Applying for an 'In Year' School place
St. Andrews' CEVA Primary School only

What is an 'in year' school place?

The 'in year' application process is for children requiring **a school place during the academic year**, rather than at the usual transfer time into a school (starting primary school, moving to secondary school). This may be due to a house move or change of circumstances.

Once an application has been processed, the parent will be contacted by letter. This will be emailed to the parent if an email address was provided on the application form.

If a child has a **EHCP**, please contact the Special Needs Team on 0300 126 1013 for information on how to apply as there is a different process for these applications.

Before you apply

Please read the important information below before completing the application form.

The school place must be required within 1 month of the application date

- Applications outside of this time scale will not be processed.
- School places cannot be reserved and we therefore consider applications as close as possible to the date the place is required. For families of service personnel with a confirmed posting to this area or crown servants returning from overseas a place may be allocated in advance where the application is accompanied by an official letter that declares a relocation date and a unit postal address of quartering area address. These applications will be considered against the oversubscription criteria in the normal way.
- Once a school place has been offered the child should start attending the school within 5 school days otherwise the place may be withdrawn.

We maybe unable to consider applications until you have a confirmed moving date

If you are moving into the area, documentary evidence in the form of a solicitor's letter to confirm exchange of contracts or a copy of your signed rental agreement may be required to support your application. The rental agreement must be for a minimum of six months.

St. Andrew's CEVA Primary School
Ecton Brook Road
Ecton Brook
Northampton
NN3 5EN
Tel: 01604 406486
Head Teacher: Valerie Griffiths MEd, BA (Hons) QTS NPQH
Email: enquiries@standrewsceva.uk

If you are moving from overseas, your child may be entitled to a school place

• Children must be resident in the country within the month the application is made. Please note a visitor's visa does not entitle your child to a school place.

• Please send copies to the school ensuring your child's name and date of birth are included with the documentation.

How to apply

Complete our online application form and send any supporting documentary evidence to the School:

FAO Mrs Simmons, School Admissions:

By email: a.simmons@standrewsceva.uk

or by post: St. Andrews' CEVA Primary School
Ecton brook Road
Ecton Brook
Northampton
NN3 5EN

We will confirm whether or not we have a space for your child/ren. If we do not have a space in your child's year group we will add your child/ren to the schools waiting list.

Waiting Lists

The school manages its own waiting lists.

• If a place becomes available in a year group with a waiting list, it will be allocated according to the published oversubscription criteria.

• Everyone on the waiting list will be considered along with any new applications being processed at that time. Places are allocated in accordance with the admissions criteria not on a first come first served basis.

• If your child is eligible for a place allocated from the waiting list we will contact you.

• A child's position on the waiting list can change if new applicants are added to the list, these children may have a higher priority in accordance with the published criteria. We are therefore only able to advise you how many children may be on the list at any given time.

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School Admissions Appeals Process

Who can appeal?

If you have been refused a place at our school, you have a right **to appeal** against that decision.

How to appeal

If you wish to appeal, please visit the Peterborough Diocese Website to request an appeals pack https://www.peterborough-diocese.org.uk/parents/admissions-and-appeals

There are two types of appeal:

Infant Class Size Prejudice appeals

These are appeals for Reception, Year 1 and Year 2 where classes are restricted to 30 children per class, with one qualified school teacher.
There are very limited circumstances under which an infant class prejudice appeal can succeed.
Please read the frequently asked questions on the West Northamptonshire Council website before completing the appeal form

Ordinary Prejudice appeal

These are appeals for year 3 and beyond, and the following documents are on the Appeals website (above). Please read the frequently asked questions on the West Northamptonshire Council website before completing the appeal form

When will my appeal be heard?

On receipt of your Notice of Appeal Form, you will be provided with details of the date and time of the appeal hearing. The appeal process will take place remotely and the appeal clerk will provide more detail to you about this in the acknowledgement of your notice of appeal.

After the Appeal

After the appeal, the clerk will write to you to inform you of the panel's decision. This will normally be within 5 school days of the appeal.

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