



A cord of three strands is not easily broken

Freeman's Endowed Church of England Junior Academy

Admissions Policy

2023 - 2024

Applying for a place at Freeman's Endowed Church of England Junior Academy

Northamptonshire County Council (the local authority) coordinates 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

Admission Policy

For academic year September 2023 – August 2024

Freeman's Endowed Church of England Junior Academy

Freeman's Endowed Church of England Junior Academy is an Academy within Peterborough Diocese Education Trust. The Trust is the Admission Authority and has responsibility for setting the Admission Policy, but the policy is administered by the Academy Governance Committee (AGC).

The Published Admission Number (PAN) for the Year 3 year of entry is 60.

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

Oversubscription 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. Looked after children and children who were previously looked after, but immediately after being looked after were adopted or became subject to a child arrangements order, or special guardianship order including those children who appear (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.
2. Pupils with an older brother or sister continuing at the school at the time of admission of the younger child
3. Pupils who attend the linked Infant School (St Barnabas)
4. Pupils who live closer to the preferred school than any other school
5. 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*).

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, including those children who appear (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.

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.

Definition of Sibling

A brother or sister living at the same address as the applicant (i.e. within a family unit) including:

- ❖ 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 parents' marriage/civil partnership;
- ❖ A child who has been adopted or is fostered by parents / carers who have other children.

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 two 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 AGCs 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 2023. Late applicants will not receive an offer of a school place by the local authority on offer day (17 April 2023) 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*).

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 the School and

request that their child's name is placed on the waiting list. This should be done by email/in writing to admin@freemansendowed.org

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.

A child's name will remain on the waiting list until the end of the School term in which the application was made. If parents / carers wish their child's name to stay on the waiting list for the remainder of the academic year, they must email/write to the School at the beginning of each term to renew their interest i.e. in January and /or following the Easter break (March / April). Please note a new application form will have to be completed if parents / carers want their child's name to remain on the waiting list in the following academic year.

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

Admission of children out of their normal age group

Parents/carers may seek a place for their child out of their normal age group e.g. if the child is gifted and talented or has experienced problems such as ill health.

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 as stated above.

If parents/carers wish to do so, they must contact the Head teacher at the school.

The Academy Governance Committee (AGC) will convene a meeting to 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 Academy Governance Committee does not agree to this request to be admitted out of cohort, there is no right of appeal against that decision.

What happens next?

The AGC will inform the parents/carers of its decision on the year group the child should be admitted to when they have to start school and will set out clearly the reasons for their decision.

Please note – if the school is oversubscribed, all applications (including deferred applications) for the school will be ranked in accordance with the school's oversubscription criteria. If the application is not successful, parents/carers will have the right to appeal but, as the purpose of the appeals process is to consider whether a child should be admitted to a particular school, parents/carers do not have a right of appeal if they have been offered a place and it is not in the year group they would like.

Right of appeal

If a parent / carer is refused a place at the School, they have the right to appeal against the decision to an independent Admission Appeals Panel. Those wishing to appeal should write to or email as follows:

The Clerk to the Appeals Panel

Bouverie Court

6 The Lakes

Bedford Road

Northampton

NN4 7YD

Email – education@peterborough-diocese.org.uk