



## **ADMISSION CRITERIA 2018/19**

### **Irthlingborough and Finedon Learning Trust**

#### **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
- To 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 Irthlingborough and Finedon Learning 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 Irthlingborough and Finedon Learning Trust in the 2018/19 academic year. All parents must apply directly through Northamptonshire County Council for a school place using the following link or contacting the Local Authority.

<https://northamptonshire.firmstep.com/default.aspx/RenderForm/?F.Name=CpEEK8Bu5o4>

All information regarding admissions to school is in the Schools Handbook for Admissions.

<http://www.northamptonshire.gov.uk/en/councilservices/EducationandLearning/school-admissions/primary-school-place/Documents/PDF%20Documents/PrimarySchoolsBooklet2014.pdf>

[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 2018.**

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

**Oversubscription Criteria for Irthlingborough Nursery and Infant School (Infant classes) and Finedon Infant School**

Places will be allocated to pupils who have a statement of SEN or 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:

- i Children in public care or previously in public care but immediately after being looked after became subject to an adoption, residence or special guardianship order. (for full definition see Northamptonshire County Council admissions handbook).
- ii. Pupils who live in the linked area and have a brother or sister continuing at the School or linked Junior School at the time of admission of the child. (see Northamptonshire County Council admissions handbook).
- iii. Pupils who live in the linked area
- iv Other pupils who have a brother or sister continuing at the school or linked Junior School at the time of admission of the child .
- v other pupils

**Tiebreaker**

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

**Oversubscription Criteria for Irthlingborough Junior School**

Places will be allocated to pupils who have a statement of SEN or 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:

- i. Children in public care or previously in public care but immediately after being looked after became subject to an adoption, residence or special guardianship order. (for full definition see Northamptonshire County Council admissions handbook).
- ii. Pupils transferring from the linked Infant School and who live in the linked area
- iii. Pupil who have a brother or sister at the linked Infant school or at the school at the time of time of admission who live in the linked area
- iv. Pupils who live in the linked area
- v. Other pupils who have a brother or sister at the school or linked Infant School at the time of admission of the child.
- vi. Other pupils who attend the linked Infant School(see Northamptonshire County Council admissions handbook).

- vii. Other pupils

### **Tiebreaker**

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

## **Admission Criteria Finedon Mulso CEVA Junior School**

### **Oversubscription Criteria**

Places will be allocated to pupils who have a statement of SEN or 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. Pupils in public care or previously in public care but immediately after being looked after became subject to an adoption, residence or special guardianship order. (for full definition see Northamptonshire County Council admissions handbook).
2. Pupils transferring from the linked Infant School and who live in the Ecclesiastical Parish of Finedon.
3. Pupils who have a brother or sister attending the school at the time of admission (see sibling definition below) and who live in the Ecclesiastical Parish of Finedon
4. Pupils living with their parents/legal guardians in the Ecclesiastical Parish of Finedon. [www.achurchnearyou.com](http://www.achurchnearyou.com) (see residence definition below).
5. Pupils of parent(s)/legal guardian(s) who are worshipping members of any Church which is located in the Ecclesiastical Parish of Finedon and is a member of Churches Together in England, which includes the Church of St. Mary the Virgin Finedon. These applications must be accompanied by form SIF/A available from the school. The completed SIF/A will then be sent to the minister with form SIF/B to verify church allegiance.
6. Pupils of parent(s)/legal guardian(s) who are worshipping members of any Church outside the Ecclesiastical Parish of Finedon and is a member of Churches Together in England and the pupils live in the Ecclesiastical Parish of Finedon. These applications must be accompanied by form SIF/A available from the school. The completed SIF/A will then be sent to the minister with form SIF/B to verify church allegiance.
7. Other pupils who have a brother or sister attending the school at the time of admission (see sibling definition below).
8. Pupils of parents/legal guardians of other faiths, or none, who wish their child to be educated in this church school and Christian environment.

9. Other pupils who attend the linked infant school
10. Other pupils

### **Tiebreaker**

Where there are more applications in any one category, applications will be prioritised on the distance from the address point of the child's home to the address point of the school.

It is measured on a straight line basis, using a geographical information system.

