

**Peterborough Diocese Education Trust**

**Loddington CE Primary School**

**Admission Policy for entry in September 2025**



<b>NAME OF ACADEMY</b>	<b>Loddington CE Primary</b>
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<b>This Policy was adopted by the Local Governing Board on: 6<sup>th</sup> February 2021 and reviewed on 13<sup>th</sup> February 2024</b>	
<b>Chair of Governors</b>	<b>Name: Sophie Lewis</b>
	<b>Date: 13.2.2024</b>
<b>Headteacher</b>	<b>Name: Helen Dowsett</b>
	<b>Date: 13.2.2024</b>

## **Applying for a place at Loddington CE School**

North Northamptonshire Council co-ordinates applications for places in this School. In order to submit an application, please refer to the local authority's website –

[www.northnorthants.gov.uk/school-admissions](http://www.northnorthants.gov.uk/school-admissions)

### **Admissions arrangements for academic year September 2025 – August 2026**

Loddington CE Primary School is an Academy within the Peterborough Diocese Education Trust. The Academy Trust is the admission authority and has responsibility for setting the Admission Policy. The policy is administered by the Academy Governance Committee (AGC).

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

The governors will admit children with an Education, Health & Care Plan which names the school.

#### **Oversubscription Criteria:**

When there are more applications than there are places available, the governors will admit children according to the following criteria which are listed in order of priority.

1. Looked after and all previously looked after children.
2. Children on social or medical grounds, where professionals have clearly identified that the school will best meet the needs of the child. These applications must be accompanied by documentary evidence from appropriate professionals within the Health or Social Services.
3. Children who live in the villages of Loddington, Orton and Thorpe Malsor (see parish definition below).
4. Children who have a sibling continuing attendance at the school at the time of admission September 2025 (see sibling definition below).
5. Children of parents/legal guardians who are worshipping members of the churches of St Leonards, Loddington, All Saints, Thorpe Malsor, St Andrews, Broughton, St Andrews, Cransley, Holy Trinity, Rothwell with Orton and St Giles Desborough or the Methodist

churches of Kettering and Rothwell. These applications must be accompanied by form SIF/A available from the school. The completed SIF/A will then be sent to the minister with the form SIF/B to verify church allegiance.

6. Children of worshipping members of any church that is a member of Churches Together in England, this includes the Church of England. These applications must be accompanied by form SIF/A available from the school. The completed SIF/A will then be sent to the minister with the form SIF/B to verify church allegiance.
7. Children of parents/legal guardians of other faiths, or none, who wish their child to be educated in a church school and Christian environment.

### **Tie Breaker**

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**

### ***Looked after children***

A 'looked after child' is a child who, at the time of making an application to a school, is:

- a) In the care of a local authority, or
- b) being provided with accommodation by a local authority in exercise of its social services functions (see the definition in Section 22(1) of the Children Act 1989)

### **Previously looked after children**

Previously looked after children are children who were looked after, but ceased to be so because they:

- a) were adopted under the Adoption Act 1976 (see Section 12 adoption orders) or the Adoption and Children Act 2002 (see Section 46 adoption orders), or
- b) became subject to a child arrangements order (as defined in Section 8 of the Children Act 1989 and as amended by Section 12 of the Children and Families Act 2014), or
- c) became subject to a special guardianship order (see Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians)).

This includes 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. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

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

### ***Parish Boundaries (Ecclesiastical Parishes)***

For Parish boundaries, please visit the internet site <https://www.achurchnearyou.com> put in your postcode, click on where you live and the name of your parish will be shown.

### ***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 must 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.

**Please note** – if false or misleading information is used to try and gain a place, this may lead the AGC 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.

### ***SIF A/B***

If parents/carers wish their application to be considered in criterion 5 or 6, 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 15<sup>th</sup> January 2025.

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.

### ***The following denominations are affiliated to Churches Together in England:***

Antiochian Orthodox Church  
Baptist Union of Great Britain  
Cherubim and Seraphim Council of Churches

Church of England  
 Church of God of Prophecy  
 Church of Scotland (in England)  
 Congregational Federation  
 Coptic Orthodox Church  
 Council of African and Caribbean Churches UK  
 Council of Oriental Orthodox Christian Churches  
 Icthus Christian Fellowship  
 Independent Methodist Church  
 International Ministerial Council of Great Britain  
 Joint Council for Anglo-Caribbean Churches  
 Lutheran Council of Great Britain  
 Mar Thoma Church  
 Methodist Church  
 Moravian Church  
 New Testament Assembly  
 New Testament Church of God  
 Oecumenical Patriarchate  
 Redeemed Christian Church of God  
 Religious Society of Friends  
 Roman Catholic Church  
 Russian Orthodox Church  
 Salvation Army  
 Seventh Day Adventist Church (Observer)  
 Transatlantic Pacific Alliance of Churches  
 United Reformed Church  
 Wesleyan Holiness Church

***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;
- ✝ children living in the same family unit, even if they are not biological brothers and sisters.

