



St. Andrew's CEVA Primary School Admissions Policy 2026

Applying for a place at St. Andrew's CEVA Primary School

West Northamptonshire Council (the local authority) co-ordinates Reception applications for places in this School.

Parents/carers can apply for state funded places at the school's normal point of entry (Reception) using the Common Application Form (CAF) provided by their home local authority (regardless of which local authority the school is in) Parents/Carers living in West Northamptonshire Council should visit the WNC Schools Admissions website.

<https://www.westnorthants.gov.uk/primary-school-places/apply-primary-school-place>

The Governing Body is the Admission Authority in this Voluntary Aided school and is therefore responsible for all admissions.

The Published Admission Number (PAN) for the Reception year of entry is 45

The Governing Body will admit children with a statement of an Education, Health and Care Plan (EHC Plan) which names the School.

Where there are more applications than there are places available, children will be admitted according to the following criteria, which are listed in order of priority:

Oversubscription Criteria

1. Looked after children and children who were previously looked after but immediately after being looked after were adopted or became subject to a child arrangements order, or special guardianship order. (See Notes and Definitions).
2. Children of parent(s)/ legal guardian(s) who are worshipping members in the Ecclesiastical Parish of Billing* and Emmanuel** who can demonstrate an allegiance through attendance, to a church affiliated to Churches Together in Britain & Ireland, which includes the Church of England.
Applications must be accompanied by a reference form SIF A, available from the school. The completed SIF A will be sent to the minister with the form SIF B to verify church allegiance.

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

3. Children who have a sibling/s*** who will be continuing to attend the school at the time of admission.
4. Children of parent(s)/legal guardian(s) resident**** in the Ecclesiastical Parishes of Billing and Emmanuel.
5. Children of parent(s)/legal guardian(s) of any faith or none who wish their children to be educated in a church school and Christian environment.

Tie Breaker

If the admission number is exceeded within any criterion, priority will be given to those who live closest to the School. (*As to how this distance is measured – see “Distance Measurements” in Notes and Definitions*).

Notes and Definitions

Children in Care i.e. Looked After Children (LAC) and Previously Looked After Children

Looked After Children are children who are (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 application to a school.

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). This includes children who appear (to the admission authority) to have been in state care outside of England and ceased to be 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.

****Ecclesiastical Parish of Billing***

St. Andrew’s Church of England
All Saints Church of England
Our Lady of Perpetual Succour
Great Billing Methodist Chapel

*****Ecclesiastical Parish of Emmanuel***

Emmanuel Church
Rectory Farm Community Church
Boothville Community Church

******Definition of Sibling***

A brother or sister living at the same address as the applicant (i.e. within a family unit) including:

- ❖ 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 parents’ marriage/civil partnership;
- ❖ A child who has been adopted or is fostered by parents/carers who have other children.

*******Resident-Definition of child’s home address/residence***

The child’s home address means the permanent residence of the child at the time of application. Parents/carers may be asked to provide proof of a claim of residence at any time during the admission process. The address must be the child’s only or main residence that is either:

- ❖ Owned by the child’s parent(s) or carer(s);

- ❖ Leased to or rented by the child's parent(s) or carer(s) under a lease or written rental agreement of not less than 6 months duration. The property leased must be where the family lives.

Please note – if false or misleading information is used to try and gain a place, this may lead the Governing Body to reject the application or to withdraw the offer of a place.

Distance Measurements

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.

In the case where there are multiple applications from the same shared dwelling (e.g. Flats) or where there are two homes where the distance from the address point of the home to the address point of the school (using the system referred to above) is identical, random allocation, supervised by a suitable independent person, will be used to decide the priority in which applicants are selected in the event of a tiebreaker.

Children of “worshipping members”

For parents/carers to be “worshipping members”, at least one of the parents/carers of the child needs to be regarded by the priest/minister/worship leader as being part of the worshipping community at the church/worship centre. This would not necessarily mean that the parent/carer is a “member” in the 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.

SIF A/B (Supplementary Information Form)

If parents/carers wish their application to be considered in criterion 2, they must complete form SIF A which is available from the School and return it to the School (not the local authority). This must be done by the deadline of 5pm on 15 January. The School will submit the completed form SIF A to the relevant minister with form SIF B to verify the information. As SIF B needs to be returned to the School in time for the School to rank admissions, it is very important to submit form SIF A to the School as soon as possible.

Churches together in Great Britain and Ireland

The following denominations are affiliated to Churches together in Great Britain and Ireland:

Anglican

UK Interchurch

Baptist

Methodist and Wesleyan

Roman Catholic

Congregational

Holiness & Pietist

Lutheran

Orthodox

*Pentecostal
Presbyterian
Reformed*

Parish Boundaries

For Parish boundaries, please visit the internet site www.achurchnearyou.com, put in your postcode, click on where you live and the name of your parish will be shown. Alternatively, a map is available on request from the school.

Separated Parents

If a child lives with separated parents, 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 an equal amount of time at 2 addresses, the parents must decide which address they wish to use as the child's main address for the application. **Please note** – if false or misleading information is used to try and gain a school place, this may lead the Governing Body to reject the application or to withdraw the offer of a place.

Late Applications

Late applications are any application forms (*known as Common Application Forms (CAFs)/Preference Forms*) received by the local authority after its deadline of 15 January. Late applicants will not receive an offer of a school place by the local authority on offer day (16 April) but their application will be processed in the next round of allocations (*for details of when these are – refer to the local authority's co-ordinated scheme*).

Waiting Lists

All parents/carers who are unsuccessful at gaining a place for their child at the School may wish to place their child's name on the waiting list. To do so, parents/carers must contact the School and request that their child's name is placed on the waiting list. This should be done by email/in writing to the School.

