

Admission arrangements for Primary, Infant and Junior community and voluntary controlled schools in West Northamptonshire for 2026 intakes

Contents

1. Aims.....	1
2. Admission authorities.....	1
3. How to apply for a place in the normal admissions round.....	2
4. Allocation of places at primary, infant and junior community and voluntary controlled schools in West Northamptonshire	2
5. Definitions	7
6. Multiple birth groups.....	8
7. Distance measurements	8
8. Late applications	9
9. In-year admissions	9
10. Waiting lists	9
11. Appeals	9
12. Children below compulsory school age	10
13. Admission outside the normal age group	10
14. Children moving to the UK from overseas	11
15. Children of UK service personnel (UK Armed Forces) and crown servants	11

1. Aims

These admission arrangements aim to:

- Explain **how to apply** for a place at primary, infant and junior community and voluntary controlled schools in West Northamptonshire
- Set out the schools' arrangements for allocating places to those who apply
- Explain **how to appeal** against a decision not to offer your child a place

2. Admission authorities

The admission authority of a school varies according to the type of school. As shown below in Table 1, the local authority (WNC) is responsible for determining the admission arrangements of community and voluntary controlled schools.

Type of school	Admission Authority
Academies/Free Schools/UTCs	Academy Trust
Community Schools	Local Authority
Foundation Schools	Governing Body
Voluntary Aided (VA) Schools	Governing Body
Voluntary Controlled (VC) Schools	Local Authority

Table 1: Admission authorities and school type (governance)

3. How to apply for a place in the normal admissions round

The **normal admissions round** is the period during which parents/carers can apply for state-funded primary, infant and junior school places at a school's normal point of entry (reception for primary and infant schools and year 3 for junior schools), using the Common Application Form (CAF) provided by their home local authority.

Parents/carers should use the application form provided by their home local authority (regardless of which local authority the schools are in) to express a preference for a minimum of 3 state-funded schools, in rank order. Parents/carers living in the West Northamptonshire Council area should visit the [WNC School Admissions website](#).

All parents/carers who submit an on-time application (i.e., by midnight on 15 January) will receive an offer for a school place directly from their local authority on National Offer Day (16 April or the next working day).

Please note: attendance at a particular nursery that may be attached to or run by a school, does not guarantee admission at that school. An application must be made for any transfer from nursery to primary/infant school, and from infant to junior school.

4. Allocation of places at primary, infant and junior community and voluntary controlled schools in West Northamptonshire

Community and voluntary controlled schools in West Northamptonshire are mostly organised into two generic groups. The schools in each of these groups generally share the same oversubscription criteria, although certain features of a school's admission arrangements may vary from school to school (e.g., the Published Admission Number (PAN) and linked area). The groups are as follows:

- Primary and infant schools – rural
- Primary schools – urban

The oversubscription criteria for each of these groups are listed below, along with specific details of each school within the group. The community and voluntary controlled schools which have over-subscription criteria unique to their school are lists separately.

Abbreviations:

CE = Church of England (a voluntary controlled school)

CEVC = Church of England Voluntary Controlled
 PAN = Published Admission Number

4.1 Primary schools – rural

School	PAN	Linked Area*
Ashton CE Primary School	8	Ashton
Blisworth Community Primary School	30	Blisworth
Bramptons Primary School, The	14	Church with Chapel Brampton
Brington Primary School	10	Brington (including Nobottle, Whilton and Whilton Locks)
Brixworth CEVC Primary School	75	Brixworth, Scaldwell
Bugbrooke Community Primary School	30	Bugbrooke
Clipston Endowed VC Primary School	15	Arthingworth, Clipston, Great Oxendon, East Farndon, Kelmarsh, Marston Trussel (including Thorpe Lubenham and Hothorpe)
Cosgrove Village Primary School	9	Cosgrove
Crick Primary School	30	Crick
Croughton All Saints CE Primary School	15	Croughton
Denton Primary School	15	Brafield-on-the-Green, Denton
East Haddon CE Primary School	12	East Haddon, Holdenby
Flore CE Primary School	20	Brockhall, Flore
Gayton CE Primary School	12	Gayton
Greatworth Primary School	15	Greatworth, Marston St. Lawrence
Harlestone Primary School	8	Althorp, Harlestone
Harpole Primary School	30	Harpole
Helmdon Primary School	18	Helmdon (including Astwell and Falcutt)
John Hellins Primary School	30	Potterspury (including Furtho)
Long Buckby Infant School	54	Long Buckby (including Buckby Wharf), Watford
Maidwell Primary School	10	Draughton, Lamport (including Hanging Houghton and Faxton), Maidwell
Overstone Primary School	30	Overstone
Pattishall CE Primary School	27	Cold Higham (including Grimscote), Pattishall (including Ascote, Dalscote, Eastcote and Fosters Booth)
Pitsford Primary School	10	Pitsford
Roade Primary School	60	Roade
Stoke Bruerne CE Primary School	12	Shutlanger, Stoke Bruerne

