Northstowe Learning Community Admissions Policy

For Northstowe Primary School,

Northstowe Secondary College and Northstowe Sixth Form

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Northstowe Learning Community

Admissions Policy 2027 - 2028

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Northstowe Learning Community ("NLC") incorporates Northstowe Primary School ("Primary Phase"), Northstowe Secondary College ("Secondary Phase") and Northstowe Sixth Form ("Post 16"). It has high expectations of all its students and in return offers a high-quality education at the heart of its local community. We develop our pupils into successful, confident, responsible and employable citizens. The school is a cultural hub for its students, their families and the community. The academy is supported by the ethos and values of the Meridian Trust (MERIDIAN), its sponsor.

There will be three points of main phase entry, primary, secondary and post 16, for this school in 2024

- Reception (Reception) to the primary phase,
- Year 7 to the secondary phase and
- Year 12 to the Sixth Form.

If your child is currently on roll in year 6 in the NLC primary phase they will automatically transfer to year 7 and you should **only** complete the Cambridgeshire County Council's online application if you wish your child to be considered for alternative schools.

Northstowe Learning Community will eventually have a published admission number (PAN) of:

- 90 for entry into Reception
- 270 additional places for external applicants for Year 7 (maximum PAN of 360)
- 200 places in Y12

This policy applies to all cohorts unless otherwise stated.

Reference to year 7 applications in this policy refer to external applicants only.

For 2027 the PANs are expected to be:

- 30 for entry into Reception
- 210 for Year 7
- 75 places in Y12

In subsequent years we intend to increase student numbers by 1 form of entry (30 students) and this will be agreed in conjunction with the Local Authority until the maximum PAN is attained for subsequent intakes for each phase. The PAN for each phase will be reviewed in consultation with the Local Authority and discussion with local primary schools to ensure that NLC meets the capacity requirements of the build out rates in the town of Northstowe.

Primary Admissions

Arrangements for applications for places in Reception at Northstowe Learning Community will be made in accordance with Cambridgeshire County Council's co-ordinated admission arrangements for primary places; parents resident in Cambridgeshire can apply online at: Primary school admissions - Cambridgeshire County Council

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For a midyear place, an application can be made through In-year admissions (moving schools) - Cambridgeshire County Council

Secondary Admissions

Arrangements for external applications for places in Year 7 at Northstowe Learning Community will be made in accordance with Cambridgeshire County Council's co-ordinated admission arrangements; parents resident in Cambridgeshire can apply online at: Secondary school admissions - Cambridgeshire County Council

For a midyear place, an application can be made through In-year admissions - Cambridgeshire County Council

For entry into Reception and external applicants for Year 7 in September we will allocate places to parents who return an application before we consider any parent who has not returned one. If your child is currently on roll in year 6 in the NLC primary phase they will automatically transfer to year 7 and you should **only** complete the Cambridgeshire County Council's online application if you wish your child to be considered for alternative schools.

Northstowe Sixth Form Applications
General Admissions Arrangements

Applications for admission to Year 12 at Northstowe Sixth Form will be managed directly by the school on behalf of Meridian Trust, the admission authority. Applications should be made through the Cambridge Area Partnership (CAP) online application process, MyChoice@16, by the published closing date. Applicants who are unable to access the online system should contact Northstowe Sixth Form directly for support.

Applications are welcomed from students currently attending Northstowe Secondary College and from students attending other schools. All applicants will be considered fairly against the same published academic entry requirements and, where applicable, the sixth form oversubscription criteria set out in this policy. Admission will not be determined by a formal interview, although applicants may be invited to an informal guidance meeting to discuss their proposed programme of study and ensure that their subject choices are suitable.

Conditional offers may be made on the basis of required GCSE grades and will be confirmed once actual results are available and the published entry requirements have been met. Applicants must provide evidence of their examination results when requested. Students with an Education, Health and Care Plan that names Northstowe Sixth Form will be admitted, subject to the statutory consultation process. All remaining places will then be allocated in accordance with this policy.

Admissions

As an Academy, the Academy Council are responsible for establishing the Admission Criteria and oversubscription criteria; the Academy Council agreed to follow the admissions and oversubscription criteria set by Cambridgeshire County Council. The Academy will participate in the co-ordinated

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admissions arrangements for Reception, Year 7 and in-year entry which will be administered by Cambridgeshire County Council ("the LA").

