



Newbottle and Charlton C.E. V.A. Primary School

*Every person matters, every moment counts ;  
"I can do all this through him who gives me strength."*

Charlton  
Banbury  
Oxon  
OX17 3DN

**Telephone/Fax:**  
  
(01295) 811480

**Headteacher:**  
Mr Peter Smith

**Chair of  
Governors:**

**Email:** bursar@newbottle.northant  
s-ecl.gov.uk

Mr Chris Coopman

# **ADMISSIONS POLICY 2025-26**

(Statutory – Annual review)

<b>Adopted by the Governing Body on [Date]:</b>	30.1.24
<b>Reviewed by:</b>	Admissions Committee
<b>Chair of Governors Signature:</b>	
<b>Date of next review:</b>	Jan2025



## **PETERBOROUGH DIOCESE BOARD OF EDUCATION**

### **NEWBOTTLE & CHARLTON CEVA PRIMARY SCHOOL** **ADMISSION POLICY 2025-26**



#### **Aims**

This policy aims to:

- Explain how to apply for a place at the school
- Set out the arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

#### **Legislation and Statutory requirements**

This policy is based on the following advice from the Department of Education (Dfe):

- › [School Admissions Code 2021](#)
- › [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#)

#### **How to apply**

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

The normal admissions round is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

#### **Allocation of Places**

The school has an agreed published admission number (PAN) of 15 pupils for entry in Reception.

#### **Oversubscription Criteria**

The admissions authority for the school is the governing body.

The governors will admit children with an Education Health Care Plan which names the school before any other places are allocated.

When there are places available, the Governors will admit pupils according to the following criteria which are listed in order of priority.

1. A 'Looked After Child' or a 'Previously Looked After Child'
2. The Governors will admit children on exceptional social or medical needs, where professionals have clearly identified that the school will best meet the needs of the child.

*'Medical need' does not include mild medical conditions, such as asthma or allergies.  
'Social need' does not include a parent's wish that a child attends the school because of a child's aptitude or because their friends attend the school or because of routine child-minding arrangements.*

*Parent(s)/legal guardian(s) must also provide independent professional evidence for example, a doctor, psychologist, health visitor, education welfare officer or social worker in support of those reasons. The evidence must detail why the school is the only school that can meet the child's needs, and ideally should also set out the reasons why other schools would not be able to meet this need)*

3. Children of parent(s)/legal guardian(s) resident in the ecclesiastical parishes of Newbottle with Charlton and Aynho who have a sibling who will be continuing to attend the school at the time of admission of the child.
4. Children of parent(s)/legal guardian(s) resident in the ecclesiastical parishes of Newbottle with Charlton and Aynho who are worshipping members of the Church of England or any other Church that is a member of Churches Together in England. *Applications should be accompanied by a supplementary information form (SIF-A) available from the school. The completed SIF-A form will be sent to the minister and he/she will be asked to complete the SIF-B form, confirming the statements on SIF-A.*
5. Children of parent(s)/legal guardian(s) resident in the ecclesiastical parishes of Newbottle with Charlton and Aynho.
6. Children of parent(s)/legal guardian(s) outside the ecclesiastical parishes of Newbottle with Charlton and Aynho who have a sibling who will be continuing to attend the school at the time of admission of the child.
7. Children of parent(s)/legal guardian(s) outside the ecclesiastical parishes of Newbottle with Charlton and Aynho who are worshipping members of the Church of England or any church that is a member of Churches Together in England. *Applications should be accompanied by a reference form (SIF-A) available from the school. The completed SIF-A form will be sent to the minister and he/she will be asked to complete the SIF-B form, confirming the statements on SIF-A.*
8. Children of members of staff who have been employed by the school for at least two years at the time of application for admission to the school is made or who have been appointed to meet a particular skills shortage.
9. Any other children.

## Definitions

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).

A **previously looked after child** is a child who after being looked after became subject to an adoption, residence, child arrangements or special guardianship order. This includes a child who appears (to the admission authority of the school) 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 in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society).

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

The child's place of **residence** is defined as the address of the parent or legal guardian with whom the child spends the majority (50+%) of time during the school week. (Parent(s)/legal guardian(s) may be asked to produce evidence of residency/home address at any time during the admissions process)

The definition of a **brother or sister sometimes referred to as a sibling**:

- a brother or sister sharing the same parents
- a half brother or half sister where 2 children share one common parent
- a step-brother or step sister, where two children are related by a parent's marriage
- adopted children
- foster children

*A brother or sister must be living at the same address when the application is made.*

*Our guidance to priests/worship leaders on the definition of a **worshipping member** is as follows:* At least one of the parents or guardians of the child is regarded by the priest / minister / worship leader as part of the worshipping community at the church / worship centre.

*This would not necessarily mean that the parent is a "Member" in a technical sense (e.g. through baptism, confirmation or electoral roll) but would imply a pattern of attendance at worship (on Sunday or at other times) that is more than "occasional" and has been sustained for more than a short, very recent period of time.*

## Parish Boundaries

For parish boundaries, visit the internet site [www.achurchnearyou.com](http://www.achurchnearyou.com) put in your postcode, click on where you live and the name of your parish will be shown.

## Multiple births

Multiple births will be given one admissions number. If the last pupil to be offered a place within the school's published admission number is a multiple birth, any further sibling can be admitted. This may raise the intake number above the PAN (Published Admission Number) but this will remain unchanged so that no other pupil will be admitted until a place becomes available.