School	PAN	Linked Area*
Syresham St. James CE Primary School	15	Syresham (including Crowfield)
Walgrave Primary School	24	Hannington, Holcot, Old, Walgrave
West Haddon Endowed CE Primary School	30	West Haddon, Winwick
Whittlebury CE Primary School	12	Whittlebury
Yardley Gobion CE Primary School	20	Grafton Regis, Yardley Gobion
Yardley Hastings Primary School	15	Yardley Hastings
Yelvertoft Primary School	20	Clay Coton, Lilbourne, Stanford, Yelvertoft

Table 2: Primary Schools (Rural)

*The above linked areas refer to civil parishes and are defined by civil parish boundaries

How places are allocated

WNC will first admit children who have an Education, Health and Care Plan (EHCP) naming the school as appropriate provision.

Oversubscription criteria

If the school is oversubscribed, remaining places will be allocated in accordance with the criteria set out below, in priority order:

1. Looked after children and all previously looked after children
2. Children who live in the linked area for the school
3. Children with a sibling* continuing at the school at the time of admission of the child
4. Children of staff
5. Other children

Allocation of places up to Published Admission Number (PAN)

If the PAN is exceeded within any criterion, priority will be given to applicants whose home address is closest to the school.

Tie-breaker

Where two or more applications cannot otherwise be separated, random allocation will be used to decide who is allocated a place.

*Please note: for Long Buckby Infant School, the sibling link will also exist if the sibling is attending the linked junior school (Long Buckby Junior School).

4.2 Primary schools – urban

School	PAN
Barry Primary School	60
Boothville Primary School	60
Bridgewater Primary School	90

School	PAN
Chiltern Primary School	30
Delapre Primary School	60
Duston Eldean Primary School	60
Earl Spencer Primary School	60
Hopping Hill Primary School	60
Hunsbury Park Primary School	45
Kingsthorpe Grove Primary School	60
Kingsthorpe Village Primary School	30
Lyncrest Primary School	30
Millway Primary School	60
Vernon Terrace Primary School	30
Whitehills Primary School	60

Table 3: Primary Schools (Urban)

How places are allocated

WNC will first admit children who have an Education, Health and Care Plan (EHCP) naming the school as appropriate provision.

Oversubscription criteria

If the school is oversubscribed, remaining places will be allocated in accordance with the criteria set out below, in priority order:

- 1.** Looked after children and all previously looked after children
- 2.** Children with a sibling continuing at the school at the time of admission of the child
- 3.** Children of staff
- 4.** Children whose home address is closer to the preferred school than any other primary school
- 5.** Other children

Allocation of places up to Published Admission Number (PAN)

If the PAN is exceeded within any criterion, priority will be given to applicants whose home address is closest to the school.

Tie-breaker

Where two or more applications cannot otherwise be separated, random allocation will be used to decide who is allocated a place.

4.3 Schools with unique oversubscription criteria

Brackley Junior School

The Published Admission Number (PAN) for the normal point of entry (year 3) is **60**.

WNC will first admit children who have an Education, Health and Care Plan (EHCP) naming the school as appropriate provision.

Oversubscription criteria

If the school is oversubscribed, remaining places will be allocated in accordance with the criteria set out below, in priority order:

1. Looked after children and all previously looked after children
2. Children with a sibling continuing at the school or Waynflete Infants' School at the time of admission of the child
3. Children who attend Waynflete Infants' School
4. Children of staff
5. Children whose home address is closer to the preferred school than any other school
6. Other children

Allocation of places up to PAN

If the PAN is exceeded within any criterion, priority will be given to applicants whose home address is closest to the school.

