



Admissions Policy for 2026-2027

Reviewed:	July 2025
Next review:	July 2026
Person in charge:	Headteacher
Governance:	Chair of LGB

Northern Lights Learning Trust is the Admissions Authority for the school. The Trust has delegated, to a committee of the governing body, authority to consider all applications sent to them by the Local Authority, according to the criteria as stated below. This policy has been agreed following consultation between the Trust, the Local Governing Body, the Diocesan Board of Education, all other Admissions Authorities in the area and interested parties and parents through the school web site. This policy gives regard to the "School Standards and Framework Act 1998, as amended by the Education Act 2011," "School Admissions (Admission Arrangements and Co-ordination of Admissions Arrangements) (England) Regulations 2012" and "School Admissions Code, 2021."

Applications in the normal round must be made on the Common Application Form (available from the Local Authority) by the determined closing date and an offer will be made by the Local Authority on behalf of the school, on the National offer date. Applications, received after the closing date, will only be considered after all those received by the closing date have been considered. Parents must indicate which category they are applying for and should provide supplemental evidence in support of the application. This will enable the governing body to make an informed decision. Applications for in-year admissions must also be made on the School Transfer Application Form (available from the Local Authority) and should be forwarded by the current school for consideration.

The Admission Policy is applied if the number of applications exceeds the Published Admission Number (PAN) which is 30 for entry into Reception.

In the first instance, places will be awarded to those pupils with an Education, Health and Care Plan where the school is named as the most appropriate educational setting for the child. The remaining places will be awarded in the following priority order:

- (i) 'Cared for' or 'Looked-after' child – a child that is 'looked-after' by a Local Authority, in accordance with Section 22 of the Children's Act 1989 and a child who was looked after, but ceased to be so, because of Adoption (or become subject to a child arrangement order, residence Order or special guardianship order) and 'Cared for' or 'Looked-after' Child who appears to the Admission Authority to have been in state Care outside of England and ceased to be in state care as a result of being adopted – a child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.
- (ii) A sibling link – an older brother/sister or older child (including adoptive or step-children) that shares the same parent/carer and lives at the same address, who will still be attending the preferred school or the junior school for which the preferred school is the feeder Infant school, at the time of admission.
- (iii) Exceptional medical or psychological reasons (you must include a medical or psychological report, prepared by a professional, to confirm information which you

include in this section. This report should explain why only this school can meet your child's medical or psychological needs. Common childhood medical conditions such as asthma or giving a child's nervousness at starting a new school as a psychological reason for choosing a particular school are unlikely to be accepted as exceptional.) If you intend to use this criterion when expressing a preference, please contact the School Admissions Team before completing the application form. (Eligibility under this Category will be considered by a meeting of Senior LA Officers).

- (v) Pupils for whom preferences are expressed on grounds other than those outlined above.

Within each of the above categories, places will be offered based on distance from the centre of the home to the main entrance of the school with priority being given to those living closest to the school. Distance is measured by the shortest safest walking distance, using a geographical information system (GIS).

This uses Ordnance Survey maps and Local Land & Property Gazetteer (LLPG), which provides co-ordinates for every dwelling.

It will be possible for Infant classes to exceed the statutory limit where the 31st Child is a twin or from multiple births, or of armed forces personnel.

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

The School Admissions Code requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer born children (those born after 1 April) this can sometimes be almost a full school year after the point at which they could first be admitted.

Some parents may feel that their child is not ready to start school in the September following their fourth birthday. Parents are entitled to request in writing that:-

- their child attends part-time until they reach compulsory school age
- that the date their child is admitted to school is deferred until later in the same academic year or until the term in which the child reaches compulsory school age. The school will hold any deferred place for the child, although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.
- that the date their child is admitted to school is deferred until the term after the child reaches compulsory school age.

The child must, however, start school full-time in the term after their fifth birthday.

If parents of summer born children wish to defer entry as outlined above and wish them to be admitted to the Reception Year in the term following their fifth birthday, rather than year 1, then parents should apply at the usual time for a place in September of the current academic year together with a written request that the child is admitted outside of his or her normal age group to the Reception Year in September the following year providing supporting reasons for seeking a place outside of the normal age group. This should be discussed with the Head Teacher as soon as possible. If their request is agreed, and this should be clear before the national offer day, their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way for a Reception place in the following year. If their request is refused, the parents must decide whether to wait for any offer of a place in the current academic year (NB it will still be subject to the over-subscription criteria in this policy) or to withdraw their application and apply for a year 1 place the following year. Parents should be aware that the Year 1 group may have no vacancies as it could be full of children transferring from the previous Reception Year group.

Notes and supplemental information:

Looked after child

By a “looked-after child” we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A ‘child arrangements order’ is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A ‘special guardianship order’ is one appointing one or more individuals to be a child’s special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).

Children previously in state care outside of England means children who have been looked after outside of England by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings. In the case of children adopted from state care overseas, the admissions authority will require evidence that a child is eligible by asking the child’s parents or carers for appropriate evidence of their previously looked-after status.

Shared Parental Responsibility

Where two adults have shared responsibility for a child, they should agree before submitting the application which schools to name as their preferred schools and the order of preferences. In cases of dispute, or when two applications are submitted, the LA will process the application received from the adult with whom the child is living the majority of the week. If parents fail to agree on preferred schools, and two applications are received for the same child from both parents, then the LA will lead on such issues.

The Admissions Authority may ask for proof of your address. The admissions authority will consider legal action against parents who deliberately give false information, and the offer of a school place may be withdrawn.

Information given by parents which is found to be fraudulent will result in the offer of a place being withdrawn.

The admissions committee is required by law to consider the information supplied on the application form and the supplemental information asked for. It is very important that you take great care to ensure the details you provide are complete and correct before submitting them. Any advice or support you require in completing this form can be sought via the school office.

Parents, who are unsuccessful in securing a place for their child at the Academy, have a statutory right of appeal. Further details of the appeal process are available by writing to the Chair of Local Governing Body at the Academy address. Appeals are heard by an independent panel.

Children, who are unsuccessful in securing a place at the Academy, will be placed on a waiting list, which will be held by the Local Authority whilst the child is of primary school age unless the parent requests that the name is removed. If a parent would like their child to be added to the waiting list, please contact the school.

Should a place become available then the admissions criteria will be applied again to every child on the waiting list at the time of the vacancy and evidence sought to support their application.