



Newton Village Academy

ADMISSIONS POLICY 2026-2027

Approved by:	
Chair	Neil Ward
Signed:	<i>NG Ward</i>
Date:	6 March 2025
Headteacher	Lisa Fell
Signed:	<i>L Fell</i>
Date:	6th March 2025

Policy Owner:	Lisa Fell
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The Local Governing Body of Newton Village Academy are the Admissions Authority for the school. Governors have set the published admission number for access to the Reception Class as 10. An application for entry in September 2026 must be made by the closing date, which is the 15th January 2026.

Places at this school will be allocated according to this Admissions Policy and the Local Authority's Coordinated Admissions Scheme. A letter/email informing parents of the success or otherwise of their application will be sent out by the Local Authority (Westmorland & Furness).

1 Oversubscription Criteria

Where there are more applications than places available at Newton Village Academy applications will be prioritised using the criteria below.

After the admission of students with Education, Health and Care Plan (EHCP) where Newton Village Academy is named in the EHCP, the criteria will be applied in the order in which they are set out below:

1.1 Looked after and previously looked after children, adopted from care, special guardianship 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, in England. A 'previously looked after child' is a child who was looked after in England, but ceased to be so because they were adopted, or became subject to a child arrangements or residence order, or a special guardianship order. All references to previously looked after children in this Code mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and 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. Applications in this category must be accompanied by a signed and dated letter from the child's social worker or former social worker confirming their status, to be received by the application deadline in the normal admission round.

1.2 Children of staff employed by Newton Village Academy, on a permanent contract of 0.6 FTE or above for two or more years, at the time when their application for a school place is made or a staff member who has been recruited to fill a vacant post for which there is a skill shortage.

1.3 Children who are attending Newton Village Academy Nursery Class at the time the application is being made who have siblings in the school at the time of admission. Siblings are those living at the same address and include step, foster and adopted children or other children living at the same address. Priority will only be given where it is known at the time of allocating places that a sibling will be attending the school [excluding a nursery class] at the time of admission.

1.4 Children who are attending Newton Village Academy Nursery Class at the time the application is being made. Applications will be prioritised using the distance measurement methodology set out at as follows. Distance measurements will be undertaken using the Local Authority's GIS. This measures a straight-line between the centre of the pupil's home address and the main entrance to the school building as determined by the Headteacher at the time the application was made.

1.5 Children living in the catchment area who have siblings in the school at the time of admission priority will be given to those children with the youngest siblings. Siblings are those living at the same address and include step, foster and adopted children or other children living at the same address. Priority will only be given where it is known at the time of allocating places that a sibling will be attending the school [excluding a nursery class] at the time of admission.

1.6 Children living in the catchment area giving priority to those living closest to the school. Applications will be prioritised using the distance measurement methodology set out at as follows. Distance measurements will be undertaken using the Local Authority's GIS. This measures a straight-line between the

centre of the pupil's home address and the main entrance to the school building as determined by the Headteacher at the time the application was made.

1.7 Children living outside the catchment area who, at the time of their admission, have siblings in the school. Siblings are those living at the same address and include step, foster and adopted children or other children living at the same address. Priority will only be given where it is known at the time of allocating places that a sibling will be attending the school [excluding a nursery class] at the time of admission. Priority will be given to those with the youngest siblings, unless applicants have siblings which are in the same year group, then priority will be prioritised using the distance measurement methodology.

1.8 Children living outside the catchment area, giving priority to those who live closest to the school, Applications will be prioritised using the distance measurement methodology set out as follows. Distance measurements will be undertaken using the Local Authority's GIS. This measures a straight-line between the centre of the pupil's home address and the main entrance to the school building as determined by the Headteacher at the time the application was made.

2 Definition of a 'Parent'

In this policy and in education law, the definition of a 'parent' includes a natural or adoptive parent of the child (regardless of whether the child lives with them, has contact with them, or they have parental responsibility for the child). It also includes a person who is not a natural or adoptive parent of the child, but who has care of and/or parental responsibility for the child.

3 Child's Home Address

3.1 The child's home address is the residential (not business) address of their parent (as defined in this policy) at which they live and sleep for more than 50% of their time from Sunday to Thursday night during term time. It will usually be the address at which they are registered with their GP, hospital, dentist and/or optician, and/or where Child Benefit/Child Tax Credit (if eligible) is claimed, at the time of application.

3.2 Where any uncertainty arises in respect of the child's home address, the School reserves the right to seek documentary evidence to determine which address meets the definition stated above. For the avoidance of doubt, it is the address which meets this definition that will be used to process the application, which may not be the address given by the parent.

3.3 Where the child/child's family is/are not living in the area of the School at the time the application is submitted, the application will be accepted and processed using the child's new address where it is supported by supporting evidence (for example, a signed tenancy agreement, formal mortgage offer, HMLR title deed/document etc).