Tie-breaker

Where two or more applications cannot otherwise be separated, random allocation will be used to decide who is allocated a place.

Long Buckby Junior School

The Published Admission Number (PAN) for the normal year of entry (year 3) is **54**.

WNC will first admit children who have an Education, Health and Care Plan (EHCP) naming the school as appropriate provision.

Oversubscription criteria

If the school is oversubscribed, remaining places will be allocated in accordance with the criteria set out below, in priority order:

1. Looked after children and all previously looked after children
2. Children who live in Long Buckby, Buckby Wharf or Watford
3. Children who have a sibling continuing at the school or Long Buckby Infant School at the time of admission of the child
4. Children who attend Long Buckby Infant School
5. Children of staff
6. Other children

Allocation of places up to PAN

If the PAN is exceeded within any criterion, priority will be given to applicants whose home address is closest to the school.

Tie-breaker

Where two or more applications cannot otherwise be separated, random allocation will be used to decide who is allocated a place.

5. Definitions

5.1 Looked After Children (LAC)

A 'looked after child' is a child who, at the time of making an application to a school, is:

- a) In the care of a local authority, or
- b) being provided with accommodation by a local authority in exercise of its social services functions (see the definition in Section 22(1) of the Children Act 1989)

5.2 Previously Looked After Children (PLAC)

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

- a) were adopted under the Adoption Act 1976 (see Section 12 adoption orders) or the Adoption and Children Act 2002 (see Section 46 adoption orders), or
- b) became subject to a child arrangements order (as defined in Section 8 of the Children Act 1989 and as amended by Section 12 of the Children and Families Act 2014), or
- c) became subject to a special guardianship order (see Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians)).

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. 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.

5.3 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 for a sibling link. For School Admissions purposes, the term sibling 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.

5.4 Home address

When we refer to a child's home address, we mean the address at which the child normally resides with their parent/carer at the time of application.

When parents live separately and the child spends time with each parent, 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 equal amounts of time at two addresses, the parents must agree which address they wish to be the child's main address.

Places cannot be allocated on the basis of an intended future change of address unless house moves have been confirmed through the exchange of contracts or signing of a formal lease.

Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residence at the property concerned.

5.5 Children of staff

Priority will be given to children of staff (teaching and non-teaching, full and part-time, permanent members of staff) in either or both of the following circumstances:

- a) Where the member of staff has been employed at the preferred school for two or more years at the time at which the application for admission to the school is made, and/or
- b) The member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.

The child must be living at the same address as the staff member and includes adopted, foster and step-children, living as part of the same family unit (including those where the parents are not married/in a civil relationship).

6. Multiple birth groups

In the case of twins or other siblings from a multiple birth, if the last child to be admitted to a particular school is from a multiple birth group, all other children in the group will be offered places at the school, even if it means exceeding the Published Admission Number.

In the case of siblings in the same year group, where there is only one place remaining, places will be allocated over the published admission number to accommodate all siblings unless this would make the class too large and prejudice the education of the other children or when this would breach infant class size limits.

7. 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) where the address point is the same or where the distance between two or more children's homes to the school (using the system referred to above) is identical, random allocation using an online computerised

randomiser will be used to decide which child gets priority. Random allocation will be carried out by someone independent of the school.

8. Late applications

Late applications are any common application forms (for the normal point of entry) received by the local authority after its statutory deadline of 15 January. Late applicants will not receive an offer of a school place from the local authority on National Offer Day (16 April or the next working day).

Late applications will instead be processed in the subsequent rounds of reallocation between May and July (for more details, refer to the local authority's co-ordinated scheme).

9. In-year admissions

An in-year admission refers to an application for a school place made during the school year or an application for admission to a school made for the start of the school year for any year group other than the normal year of entry. The normal years of entry are: Reception for entry to primary schools and year 3 for entry to junior schools.

Applications for in-year admissions to the West Northamptonshire voluntary controlled and community schools detailed in these arrangements, should be made online to the local authority on WNC's website.

10. Waiting lists

Following an unsuccessful application, parents/carers can request that their child's name be placed on the waiting list.

