ADMISSIONS POLICY
BYFIELD PRIMARY SCHOOL

Stowe Valley Multi Academy Trust is the Admissions Authority for all Academy Schools within the Multi Academy Trust and administered by the relevant Local Authority Admissions Service

The Published Admissions Numbers (PAN) for each Academy School is included in their respective Oversubscription Criteria. Any changes to the PAN requested by a relevant Local Authority or a Local Governing Body will be decided by the Trustees of Stowe Valley Multi Academy Trust

The Stowe Valley Multi Academy Trust adopts the Linked Areas as published by the relevant Local Authorities

Oversubscription criteria for each of the Academy Schools within the Stowe Valley Multi Academy Trust will be approved by the Trust Board.

In compliance with the Funding Agreements in place between the Stowe Valley Multi Academy Trust and the Secretary of State for the Department for Education, The Stowe Valley Multi Academy Trust will co-operate with the relevant Local Authorities on the co-ordination of admissions.

In the event of an application for In Year Admissions, the application will be determined by a panel of the Local Governing Body of the Academy/School to which the application applies, in accordance with this policy. The In Year Admissions Process will be administered by Northamptonshire Local Authority.

All Local Governing Bodies within the Stowe Valley Multi Academy Trust must comply with the In-Year Fair Access Protocol of their relevant Local Authority.

The Stowe Valley Multi Academy Trust Admissions Policy is to be read in conjunction with School Admissions Code 2021:
https://www.gov.uk/government/publications/school-admissions-code--2

Oversubscription Criteria/Admissions Policy for Byfield Primary School 2027/2028

Stowe Valley Multi Academy Trust is the Admissions Authority for Byfield Primary School. -Admissions for Byfield Primary School are administered by Northamptonshire Local Authority Admissions Service.

The Published Admissions Number (PAN) for Byfield Primary School for Reception is 15.

Children with an Education, Health and Care (EHC) Plan that names a school will be admitted first. In this event, the number of places that remain for allocation will be reduced.

In the event that Byfield Primary School is oversubscribed, then the following oversubscription criteria will be used when allocating places:

1. Looked after and all previously looked after children.

2. Children living in the Linked Area who will have a sibling at the school at the time of admission;

3. Other children living in the Linked Area;

4. Children living outside the Linked Area who will have a sibling at the school at the time of admission;

5. Children of staff employed at Byfield Primary School: a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

6. Other children living outside the priority area.

Please note:

Time of admission relates to the time the applicant would start at the school – not the time of application or offer.

The following terms / definitions apply to the oversubscription criteria for Byfield Primary School

Linked Areas

Byfield Primary School has an area identified as Byfield as its Linked Area.

Priority within each oversubscription criterion

Where applicants are allocated the same criterion, priority is given in order of distance between the child's home and the school applied for (shortest distance = highest priority).

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 Gazeteer (NPLG), Ordnance Survey Master Map, Royal Mail Postal Address File and The Valuation Office Agency.

Transport Assistance will only be provided in accordance with West Northamptonshire Council's Home-to-School Transport Policy. Details of this can be found at https://www.westnorthants.gov.uk/school-information-parents/school-travel-assistance.

Looked after children

Defined as;

A 'looked after child' is a child who, at the time of making an application to a school, is: 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:

- 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 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.

Sibling, i.e. brother or sister, attending the school at the time of admission

Sibling is defined as: a full brother or sister; a half brother or sister; an adopted brother or sister; a child living in the same address who is being Looked After by a local authority; a step-brother or sister; or the child of the parents' partner, where the child for whom the school place is being sought is living in the same family unit and at the same address as that sibling.

Definition of Home Address

Where the child normally resides during the school week and where they sleep for at least 50% of the week.

If arrangements are such that a child resides at two addresses for equal amounts of time, then parents must decide which address to use for admissions purposes. Failure to agree on the address to use on the child's application for a school by the national closing date will result in the Local Authority not processing the application.

Addresses involved in child-minding arrangements, whether with professional child-minders, friends or relatives, are excluded.

Where a school place is allocated on the basis of an address which is subsequently found to be different from the address where the child ordinarily resides, that place may be withdrawn. Cases will be assessed on an individual basis and in discussion between the Local Authority and Stowe Valley MAT.

Short-term house moves purely to secure a school place may be considered fraudulent or intentionally misleading and in such circumstances the place may be withdrawn.

Postal Address File (PAF)

The address point location coordinate of the applicant's home address as set by Ordnance Survey

Applications made from the same multiple dwelling which shares a single Postal Address File (PAF) / Other applications where the distance from home to school is identical

Where required, individual priority for such applicants within a particular criterion will be determined by a random number generator allocation.

