



**Innovate**  
Multi Academy Trust

## **Woodford Halse CE Primary Academy**

### **School Admissions Arrangements Sept 2026**

## Contents

1. Aims	3
2. Legislation and statutory requirements	3
3. How to apply for a place in the Normal Admissions Round	3
4. Allocation of places	
<b>4.1 Admission number</b>	<b>3</b>
<b>4.2 Oversubscription admission criteria</b>	<b>3</b>
<b>4.3 Allocation to PAN</b>	<b>3</b>
<b>4.4 Tie-breaker</b>	<b>4</b>
5. Definitions	4
6. Fraudulent or Misleading Applications	5
7. Conflicting Applications	5
8. Late Applications	5
9. Children below Compulsory School Age	5
10. Requests for admission outside the normal age group	5
<b>10.1 Requests for admission outside the normal age group (Summer Born)</b>	<b>5</b>
<b>10.2 Requests for admission outside the normal age group (Not Summer Born)</b>	<b>6</b>
11. In-year Admissions	6
12. Waiting Lists	6
13. Appeals	7

## 1. Aims

Our admissions arrangements aim to:

- Explain **how to apply** for a place at the school
- Set out the school's **arrangements for allocating places to the pupils** who apply, including the oversubscription criteria that will be used

## 2. Legislation and statutory requirements

Our admissions arrangements are based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

## 3. How to apply for a place in the Normal Admissions Round

The **normal admissions round** is the period during which parents/carers can apply for state-funded school places at the school's normal point of entry (Reception), using the Common Application Form (CAF) provided by their home local authority.

Parents/carers should use the application form provided by their home local authority (regardless of which local authority the schools are in). This form is used to express a preference for a minimum of 3 state-funded schools, in rank order.

All parents/carers who submit an on-time application, will receive an offer for a school place directly from their local authority on National Offer Day (16 April or the next working day)

To apply for a place through West Northamptonshire Council, please visit

[Primary school places | West Northamptonshire Council \(westnorthants.gov.uk\)](https://www.westnorthants.gov.uk/primary-school-places)

Please note: attendance at our preschool does not guarantee admission to the school. An application must be made for any transfer from nursery to primary school.

## 4. Allocation of places

### 4.1 Admission number

The school has an agreed Published Admission Number (PAN) of **45 children** for entry in Reception.

Places will first be allocated to children who have an Education, Health Care (EHC) Plan that names the school as offering the appropriate provision.

### 4.2 Oversubscription admission criteria

When there are more applications for places than there are places available, priority will be given in the following order:

1. Looked after children and all previously looked after children
2. Children who live in the defined area
3. Children with a brother or sister continuing at the school at the time of admission of the child
4. Children with a parent who is a member of staff at Woodford Halse CE Primary Academy
5. Other Children

If the admission number is reached within any criterion, priority will be given to those who live closest to the school. 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.

#### 4.3 Tie-breaker

In the case where there are multiple applications from the same shared dwelling or where the distance between two or more child's homes to the school is identical, random allocation using a computerised randomiser will be used to decide which child gets priority. This process will be carried out by someone independent of the school.

### 5. Definitions

**Looked after children** are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

**Previously looked after children** are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes 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. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

#### **Children of a member of staff:**

To ensure the highest quality of teaching staff, priority will be given to children of staff where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage or where the member of staff has been employed at the school for two or more years at the time when the application for admission to the school is made. This includes all full and part-time staff permanently employed directly by the school. This does not include staff working at the school but employed by outside agencies. The staff member must reside at the same address as the child (whether that be a biological child, step-child, fostered or adopted child) living as part of the same family unit.

#### **Siblings:**

A sibling is defined as a child's brother or sister. A sibling must be living at the same permanent address and as part of the same family unit (one or two parents plus children) to qualify under this criterion.

For School Admissions purposes, the term sibling includes:

- half-brothers and half-sisters
- step-brothers and step-sisters
- adopted children
- children in foster care
- children living in the same family unit, even if they are not biological brothers and sisters – for example when the parents are not married/in a civil relationship.

Cousins are not regarded as siblings.

#### **Defined Area (also known as linked or designated area/village):**

The defined area for the school are the parishes of Woodford cum Membris (including Woodford Halse and West Farndon), Preston Capes (including Little Preston), Eydon, Canons Ashby and Charwelton.

#### **Home Address (Child's):**

The child's home address is defined as the address at which the child normally resides with their parent/carer at the time of application. If a child lives with parents who are separated, 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 equal amounts of time at two addresses, the parents must agree which address they wish to be the child's main address before we can process the application.

Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residence at the property concerned.

