



# Admissions Policy

2025 - 2026



Determined (Approved) date: 14 December 2023

Determined (Approved) by: Trust Board

## About This Policy

As a Multi- Academy Trust, the Endeavour Learning Trust (“the Trust”) is the Admissions Authority and is responsible for applying the admissions criteria to applications submitted for entry to all its academies. This policy sets out how admissions will be dealt with and the determined admissions arrangements for Northbrook Primary Academy (“the Academy”).

## Compliance

This policy has been written to comply with the following provisions, codes and statutory guidance:

- Schools Admissions Code (September 2021)
- Schools Admission Appeals Code (October 2022)
- School Standards and Framework Act 1998.
- Children and Families Act 2014.
- Equality Act 2010.
- Human Rights Act 1998.
- The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012.
- School Admissions (Appeal Arrangements) (England) Regulations 2012.
- The School Admissions (Infant Class Sizes) (England) Regulations 2012.
- Special Educational Needs and Disability Code, January 2015.

## Admission Arrangements

The Trust will determine the Academy’s Admission Arrangements annually to include the PAN and oversubscription criteria. The year that the Admission Authority makes its determination is known as the determination year (“Determination Year”).

The Admission Arrangements must be determined by the Trust by 28 February in each Determination Year.

In the event that the Trust has determined a change is to be made, or it has been seven (7) years since the Trust last consulted on its unchanged arrangements, a statutory consultation will be carried out in line with the School Admissions Code (as updated from time to time).

The Trust will provide details of the Admission Arrangements to the appropriate bodies (as specified within the School Admissions Code), along with the governing bodies of community and voluntary controlled schools in the local area. Reasonable endeavours will be made to ensure the consultation reaches relevant stakeholders so they can express their view.

The coordination of the arrangements for schools in Lancashire are undertaken by Lancashire County Council, the local authority. Lancashire County Council will publish the determined admission arrangements on its web site and within its composite prospectus (which will be available online or in hard copy) by 15 March in each Determination Year. The Academy will also publish the determined Admissions Arrangements on its website by 15 March in each Determination Year.

If there are any objections to the Academy’s Admission Arrangements, these must be made to the Schools Adjudicator. The objections must reach the School Adjudicator by 15 May of the Determination Year. If the objections do not reach the Schools Adjudicator by the specified date, there will be no obligation to consider them.

Admissions to the schools will be determined by the Trust. 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/>

| <b>Statutory Dates</b> | <b>Primary Schools</b> |
|------------------------|------------------------|
| Closing Date           | 15 January 2025        |
| Offer Issue Date       | 16 April 2025          |

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.

## Admission Number

For 2025-26 admissions, the Trust has set the published admissions number (PAN) for entry into reception as follows:

| <b>Academy</b>             | <b>Point of Entry</b> | <b>PAN</b> |
|----------------------------|-----------------------|------------|
| Northbrook Primary Academy | Reception             | 30         |

This includes children with a Statement of Special Educational (SEN) Needs or Education, Health and Care Plan (EHCP) which names the Academy. Where fewer applicants than the PAN for the relevant year are received, all those who have applied will be offered places at the Academy.

## Infant Class Sizes

The Academy will comply with the infant class size regulations and will ensure that the classes in reception and Years 1 and 2 shall not exceed more than 30 pupils per single qualified teacher.

A pupil will not count towards this number when:

- they have been outside the normal admissions round with Education, Health and Care Plan naming the Academy;
- they have been admitted outside the normal admission round and are a looked after child or a previously looked after child;
- there has been a procedural error by the Trust when making the initial allocation of places in the main admission round;
- an independent appeal panel upholds an appeal;
- the child has moved to the area outside the normal admission round and there is no other available school within a reasonable distance;
- they are the child of UK service personnel and admitted outside the normal admissions round;
- their twin or sibling from a multiple birth has been admitted to the Academy; or
- the child has special educational needs and is normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes at the Academy.

## Multiple Births

If children of multiple births (twins or triplets) require admission into the same year group and there is only a single place left within the Academy's Published Admission Number, the Trust will allocate above the Published Admission Number (PAN) in order to accommodate each child.

## Oversubscription Criteria

When the Academy is oversubscribed, after the admission of pupils with Education Health and Care Plans naming the Academy, priority for admission will be applied by the Trust following the criteria set out below:

1. Looked after children, previously looked after children and children who appear (to the Trust) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
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 Academy 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 the Trust as the home in which the child lives for most of the school week (i.e. for four nights or more per 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 (the address which the child lives at for most of the week) 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 the Academy, this will be the main school office.

