



**Moulton Primary School**  
**SCHOOL ADMISSIONS POLICY**  
**September 2027 Intake**

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## 1. Aims

This policy aims 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
- Explain **how to appeal** against a decision not to offer your child a place

## 2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

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

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 day 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.

Parents/carers will receive an offer for a school place directly from their local authority on National Offer Day (16 April or the next working day)

Parent/carers of children living in West Northamptonshire should apply via West Northants Council: [Primary school places | West Northamptonshire Council \(westnorthants.gov.uk\)](#)

## 4. Allocation of places

### 4.1 Admission number

The school has an agreed Published Admission Number (PAN) of 60 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.

If less applications are received than the number of places available, all children will be offered a place.

## 4.2 Oversubscription admission criteria

When there are more applications for places than there are places available, and after the admission of children with an EHCP naming the school, priority will be given in the following order:

1. Looked after children, and all previously looked after children, including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. To children who live within the area of Moulton Civil Parish.
3. To children who will have brothers or sisters, see point 5 Definition of Sibling, continuing at the school at the time of the admission of the child.
4. To children who live in the area immediately beyond the parish boundary and known as Moulton Leys, as well as the odd numbers on Thorpeville. This is the area bounded by the town boundary to the north, Boughton Lane/Moulton Way to the south, Talavera Way to the south-east and the A43 Kettering Road to the east.
5. Other Children

## 4.3 Allocation to PAN

If the admission number is exceeded 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 address to the address point of the school using WNC's 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.

## 4.4 Tie-breaker

If two or more applications cannot otherwise be separated and there is only one place available, a random allocation process, using a computerised randomiser, will be used to determine who should be allocated the place.

## 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.

### **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 or carers 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 or carers are not married/in a civil relationship.

Cousins are not regarded as siblings.

### **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 parent/carer 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 or carers 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. 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. 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 the local authority's coordinated scheme).

## **8. 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

## **9. Requests for admission outside the normal age group**

In line with the process set out below parents/carers may request consideration for 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/carers 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.

### **9.1 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 5<sup>th</sup> birthday.

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

If parents/carers 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/carers 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 wishing to seek a place for their child out of normal age group for Reception at a community or voluntary controlled school, should make a formal request in writing (email is sufficient) directly to the 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/carers can provide any additional evidence to support their request as this information will help the admission authority to make their decision.

The school's admission authority 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. They 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 (rather than Year 1), 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.

## **9.2 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 a community or voluntary controlled 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 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 their current/previous school.

The school's admission authority, will 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. They will then inform parents/carers in writing of their decision about the year group the child should be admitted to prior to an application being 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.

## **10. 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.

## **11. Waiting Lists**

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.

## **12. 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.

Parents/carers wishing to appeal should complete the online appeal form on the WNC website.

Please visit [Appeal a school place | West Northamptonshire Council \(westnorthants.gov.uk\)](https://www.westnorthants.gov.uk/parents/appeal-a-school-place) for more information and to complete the form.

If parents/carers wish to submit supporting evidence after lodging their appeal, it should be e-mailed to [AppealsTeam.NCC@westnorthants.gov.uk](mailto:AppealsTeam.NCC@westnorthants.gov.uk) within 10 working days of the submission of the appeal.

Appeals against decisions not to offer a place at a school in the normal admissions round must be lodged by the date published on the appeals website. Appeals received after this date will still be heard, but there is no guarantee they will be heard before start of the new term in September.

For appeals against decisions not to offer a place at a school resulting from an in-year application, the appeal must be submitted before the end of the academic year for which the application was submitted.