



ENDEAVOUR LEARNING TRUST

Admissions Policy (Northbrook Primary Academy)

2024-25

Determined (Approved): 9th February 2023

ADMISSIONS POLICY – NORTHBROOK PRIMARY ACADEMY
2024 - 2025

As a Multi- Academy Trust academy, funded by the ESFA, the Endeavour Learning Trust Board (Trust Board) is the Admissions Authority and is responsible for applying the admissions criteria to applications submitted for entry to all its schools. The coordination of the arrangements for schools in Lancashire are undertaken by Lancashire County Council, the local authority.

This policy has been written to comply with the statutory guidance of the [Schools Admissions Code \(September 2021\)](#) and the [Schools Admission Appeals Code \(October 2022\)](#).

For 2024-25 admissions, the Trust Board has set its published admissions number (PAN) for Northbrook Primary Academy as shown below.

Schools	Age Range	PAN
Northbrook Primary Academy	4-11	30

Admissions to the schools will be determined by the Trust Board. Parents must complete an application form online through Lancashire County Council’s website. There is a Common Application Form available for those without access to the internet, which can normally be found at primary and secondary school offices or downloaded from Lancashire County Council’s website. This is the link to the online application form.

<https://www.lancashire.gov.uk/children-education-families/schools/apply-for-a-school-place/apply-online-for-a-school-place/>

Statutory Dates	Primary Schools
Closing Date	15 th January 2024
Offer Issue Date	16 th April 2024

After the admissions of Children with an Education Health and Care Plan which names the school and where there are more applications submitted than places available priority for admission will be given to those children who meet the admissions criteria below. All applications will be accepted if the school’s PAN or fewer applications are received.

Twins/Triplets or children from other multiple births in the same year group will be admitted if there are insufficient places (i.e. where one of the siblings is the last child who can be admitted up to the admissions number).

ADMISSIONS CRITERIA 2024-25

The criteria will be applied in the order in which they are set out below:

- 1) Looked after children and children who were previously looked after and ceased to be so because they were adopted (or became subject to a special guardianship order) including children who appear to have been in state care outside of England and legally adopted from overseas.
- 2) Children with proven and exceptional medical, special educational or social needs which are directly relevant to the school. The application must be supported by written specific appropriate professional advice (letter from doctor or social worker) as to why admission to the school is necessary. It is the responsibility of parents to show that it is essential for the child to attend the school rather than any other school.
- 3) Siblings of children who will be attending the school on the date when the applicant would be admitted. The term siblings include brother or sister, half brother or sister, step brother or sister, adopted brother or sister, foster brother or sister and other children living permanently at the same address. Only one address can be used for school admission purposes. This is defined by Trust Board as the home in which the child lives for most of the school week.
- 4) Any other applicants.

Tie-breaker

Where there are more applicants received than places available under any of the above criteria then the distance between the school and the home (as defined above in criterion 3) will be used as the final determining factor. The distance criterion is a straight line (radial) measured centre of building to centre of building. Where the cut-off point is for addresses within the same building, then the single measure between address points will apply and the Local Authority's system of a random draw will determine which address(es) receive the offer(s) as an effective, clear and fair tie breaker. In the case of the point within school, this will be the main school office.

Waiting lists

In the event of there being more applicants than places, a waiting list will be operated by Trust Board. A place will be offered if one later becomes available. The waiting list is kept in priority order using the admission criteria. The list may change as children move into and out of the area or accept alternative places. If a place becomes available and you are top of the list, you will be offered a place whether or not you have appealed. If you wish to know your approximate position on the waiting list, contact the Trust Board via our central email admissions@endeavourlearning.org stating clearly which school you are enquiring about.

The Trust Board will keep a waiting list until 31st December of the new school year. Parents who want a pupil's name to remain on the waiting list must contact school early in the new school year to confirm that this is the case. Places are only offered from waiting lists where the allocated number of children falls below the admission number for the year group. See below for information on in-year admissions to all year groups.

Late applications for admission

Where there are extenuating circumstances for an application being received after the last date for applications, and it is before the Trust board has established its list of pupils to be admitted, then it will be considered alongside all the others.

Otherwise, applications which are received after the last date will be considered after all the others and placed on the waiting list in order according to the criteria.

In-year admissions to all year groups

If you wish to make an in-year application for a place in school, please refer to the school website (<http://northbrookpa.org/>) for comprehensive information relating to in year admission procedures. In-year admission is the process of applying for admission into an existing year group within a school. Applications for the intake made after the start of the autumn term will be treated as an in-year application.

The in-year admission process is managed by the school. Parents are required to complete the in-year application form (appendix 1), which is also available from the school website. All those applying for admission outside the normal admission round, including late applications, will be admitted where there are places available up to the admissions number for the year group. If there are more applicants than places available such applications will be placed on the waiting list and ranked in line with oversubscription criteria. Details of children who cannot be admitted will be referred to Lancashire County Council, which may contact you to support you to secure a place at a school.