If a place becomes available at the School, it will be allocated according to the oversubscription criteria (*see above*), not on a first come, first served basis.

A child's name will remain on the waiting list until the end of the School term in which the application was made. If parents/carers wish their child's name to stay on the waiting list for the remainder of the academic year, they must email/write to the School at the beginning of each term to renew their interest i.e. in January and/or following the Easter break (April). Please note a new application form will have to be completed if parents/carers want their child's name to remain on the waiting list in the following academic year.

Please note – placing a child's name on the waiting list does not affect parents'/carers' right to appeal.

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

Children are required to start their compulsory education from the beginning of the term following their 5th birthday (based on a 3 term year with terms starting in September, January and April). In St. Andrew's CEVA Primary School, children are entitled to a full year in Reception i.e. the school place is available from the beginning of the school year in which the child has their 5th birthday.

Deferred Entry:

Parents/carers can request that *entry to the School* is deferred until later in the same school year. 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. 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.

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

Admission of children out of their normal age group

- Parents/carers may seek a place for their child out of their normal age group e.g. if the child is gifted and talented or has experienced problems such as ill health. Additionally;
- Parents/carers of a summer born child (i.e. a child born in the period from 1 April to 31 August) may not want to send their child to school until the September following their 5th birthday and may request that they are admitted out of their normal age group – e.g. to Reception rather than to Year 1 – *please refer to the section on Summer Born children below.*

Process for requesting a place out of normal age group (not Summer Born)

Parents/carers may seek a place for their child out of their normal age group as stated above. If parents/carers wish to do so, they must contact the Headteacher at the School.

The Admissions Committee of the Governing Body will convene a meeting to consider the request and will make decisions 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 Headteacher's views.

Please note – if the Admissions Committee does not agree to this request to be admitted out of cohort, there is no right of appeal against that decision.

Requests for admission out of normal age group (Summer Born children)

All children are entitled to a full-time school place in the September following their 4th birthday and most parents are happy for their child to start school at this point. However, parents/carers

of summer born children (those born between 1 April and 31 August) 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 the child's 5th birthday. If parents wish to delay their summer born child's start at school until the September after their 5th birthday, there are 2 options:

1. Parents can make an in-year application for a place for the September following their child's 5th birthday. The child would normally start school in **Year 1** (their correct chronological age group) as other children in the child's age group already attending school will be moving from Reception to Year 1 at this point. It is important to remember that some schools are likely to be full in Year 1 and unable to offer a place;
2. If parents do not want their child to miss their Reception year, they may request that children are admitted out of their normal age group i.e. into Reception instead of Year 1. Please note, this is a 'request' and parents do not have the right to insist that their child is admitted to a particular age group. The school's admission authority is responsible for making the decision about which year group a child should be admitted to.

Parents/carers of summer born children who could start school in September 2025 but wish to delay their child's school start and apply for a Reception place to start in September 2026, should still make their application for a Reception place for their child's normal year of entry before the primary application deadline of **15 January 2026**. If a delay is agreed, this application can be withdrawn.

Parent/carers should also, if possible, make their request for admission out of the normal age group to their preferred schools by the same date - **15 January 2026**. This is to enable sufficient time for requests to be processed prior to National Offer Day (16 April or the next working day). Requests will however still be considered after this date.

Parents/carers requests to apply for a Reception place at *St. Andrew's CEVA Primary School* for the September following their child's 5th birthday, should be made in writing (an email to Enquiries@standrewsceva.uk should be sufficient) to the school in the first instance. In their request, parents/carers should provide some information about their child to explain why they think that their child should be educated out of their normal age group. It is important for parents/carers to provide any additional evidence to support their request as this information will help the admission authority to make their decision e.g. parents/carers may be able to provide a report from the child's Early Years setting or evidence from a health or social care professional. The request will then be considered by our admission authority who have to decide if they will allow the request. The decision must be made on the basis of the circumstances of each case and in the best interests of the child concerned. The School Admissions Code (2021) requires admission authorities to consider a number of factors:

- 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 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?

Parents/carers will be informed of the admission authority's decision on which year group the child should be admitted to when they start school (i.e. Reception or Year 1) and will set out clearly the reasons for their decision.

What happens if the request is approved?

If the request to be admitted outside normal age group is approved by the admission authority of the school, parents/carers will need to forward this approval to their local authority's School Admissions team to ensure that an application will be accepted in the normal admission round for the September following the child's 5th birthday. Parent(s)/carer(s) will then need to make an application for a place in Reception for the normal round of admissions in the following academic year.

Please note – this does not mean that a child has been, or will be, offered a place in the Reception year at their chosen school. If, in the following normal admissions round, the school is oversubscribed, all applications (including delayed applications) for the school will be ranked in accordance with the school's oversubscription admission criteria and places offered up to the school's published admission number.

What happens if the request is refused?

If the request to be admitted outside normal age group is rejected by the admission authority of the school, parents/carers have to decide whether to accept a Reception place in the normal year of entry, delay their child's start until the September after their 5th birthday and apply for a Year 1 place or make an application to other schools to see if they will accept a delayed start in Reception.

Right of Appeal

Parents/carers who are unhappy with the admission authority's decision to refuse their child a place out of their normal age group, should complain directly to the admission authority.

Parents/carers whose requests for delayed entry into Reception are refused, do not have the right to appeal this decision. They have the right to appeal against the refusal of a place at a school for which they have applied but this right does not apply if they are offered a place at the school, but it is not in their preferred age group. Those wishing to appeal should write to or email as follows:

The Clerk to the Appeals Panel

Bouverie Court

6 The Lakes

Bedford Road

Northampton NN4 7YD

Email – education@peterborough-diocese.org.uk

Governor Agreed – Full Governing Board Meeting