



Admissions Policy

Roade Primary School

Approved by:	Full Governing Body	Date: 27th October 2025
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1. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked-after children, as defined in section 22 of the Children Act 1989, are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

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

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order (defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014), or
- Became subject to a special guardianship order (defined in section 14A of the Children Act 1989)

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to 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.

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.

A **parent** is any individual who holds parental responsibility, as defined under the Children Act 1989, or any person who has care of a child, where the child lives with them either full or part time and they look after that child.

4. How to apply

For applications in the normal admissions round you should use the application form provided by West Northamptonshire Council <https://www.westnorthants.gov.uk/school-admissions>

You will receive an offer for a school place directly from West Northamptonshire Council.

Please note, pupils already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place in reception.

5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Parents may request that their child is admitted outside their normal age group, for example where a child is gifted and talented or has experienced developmental delay, or where parents of a summer-born child (born between 1 April and 31 August) wish to delay admission to Reception by one full school year.

Any such request should be submitted in writing to West Northamptonshire Council's School Admissions Team, setting out the year group being sought and the reasons why this would be in the child's best interests. Relevant supporting information should be included where available, such as professional reports from early years practitioners, medical practitioners, or other professionals who know the child.

A request of this nature must be made at the same time as submitting the standard application for the child's normal year group. Applications for Reception places must be made by the published closing date. Requests received after this date may not be able to be considered in advance of National Offer Day.

The Council, as the admission authority for this school, will consider each request on its individual merits, taking into account the information provided and the circumstances of the child. A decision will be confirmed in writing to the parent, stating which age group the child should be admitted to.

Where a request is agreed, the application will be processed in the admissions round for the agreed year group when it is due. Agreement to an admission outside the normal age group does not guarantee a place at this school; applications will still be considered in accordance with the published oversubscription criteria.

Parents/carers are encouraged to discuss their request in advance with the headteacher of the preferred school so that the school can provide any relevant professional views to the admission authority

For applications please use the application form provided by West Northamptonshire Council which can be found on their website. <https://www.westnorthants.gov.uk/school-admissions>

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' 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 previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school, but it is not in their preferred age group.

6. Allocation of places

6.1 Published admission number (PAN)

The school has a published admission number of 60 pupils for entry in reception .

6.2 Oversubscription criteria

All children whose education, health and care (EHC) plan names the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order, until all places are filled.

1. Highest priority will be given to looked-after children and all previously looked-after children who apply for a place at the school.
2. Priority will next be given to children on the basis of social or medical need. The school defines social and medical need as circumstances where a child's health or social welfare would be significantly and demonstrably disadvantaged if they were not offered a place at this school. This includes where attendance at this particular school is essential to ensure the child can access specific support, stability, or specialist provision that cannot reasonably be provided at another school. To be considered under this priority, the school requires written, independent professional evidence that clearly supports the application and sets out why this school is the most appropriate placement. Evidence must:

- Describe the child's (or parent/carer's) medical or social condition and its impact
- Explain why the condition makes attendance at this specific school essential
- Be current, relevant, and specific to the circumstances stated in the application

Acceptable supporting evidence may include:

- A letter or report from a doctor, medical consultant, or other qualified health professional
- A written statement from a social worker, early help worker, or other professional supporting the family
- Reports from educational psychologists or other specialist practitioners

Evidence from professionals must be submitted by the application closing date. Submitting evidence does not guarantee that a child will be placed in this category. The admission authority will determine whether the evidence provided demonstrates an exceptional need for attendance at this school.

3. Priority will next be given to children living in Roade with siblings on the roll of the school at the point of application for the new pupil. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former pupils of the school.
4. Priority will next be given to children who live in the area of Roade.
5. Priority will next be given to children with siblings on the roll of the school at the point of application for the new pupil. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former pupils of the school.
6. Other pupils

6.3 Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria up to and including point 5 outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school.

Distance will be measured in a straight line from the child's home address to the school's front door. For the purposes of this policy, a child's home address is defined as the place where they live and sleep for the majority of nights in a normal school week, with their parent(s).

If a child lives in different properties (shared care), parents must provide the address where the child lives for the majority of the week. In cases of equal shared care, both parents must agree which address should be used on the application. For applications made in the normal round, if there is no agreement, the local authority will decide which address will be used.

Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

6.4 Waiting list

We will maintain a clear, fair and objective waiting list for children entering Reception until 31st December of each school year of admission. If your application is unsuccessful, your child's name will be added to the waiting list. Where places become available, they will be allocated to children on the waiting list in accordance with the oversubscription criteria outlined in section 6.2. Priority will not be given to children based on the date their application was received, or when their name was added to the list.

