

## **Applying for a place at Little Houghton CEVA Primary School**

To apply for a Reception place for their child, parents/carers should use the application form provided by their home local authority (regardless of which local authority the schools are in). This form is used to express a preference for a minimum of 3 state-funded schools, in rank order.

All parents/carers who submit an on-time application (i.e. by midnight on 15 January) will receive an offer for a school place directly from their local authority on National Offer Day (16 April or the next working day).

Parents/carers living in West Northamptonshire Council should visit the [WNC School Admissions website](#). “

## **Admissions Policy 2027**

### **Little Houghton CEVA Primary School**

The Governing Board (GB) is the Admission Authority for this Voluntary Aided School and is therefore responsible for the admission of children to the School.

The Published Admission Number (PAN) for the Reception year of entry is 15.

The GB will admit children with an Education, Health and Care Plan (EHC Plan) which names the School.

#### **Oversubscription criteria**

Where there are more applications than there are places available, and after the admission of children with an EHCP naming the school, remaining places will be allocated according to the following criteria, which are listed in order of priority:

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 definition below*).
2. Children who have a sibling who will be attending the school at the time of admission (*see sibling definition below*).
3. Children living with their parent(s)/legal guardian(s) within the ecclesiastical parishes of the church of St Mary the Virgin, Little Houghton and the church of St Mary the Blessed Virgin, Great Houghton. (*see residency definition and note on Parish boundaries below*).

4. Children of worshipping members of any Church that is a member of Churches Together in Great Britain and Ireland, this includes the Church of England. These applications must be accompanied by form SIF/A (*see below*).
5. Children of parent(s)/legal guardian(s) of other faiths, or none, who wish their child to be educated in this church school and Christian environment.

### **Tiebreaker**

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” below*).

### **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), including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

#### **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.

### **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 should 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.

### **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.

### **Parish Boundaries**

For Parish boundaries, please visit the internet site [www.achurchnearyou.com](http://www.achurchnearyou.com), put in your postcode, click on where you live and name of your parish will be shown

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

### **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.

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.

## **SIF A/B**

If parents/carers wish their application to be considered in criterion 4, 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 2027. 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**

Please refer to the website link below for details of the denominations which are affiliated to Churches together in Great Britain and Ireland:

<https://ctbi.org.uk/member-churches/>

## **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 using a computerized randomizer and supervised by a suitable independent person, will be used to decide the priority in which applicants are selected in the event of a tiebreaker.

## **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 2027. Late applicants will not receive an offer of a school place by the local authority on offer day (16 April or next working day) but their application will be processed after National Offer Day in the next available round of allocations between May and July (*for details of when these are – refer to the local authority's website*).

## **Waiting lists**

Waiting lists are held for all year groups. Each added child will require the list to be ranked again in line with the school's published oversubscription criteria. Priority will not be given to children based on the date their application was received, or their name was added to the list.

Waiting lists will be held until 31 December. If you wish your child's name to remain on the waiting list for the remainder of the academic year, you will need to inform the School Admissions team at WNC in writing via email by 31 December and again by 31 March to renew your interest. A new application will be required for a new 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**

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

Where children below compulsory school age are offered a place at the school:

- a) that child will be entitled to a full-time place in the September following their fourth birthday.
- b) Parents/carers can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age, and not beyond the beginning of the final term of the school year for which the offer was made.
- c) 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.

Please discuss any of the above with the school once a place has been offered.

## **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.*

### **Requests for admission to Reception outside the normal age group (Summer Born)**

Parents/carers of summer born children 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 5<sup>th</sup> birthday.

If parents wish to delay their summer born child's start at school until the September after their 5<sup>th</sup> birthday, the expectation is that they will join their normal age group as they move from Reception to Year 1. Parents should make an in-year application in the summer term for a Year 1 place in September.

If parents do not want their child to miss their Reception year, they may instead request that their child be 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 are advised to still make their application for a Reception place for their child's normal year of entry. If it is agreed that an application for Reception out of the normal age group will be accepted, this application for their normal age group can be withdrawn.

In addition to the above, parents/carers wishing to seek a place for their child out of the normal age group for Reception at Little Houghton Primary should make a formal request in writing (email is sufficient) directly to the bursar at the school giving some information about their child and explaining why they believe it would be in their best interests to be educated out of their normal age group and not miss Reception. Parents can provide any additional evidence to support their request as this information will help the admission authority to make their decision.

The request will be passed to the Admissions Committee of the Governing Board who will then consider the request and decide on the best year group for the child to start school in, on the basis of the circumstances of the case and in the best interests of the child concerned. The Admissions Committee will then respond to parents/carers in writing, letting them know the reasons for their decision about the year group the child should be admitted to.

If it has been decided that the child should start school in Reception out of the normal age group, the parent/carer will then need to make an application for a place in Reception in the normal admissions round in the following academic year.

### **General requests for a place out of normal age group**

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

giving some information about their child and their reasons for the request. They should also make it clear whether their child is currently being educated out of normal age group.

The Admissions Committee of the Governing Board 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.

### **Right of appeal**

If a parent/carer is refused a place at the School, they have the right to appeal against the decision to an independent Admission Appeals Panel. 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](mailto:education@peterborough-diocese.org.uk)*