



## Admissions Policy September 2025

At Northlands Primary School we believe that if we can offer appropriate support and a full entitlement to the curriculum, every child in our community who wishes to attend our school should have the opportunity to do so.

We aim to provide education from 4-11yrs, which is Reception to Year 6 enabling a smooth transition through every year group.

The school standards and Framework Act 1998 requires all infant (Year R,1,2) class sizes to be limited to a maximum of 30. In KS2 we offer 30 children in each class and can offer no more than 30. The Admission Number is 30 per class.

Warwickshire County Council is the Admissions Authority for all community and voluntary controlled schools within Warwickshire. Parents apply for school places online using Warwickshire's online application system [admissions@warwickshire.gov.uk](mailto:admissions@warwickshire.gov.uk) or by ringing the Warwickshire County Council Admissions Team on 01926 414143

### **Priority Area / Catchment**

Each community and voluntary controlled school have an area identified as its Priority Area (this is sometimes referred to as a 'catchment area'). For a map of the school priority area (catchment area) please follow the below link:

<https://www.warwickshire.gov.uk/mapjuniorprimaryschools>

### **Over Subscriptions**

All admissions are handled centrally by the Local Authority and therefore the oversubscription criteria in the Local Authority will apply. In the event that a Warwickshire infant or primary community or voluntary controlled school is oversubscribed the following oversubscription criteria will be used when allocating places in school:

For current information about WCC Primary Admission arrangements please follow the below link:

<https://www.warwickshire.gov.uk/schoolcriteria>

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

- 1. Looked after children and all previously looked after children, 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. Children who are currently, or have been at any point since birth, subject to a Child in Need Plan or a Child Protection Plan, with no more than 9% of the places available to be allocated under this category.**
- 3. Children living in the Priority Area, who will have a sibling attending the same school at the time of admission in September.**
- 4. Other children living in the Priority Area.**
- 5. Children living outside the Priority Area, who will have a sibling attending the same school at the time of admission in September.**
- 6. Other children living outside the Priority Area.**

Within each criterion priority is given in order of distance between the child's home and school (shortest distance = highest priority). Distance will be calculated by straight-line measurement from the address point location coordinate of the applicant's home address as set by the ordnance survey to the centre point (centroid) of the school in question. The centroid is a predetermined point set by WCC and all distances are subject to changes which may occur with update of mapping data.

### **Definition of looked after and previously looked after children**

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).

All references to previously looked after children mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and 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.



## **Admissions Policy September 2025**

A 'looked after child' is a child who is (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 making an application to a school.

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. This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).

Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians)

### **Clarification on places available for those in receipt of Early Years Pupil Premium**

Where stated, priority is available for children who are in receipt of the Early Years Pupil Premium through their early years' provider, with no more than 14%\* of the places available to be allocated under this category. The child must be in receipt of the premium at the time the application is made; Check your eligibility at: [www.warwickshire.gov.uk/freeschoolmeals](http://www.warwickshire.gov.uk/freeschoolmeals)

### **Clarification on places available to those subject to a Child in Need Plan or a Child Protection Plan.**

Where stated, priority is available for children who are subject to a Child in Need Plan or a Child Protection Plan at the time of making the application, or who have been at any point since 1 September 2015.

### **Home address**

A pupil's home address is considered to be a residential property that is the child's only or main residence. At the time places are allocated, proof of permanent residence at the property concerned may be required. Where documentary evidence can substantiate to the satisfaction of the Local Authority that care is split equally between parents at two homes, parents must name the address to be used for the purpose of allocating a school place. If a school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to withdrawal. Children of UK service personnel and other Crown Servants will be treated as meeting the residency criteria for a catchment area once proof of posting has been provided.

### **Priority within each oversubscription criteria**

Where applicants are allocated the same oversubscription criteria, priority is given in order of distance between the child's home address and the school applied for, with the shortest distance being given highest priority.

Distance will be calculated by using a straight-line measurement from the address point location of the applicant's home address (as set by Ordnance Survey) to the pre-determined point ('centroid') of the school in question. All distances are subject to changes which may occur with updates of mapping data.

### **Definition of Sibling**

Sibling is defined as a brother or sister, a half brother or sister, a stepbrother or sister, an adopted brother or sister, a child living at the same address who is being Looked After by a local authority, or the child of a 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.



## Admissions Policy September 2025

### Waiting lists

Children will automatically be added to the waiting list of any community and voluntary aided schools listed as a higher preference than the school allocated at Warwickshire County Council.

Waiting lists are ranked according to the relevant oversubscription criteria above and will not take into account the date individual applications were received or the length of time a child has been on the list.

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

Admission authorities are required to provide for the admission of all children in the September following their fourth birthday. Children offered a place in Reception are entitled to a full-time place in the September following their fourth birthday. However, parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age (the term after their fifth birthday) and not beyond the beginning of the final term of the school year for which it was made.

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

In both cases, an application for a school place must be made in line with the coordinated admissions process for the relevant year of entry. Once a school place is offered parents or carers can request that entry is deferred or for their child to attend part-time.

### Admission of children outside their 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, 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.

To apply for your child to be educated outside of their normal age group a Delayed Entry Request Form must be completed and submitted to the local authority at the same time that you apply for your child to start in Reception in their chronological year group. This will ensure that your application can still be processed if your request to delay is not supported.

Each request will be looked at individually, with all available information considered. Any decision taken will be on the basis of what is in the child's best interests. Decisions as to whether or not a child is educated out of year group will be taken by the admission authority.

Parents/carers will be notified once a decision is reached, along with the reasons for the decision. Parents will also be notified of the potential risks of a child being taught out of year group and it will be made clear that, when the child moves schools, the admission authority of the new school will be responsible for deciding which year group the child will be placed in. This could result in a child being required to skip or repeat a year.

For further information or to download the Delayed Entry Request Form please contact Warwickshire County Council

### Admissions in years outside of Reception or in-year transfers

For the current information about Warwickshire County Council Primary Admission arrangements please follow the link below:  
<https://www.warwickshire.gov.uk/schoollacriteria>

### Appeals

Local Authority documentation will inform parents of their statutory right to appeal. If you have not been offered a place at your chosen school, you do have the right to appeal under Local Authority guidelines. They will then contact the school to provide supporting evidence that a place can or cannot be offered. All appeals are handled by the Local Authority.