



## ***ADMISSIONS POLICY 2022***

The Academy is a co-educational Academy and provides education for children aged between 4 and 11 years.

The published admission number for the relevant age group is Reception to Year 2 is 60 and Year 3 to Year 6 is 90.

Children are admitted in September in the academic year in which they have their fifth birthday. Children with an Education Health Care Plan are admitted outside this policy but count towards the published admission number.

Applications to this Academy must be made through the Local Authority's co-ordinated admission system. An on-line application must be made at: [www.northamptonshire.gov.uk/admissions](http://www.northamptonshire.gov.uk/admissions).

### Oversubscription Criteria

Where applications for admission exceed the number of places available, after the admission of children with an Education Health Care Plan where the Academy is named in the Plan, priority for admission will be given in the following order:

- Looked After Children and Previously Looked After Children (see definition).
- Children whose home address is within the Academy's defined catchment area.
- Children who have a sibling currently attending the Academy, where that sibling will still be attending at the time of the admission of the applicant child.
- Children of staff members; where the member of teaching and non-teaching staff has been employed at Exeter – a learning community for two or more years, when the application for admission to the Academy is made and/or the member of teaching and non-teaching staff is recruited to fill a vacant post, for which there is a demonstrable skills shortage.
- Proximity of the child's home address to the Academy, those living nearer being accorded the higher priority. Measurements will be straight line distances taken using the Local Authority's computerised measuring system.

### Tie-breaker

Where it is necessary to choose between two or more applicants, the tiebreaker will be distance with the child who resides the nearest to the Academy being given the place. Where there is more than one applicant at the relevant distance, then the tie-breaker will be random allocation. The random allocation process will be independently supervised.

## Admission of children outside their normal age group

1. Parents may request that their child is admitted outside their normal age group, for example, summer born children\*, if the child is gifted and talented, has experienced problems such as ill health or is born prematurely.

For Reception year, any parent of a summer born child wanting their child to be admitted outside of the normal age group **must** make an application to their Local Authority for their child's normal age group at the usual time but also submit a written request for admission outside of the normal age group at the same time directly to the school. The Academy strongly advises the application request is made before December 1<sup>st</sup> of the application year. This will enable the admission authority to process the application on time if the request is not agreed by the admission authority. For other year groups, any parent wanting their child to be admitted out of the normal age group should submit a request, in writing, to the Academy as soon as is possible.

2. When such a request is made, the Academy will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the parent, the Principal and any supporting evidence provided by the parent. The Academy is responsible for making the decision on which year group a child should be admitted to.

All such applications will be considered at the time they are submitted.

3. 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.

*\* The term 'summer born' is used to refer to children born from 1 April to 31 August.*

## Arrangements for in-year Admissions

4. Northamptonshire Local Authority will co-ordinate admissions for in-year applications and for applications for year groups other than the normal point(s) of entry. Parents should apply online via NCC's website, [www.northamptonshire.gov.uk/admissions](http://www.northamptonshire.gov.uk/admissions); further details are on our website at [www.exeterschool.com](http://www.exeterschool.com)
5. Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy will consider all such applications and if the year group

applied for has a place available, admit the child.

6. If more applications are received than there are places available, the oversubscription criteria above shall apply.

### **Late Applications (Received after 5pm on 15 January 2022)**

The deadline for on-time applications for primary and junior school places, to start in September 2022, is 5pm on 15 January 2022. Applications received after that date are deemed 'late' and considered after all on-time applications have been allocated (i.e. after 19 April 2022).

If your child lives in Northamptonshire and you have not yet applied (or have changed your mind about your preferred schools) please complete the late application form online at, [www.northamptonshire.gov.uk/admissions](http://www.northamptonshire.gov.uk/admissions)

### **Definitions used in this policy**

#### **Catchment Area**

The Academy's catchment area is the area within the line marked on the attached map. Where there is a dispute as to whether a particular address is within the Catchment area, the Academy's decision shall be **final**.

#### **Home address**

The child's home address is the address of the parent or legal guardian with whom the child spends the majority of the time during the Academy week (Sunday-Thursday nights) 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. Parents/legal guardians may be asked to produce evidence of residency/home address at any time during the admissions process. The address used must be the home address at the time of application. If a house move is planned the new address may only be used once Exchange of Contracts has taken place or a Tenancy Agreement has been signed.

#### **Looked After Child/Previously Looked After Child**

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 (according to the definition in Section 22(1) of the Children Act 1989) at the time of making an application to the Academy.

Previously 'looked after children' are children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

#### **Sibling**

A brother or sister sharing the same parents.

A half brother or half sister, where two children share one common parent.

A step-brother or step-sister, where two children are related by a parent's marriage or partnership. The partners must be living together in a permanent relationship (as if they were husband and wife or civil partners).

#### **Adopted or fostered children**

A sibling must be living at the same address when the application is made.

### **Right of Appeal**

1. There will be a right of appeal to an Independent Appeals Panel for unsuccessful applicants relating to admissions at age 5 (statutory school age) or above. Appeals should be made, in writing, within twenty (20) school days of the date of refusal.
2. If refused admission you should contact the LA Admissions Team at the address below to lodge an appeal:

The School Admissions Team  
Northamptonshire County Council  
PO Box 216  
John Dryden House  
Northampton  
NN4 7DD

Please mark your envelope 'Admissions Appeals'.