Appeals

Where applicable, parents will be informed of their statutory right of appeal when they receive the outcome of their application. Parents can appeal for any preference where they have received a refusal. However, applicants cannot appeal for a place at a school listed as a lower preference than the school place offered. This is because the application will not have been considered for the school listed as a lower preference than the school offered and will have been automatically withdrawn.

Waiting Lists

If the school is oversubscribed then a waiting lists will be held in the order of the oversubscription criteria. Waiting lists are cleared at the end of each term, and all applicants will be removed from the list. If a parent wishes for their child to be added back on to the waiting list after this period then they will need to notify the school of this.

Applications for other children to be taught out of year group

As required by the School Admissions Code, West Northamptonshire Council operates an application process for the transfer of pupils to the next key stage, as appropriate.

In some cases, children will not follow the chronological process for their age group. This may be due to a medical issue which has caused the child to miss a significant amount of time in school, or a special educational need, in which case the parent may request that they be educated in the year group below. Other children may already be educated outside of their chronological year group and it may be appropriate for this arrangement to continue.

Deferred Entry into Reception and Starting School on a Part-Time Basis

Children are entitled to start school in Reception in the September following their 4th birthday. However, legally, a child does not have to start attending school until they reach what is known as 'Compulsory School Age' (CSA). Children can also start school but attend on a part-time basis until they reach CSA. Compulsory School Age is defined as the start of the term after the child's 5th (fifth) birthday.

Therefore, parents can decide to defer their child's start in Reception until later in the academic year, but not beyond the point at which the child reaches Compulsory School Age. Parents will retain their free entitlement to early years' provision throughout the period that the child has not started to attend school. Parents can also decide that their child will attend school on a part-time basis until they reach Compulsory School Age. However, if parents decide to send their child to school on a part-time basis and then send that child to an alternative childcare provider – for example, a nursery – for any other portion of the school week, then the child's free entitlement will end, as that funding will be automatically allocated to the school that the child is attending. It will be the responsibility of the parents to cover any costs incurred through their child attending the alternative childcare provider.

In either case, an application for a school place must be made in line with the coordinated admissions process, and all relevant deadlines adhered to. Once the offer has been accepted, the parent should speak to the head teacher about their decision to defer their child's admission to school until later in the school year, or for them to initially attend on a parttime basis.

In the case of children born between 1st April and 31st August, who wish to defer their entry to school, the school place offered as part of the coordinated admissions process can only be held up to the beginning of the summer term. If the child has not taken up that place by the first day of the summer term, then the parent will have to make a new application for the child to start school in Year 1 for the following September. There is no guarantee that the same school, or any other preferred school, will be able to offer the child a place at that stage, and it would be treated as an 'in-year' application.

Summer-born children

In the case of a child defined as ‘summer-born’ (ie: those with dates of birth from 1st April to 31st August), Compulsory School Age would fall when they would be due to start Year 1. The parents of a summer-born child can choose not to send that child to school until the beginning of the term after the child’s 5th birthday and may request that the child is admitted into Reception at that point rather than Year 1.

Whilst parents have a legal right to decide not to send their child to school until they reach Compulsory School Age, they cannot insist their child is admitted to a particular year group. The school should be contacted as early in the process as possible so that the head teacher can form a view. The final decision will be taken by the Admission Authority on what is in the best interests of the child in question.
The factors below will be considered as part of the local authority’s process in order to assess the child’s individual needs and abilities and to consider what is therefore in their best interests:

- If the child shows a delay and/or slow progress in their personal and emotional development;
- If the child has social skills that are not appropriate to their chronological age group;
- If the child shows delay and/or slow progress in intellectual development/educational skills across the subject area, to an extent that it is not reasonable to expect curriculum differentiation within their chronological year group to be successful;
- Whether the child is a summer-born child (in particular, but not exclusively, whether the child was also born prematurely and would otherwise have been placed in the subsequent chronological year group);
- If there is agreement from parents, and any professionals involved that it would substantially increase the probability of successful inclusion, in the short, medium and long term, if the child was educated outside of their normal year group, and there is clear evidence of this;
- In accordance with the DfE's advice on the admission of summer born children (December 2014), that regardless of which year group the child is educated in, that they will have the opportunity to take full advantage of the Early Years Foundation Stage, whether delivered in a school or an early years setting, with an emphasis on learning through play.

In relation to all of the above, the Admission Authority will seek views of the child’s parents and also request to see any evidence that may exist concerning these factors. In all cases ‘best interests’ decisions will be based on the factors highlighted above and whether it appears on the balance of probabilities that the child will be better able to progress if placed out of their chronological year group. However, the process will not be limited to just the factors outlined above, and any additional information and/or evidence provided to support such requests will also be considered as part of this process. Parents will be notified once a decision has been reached, along with the reasons for the decision.