Waiting lists for all year groups in all community and voluntary controlled schools are held by the LA and each added child will require the list to be ranked again in line with the school's published oversubscription criteria. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Waiting lists will be held until 31 December. If you wish your child's name to remain on the waiting list for the remainder of the academic year, you will need to inform the School Admissions team, in writing via email by 31 December and again by 31 March to renew your interest. A new application will be required for a new academic year.

11. Appeals

If a parent/carer's application for a place at a school named in these admission arrangements is unsuccessful, they will be provided with details of how to take up their right of appeal against the decision not to offer their child a place at the school.

Parents or carers wishing to appeal against the decision should submit their appeal in writing, giving their reasons for appeal, via the online appeal form on the WNC website. Please visit [the Appeals website](#) for more information and to complete the form.

Appeals against decisions not to offer a place at a school in the normal admissions round must be lodged by the date published on the appeals website. Appeals submitted after this deadline will still be heard, but there is no guarantee they will be heard before the start of the new term in September.

For appeals against decisions not to offer a place at a school resulting from an in-year application, the appeal must be submitted before the end of the academic year for which the application was submitted.

12. Children below compulsory school age

A child reaches **compulsory school age** on the prescribed day following their fifth birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

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.

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.

13. Admission outside the normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

13.1 Requests for admission to reception outside the normal age group (summer born children)

Parents/carers 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 the child's 5th birthday.

If parents wish to delay their summer born child's start at school until the September after their 5th birthday, the expectation is that they will join their normal age group as they move from Reception to Year 1. Parents should make an in-year application in the summer term for a Year 1 place in September.

If parents do not want their child to miss their Reception year, they may instead request that their child be 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 are advised to still make their application for a Reception place for their child's normal year of entry. If it is agreed that an application for Reception out of the normal age group will be accepted, this application for their normal age group can be withdrawn.

In addition to the above, parents/carers wishing to seek a place for their child out of normal age group for Reception at a community or voluntary controlled school, should make a formal request in writing (email is sufficient) directly to the School Admissions team at admissions@westnorthants.gov.uk giving some information about their child to explain why they believe it would be in their best interests to be educated out of their normal age group and not miss Reception. Parents can provide any additional

evidence to support their request as this information will help the admission authority to make their decision.

The LA (WNC), as the admission authority of the school WNC will then consider the request and decide on the best year group for the child to start school in on the basis of the circumstances of the case and in the best interests of the child concerned. WNC will then respond to parents/carers in writing, letting them know the reasons for their decision about the year group the child should be admitted to.

If it has been decided that the child should start school in Reception out of the normal age group (rather than Year 1), the parent/carer will then need to make an application for a place in Reception in the normal admissions round in the following academic year.

13.2 General requests for admission outside the normal age group

Parents/carers wishing to seek a place for their child out of their normal age group at a community or voluntary controlled school for any other year group than reception, or for reception after the start of the new school year in September, must put their request in writing to the School Admissions team at admissions@westnorthants.gov.uk giving some information about their child and explaining why they would like to apply for a place out of the normal age group. Parents/carers should also indicate in their request whether the child has been educated out of their normal age group at their current/previous school.

The LA (WNC), as the admission authority of the school, will consider the request and make a decision on the appropriate year group for the child on the basis of the circumstances of each case and in the best interests of the child concerned. WNC will then inform parents in writing of their decision about the year group the child should be admitted to prior to an application being processed.

Parents and 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.

14. Children moving to the UK from overseas

Documentary evidence to verify an address may be required if an application is made following a move to the UK or as a result of an impending move to the UK. A copy of the rental agreement or an exchange of contract letter is usually sufficient. WNC reserves the right to seek further documentary evidence as necessary.

15. Children of UK service personnel (UK Armed Forces) and crown servants

Special conditions apply to applications from UK Armed Service Personnel and Crown Servants.

For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in the area, WNC will endeavour to allocate a place in advance of the family arriving in the area, provided the application is accompanied by an official letter that declares a relocation date. WNC will not refuse to process an application or refuse to offer a place solely because the family do not yet have an intended address, or do not yet live in the area.

WNC will use the address at which the child will live when applying the oversubscription criteria as long as evidence of an intended address is provided. WNC will use a Unit or quartering area address as the child's home address where a parent requests this.