



**Peterborough Diocese Board of Education**  
**Stanion Church of England Voluntary Aided Primary School**  
**Admission Policy 2028**

Applying for a place at Stanion C.E.V.A Primary School

North Northamptonshire Council (NNC - the local authority) co-ordinates applications for places in this School.

In order to submit an application, please refer to the local authority's website – <https://www.northnorthants.gov.uk/school-admissions>

The Governing Body (GB) is the Admission Authority for this Voluntary Aided School and is therefore, responsible for the admission of children to the School.

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

The Governing Body will admit children with an Education, Health and Care Plan (EHC Plan) which names the school.

**Oversubscription criteria**

Where there are more applications than there are places available, children will be admitted according to the following criteria, which are listed in order of priority:

1. A 'looked after child' (LAC). A child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements order, or special guardianship order (PLAC). 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 (IAPLAC).  
A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).
2. Children living with their parent(s)/legal guardian(s) resident in the villages of Stanion or Little Oakley (see residence definition below).
3. Children who have a sibling attending the school at the time of admission.
4. Children of parent(s)/legal guardian(s) resident outside the villages of Stanion or Little Oakley who can demonstrate they are a worshipping member of the Church of England or the Methodist Church. These applications must be accompanied by form SIF/A available from the school (see definition below). The completed SIF/A will be sent to the minister with form SIF/B for confirmation.
5. Children of parent(s)/legal guardian(s) resident outside the villages of Stanion or Little Oakley who can demonstrate they are 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 form will be sent to the minister with form SIF/B for confirmation.

6. Children of parent(s)/legal guardian(s) of other faiths, or none, who wish their child to be educated in our school.

### **Tiebreaker**

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).

### **Village Boundaries**

Maps are held in school to show the areas covered in the villages of Stanion and Little Oakley or by visiting the website, [www.churchnearyou.com](http://www.churchnearyou.com).

### **Notes and Definitions**

Children in Care i.e. Looked After Children (LAC) and Previously Looked After Children

Looked after children are children who are (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22 (1) of the Children Act 1989) at the time of application to a school.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). 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.

### **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.

### **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 Governing Body 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, 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 January 2028**. 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.

### **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.

### **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 decide which address they wish to use as the child's main address for the application. Please note – if

false or misleading information is used to try and gain a school place, this may lead the Governing Body 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 2028**. Late applicants will not receive an offer of a school place by the local authority on offer 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 should be done in writing to the Head Teacher.

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. If parents/carers wish their child's name to stay on the waiting list for the remainder of the academic year, they must 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.

### **Requests for admission outside the normal age group**

Requests for admission outside the normal age group (Summer Born)

Whilst all children are entitled to a full time school place in the September following their 4<sup>th</sup> birthday and most parents are happy for their child to start school at this point, parent(s)/carer(s) of summer born children (those born between 1 April and 31 August) who do not reach compulsory school age until a full year after they would normally start school, may wish to delay their child's start to school until the September following their 5<sup>th</sup> birthday.

If parents wish to delay their summer born child's school start until the September following their 5<sup>th</sup> birthday, there are 2 options:

1. Parents can make an in-year application for a place for the September following their child's 5<sup>th</sup> birthday. The child would normally start school in **Year 1** (their correct chronological age group) as other children in the child's age group already attending school will be moving from Reception to Year 1 at this point. It is important to remember that the school is likely to be full and we may be unable to offer a place;

2. If parents do not want their child to miss their Reception year, they may request that children are admitted out of their normal age group i.e. into Reception instead of Year 1. Please note, this is a 'request' and parents do not have the right to insist that their child is admitted to a particular age group. The school's admission authority is responsible for making the decision about which year group a child should be admitted to.

Parents/carers of summer born children who could start school in September 2027 but wish to delay their child's school start and apply for a Reception place to start in September 2028, should still make their application for a Reception place for their child's normal year of entry before the primary application deadline of **15 January 2028**. If a delay is agreed, this application can be withdrawn;

Parent/carers should also, if possible, make their request for admission out of the normal age group to their preferred schools by the same date - **15 January 2028**. This is to enable sufficient time for requests to be processed prior to National Offer Day (16 April or the next working day). Requests will however still be considered after this date.

Parents/carers wanting to request that they be able to apply for a Reception place at Stanion C.E.V.A Primary School for the September following their child's 5<sup>th</sup> birthday, should write to the school Head Teacher in the first instance. In their request, parents/carers should provide some information about their child to explain why they think that their child should be educated out of their normal age group. It is important for parents/carers to provide any additional evidence to support their request as this information will help the admission authority to make their decision e.g. parents/carers may be able to provide a report from the child's Early Years setting or evidence from a health or social care professional.

The request will then be considered by our admission authority, Stanion C.E.V.A Primary School Governing Body, Admissions Committee, who will then make a decision on the basis of the circumstances of each case and in the best interests of the child concerned. The School Admissions Code requires admission authorities to consider a number of factors:

- 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 may naturally have fallen into a lower age group if it were not for being born prematurely
- the Head teacher's views

### **What happens next?**

Parents/carers will be informed of the admission authority's decision on the year group the child should be admitted to when they start school (i.e. Reception or Year 1) and will set out clearly the reasons for their decision.

#### If the request is approved:

If the request to be admitted outside normal age group is **approved** by the admission authority of the school, parents/carers will need to forward this approval to School

Admissions at NNC so an application can be accepted in the normal admission round for the September following the child's 5<sup>th</sup> birthday. Parent(s)/carer(s) will then need to make an application for a place in Reception for the normal round of admissions in the following academic year.

**Please note** – this does not mean a child has been, or will be, offered a place in the Reception year at their chosen school. If, in this following normal admissions round, the school is oversubscribed, all applications (including delayed applications) for the school will be ranked in accordance with the school's oversubscription admission criteria.

If the request is rejected:

If the request to be admitted outside normal age group is **rejected** by the admission authority of the school, parents/carers have to decide whether to accept a Reception place in the normal year of entry or delay their child's start until the September after their 5<sup>th</sup> birthday and apply for a Year 1 place.

If parents/carers are unhappy with the admission authority's decision to refuse their child a place out of their normal age group, complaints should be made directly to the admission authority.

Parents/carers whose requests for delayed entry into Reception are refused, have no statutory right to appeal this decision as the purpose of the appeals process is to consider whether a child should be admitted to a particular school, not the year group into which they should be admitted.

### **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/carers may defer their child's entry to the allocated 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 for which the offer was made when the place will cease to be available for the child. Please discuss this with the school directly once a place has been offered.

Where 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. Please discuss this with the school directly once you have received an offer of a school place.

### **Requests for admission outside the normal age group (Not Summer Born)**

Parents/carers may seek a place for their child out of their normal age group. They must put their request in writing addressed to the Head Teacher.

The Admission Authority of the school will consider the request and make a decision 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/carers' 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 views of the Head teacher of the school concerned

The Admission Authority of the school MUST set out clearly for parents the reasons for their decision about the year group a child should be admitted to.

Parents/carers 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.

### **Right of appeal**

The Governing Body will admit up to the published admission number. 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)

Policy Ratified by Governors: 22<sup>nd</sup> September 2026

Signed ..... Chair of the Governing Body

Signed ..... Headteacher