3.4 Applications for the admission of children of UK Armed Forces personnel with a confirmed posting to the area, or Crown servants returning from overseas to live in the area, will be accepted and processed where it is supported by an official letter giving a relocation date and a Unit postal address or quartering area address for use in applying the oversubscription criteria.

4 Inclusivity and Equality

The School is fully inclusive and welcome applications for the admission of children with special educational needs (SEN), physical, mental or behavioural disabilities and other protected characteristics defined by the Equality Act 2010. The School's admission arrangements are determined and implemented with its equality duties in mind, including the public sector equality duty (PSED).

5 Children with an Education Health and Care Plan (EHCP)

5.1 Children with an EHCP are admitted to school under separate statutory procedures which are managed by the child's home Local Authority, not under the school's determined admission arrangements. Parents or

Carers of children with an EHCP should therefore liaise with their child's home Local Authority's SEN team if they want them to propose to name the School in their child's EHCP and consult with the School as to the suitability of the proposed placement.

5.2 Where, after consultation, the child's home Local Authority names the School in the child's EHCP, the child must be admitted. Where this happens in the normal admission round (i.e. entry to Reception Year in September), these children will be allocated their places before all other applicants, which will reduce the number of places left within the published admission number (PAN). At other times, the child will be admitted whether or not the PAN will be exceeded.

6 Infant Class Size Legislation

For admission to infant classes, i.e. Reception class, Year 1 and Year 2, Government legislation limits the size of these classes to 30 pupils per class. The Trust adheres to this legislation when allocating places in schools.

7 Application Procedure for Admission in September

7.1 Applications for admission to schools in September are known as applications made 'in the normal admission round'.

7.2 Applications in the normal admission round must be made directly to the child's home Local Authority by completing and submitting a Common Application Form (CAF), which is available to download/complete online via the child's home Local Authority's website, by the application deadline. Parents or Carers must state a preference for the School in the CAF.

7.3 Parents or Carers should carefully consider the oversubscription criteria stated above to determine whether other documentation must be submitted in support of the application. This documentation must be submitted to the child's home Local Authority by the application deadline. If not, the child will be placed in the next oversubscription category that applies.

7.4 Applications received after an application deadline will be treated as late applications, which means they will be processed after all on-time applications have been processed and places allocated thereby reducing the chances of the child being offered a place.

8 Statutory Maximum Infant Class Sizes

8.1 The statutory maximum infant class size for Reception, Year 1 and Year 2 is 30 pupils per teacher.

8.2 However, certain categories of children may still be admitted where this would result in a class size exceeding the statutory maximum. These categories are set out in regulations and summarised at Paragraph 2.15 of the Admissions Code. Where this happens, the additional pupils are 'excepted pupils' who do not count towards the class size until it falls back to 30, when they will no longer be regarded as 'Excepted Pupils'.

9 Twins, Triplets and Siblings of a Higher Multiple Birth

Where a twin, triplet(s) or sibling(s) of a higher multiple birth achieves a place at the School within the PAN in the normal way, but their twin, triplet(s) or sibling(s) of a higher multiple birth does not achieve a place, the School will admit their twin, triplet(s) or sibling(s) of a higher multiple birth even where this means exceeding the PAN.

10 Fair Access

10.1 We recognise that the purpose of fair access protocols are to ensure that, outside the normal admissions round, unplaced children, especially the most vulnerable, are found and offered a place quickly, so that the amount of time any child is out of school is kept to the minimum.

10.2 We will endeavour to ensure that our admission arrangements uphold the interests of looked after children and previously looked after children and other potentially vulnerable pupils including those who have already been admitted to the school.

10.3 Our policy and consideration of fair access requests reflects the DFE principles and expectations on all parties to ensure Fair Access Protocols operate effectively at a local level.

10.4 We acknowledge that School Admissions Code gives local authorities and schools, including academies, the freedom to develop and agree protocols which best serve the needs of children in their area.

11 Waiting Lists

11.1 When oversubscribed waiting lists will be drawn up in accordance with the admission policy. Children who are not admitted will have their name placed on a waiting list which will be maintained until 31st December.

11.2 The expression of interest list is ranked strictly in accordance with the oversubscription criteria set out in this policy, and not by reference to the date that the child's name was added to the list. Should a place become available, interested parties will be invited to apply.

11.3 Children placed at the School under the Local Authority's Fair Access Protocol will take priority over children on the waiting list.

11.4 If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted.

12 Statutory Right of Appeal

12.1 Parents or Carers have a statutory right of appeal against the refusal of a place at a School. This right applies to a refusal of a place in any year group at any time.

12.2 The way in which admission appeals are dealt with is set out in the School Admission Appeals Code 2012 (Appeals Code). The process is different for appeals against the refusal of a place in a year group to which the statutory maximum class size applies (Reception, Year 1 and Year 2) compared to appeals against a refusal of a place in other year groups. Parent or Carers should refer to the Appeals Code for further information in this respect.

