



# Nicholas Hawksmoor Primary School Admission Arrangements for 2022/23

## Introductory statement

Nicholas Hawksmoor Primary School is part of The Hawksmoor Learning Trust. It is a two-form entry primary academy with a pre-school set in the heart of Towcester accommodating children aged 4 – 11.

We aim to create a happy and vibrant school with an outstanding curriculum, where children in our care are at the heart of everything we do. We are an inclusive school and welcome all applications.

Admission to our school is not dependent on any ability test or voluntary financial contribution.

## Admission number(s)

Nicholas Hawksmoor Primary School has an admission number of 60 for entry into Reception.

The academy will accordingly admit pupils up to the admission number indicated above if there are sufficient applications. Where fewer applicants than the published admission number for year group is received, the Academy Trust will offer places at the academy to all those who have applied.

## Application process for places in Reception

For entry into Reception the academy participates in the Northamptonshire Co-ordinated Admission Scheme and all dates within that scheme must be adhered to. You should use the opportunity to express a preference for more than one school. Details of how to apply for a place in Reception can be found on the Northamptonshire County Council School Admissions webpage:

<http://www3.northamptonshire.gov.uk/councilservices/children-families-education/schools-andeducation/school-admissions/Pages/default.aspx>

## In – Year application process (YR -Y6)

Applications for a place at the academy will normally be for the start of Reception. If you are moving into the area or wish to change schools after the start of Reception you will need to make an application for an in-year place. This type of application should be made as soon as possible directly to the school.

All in-year applications will be considered, depending on the availability of places and prioritised according to the oversubscription criteria. If places are oversubscribed, applications can be placed on a waiting list, if requested.

Please contact the school directly for an admission form for an in-year application.

## **Oversubscription criteria**

When the academy is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.<sup>1</sup>
2. Children who will have a brother or sister continuing at the school at the time of admission <sup>2</sup>
3. Children of Staff <sup>3</sup>
4. Children who live closer to Nicholas Hawksmoor Primary School than any other school<sup>4</sup>
5. Children who are eligible for Pupil Premium and/or Service Premium<sup>5</sup>
6. Other children

## **Tie-break**

Where it is necessary to choose between two or more applicants within a criterion for a final place, the tiebreaker will be distance, with the child who resides the nearest to Nicholas Hawksmoor Primary School being given the place. See below for further details of the distance criterion. Where there is more than one applicant at the relevant distance, then the tiebreaker will be random allocation. The random allocation process will be independently supervised. See below for information on Random Allocation.

## **Late applications**

All applications for Reception places received by the Local Authority after the deadline set will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants, the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

## **Deferred entry for infants**

Children are admitted in the September following their 4<sup>th</sup> birthday. Parents offered a place in Reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5<sup>th</sup> birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

## Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. When such a request is made, the academy trust 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 Headteacher, including resource implications, and any supporting evidence provided by the parent.

The process for requesting such an admission is as follows:

All requests must be submitted in writing to the school admissions officer (details above), including in full your grounds for the request. A decision will be based on the individual circumstances of each case and in the best interests of the child concerned. This includes taking into account the parent's views; information about the child's academic, social and emotional development; where relevant their medical history and the views of a medical professional; whether they have been previously educated outside of their normal age group and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

## Waiting lists

The academy will operate a waiting list for each year group, including the Reception year group after entry in September until June 30<sup>th</sup> in the academic year. Where in any year the academy receives more applications for places than there are places available, a waiting list will be in operation. This will be maintained by the Academy Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be re-ordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

## Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. The Academy uses the services of the Local Authority Appeals Team to coordinate its appeal process.

Appellants should go to Northamptonshire County Council's website for information about the appeals process and submit an online appeal form. For applications made in the normal admissions round appeals will be heard within 40 school days of the deadline for lodging appeals. For applications for in year admissions, appeals will be heard within 30 school days of the appeal being lodged.

<http://www3.northamptonshire.gov.uk/councilservices/children-families-education/schools-andeducation/school-admissions/school-appeals/Pages/default.aspx>

## Distance criterion

If in criteria 2-6 above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. The distance used in a 'tiebreaker' for any oversubscribed criterion will be a straight line distance from the address point of the school to the address point of the applicant's address using a geographical information system.

## Random Allocation

If in criteria 2-6 above a tie-break is necessary to determine which child is admitted, random allocation undertaken by the local authority will be used as a tiebreak to decide who has highest priority for admission if the distance between a child's home and the academy is equidistant in any two or more cases.

## Definitions

1. **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 (see the definition in Section 22(1) of the Children Act 1989).
2. The definition of a brother or sister (sometimes referred to as a 'sibling'):  
**'Sibling'** means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place. A brother or sister **must** be living at the same address when the application is made.
3. **Children of staff** who are employed at Nicholas Hawksmoor. The school may give priority in their oversubscription criteria to children of staff in either or both of the following circumstances:
  - where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made,  
**and/or**
  - the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
4. The **distance used in a 'tiebreaker'** for any oversubscribed criterion will be a straight line distance from the address point of the school to the address point of the applicant's address a straight line distance. The home address /the child's place of residence is the address of the parent or legal guardian with whom the child spends the majority of the time during the school week. Where a child lives with one of their separated parents for different parts of the week, we will consider the child's home address to be where the child sleeps for most of the school week (e.g. Sunday night – Thursday night). 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.
5. Proof of eligibility for Pupil Premium and/or Service Premium will be required for places allocated under this criteria. Children given priority under this criterion fall into the following categories:  
Pupil Premium
  - children currently registered as eligible for free school meals
  - children who have been registered as eligible for free school meals at any point in the last six years

### Service Premium

- children whose parent(s) are serving in the regular UK armed forces
- children of ex regular UK armed forces personnel who were serving in the last 3 years
- children where at least one parent died while serving in the UK armed forces and the child is in receipt of a pension under the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme (WPS)