Where a child lives at two addresses with parents with shared parental responsibility the distance shall be calculated by the address which the child lives for most of the week.

## Waiting Lists

In the event of there being more applicants than places, a waiting list will be operated by the Trust. A place will be offered if one later becomes available. The waiting list is kept in priority order using the oversubscription 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. The waiting list will be open to any parent to ask for his or her child's name to be placed on the waiting list following an unsuccessful application.

If you wish to know your approximate position on the waiting list, contact the Trust via our central email [admissions@endeavourlearning.org](mailto:admissions@endeavourlearning.org) stating clearly which school you are enquiring about.

The Trust will keep a waiting list until 31 December of the new school year. 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

All applications received by the Trust after the deadline for submitting an application will be considered as a late application. An application will be considered late if it is submitted after 15 January but before the first day of the Autumn Term. Late applications will be considered after all those received on time and in accordance with the oversubscription criteria. If, following consideration of all on-time applications the Academy is oversubscribed, parent(s) / carer(s) who have submitted a late application may request that their child is placed on the Academy's waiting list.

## In-Year Admissions to All Year Groups

Applications received after the start of the Autumn Term in any Academy year will be treated as an in-year application and not a late application. In these circumstances, parent(s) / carer(s) must complete the in-year application form which will be considered by the Trust.

If you wish to make an in-year application for a place in school, please refer to the Academy website (<https://northbrookpa.org/about-us/admission-arrangements>) 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.

The in-year admission process is managed by the Academy. Parents are required to complete the in-year application form (appendix 1), which is also available from the Academy 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 another school.

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 Academy's appeal form on Lancashire County Council's website.

## School Starting Age (Primary School)

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).

Contact the Academy to ask for your child to start later. Please note that a place cannot be postponed for a full academic year.

## Summer Born Children

Parent(s)/ carer(s) have the right to delay their child's start at school if that a child born between 1 April and 31 August (otherwise known a 'summer born child') (i.e. until the September after the child's fifth birthday).

If a parent wishes to exercise this right they must:

- Make an application in the year before that which they are seeking entry into; and
- Follow the process for making a request for their child to be admitted outside the normal age group as outlined below.

Where possible, the Trust shall provide notification if the application to admit a summer born child outside the normal age range is successful prior to National Offer Day. If the application is successful it will be considered alongside the other applications for admission into reception and will be subject to the normal oversubscription criteria.

If the application to admit a summer born child outside the normal age range is unsuccessful the application will be treated as an in-year admission to Year 1 (the normal age group) and will be subject to the normal oversubscription criteria.

## 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;
- the normal age group that the pupil would be admitted to and the year group in which they wish their child to be allocated a place;
- the parent's views on why the admission outside of the normal year group should be made;
- information and evidence about the child's academic, social and emotional development as supported by professionals;
- confirmation as to whether the child has been educated outside of the normal age group previously; and
- if relevant to the request, a medical history and the views of medical professionals about the request for being educated outside of the normal age group.

When such a request is made, the Trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned. The Trust 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 will set out clearly the reasons for the decision.

If the request for a deferred entry is not made within the normal admissions round and is refused by the Trust whereby you are not offered a place for your child in the normal age group, then you will have the right to appeal the decision to an independent appeal panel.

If the application is made during the normal admissions round, and the Trust agrees that an admission outside of the normal age group is acceptable, then the application will be processed and will still be subject to the Academy's oversubscription criteria. A grant of the application does not receive any priority under the Academy's oversubscription criteria. If the application is rejected by the Trust during the normal admissions round then the application for a place at the Trust will still be subject to our oversubscription criteria but for admission into the normal age group.

## Fair Access Protocols

The Trust may admit a child to the school where it is requested to by Lancashire County Council, under the Fair Access Protocol, even where that would exceed the normal admission number. Each case in which the Academy is allocated a child will be dealt with on its own individual circumstances, the matters relevant to the applicable year group and the process set out under the fair access protocol as in force at the time.

## Appeals

Parents have a right to appeal the Trust's refusal to offer a place at the Academy. The appeals shall be heard by an independent appeal panel and the appeal process carried out in line with the School Admissions Appeals Code 2022 (as updated).

**Signed:** *Helen Dicker*

Chair of the Trust Board

**Date:** December 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.

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

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)?<br>If yes, to which Local Authority   |                                       |     |    |
| Children's Services involvement?<br>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](mailto:admissions@endeavourlearning.org)