Under the School Admissions Code, looked-after children, previously-looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol (see section 6.6 below) must take precedence over those on the waiting list.

6.5 Children below compulsory school age

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday.

Parents may defer their child's entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year the offer was made for.

Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

6.6 Fair Access Protocol

We participate in West Northamptonshire council's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible and before anyone is considered from the waiting list. Eligibility for the Fair Access Protocol does not limit a parent's right to make an in-year application to the school for their child. Any application will be processed in accordance with the usual in-year admission procedures (see section 7).

6.7 Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. The exception to this is where we may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, in certain cases where the specific criteria listed in the School Admissions Code (paragraphs 3.10 to 3.13) apply.

6.8 Children of UK service personnel and crown servants

Families of UK service personnel with a confirmed posting, or crown servants returning from overseas, will be allocated a place in advance of the family arriving in the area, provided a place is available and the application is accompanied by an official letter that declares a relocation date.

We will use the address at which the child will live when applying our oversubscription criteria, provided the parents provide some evidence of their intended address. Alternatively, the unit or quartering address will be used as the child's home address when considering the application against the oversubscription criteria, where this is requested by a parent.

6.9 Withdrawing an offer of a place

We will not withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.

Where a parent has not responded to the offer, we will give them a further opportunity to respond and explain that the offer may be withdrawn if they do not respond.

If an offer is withdrawn on the basis of misleading information, we will consider the application afresh and a right of appeal will be offered if an offer is refused.

We will not withdraw an offer of a place once a child has started at our school except where that place was fraudulently obtained. In these circumstances, we will consider the length of time that the child has been at the school before deciding whether to withdraw the place.

7. In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to the waiting list for the relevant year group. When a space becomes available, it will be filled by 1 of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be applied for via West Northamptonshire Council

<https://www.westnorthants.gov.uk/school-admissions>

Parents will be notified of the outcome of their in-year application directly from West Northamptonshire Council.

8. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the Admissions Team, West Northamptonshire Council.

You can find details of the school's appeals timetable in Appendix 1 and on the school's website:

Appeals will be heard by an independent appeal panel.

9. Monitoring arrangements

This policy will be reviewed and approved by the Full Governing Body every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the published admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years. Consultation will be for a minimum of 6 weeks and will take place between 1 October and 31 January of the school year before the arrangement are to apply.

Appendix 1 – Appeal timeline

What the process looks like

1. Decision letter / refusal

After you apply for a school place and your child is not offered a place at one of your preferred schools, you'll get a refusal from WNC.

2. Submitting your appeal

You're eligible to appeal if you were refused a place for a school you applied for.

You'll need to complete the online appeal form and include a statement of your reasons and any supporting documents.

There's a deadline (for the "normal round" of admissions) by which the completed appeal must be lodged.

3. Acknowledgement & hearing date

Once WNC receives your appeal, they'll send you confirmation with the date/time of the hearing (for normal rounds). You should receive the hearing notice at least 10 school days in advance. (This is the general statutory rule.

For in-year (non-normal round) appeals, the timescales may differ.

4. Hearing & evidence

At the hearing you'll have the chance to present your case (why you believe the decision should be overturned) and the school/LA will present theirs (why they could not offer the place). The hearing will be heard by an independent appeals panel.

After the hearing, you'll get a decision—often within ~5 school days

5. Decision sent to you

Once the panel has decided, WNC will notify you of the outcome. If upheld, your child will be offered a place. If not, you will need to remain allocated the place you've been offered (or find another) unless something changes.

Other information

- Make sure you submit your appeal form by the deadline for the "normal round" (if your child is entering Reception or Year 7 in the usual way). Late submission may mean the hearing happens later.
- Even if you're appealing, accept the place you have been offered (if you've been offered one) so that your child isn't left without a school.
- Gather any supporting evidence early (medical, social, educational) to show why your child should have a place at that preferred school.
- If you're appealing an infant class (Reception/Years 1-2), note that there's a legal rule limiting infant class sizes to 30 children per teacher — the panel will look at whether admitting your child would breach that limit.

- If you're doing an "in-year" admission (not the normal start year), then the timeline is more flexible: you lodge the appeal after refusal and the hearing will be arranged in a timely way rather than strictly by the annual timetable.
- Keep an eye on your email / post for the hearing notification — you'll be given time to review the "appeal pack" (the school's case + your evidence) in advance.
- You can only appeal once per school, per admission year, unless there have been significant changes in circumstances.