The Academy will comply with the Department for Education's School Admissions Code ("the Admissions Code") the School Admission Appeals Code ("the Appeals Code") and the law relating to admissions as set in the School Standards and Framework Act 1998.

The Academy, through Meridian Trust (Meridian) who are the admission authority will consult the relevant bodies where amendments to the policy are required or within the specified timescale as per the Admissions Code.

As the new primary and sixth form phases will be growing gradually, we will be adding a year group each September to eventually grow to have a full provision for Primary (Years R- 6) Secondary (Years 7 – 11) and Sixth Form (Years 12 and 13). The table below outlines the growth and the year groups that NLC will have.

Academic Year	**Year Groups available at NLC**
Sept 2019 – July 2020	Year 7 only
Sept 2020 – July 2021	Year 7 and 8 only
Sept 2021 – July 2022	Year 7, 8 and 9 only
Sept 2022 – July 2023	Year 7, 8, 9 and 10 only
Sept 2023 – July 2024	Year 7, 8, 9, 10 and 11 only
Sept 2024 – July 2025	Reception, 7, 8, 9, 10, 11 and 12 only
Sept 2025 - July 2026	Reception, 1, 7, 8, 9, 10, 11, 12 and 13
Sept 2026 – July 2027	Reception, 1, 2, 7, 8, 9, 10, 11, 12 and 13
Sept 2027 – July 2028	Reception, 1, 2, 3, 7, 8, 9, 10, 11, 12 and 13
Sept 2028 – July 2029	Reception, 1, 2, 3, 4, 7, 8, 9, 10, 11, 12 and 13
Sept 2029 – July 2030	Reception, 1, 2, 3, 4, 5, 7, 8, 9, 10, 11, 12 and 13
Sept 2030 – July 2031	All Year Groups from Reception to Year 13

Primary Phase Catchment

- Longstanton
- Northstowe

If applications exceed the current PAN, places will be allocated on the basis of the Northstowe Learning Community's published over subscription criteria (see below).

Secondary Phase Catchment

- Longstanton
- Northstowe

Children living in the area served by the following primary schools fall within the catchment area:

- Hatton Park Primary School

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- Pathfinder Church of England Primary School

If applications exceed the current PAN, places will be allocated on the basis of the Northstowe Learning Community's published over subscription criteria (see below).

Oversubscription Criteria

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan or a Statement of Special Educational Needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

Those children with a statement of special educational needs or education health and care plan that does not name the school will be referred to the Statutory Assessment Team (S.A.T.) to determine an appropriate place.

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order, including 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 who live in the catchment area as described above, attend primary schools (for Secondary Phase) within the catchment area and who have a sibling at the school at the time of admission;
3. Children who live in the catchment area with a sibling at the school at the time of admission;
4. Children who live in the catchment area who attend the primary schools (for Secondary Phase) within it;
5. Children who live in the catchment area;
6. Children who live outside the catchment area, who attend primary schools (for Secondary Phase) within it and who have a sibling at the school at the time of admission;
7. Children who live outside the catchment area who have a sibling at the school at the time of admission;
8. Children who live outside the catchment area who attend the primary schools (for Secondary Phase) within the catchment area;
9. Children who live outside the catchment area, but nearest the school as measured by a straight line.

In cases of equal merit in each set of criteria, priority will go to children living nearest the school as measured by a straight line. The distance, for admissions purposes, is measured using the straight line distance from the centre point of the home to the main pupil entrance to the school. These distances are produced by the LA Admissions team for the school. For families who live outside the area covered by the Cambridgeshire mapping system, distances are determined using a combination of local maps and on-line resources.

Reserve Lists

For admission into Reception or Year 7 the County Council will keep a waiting list which we call a reserve list. If you do not get a place at your first preference school your child is automatically put on the

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reserve list for any schools above the one you were offered. This list is in the order of the oversubscription criteria. Names can move down the list if someone moves into the area and is higher placed on the oversubscription criteria. The list is kept by the Schools Admission Team until the end of the coordinated admission round in August each year. The admissions team will hold the reserve list until the end of the academic year.

The reserve lists are cleared at the end of each academic year. If would like your child to be remain on the reserve list for the following academic year please contact the County Council Admissions Office.

Sixth Form Admissions

The School has a total sixth form size of 400.

Application Process

The school will process applications for the sixth form. The school will make conditional offers based on predicted grades and confirm these once actual GCSE grades are known.

