



Nurture ~ Inspire ~ Achieve

# Admissions Policy

## 2025-2026

### Our Values

Re**S**pect, **T**rust, **L**ove, **C**ommunity, Jo**Y**, Wi**S**dom

Our School is one where individuals will be helped to strive to reach their full potential, feel valued and where personal endeavour, responsibility and good behaviour to others will be encouraged in a Christian Environment.

Date of Governing Body ratification....: .....

Date for re-ratification:.....

Signed: .....

Chair of Governors



**Peterborough Diocese Board of Education  
St Loys CEVA Primary Academy**

**Admissions Policy**  
**For Academic Year September 2025 – August 2026**

The Academy Trust are the Admission Authority in this Voluntary Aided School and are therefore responsible for setting the admission policy.

- The agreed Published Admission Number (PAN) for the Reception year is 15
- Places will first be allocated to Children with an Education, Health and Care (EHC) Plan that names the school as “appropriate provision”.
- When there are more applications than there are places available, the Local Governing Body will admit pupils according to the following criteria which are listed in order of priority:

**Oversubscription criteria**

1. The governors will admit ‘Looked After Children’ and ‘Previously Looked After Children’, that is Children who are or who have been in the care of a Local Authority.
2. The Governors will admit pupils on social or medical grounds, where professionals have clearly identified that the school will best meet the needs of the child. (*Documentary evidence should be submitted directly to the school by 15 January 2025*).
3. Children living with their parent(s)/legal guardian(s) in the villages of Weedon Lois and Weston (including the hamlet of Plumpton).
4. Children who have a sibling attending the school at the time of admission. (*See sibling definition below*).
5. Children of worshipping members of St Marys & St Peters, Weedon Lois and St Mary the Virgin, Wappenham. (SIF/A should be returned to the school by 15<sup>th</sup> January 2025. Completed SIF/A will then be sent to the minister with form SIF/B to verify church allegiance).
6. Children of worshipping members of any Church that is a member of Churches together in England, this includes the Church of England. (SIF/A should be returned to the school by 15<sup>th</sup> January 2025. Completed SIF/A will then be sent to the minister with form SIF/B to verify church allegiance).

7. Children of parent(s)/legal guardian(s) of other faiths, or none, who wish their child to be educated in a Church School and Christian environment.

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 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 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.

### **Tiebreaker**

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

### **Late Applications**

A late application is an application received after the deadline of 5pm on 15 January 2025. Late applications will only be processed after all on-time applications have been processed and after National Offer Day (16 April 2025 or the next working day). They will be processed according to the Local Authority's coordinated scheme timescales.

The Governing Body will deal with late applications after all 'on time' applications have been processed. Those refused a place due to the school having admitted up to the school published admission number (PAN) of 15 will be advised of their right to appeal.

### **Right of Appeal**

Governors will admit up to the published admission number. For any child subsequently refused a place, parent(s)/legal guardian(s) will have the right to appeal against the decision, to an independent Appeals Panel. Parents wishing to appeal should write to:

The Clerk to the Appeals Panel  
Diocesan Board of Education  
Bouverie Court  
6 The Lakes  
Bedford Road  
Northampton  
NN4 7YD

Email: [education@peterborough-diocese.org.uk](mailto:education@peterborough-diocese.org.uk)

## **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.

If the school's published admission number has been reached in a child's year group, we will not be able to offer a place at the school. Parents/carers can ask for their child's name to be added to the waiting lists (see below for more information).

Applications for in-year admissions should be made online at [West Northamptonshire Council](#).

## **Waiting lists**

All parents who are refused a place at the school at any time may wish to place their child's name on a Waiting List. (This does not affect your statutory right of appeal.)

Pupils will be placed on the Waiting List in strict order according to the oversubscription criteria on the Admissions Policy. If a place becomes available at the school, places will be allocated according to these oversubscription criteria' and not on a first come first served basis.

Parents must contact the school and request that their child's name is placed on the Waiting List. This can be done by telephone (School 01327 860539) or e-mail: [bursar@weedonlois.northants-ecl.gov.uk](mailto:bursar@weedonlois.northants-ecl.gov.uk) The Waiting List will be revised at the time of allocation of places, again in September, January and April. Please note that children who are the subject of a direction by the Local Authority to admit or who are allocated a place in accordance with a Fair Access protocol must take preference over those on the waiting list.

Waiting lists are held until the 31 December of the admission year. If parents would like their child to remain on the waiting list for the remainder of the academic year, they must contact the school at the start of the Spring and Summer terms.'

## **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. Please discuss this with the school directly once a place has been offered.

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.

