



Admissions Policy for entry in 2021/22

Southfield Primary School is the admissions authority for Southfield Primary School. The process for all admissions including admission appeals, will be administered by Northamptonshire County Council.

This policy was considered and approved by the Governing Body electronically as a result of the COVID-19 outbreak in July 2020.

We have a published admission number of 60 children per year group with a maximum of 420 pupils on roll throughout the school.

All applications for a pupil to attend Southfield Primary School must be made to Northamptonshire County Council. Applications may be made online at www.northamptonshire.gov.uk/admissions or by completing a paper preference form available from the Schools Admission Team at Northamptonshire County Council.

Starting School

In Northamptonshire, children are eligible to start school in the September following their 4th birthday i.e. the school place is available from the beginning of the school year in which the child has their 5th birthday.

Children are required to start their full-time 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 Northamptonshire, children are offered 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. A parent 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; it cannot be offered to another child. The place cannot be kept open beyond the academic year for which the original application was accepted.

Any parent who is considering deferring their child's admission to school must discuss this with the Head Teacher.

Over-subscription Criteria

If the school is oversubscribed (there are more applications than places available) the following rules will be applied in descending order of priority: In accordance with legal requirements, children who have a Statement of Special Educational Needs or an Education, Health & Care Plan naming the school will always be admitted.

1. Children who are "looked after" by a Local Authority (LA) within the meaning of Section 22 of the Children Act 1989 at the time of their application, and "previously looked after" children. The term "previously looked after" refers only to 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).
2. Children who appear to the admission authority of the school to have been in state care outside of England and ceased to be in state care as a result of being adopted
3. Disabled children who need to be admitted to a school on the grounds of physical accessibility. The definition of disability is that contained within the Equality Act 2010.
4. Children living in the designated area of the school with a brother or sister on roll at the time of application who will still be attending at the time of entry. If there are more applicants than

places, priority will be given to those children who live closest to the school using the shortest designated public route.

5. Children living in the designated area of the school. If there are more applicants than places, priority will be given to those children who live closest to the school using the shortest designated public route.
6. Children living outside the designated (catchment) area who will have a brother or sister on roll at the time of application who will still be attending at the time of entry. If there are more applicants than places, priority will be given to children who live closest to the school by the shortest designated public route
7. Those children who live closest to the school by the shortest designated public route

Parents/Carers have the right to appeal against any decision by the County Council not to offer their child a place at Southfield Primary School. Any appeals should be made in writing to the Admissions team at the County Council.

If there are more applications than places available, the Admissions Team at Northamptonshire County Council will hold a waiting list. If a place becomes available at the school, all those on the list and those appealing will be considered in accordance with the oversubscription criteria listed above.

Appeals

Parents/Carers have the right to appeal against any decision by Northamptonshire County Council not to offer their child a place at Southfield Primary School, unless they have been allocated a higher preference school. If the appeal is for Reception, Year 1 or Year 2, the restrictions of Infant Class legislation may apply. Appeals should be made to Northamptonshire County Council using the online appeal form on the Council's website, or by making a written request for an appeal pack to the school's admission team at Northamptonshire County Council.

Applying for a school place outside of normal transfer times

Applications made outside of the normal transfer time should be made using the in-year application form available from Northamptonshire County Council website or directly from the Schools Admission Team at Northamptonshire County Council. If necessary, the oversubscription criteria detailed above shall be followed.

Waiting Lists

Northamptonshire County Council holds and maintains a waiting list for Southfield Primary School. If they are unable to allocate a child a place at our school, they will add the child's name to the waiting list if the Parent/Carer has indicated on the application form that they wish their child to be added to the waiting list.

All waiting lists maintained by the county council are held for one term only. In order to renew interest in remaining on the waiting list, the parent/carers must put their request in writing by email to the School Admissions team at the end of the Autumn and Spring terms to admissions@northamptonshire.gov.uk.

How the waiting list is operated

The operation of the waiting list is not on a first come first served basis – the oversubscription criteria for the school will always be applied and the children will be ranked accordingly. Since a child's position on the waiting list may change if new applicants are added to the list, the list is only ranked in order of the school's oversubscription criteria when a confirmed place is available.