## **Tie Break**

In the case of 2 or more applications that cannot be separated by the over subscription criteria outlines above, the school will use random allocation as a tiebreaker. Each child within that category will be given a number. These numbers will be folded and put into a covered box. A person, independent of the school, will withdraw the requisite number of places to be allocated. A second person, who is also independent of the school will observe the whole process. These independent persons shall be representatives from the Peterborough Diocesan Board

## **Requests for admission outside the normal age group (Summer born children) or Deferred entry**

Parents/carers can request that *entry to the School* is deferred until later in the same school year (i.e. a child born in the Autumn term could defer starting school until January and a child born in the Spring or Summer term could defer their start until after Easter). If such a request is made the school is required to *hold the place* for the child; the place cannot be offered to another child but it cannot be kept open beyond the beginning of the Summer term.

Any parents/carers considering deferring their child's admission to school are recommended to discuss this with the Headteacher.

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.

The School Admissions Code allows parents/carers of summer-born children (born between 1<sup>st</sup> April and 31<sup>st</sup> August) to request that their child is admitted out of their normal age group (into Reception in the September following their 5<sup>th</sup> birthday).

Information about how to make a request and the process that will be followed can be found on the school website- Admission Policy Appendix

## **Waiting list**

All parent(s)/carer(s) who are refused a place at the school may wish to place their child's name on a waiting list (This does not affect your right of appeal). Parents must then contact the school and request that their child's name is placed on the waiting list within 7 days of the National Offer Day. This can be done by telephone or e-mail. Parents will receive confirmation from the school that their child is now on the waiting list. All places will be allocated as soon as possible after this date but within 10 school days.

Pupils will be placed on the waiting list in strict order according to the oversubscription criteria on the Admissions Policy until 31<sup>st</sup> December. If a place becomes available at the school, places will be allocated according to these criteria. Parents/carers need to contact the school by 1<sup>st</sup> January/1<sup>st</sup> April/1<sup>st</sup> September if they would like to remain on the waiting list.

## **Late Applications**

The Governing Body will deal with late applications after all the 'on time' applications have been processed. Those refused a place due to the school having admitted up to the Published Admission Number (PAN), will be advised of their right to appeal.

### **Withdrawing an offer or place**

The admissions authority will not withdraw an offer unless it has been made in error, a parent had not responded within a reasonable period of time, or it is established that the offer was obtained in a fraudulent or intentionally misleading application. Where the parent has not responded to the offer, the admissions authority will give the parent further opportunity to respond within 10 school days with the explanation that the offer will be withdrawn if they do not respond. Where an offer is withdrawn on the basis of misleading information, the application will be considered afresh, and a right to appeal offered if an offer is refused. The school will not withdraw a place once a child has started school unless the place was fraudulently obtained and the child has been at the school more than a half a term.

### **Challenging behaviour**

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the school.

### **Fair Access Protocol**

We participate in West Northamptonshire's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

### **In-year Admissions**

Parents can apply for a place for their child at any time outside the normal admissions round.

When applying for a place please complete the appropriate forms and send to the school office – [bursar@newbottle.northants-ecl.gov.uk](mailto:bursar@newbottle.northants-ecl.gov.uk).

If there are spaces available in the year group you are applying for, your child will be offered a place and asked to complete the online in-year admissions form through your home authority if not in West Northants. Parents will be notified of the outcome of your in-year application in writing within 15 school days.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in the section above in this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

In year admissions or admissions at the start of the school years other than Reception will only be considered by the Governing Body up to a half term in advance of the desired date of entry. For example, for entry in January the application will only be considered after the October break. If parents are moving house the school will ask for evidence of the move before considering the application.

## **Appeals**

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals.

Please click here for more details on the appeals process- [Diocese of Peterborough | Admissions and Appeals \(peterborough-diocese.org.uk\)](https://www.peterborough-diocese.org.uk/Admissions-and-Appeals)

You can find details of the school's appeals timetable on the Admissions page of our school's website which will be updated by 28<sup>th</sup> February each year.



**PETERBOROUGH DIOCESE BOARD OF EDUCATION  
SUPPLEMENTARY INFORMATION FORM - PART A  
NEWBOTTLE AND CHARLTON CEVA PRIMARY SCHOOL**



**To be completed by the parent**

Newbottle and Charlton CEVA Primary School is a Voluntary Aided school.

The governing body of a Voluntary Aided school is the admission authority and has responsibility for setting the admission policy.

When there are more applications than there are places available, the governing body will prioritise applications according to its admission criteria, some of which relate to religious allegiance. If you wish your child to be considered under the religious criteria, please complete this form and return it **to the school** as soon as possible (or by the closing date of 15<sup>th</sup> January if you are applying for your child to start school in Reception next year).

If you do not wish your child to be considered under the religious criteria, this form is not necessary. **All applicants, whether or not they complete this Supplementary Form, MUST complete the Local Authority Common Application Form, which should be returned to the Local Authority.**

Please note that the information you provide on this form will be forwarded to the priest/minister/worship leader you name below. The designated priest/ minister/worship leader will be asked to confirm the information you have submitted.

<b>Child's full name:</b> .....	<b>Date of birth:</b> ...../...../.....
<b>Year Group Applied for:</b> .....	<b>Proposed start date</b> ...../...../.....

<b>Name of parent/guardian:</b> .....	
Contact Address: .....	
.....	
Post code .....	Telephone .....

<b>Name of priest / minister / faith leader:</b> .....	
<b>Name of church / worship centre:</b> .....	
Contact Address .....	
.....	
Post code .....	Telephone (if known) .....

**~~Please tick the box next to the criterion that you believe you meet.~~**

Children of worshipping members of any Church which is located in the ecclesiastical Parish of St James' Church, Newbottle or St Michael's Church, Aynho and is a member of Churches Together in England.	<input type="checkbox"/>
Children of worshipping members of any Church that is a member of Churches Together in England, this includes the Church of England.	<input type="checkbox"/>
Signed:.....	Date ...../...../.....

**Please return this form to the school as soon as possible.**

**SIF/A**