

## Silverstone CE Primary School

### Admissions Policy 2021-22

#### Setting and Administration of Policy

Silverstone CE Primary is an Academy within Peterborough Diocese Education Trust (PDET). The Trust is the Admission Authority and has responsibility for setting the Admission Policy. The policy is reviewed and monitored by the Academy Governance Committee (AGC), but it is administered by Northamptonshire County Council.

#### The Published Admission Number (PAN)

The published admission number is the number of children the school can accommodate in each year group.

As a growing school Silverstone CE Primary has a PAN of 60 in Reception, Year 1, 2, 3, 4 and 5. However, in Year 6 our PAN is 30 for the academic year 2012-22.

The AGC will admit children with an Education, Health and Care Plan (EHC Plan) which names the School.

#### Applying For A Place

Please contact the school to find out if there are places available. We strongly encourage parents to visit our school before applying for a place.

If you wish to formally apply for a place, then you will need to contact Northamptonshire County Council (the Local Authority).

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:

[www.northamptonshire.gov.uk/admissions](http://www.northamptonshire.gov.uk/admissions)

#### Over Subscription 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:

1. Children in public care and children previously in public care who ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order)
2. Pupils who live in the linked area of Silverstone, Abthorpe and Wappenham
3. Pupils with an older sibling continuing at the school at the time of admission of the younger child (See definition of sibling below)
4. 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).

### **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 Northamptonshire County Council (the Local Authority) to place their child’s name on the waiting list.

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.

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

### **Admission Appeals**

If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LA. An independent appeals panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals panel’s decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school. (Details of appeal arrangements are set out in the Code of Practice on School Admissions Appeals).

## Notes and Definitions relevant to this policy

### 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 two children share one common parent
- a step-brother or step-sister, where two children are related by a parent's marriage
- adopted children

### 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).

### 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 AGC to reject the application or to withdraw the offer of a place.

## 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 the Local Authority 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 of 5pm on 15 January 2021. 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*).