### **6. Fraudulent or Misleading Applications**

The admissions authority (or the LA processing an application on behalf of the admission authority) has the right to investigate any concerns we may have about an application and to withdraw the offer of a place if it is considered that there is evidence that an applicant has made a fraudulent claim or provided misleading information.

### **7. Conflicting Applications**

If we receive more than one application for the same child (made by separated parents) and where the home address and / or the preferences do not match, **neither application will be processed** until such time that the parents can agree on both the address and the preferences. If no agreement can be made, parents are recommended to seek legal advice. If an agreement cannot be reached before the closing date, this may affect the chances of your child being allocated a place at the school.

### **8. Late Applications**

Late applications are any common application forms (for the normal point of entry) received by the local authority after its statutory closing date of 15 January (midnight). Late applicants will not receive an offer of a school place by the local authority on National Offer Day (16 April or the next working day).

Late applications will be processed in the subsequent rounds of allocations between May and July (for more details, refer to your local authority's timescales on their website).

### **9. Children below Compulsory School Age**

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday.

Parents/carers may defer their child's entry to the allocated school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year for which the offer was made when the place will cease to be available for the child.

Where parents/carers wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Please discuss this with the school directly once you have received an offer of a school place.

### **10. Admission outside the normal age group**

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

#### **10.1 Requests for admission to Reception outside the normal age group (summer born children)**

Parents/carers of summer born children (those born between 1 April and 31 August) who do not reach compulsory school age until a full year after they would normally start school, may wish to delay their child's start to school until the September following the child's 5th birthday.

If parents wish to delay their summer born child's start at school until the September after their 5th birthday, the expectation is that they will join their normal age group as they move from Reception to Year 1. Parents should make an in-year application in the summer term for a Year 1 place in September.

If parents do not want their child to miss their Reception year, they may instead request that their child be admitted out of their normal age group, i.e. into Reception instead of Year 1. Please note, this is a 'request'

and parents do not have the right to insist that their child is admitted to a particular age group. The school's admission authority is responsible for making the decision about which year group a child should be admitted to.

Parents/carers are advised to still make their application for a Reception place for their child's normal year of entry. If it is agreed that an application for Reception out of the normal age group will be accepted, this application for their normal age group can be withdrawn.

In addition to the above, parents/carers should make a formal request in writing (email is sufficient) directly to their preferred school giving some information about their child to explain why they believe it would be in their best interests to be educated out of their normal age group and not miss Reception. Parents can provide any additional evidence to support their request as this information will help the admission authority to make their decision.

The request will be passed to the admission authority, The Local Governing Body, who will then consider the request and decide on the best year group for the child to start school in on the basis of the circumstances of the case and in the best interests of the child concerned.

The admission authority of the school will then respond to parents/carers in writing, letting them know the reasons for their decision about the year group the child should be admitted to.

If it has been decided that the child should start school in Reception out of the normal age group, the parent/carer will then need to make an application for a place in Reception in the normal admissions round in the following academic year.

## 10.2 General requests for admission outside the normal age group

Parents/carers wishing to seek a place for their child out of their normal age group at the school for any other year group than reception, or for reception after the start of the new school year in September, must put their request in writing to the School in the first instance, giving some information about their child and explaining why they would like to apply for a place out of the normal age group. Parents/carers should also indicate in their request whether the child has been educated out of their normal age group at the current/previous school.

The school will pass the request to the admission authority who will then consider the request and make a decision on the appropriate year group for the child on the basis of the circumstances of each case and in the best interests of the child concerned.

The admission authority will then respond to parents/carers in writing, letting them know the reasons for their decision about the year group the child should be admitted to. Once the year group has been agreed, an application for that year group can be processed.

Parents/carers do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

## 11. In-year Admissions

An in-year admission refers to an application for a school place made during the school year or an application for admission to a school made at the start of the school year for any year group other than the normal year of entry.

Applications for in-year admissions should be made online to the local authority on WNC's website.

## 12. Waiting Lists

Following an unsuccessful application, parents/carers can request that their child's name be placed on the waiting list.

Waiting lists for all year groups are held by the LA and each added child will require the list to be ranked again in line with the school's published oversubscription criteria. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Waiting lists will be held until 31 December. If you wish your child's name to remain on the waiting list for the remainder of the academic year, you will need to inform the School Admissions team, in writing via email by

31 December and again by 31 March to renew your interest. A new application will be required for a new academic year.

### **13. Appeals**

If a parent/carer's application for a place at the school is unsuccessful, they will be informed why admission was refused and have the right of appeal against the decision not to offer their child a place at the school.

For more information and to submit an appeal, parents/carers should visit the School Admissions Appeals pages of the [WNC website](#).