[where appropriate] Where a place cannot be secured, parents have a legal right of appeal to an independent appeal panel. Lancashire County Council administers the appeals process on behalf of the school. Parents can complete the school's appeal form on Lancashire County Council's website.

School starting age (Primary Schools only)

Most children start school full-time in the September after they turn 4. If you do not think your child is ready to start school by then, they can start part-way through the year or part time - as long as they are in full-time education by the time they reach 'compulsory school age'. This is on 31 December, 31 March or 31 August following their fifth birthday - whichever comes first. If your child's fifth birthday is on one of those dates then they reach compulsory school age on that date.

For example, if your child reaches compulsory school age on 31 March, they must start full-time education at the beginning of the next term (summer term that year). Children born between 1 April and 31 August can start the September after they turn five.

Contact the school to ask for your child to start later. The school will decide if your child should start in Reception class or Year 1, based on what's in the best interests of your child. Parents must apply for the intake in the September before the child's 5th birthday, even if they intend to delay the start.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested and the year group in which they wish their child to be allocated a place.

When such a request is made, the Trust Board will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent, such as 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; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The Trust board will also consider the views of the headteacher. When informing a parent of their decision on the year group the child should be admitted to, the Trust Board will set out clearly the reasons for the decision.

Fair Access Protocols

The Trust Board may admit a child to the school where it is requested to by Lancashire County Council, even when admitting such a child would exceed the normal admission number.

Appeals

Parents have a right of appeal to an independent appeal panel in line with the School Admissions Appeals Code (October 2022) as it applies to academies.

Signed: *Helen Dicker*

Chair of the Trust Board

Date: February 2023

Form issued by (print details)

Name: _____ Date: _____

Tel No: _____



In-Year Admission Form

If your child has an EHCP and/or is Looked After, please do not complete this form and contact your Local Authority area office.

Reason for transferring schools:

Please tick appropriate box(s)

- Moving to area from outside of the UK (Please state Country):
 Moving to area from another local authority (Please state Local Authority):
 Moving from one area of the local authority to another (Please state area):
 School to School Transfer within the same authority:
 Leaving Private Education:
 Leaving Elective Home Education:
 Other (Please state):

This form must be completed in relation to all applications for In Year Admissions to and from any Endeavour Learning Trust school. You must complete an application for every child (i.e. one each for twin / sibling) who requires a school.

Child's Legal Surname:		Child's Forename(s):	
Child's Date-of-Birth:	School Year Group:	Age:	Male/Female:
Child's home address (current):		Child's new address (if you are moving):	
Postcode:		Postcode:	Date of move:
Name of Parent/Guardian(s): Parental Responsibility: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Home address (If different to child's):			
Postcode:			
Is English the first language spoken? By Parent: Yes <input type="checkbox"/> No <input type="checkbox"/> By Child: Yes <input type="checkbox"/> No <input type="checkbox"/>			
If no please state first language: By Parent:		By Child:	
Contact details	Home number:		
	Mobile number:		
	Email address:		

Please name your preferences of schools in priority order below

School Preferences and School address
1.
2.
3.

Current School (If applicable)

Authority	Establishment Name/Address	Date from:	Date last attended:

Previous Schools/Educational Placements within the last 3 years

Authority	Establishment Name/Address	Date from:	Date last attended:

Details of siblings who will be attending the school now being applied for. (*Siblings include brothers and sisters, stepchildren, half brothers and sisters, adopted and foster children living with the same family at the same address*).

Name(s)	Date of Birth	School	Male/Female

Pupil Background

(Previous Education/Support History <i>(Please tick as appropriate)</i>)		Yes	No
Is this pupil in care (Looked After/Previously Looked After)? If yes, to which Local Authority			
Children's Services involvement? If yes, please provide social worker's name:			
Previously Permanently Excluded?			
Previous Exclusion Record?			
Are you a Crown Servant? If you are UK service personnel or other Crown Servants living abroad with your family please tick YES. You will need to provide an official MOD, FCO or GCHQ letter declaring your relocation date and address.			
Special Educational Needs Status (SEN)	Education Health and Care Plan (EHCP)		
	Under Formal Assessment		

Additional Information About Your Application/School Preferences

Additional information to support your application may be provided. This can be medical, social and welfare information relating to the pupil and/or the family. Evidence from an appropriate professional (e.g. doctor, health visitor, social worker) can be attached. Please continue on a separate sheet if necessary.

Signature(s)

I/We confirm that the information provided is accurate at the time of this application. I/We acknowledge that the admission authority have the right to verify the information given on this application. I/We acknowledge that the offer of a place will be based upon this application and that an offer may be withdrawn if subsequently it is found to have been made in relation to inaccurate or misleading information. I/we will provide evidence of the pupil's permanent address and date of birth prior to or after taking up a school place if requested. I/We give permission for the Trust staff to contact the school where my child is currently attending to seek background information in respect of behaviour/attendance/the involvement of outside agencies.

Parent(s)/Guardian(s)**Date**

Please submit this form, highlighting the relevant school, to the Trust Admissions mailbox:

admissions@endeavourlearning.org