

ADMISSIONS CRITERIA

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

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 2016/17 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 **15th January 2017**.

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 and Finedon Infant School

Places will be allocated to pupils who have a statement of SEN or 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 the admissions handbook)
- ii. Pupils who live in the linked area (for full definition see the admissions handbook.)
- iii. Pupils with an older brother or sister continuing at the school or link school of Irthlingborough Junior School/Finedon Mulso CE Junior School at the time of admission of the younger child.
- iv. Other pupils.

Tiebreaker

If the admission number is exceeded within criterion (ii) priority will be given to those who live furthest from the nearest alternative school. If the admission number is exceeded within any other 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 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 (see Northamptonshire County Council admissions handbook).
- iii. Pupils with a younger/older brother or sister continuing at the school or the linked Infant School at the time of admission of the child.
- iv. Pupils who attend the linked Infant School.
- v. Other pupils.

Tiebreaker

If the admission number is exceeded within criterion (ii) priority will be given to those who live furthest from the nearest alternative school. If the admission number is exceeded within any other criterion priority will be given to those who live closest to the school.

Admission Criteria Finedon Mulso CE Junior School

When there are more applications than there are places available, the governors will admit pupils according to the following criteria which are listed in order of priority. The governors will give priority to children with a statement of special educational needs or Education Health Care Plan which names the school.

Oversubscription Criteria

1. Looked After Children', or previously 'looked after', that is children in local authority care but immediately after being looked after became subject to an adoption, residence or special guardianship order. 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).
2. The governors will admit children on social or medical grounds, where professionals have clearly identified that the school will best meet the needs of the child. These applications must be accompanied by documentary evidence from appropriate professionals within the Health or Social services.
3. Children transferring from Finedon Infant School.
4. Children 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.
5. Children living with their parents/legal guardians in the Ecclesiastical Parish of Finedon. www.achurchnearyou.com (see residence definition below).
6. Children who have a sibling attending the school at the time of admission (see sibling definition below).
7. Children of worshipping members of any Church outside the Ecclesiastical Parish of Finedon that is a member of Churches Together in England, this includes the Church of England. 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.
8. Children of parents/legal guardians of other faiths, or none, who wish their child to be educated in this church school and Christian environment.

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 to request a paper appeal form which you can email to: 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 2½ 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 31st 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 1st according to the above criteria, places will be offered to children on the waiting list who have had their third birthday between September 1st and December 31st. 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 3rd birthday between January 1st and March 31st.

Additional sessions

The Nursery can offer lunch club for full days at a cost of £3.50 and additional paid sessions above the 15 hours free 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 Owls Nursery 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.

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

Dated