

Northwick Park Primary and Nursery Academy

Company No. 9154404

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Northwick Park Primary and Nursery Academy Admissions Policy for September 2024/2025

Determined Admission Arrangement – Published Admission Number 90

Where applications for admissions exceed the number of places available, the following criteria will be applied, in the order set out below, to determine which children to admit.

1. Looked after children and previously looked after children (as defined on page 12 of the Primary Education in Essex 2021 booklet)
2. Children with a brother or sister attending the school.
3. Proximity of home to school measured by straight line distance, those living closest being given the highest priority.

In the event of oversubscription within any of the above criteria, priority will be determined by the straight line distance from home to school, those living closest being given the highest priority.

Siblings

Are defined as children with a brother or sister, step brother/sister, adopted brother/sister, in the same family unit, living at the same address. Extended family members such as cousins living at the same address are not counted as siblings.

Children with EHCP

Children with an EHCP may override the above over-subscription criteria.

Deferred Entry and Part-time Start

At Northwick Park Primary and Nursery Academy, we strongly promote and actively prepare for all children to start school in the September during the academic year in which they turn four years of age.

As required by law, the school will provide for the full-time admission of all children offered a place in the Reception year group from the September following their fourth birthday. Therefore, if a parent wants a full-time place for their child from September, then they are entitled to that full-time place.

Parents can request that the date their child is admitted to school is deferred 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 of admission is made.

Parents can also request that their child attends part-time until they reach compulsory school age. Any parents interested in taking up a part-time place initially should contact the school for further details as to what this would entail.

If you plan to defer your child's start date until later in the school year, you must still apply at the usual time. Where entry is deferred, the school will hold the place for that child and not offer it to another child. Where parents choose to defer entry, the school may reasonably expect that the child would start at the beginning of a new school term/half term.

Summer-born children

Where a parent of a summer-born child (1 April – 31 August) wishes their child to start school in the autumn term following their fifth birthday, they will need to apply for a place at the correct time for the normal admission round for the following academic year.

Supporting evidence from relevant professionals working with the child and family stating why the child must be placed outside their normal age-appropriate cohort should be submitted.

The admission authority for the school will then decide whether the application for a Reception place will be accepted or whether it will be treated on an application for a Year 1 place, the child's normal age appropriate cohort. If the application for a Reception place is not accepted, this does not constitute a refusal of the place and there is no right to an Independent statutory appeal.

Fair Access Protocol

Wherever possible, we participate in Essex County Council'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.

Mid-year admission (admission outside of entry in September to Reception)

Mid-year admission (all admissions outside of normal entry into Reception in September) are coordinated by the school. Please contact the school office for an application form or visit our school website. Forms should be returned to the school office.

The school will consider your application and where space is available will send out an offer letter no later than fifteen school days later. Where space is not available, the school will send out a refusal letter no later than fifteen school days later. Copies of offers and refusal letters will be sent to Essex County Council's Admissions Inbox (admissions@essex.gov.co.uk) within two school days in accordance with legal requirements.

Nursery

Attendance at the nursery does not guarantee admission to the school. Parents of children who are attending the nursery **must apply** for a place at the school if they want their child to attend the reception class. The application will then be considered against the published admission criteria for the school. There is no guarantee that a place will be offered.

Medical Circumstances

Exceptional medical circumstances (supported by relevant medical evidence) may override the above oversubscription criteria.

Waiting Lists

Unsuccessful applicants will be placed on a waiting list. The criteria for the waiting list will comply with the published oversubscription criteria set out in this document. Waiting lists will be maintained for the duration of the reception year.

How applications are handled

Applications, including late applications will be handled in accordance with the Local Authority's Scheme of Co-ordinated Admissions, details of which can be found in the 'Essex Primary Education in Essex Admissions' booklet.

Appeals

Parents will appreciate that if a school is over-subscribed, it will not always be possible to offer a place in their first choice of school. Many parents will wish to make alternative and definite arrangements for their child.

The 1996 Education Act does, however, give parents the right to appeal against the decision of the Directors regarding Admissions. Parents wishing to appeal should contact the Essex Team at <http://www.essex.gov.uk/after-your-schools-offer/appeals>

Monitoring Arrangements

This policy will be reviewed and approved by the Trustees every year.

