access educational opportunity
- Ensure that our admission arrangements comply with all relevant equalities legislation

**The Trust is the admission authority for the schools. The schools use the services of Northamptonshire County Council to administer our admissions and appeals.**

The admission arrangements outlined within this document apply to schools in the Trust in the 2020/2021 academic year. All parents must apply directly through Northamptonshire County Council for a school place using the following link or contacting the Local Authority by telephone.

[NCC School admissions link](#)

All information regarding admissions to the Trust schools is in the Schools' Handbook for Admissions.

[Schools' Handbook for Admissions](#)

The School Admissions Code allows parents and carers of summer born children (born between 1 April and 31 August) to request that their child is admitted out of their normal age group (into reception in the September following their 5th birthday). Parents need to discuss this with the head teacher and the local authority admissions officer.

[Information regarding summer born deferrals](#)

All applications for Infant and Junior (Reception and Year 3) places need to be completed and returned to Northamptonshire County Council by 5pm on **15<sup>TH</sup> January 2020**.

*We are community schools and welcome children from our local areas, however in the event of oversubscription the following criteria will apply.*

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***Finedon Infant  
School***

**Oversubscription Criteria for Finedon Infant School**

Places will be allocated to pupils who have an Education Health Care Plan that names the school as appropriate provision. When there are more applications for places than there are places available, priority will be given in the following order:

1. Children in public care or previously in public care but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order in England. (for full definition (see Northamptonshire County Council 'Applying for a Primary place in Northamptonshire' booklet).
2. Children in public care or previously in public care but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order outside of England.
3. Pupils who live in Finedon and have a brother or sister continuing at the School or at Finedon Mulso CE Junior School at the time of admission of the child. (See Northamptonshire County Council 'Applying for a Primary place in Northamptonshire' booklet).
4. Other pupils who have a brother or sister continuing at Finedon Infant School or Finedon Mulso CE Junior School at the time of admission of the child.
5. Pupils who live in Finedon.
6. Other pupils

**Tiebreaker**

If the admission number is exceeded within any criterion, priority will be given to those who live closest to the school.

# Notes and Definitions

## Children in Care i.e. Looked After Children (LAC) and Previously Looked After Children

**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).

### Residency Definition

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/legal guardians may be asked to produce evidence of residency/home address at any time during the admissions process).

### Definition of Siblings

The definition of a brother or sister, sometimes referred to as a sibling:

- a brother or sister sharing the same parents;
- a half-brother or half-sister where 2 children share one common parent;
- a step-brother or step sister, where two children are related by a parent's marriage;
- adopted children.

A brother or sister must be living at the same address when the application is made.

### 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.

### Children of "worshipping members"

For parents/carers to be worshipping members, at least one of the parents/carers of the child needs to be regarded by the priest/minister/worship leader as being part of the worshipping community at the church/worship centre. This would not necessarily mean that the parent/carer is a "Member" in the technical sense (e.g. through baptism, confirmation or electoral roll) but would imply a pattern of attendance at worship (on Sunday or at other times) that is more than "occasional" and has been sustained for more than a short, very recent, period of time.

### SIF A/B

If parents/carers wish their application to be considered in criterion 7 or 8, they must complete form SIF/A which is available from Finedon Mulso CE Junior school and return it to the school (not the local authority). This must be done well in advance of the deadline of 5pm on 15 January 2020.

The school will submit the completed form SIF/A to the relevant minister with form SIF/B to verify the information. As SIF/B needs to be returned to the local authority in time for the local authority to rank admissions, it is very important to submit form SIF/A to the school as soon as possible.

### **Late applications**

Late applications are any application forms (known as Common Application Forms (CAFs)/Preference Forms) received by the local authority after its deadline of 5pm on 15 January [ ]. Late applicants will not receive an offer of a school place by the local authority on offer day (16 April) 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).

### **Process for requesting a place out of normal age group**

Parents/carers may seek a place for their child out of their normal age group. If parents/carers wish to do so, they must contact the Headteacher at the school.

The Headteacher and Executive Headteacher will consider the request and will make decisions 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 Headteacher’s views.

**Please note** – if the Headteacher and Executive Headteacher do not agree to this request to be admitted out of cohort, there is no right of appeal against that decision.

### **Learning for Life Education Trust Appeals**

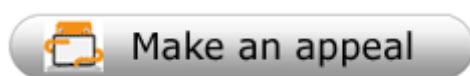
If you have been refused a place at one of the Trust Schools through the Local Authority admissions process, you are entitled to appeal against that decision, for your child to be admitted to the school. You can lodge an appeal once you have received a letter refusing a place at the preferred school(s). All appeals must be directed to the Local Authority.

You should lodge your appeal as soon as possible and within 20 school days after you have received a refusal letter.

### **How do I appeal?**

You may lodge an appeal using the online form available on the Northamptonshire County Council website or by following the link below:

[Information about how to appeal](#)



Alternatively, you can contact [schoolallocations@northamptonshire.gov.uk](mailto:schoolallocations@northamptonshire.gov.uk) to request a paper appeal form which you can email to: [AppealsTeam@northamptonshire.gov.uk](mailto:AppealsTeam@northamptonshire.gov.uk) or post to: Appeals Team, LGSS - Democratic Services, County Hall, George Row, Northampton, NN1 1DN.

## **In-Year Admissions**

In-year admissions for Irthlingborough Nursery and Infant School (Reception to Year 2), Irthlingborough Junior School, Finedon Infant School and Finedon Mulso CE Junior School.

If parents wish to apply for school places during the school year, they need to contact Northamptonshire County Council (NCC) by clicking on the link below and filling in an online form stating school preferences.

[Link to in year admissions](#)

Once NCC receives your online application, it will offer a place if a space is available.

### **Waiting lists**

The Admissions service at the local authority also maintains the waiting lists for all of the schools. If there is no space available at our schools, the LA will offer you the next school on your list, which has places, or you can ask NCC Admissions to put your child's name on a waiting list at the school of your choice and, if a place becomes available in that term, they will contact you.

If you wish to remain on the waiting list, you need to inform NCC Admissions each term.

Initially parents **must** contact the local authority for all in-year admissions.

**Chair, Board of Directors: Mr S Ward**

**Date: November 2018**