12.3 Full details of the statutory right of appeal will be set out in the formal letter notifying parents of the refusal of a place, including the deadline for lodging an appeal.

12.4 The School will also publish an appeals timetable for appeals against the refusal of a place in the normal admission round (i.e. to Reception Year in September) alongside this policy on or before 28 February in the year in which offers are made.

13 Deferred Entry and Part-Time Attendance in Reception Year

13.1 All children are entitled to a full-time place in Reception Year in the September following their fourth birthday. Children do not, however, reach compulsory school age (CSA) until one of three prescribed dates following their fifth birthday as follows: Born on or between: Prescribed date the child reaches CSA: 1

September and 31 December 31 December 1 January and 31 March 31 March 1 April and 31 August (known as 'summer' born children' 31 August (one school year later)

13.2 Parents have an absolute right to decide that their child will not start school until they reach CSA, which is known as 'deferred entry' (or 'delayed entry' in the case of 'summer born children' – see below). The School has no discretion to refuse to allow this.

13.3 Where Parents or Carers choose to defer entry until later in the school year, the School will hold their place in Reception Year for them, rather than giving it to another child, for a maximum of two terms (i.e. until the Easter end of term holiday). Places cannot be deferred or retained beyond this point.

13.4 Parents or Carers also have an absolute right to decide that their child will attend school part-time until they reach CSA. In this case, the right can be exercised throughout the school year (i.e. all three terms), and it can also be combined with the right to defer. For example, a child born on 5 February could defer starting school until the first day of term after the Christmas and New Year break and then attend part-time until the Easter break.

13.5 Where Parents or Carers want to defer their child's entry and/or choose for them to attend school part-time, they should apply for a place in the normal way and, once they have accepted the offer of a place, notify the School of their decision, preferably in writing. There is no need to give reasons.

14 Delayed Entry for Summer Born Children

14.1 Children born between 1 April and 31 August (known as 'summer born children') do not reach CSA until 31 August and are therefore not legally required to start school until one school year after they became entitled to a full-time place in Reception Year.

14.2 Parents or Carers of summer born children can defer their child's place for one or two terms and/or choose for their child to attend part-time throughout that school year, as set out above. However, they cannot defer their child's place for a whole school year and still retain it. If they do not want their child to start school at all until the following year (i.e. delay their entry), they will need to refuse the offer of a place and apply for admission again the next year.

14.3 However, where a summer born child is admitted one school year later than usual, by default this would be to Year 1 with their normal age group. This means a) they will have missed Reception Year entirely, and b) they will only achieve an offer of a place if there is one available in Year 1 at that time, which is uncommon.

14.4 Parents or Carers can, however, make a request for their child to be admitted one year later than usual, outside their normal age group, to Reception Year. The procedure for making these requests is set out further below, however Parents or Carers should note that, unlike with deferred/delayed entry and part-time attendance, they do not have an absolute right to decide that their child will be admitted outside their normal age group - this is at the discretion of the Admission Authority for the school involved.

14.5 Parents or Carers are strongly encouraged to make their requests in a timely manner, ideally well ahead of any application deadlines, so that they can obtain a decision in principle which will enable them to make informed decisions on school preferences when they subsequently apply for admission.

14.6 A copy of the actual guidance note can be found on the Department for Education's website at www.gov.uk/government/organisations/department-for-education.

15 Review and determination of the School's admission arrangements

15.1 The term 'admission arrangements' means "The overall procedure, practices and oversubscription criteria used in deciding the allocation of school places including any device or means used to determine

whether a school place is to be offered". The admission arrangements therefore include not only this policy, but all other admission related documents and any other published information about the School's admission processes.

15.2 Under the Code, the Admission Authority for a school must formally determine the admission arrangements for the next intake at that school every year on or before 28 February. Where no changes (other than changing dates/deadlines) are proposed, there is no need to consult. Where changes are proposed (other than a proposed increase in PAN), the Admission Authority must carry out a 6-week statutory consultation in accordance with the Code between 1 October and 31 January ahead of determination of the admission arrangements. Where no changes have been proposed in the intervening period, the Admission Authority must consult on the admission arrangements every 7 years.

15.3 Once determined on or before 28 February, the School's admission arrangements for that intake must be published and a copy provided to their Local Authority. Determined admission arrangements cannot be varied except in limited circumstances to correct a mistake or give effect to a decision of a Schools Adjudicator. All other variations will require Secretary of State consent, which will only be granted where there has been a 'major change in circumstances'.

16 Application Procedure for In-Year Admission (Mid-Year/Other Year Groups)

16.1 Applications for admission to schools other than in September, are known as applications made 'outside the normal admission round' or 'in-year admission'.

16.2 Applications for in-year admission can be made by completing and submitting an in-Year Application Form available directly from the school or Local Authority.

16.3 Parents or Carers should carefully consider the oversubscription criteria stated above to determine whether other documentation must be submitted in support of the application. This documentation must be submitted at the same time as the application, or the child will be placed in the next oversubscription category that applies.