## Requests for admission outside the normal age group

- **Requests for admission outside the normal age group (Summer Born)**

Parent(s)/carer(s) of summer born children 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 their 5<sup>th</sup> Birthday. They then have 2 options. They can make an in-year application for a place for the September following their 5<sup>th</sup> Birthday. They will begin school in Year 1 as the other children in their age group will be moving from Reception to Year 1 at this point. Alternatively, they may request that they are admitted out of their normal age group, to Reception instead of Year 1. It is for the admission authority of the school to decide whether to admit a child outside their normal age group.

Parents who decide to delay their child's school start until the September following their 5<sup>th</sup> birthday and wish them to start school in Reception, should make their application for a Reception place for their child's normal year of entry before the deadline of 5 p.m. on 15<sup>th</sup> January. They should also make their request for admission out of the normal age group to their preferred schools by the same date – 15<sup>th</sup> January 2025. This is to enable sufficient time for requests to be processed prior to National Offer Day (16<sup>th</sup> April 2025 or the next working day). Requests will however still be accepted after this date.

**Parents should write to the school in the first instance** and the request should be accompanied by reasons for such a request along with any additional evidence to support the request.

The admission authority will then make a decision on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

- the parent's/carer's views;
- information about the child's academic, social and emotional development;
- where relevant, the child's medical history and the views of a medical professional;
- whether the child has previously been educated out of their normal age group;
- whether the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- the Head teacher's views.

### What happens next?

The admission authority will inform the parents/carers of its decision on the Year group the child should be admitted to when they have to start school (i.e. Reception or Year 1) and will set out clearly the reasons for their decision.

- If the admissions authority **agrees** to the parent's/carer's request to delay the application for a Reception place, the parent/carer will need to forward this agreement to the local authority so they know an application can be accepted as part of the coordinated scheme for the following year. Parents/carers will then

need to make an application for a place in Reception in the normal round of admissions in the following academic year.

**Please note** – in this following normal admissions round, if the school is oversubscribed, all applications (including delayed applications) for the School will be ranked in accordance with the school's oversubscription admission criteria. If it is not possible to offer a place, parents/carers will have the right to appeal but, as the purpose of the appeals process is to consider whether a child should be admitted to a particular school, parents/carers do not have a right of appeal if they have been offered a place and it is not in the year group they would like.

- If the admission authority does **not agree** to the application being delayed, there is **no right of appeal** against that decision and the parents/carers will need to make an application to the local authority for a place in Reception by 15<sup>th</sup> January 2025 if they have not done so already or make an in-year application for a Year 1 place at the appropriate time.

### **Requests for admission outside the normal age group (Not Summer Born)**

Parents/carers may seek a place for their child out of their normal age group. **They must put their request in writing to the school.**

The Admission Authority of the school will consider the request and make a decision on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

- the parent's/carer's views;
- information about the child's academic, social and emotional development;
- where relevant, the child's medical history and the views of a medical professional;
- whether the child has previously been educated out of their normal age group;
- whether the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- the views of the Head teacher of the school concerned.

The Admission Authority of the school **MUST** set out clearly for parents the reasons for their decision about the year group a child should be admitted to.

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.

### **Conflicting Applications**

The LA can only process one application. Where more than one adult shares parental responsibility and if the adults live at different addresses, it is important that an agreement be reached on which schools to apply for, prior to making the application.

If multiple applications are received for the same child with conflicting address and/or preferences, or the School Admissions Team is made aware of a dispute between two parents, all applications will be placed on hold and will **not** be processed until:

- a new single application is made, signed by all parties; or
- written agreement is provided from both parents indicating which application they have agreed on; or
- a court order is provided confirming which parent's application carries precedence.

If no agreement can be made, parents are recommended to seek legal advice. If an agreement cannot be reached before the closing date, this may affect the chances of your child being allocated a place at your preferred school/s.

### Notes

#### Parish Boundaries

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

#### Civil Parish Boundaries (villages)

For the civil parish boundaries please visit the school website [www.stloys.co.uk](http://www.stloys.co.uk)

### Definitions

#### ***Residency***

#### **Home Address (Child's):**

The child's home address is defined as the address at which the child normally resides with their parent/carer on the closing date for applications (15<sup>th</sup> January 2025).

When we refer to a child's home address, we mean the permanent residence of the child. This address should be the child's only or main residence which is;

- owned by the child's parent(s)/carer(s) or
- leased to or rented by the child's parent(s)/carer(s) under a lease or written rental agreement of not less than six months' duration.

When parents live separately and the child spends time with each parent, 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 must agree which address they wish to be the child's main address.

Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residence at the property concerned.

### ***Siblings***

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 stepbrother or stepsister, where two children are related by a parent's marriage/partnership
- adopted children or foster children living at the same address
- A brother or sister **must** be living at the same address when the application is made.

### ***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

### **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, Year 3, Year 7), 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<sup>th</sup> April 2025 or the next working day)

To apply for a place through West Northamptonshire Council, please visit [www.westnorthants.gov.uk/school-admissions](http://www.westnorthants.gov.uk/school-admissions)