#### 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.

### **Irthlingborough and Finedon Learning Trust Appeals**

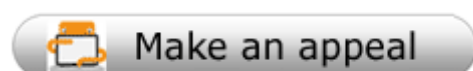
If you have been refused a place at one of the Irthlingborough and Finedon Learning Trust Schools through the Local Authority admissions process, you are **entitled to appeal** against that decision, for your child to be admitted to the school. You can lodge an appeal once you have received a letter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

<http://www3.northamptonshire.gov.uk/councilservices/children-families-education/schools-and-education/school-admissions/school-appeals>



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.

### **Irthlingborough Nursery and Infants School (Owls Nursery admissions)**

Nursery admissions are handled directly by the school and not by Northamptonshire County Council.

### **Applications**

At Irthlingborough Nursery (Owls) there are up to 78 part time places, for families to access the free entitlement.

The free entitlement is offered as follows for up to 15 hours per week.

- A 2 ½ hour session either morning or afternoon each day over the week, Monday to Friday, during 38 weeks a year, term time only. The times are 9.00 – 11.30 am or 12.40 – 3.10 pm. Parents can choose an additional morning or afternoon session if required to make up 15 hours free entitlement.
- To be eligible for the free entitlement children must have had their third birthday before August 31<sup>st</sup> in the academic year they begin school.
- Eligibility will be verified by families providing proof, namely the birth certificate and confirmation of address. A copy of which will be retained on file.
- Applications may be made in the September after the child's first birthday. A record will be kept on file but these following priority factors will be taken into account when allocating places.
- Applications are numbered and dated as they enter the admissions process.

Priority factors which will be taken into account when dealing with applications.

- Places will be allocated to pupils who have an Education Healthcare plan that names the Nursery as appropriate provision, in the first instance.
- Children in public care or previously in public care but immediately after being looked after became subject to an adoption, residence or special guardianship order.
- Numbered and dated priority order- parents will need to commit to a minimum of three sessions to register an interest for a nursery place.

Where places remain unfilled by December 1<sup>st</sup> according to the above criteria, places will be offered to children on the waiting list who have had their third birthday between September 1<sup>st</sup> and December 31<sup>st</sup>. If there are still places by the end of the spring term, places for the summer term can then be

offered to children who have had their 3<sup>rd</sup> birthday between January 1<sup>st</sup> and March 31<sup>st</sup>.

### **Additional sessions**

The Nursery can offer lunch club for full days at a cost of £3.50 and additional paid sessions above the government funded entitlement if spaces are available. Full day sessions would run from 9am- 3.10pm. Additional sessions can be paid for if spaces are available and this is suitable for the child.

### **Reserve and Waiting Lists**

The school maintains a waiting/ reserve list for Free Entitlement places. All lists clearly identify the date at which the application was received and the priority factors relevant to the application. We are bound by our admission number of 39 children per session.

### **Transfer to schools**

It is the family's responsibility to apply for and obtain a school place. Attendance at Irthlingborough Nursery (Owls) does not guarantee admission to the main school. A separate application to the Local Authority must be made to transfer from any Early Years setting to an Infant or Primary school. Please see the above School admissions criteria.

### **In Year Admissions to Irthlingborough Nursery and Infant School (Infant classes) Irthlingborough Junior School, Finedon Infant School and Finedon Mulso 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.

<http://www3.northamptonshire.gov.uk/councilservices/children-families-education/schools-and-education/school-admissions/in-year-places/Pages/how-to-apply-for-a-school-place-outside-the-normal-transfer-times.aspx>

Once they receive your online application they will offer a place if a space is available.

### **Waiting lists**

The Admissions service at the local authority, also maintains **Irthlingborough Nursery and Infant School (Infant Classes) and Irthlingborough Junior School** waiting lists. If there is no space available they will offer 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.

The waiting lists for **Finedon Infant School and Finedon Mulso Junior School** are maintained by the individual schools. If there are no places at the school at that time you apply, NCC Admissions will advise you to contact the school directly and ask to be placed on their waiting list. If a place becomes available in that term, the school will contact you.

If you wish to remain on the waiting list you need to inform the school administrator to keep your child on the list.

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

**Signed:**.....  
**Chair, Board of Directors**

**Dated** .....