### ***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 agree which address they wish to use as the child's main address for the application.

If two adults who have parental responsibility for a child both submit an application with a different address, all applications will be placed on hold and will not be processed until:

- a new single application is made and signed by all parties; or
- written agreement is provided from both parents indicating which address they have agreed on; or
- a court order is provided advising which parent's application should take precedence.

If no agreement can be made, parents are recommended to seek legal advice.

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

### ***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 2025. 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 in the next round of allocations (*for details of when these are – refer to the local authority's composite prospectus*).

### ***Waiting lists***

All parents/carers who are unsuccessful at gaining a place for their child at the School may wish to place their child's name on the waiting list. To do so, parents/carers must contact the School and request that their child's name is placed on the waiting list. This can be done by telephoning the school on 01536 710175, or e-mail: [office@loddington.pdet.org.uk](mailto:office@loddington.pdet.org.uk)

If a place becomes available at the School, it will be allocated according to the oversubscription criteria (*see above*), not on a first come, first served basis. A child's name will remain on the waiting list until the end of the School term in which the application was made (31<sup>st</sup> December). If parents/carers wish their child's name to stay on the waiting list for the remainder of the academic year, they must email/write to the School at the beginning of each term to renew their interest i.e. in January and /or following the Easter break (April/May). Please note a new application form will have to be completed if parents/carers want their child's name to remain on the waiting list in the following academic year.

**Please note** – placing a child's name on the waiting list does not affect parents'/carers' right to appeal.

### **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)

### **Admission of children below compulsory school age and deferred entry to school**

Children are required to start their compulsory education from the beginning of the term following their 5<sup>th</sup> birthday (based on a 3 term year with terms starting in September, January and April). In Loddington CE School, children are entitled to 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 5<sup>th</sup> birthday.

#### **Deferred entry:**

Parents/carers can request that *entry to the School* is deferred until later in the same school year (i.e. a child born in the Autumn term could defer starting school until January and a child born in the Spring or Summer term could defer their start until after Easter). If such a request is made the School is required to *hold the place* for the child; the place cannot be offered to another child but it cannot be kept open beyond the beginning of the Summer term.

Alternatively, where the 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 (the start of the term following their 5<sup>th</sup> birthday). Any parents/carers considering deferring their child's admission to school or part time attendance are recommended to discuss this with the Headteacher.

### **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 5<sup>th</sup> 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.*

### **Process for requesting a place out of normal age group (not Summer Born)**



Parents/carers may seek a place for their child out of their normal age group as stated above. If parents/carers wish to do so, they must contact the head teacher at the School.

The Admissions Committee of the [Local]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.

#### **Requests for admission out of normal age group (*Summer Born children*)**

Parents/carers who wish to apply for a place in Reception out of the normal age group should make a request to the Academy Governance Committee. The request needs to be accompanied by reasons for such a request and should be made by **1 December** of the year prior to the year the child should enter Reception if they had not requested to defer applying.

The Academy Governance Committee will 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.

The Academy Governance Committee will inform the parents/carers of its decision on the Year group the child should be admitted to when they have to start school (i.e. Reception or Year 1) and will set out clearly the reasons for their decision.

If the Academy Governance Committee **agrees** to the parent's/carer's request to defer the application for a Reception place, they will inform the local authority and the parents/carers will then need to make an application for a place in Reception in the normal round of admissions in the following academic year. **Please note** – in this following normal admissions round, if the School is oversubscribed, all applications (including deferred applications) for the School will be ranked in accordance with the School's oversubscription criteria. If the application is not successful, parents/carers will have the right to appeal but, as the purpose of the appeals process is to consider whether a child should be admitted to a particular school, parents/carers do not have a right of appeal if they have been offered a place and it is not in the year group they would like.

If the Academy Governance Committee does **not agree** to the application being deferred, there is **no right of appeal** against that decision and the parents/carers will need to make an application to the local authority for a place in Reception by 15 January or make an in-year application for a Year 1 place at the appropriate time.