

South End Infant School	Admissions Arrangements Policy	
Approved: November 2024		Review: November 2025

Children are accepted into this school in the September prior to their 5th birthday. The cut-off date is 31st August and any child who turns five in the September, enters school the following year.

South End Infant School is a co-educational school for children in educational year groups Reception to two, (age range 4 – 7). The school operates on a planned admission limit system as laid down by Northamptonshire County Council. The Local Authority has formal responsibility for admitting pupils up to the school's physical capacity, which is ninety pupils in each year group (270 pupils in total).

The governors wish this school to serve the parents and children of the surrounding locality, and it is their intention to provide the highest quality of education possible for this community. As an infant school we work within the limits of infant class sizes, which are capped at thirty.

South End Infant School welcomes pupils with special educational needs, providing their individual needs can be met, taking into account the physical constraints of the building, children already within school and available resources. The governors reserve the right to present a case to the local authority to challenge the admission of Special Educational Needs/EHC Plans should the needs outlined for that pupil exceed the school's capacity to properly provide for that pupil.

Application Process

You must fill in an application form through the NNCC website: <https://www.northnorthants.gov.uk/primary-school-places/apply-primary-school-place>.

Further information to help with the application process can be found in the NNCC document:

<https://cms.northnorthants.gov.uk/media/10524/download>

10th September – Application portal opens for Primary, Infant and Junior School applications. Information on how to apply for a school place is published by the County Council on their website:

<https://www.northnorthants.gov.uk/school-admissions>. Parents can submit their application, listing up to three schools in order of preference that they wish their child to attend the following September. If parents need access to the internet to make an application then the school may be able to offer this facility.

15 January – Deadline for submitting Primary, Junior, Infant applications.

16 April – Parents will be informed of their child's allocated school place for the following September by NCC.

In-Year Admissions

The application process for in-year admissions due to relocation or change of school during an academic year, is also on the North Northamptonshire website <https://www.northnorthants.gov.uk/school-admissions>.

Please be aware that, as a Local Authority maintained school, all applications to the school must go through North Northamptonshire Admissions. As children leave South End Infant School at Year 2, Parents must apply for their child's next school in the same manner - even if their preferred school is South End Junior School.

Fair Access Protocol

We participate in North Northamptonshire County 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.

Admissions Criteria

Whilst the law gives parents the right to state a preference for the school they wish their child to attend, if the standard number is over-subscribed the following oversubscription criteria will apply and places will be allocated in the following order of priority:

Places will be allocated to pupils who have an EHC plan that names the school as appropriate provision. When there are more applications for places than there are places available, priority will be given in the following order:

1. Looked after children and all previously looked after children.
2. Children who live in the linked area (Newton Bromswold. Higham Park Road)
3. Pupils with a brother or sister* continuing at the school or linked junior school at the time of admission of the child.
4. Pupils who live closer to the preferred school than any other school.
5. Other pupils.

Allocation up to Published Admissions Number (PAN)

If the admission number is exceeded within any criterion, priority will be given to those who live closest to the school. Distances will be determined by the Local authority measured on a straight-line basis using a geographical information system.

Tiebreaker

If the admission number is exceeded within any criterion priority will be given to those who live closest to the school.

***Brother/Sister Definition (otherwise known as a Sibling)**

A sibling is defined as a child's brother or sister. A sibling must be living at the same permanent address and as part of the same family unit (one or two parents plus children) to qualify under this criterion. NCC's definition of 'sibling' for Community and Voluntary Controlled schools includes:

- Half-brothers and half-sisters
- Step-brothers and step-sisters
- Adopted children
- Children in foster care
- children living in the same family unit, even if they are not biological brothers and sisters – for example when the parents are not married/in a civil relationship.

Cousins are not regarded as siblings.

The sibling link will only be valid if the sibling will be attending when the child applying starts school. This means that it may not count as a sibling link if a child wants a place in a primary school, but their brother is in Year 6 and will therefore have left the school when the child applying starts at the school.

Appeals

Parents who are unsuccessful in gaining their first preference of school may place their child's name on a waiting list. This is managed and kept by the Local Authority and not the school. If places become available before the start of the following term, children on the waiting list will be offered to them according to the above criteria. If a child is not offered a place at South End Infant School because of over-subscription, parents have a right of appeal to the Local Authority, whose address is below.

School Admissions Team
North Northants Council
Tithe Barn Office Block
Tithe Barn Road
Wellingborough
NN8 1BN

Tel: 0300 126 3000

Email: admissions.ncc@northnorthants.gov.uk

Website: <https://www.northnorthants.gov.uk/school-admissions/appeal-school-place>

Parents' additional evidence must be submitted within 10 days of making an appeal to:

appealsteam@northnorthants.gov.uk

Or by post to:

Appeals Team, Legal Services
North Northamptonshire Council
The Corby Cube
George Street
Parklands Gateway
Corby
NN17 1QG