Admissions to Northstowe Sixth Form will be through the CAP process - Cambridge Partnership 14-19 - Making the right decision at 16+ (cap14-19.org.uk)

Sixth Form Admissions Criteria

All students must meet the academic entry criteria in the Post 16 prospectus, which will outline the offer and access to level 2 and level 3 programs of study.

Students will need to achieve the academic entry criteria published annually for any subject they wish to study.

Students not having met the academic entry criteria in their chosen subjects will be offered alternative subjects (if available) for which they have met the required standard.

Any student without at least grade 4s in English or Maths will be required to continue studying those subjects until they achieve at least a grade 4 in each.

Sixth Form Oversubscription Criteria

Places will first be allocated to those who have an Education, Health and Care (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:

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1. Applicants who are deemed to be either a looked after child or a previously looked after child.

2. All other applicants.

Sixth Form Tie-breaker

If two or more applications cannot otherwise be separated and there is only one place available, a random allocation process will be used to determine who should be allocated the place.

Appeals for all phases

The procedures for appeals relating to admissions will be in accordance with all relevant legislation. They are independent and organised by the County Council Legal Services Section and entirely separate from the admission system. The decision of the independent appeal panel is binding on all parties. Details of Cambridgeshire County Council's Appeals procedure can be found here:

School admission appeals - Cambridgeshire County Council

Fraudulent or Misleading Applications

As an admission authority Northstowe Learning Community have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example a false address was given which denied a place to a child with a stronger claim.

We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.

Conflicting Applications

The LA can only process one application. Where more than one adult shares parental responsibility and if the adults live at different addresses, it is important that an agreement be reached on which schools to apply for, prior to making the application.

If multiple applications are received for the same child with conflicting address and/or preferences, or the School Admissions Team is made aware of a dispute between two parents, all applications will be placed on hold and will not be processed until:

- a new single application is made, signed by all parties; or
- written agreement is provided from both parents indicating which application they have agreed on; or
- a court order is provided confirming which parent's application carries precedence.

If no agreement can be made, parents are recommended to seek legal advice. If an agreement cannot be reached before the closing date, this may affect the chances of your child being allocated a place at your preferred school/s.

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Fair Access Protocol

Local authorities are required to have Fair Access Protocols in order to make sure that unplaced children who live in the home local authority, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to schools that are already full.

Children of UK service personnel (UK Armed Forces)

In order to meet the government's military covenant aimed at helping Service personnel, and Crown Servants returning from abroad the local governing body have adopted the following arrangements.

For late applications to the normal intake year and mid-year applications the local governing body aim to remove any disadvantage to UK service personnel (UK Armed Forces) by applying the school's oversubscription criteria to their address.

The Academy Council will check to see if the address is within the distance of the last child admitted in the last admission round that was oversubscribed on offer day.

If the address is within the distance the Academy Council will consider admitting providing all children in public care and siblings have already been admitted and there is no child with higher priority under the oversubscription criteria on the reserve list.

This will be irrespective of the fact that the school has had appeals or appeals are scheduled.

It may be that the Academy Council still cannot admit because of organisational or curriculum difficulties within the school.

The Academy Council will need the notice of posting or official government letter and posting address before considering an application under these arrangements.

Late Applications

Late applications are any common application forms (for the normal point of entry) received by the local authority after its statutory closing date of 31 October. Late applicants will not receive an offer of a school place by the local authority on National Offer Day (1 March or the next working day).

Late applications will be processed in the subsequent rounds of allocations between April and July (for more details, refer to the local authority's timescales in their co-ordinated scheme on their website).

Requests for admission outside the normal age group

Parents/carers may seek a place for their child out of their normal age group. They must make a formal request in writing (an email is sufficient) directly to the school in the first instance.

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:

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- 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 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 will 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.

Once the year group has been agreed, an application for that year group can be processed.

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 at the start of the school year for any year group other than the normal year of entry.

If the school's historic published admission number (i.e., the PAN when that year group started Year 7) has not been reached in a child's year group, it still may not be possible to offer a place at the school as admitting additional children would prejudice the provision of efficient education or efficient use of resources.

Parents/carers can ask for their child's name to be added to the waiting lists (see above for more information).

Applications for in-year admissions should be made online to the local authority

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Appendix 1

Definitions

Looked after children

Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked after children

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

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a 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.

Siblings

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. 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.

Home Address (child's)

The child's home address is defined as the address at which the child normally resides with their parent/carer on the closing date for applications (31 October).

When we refer to a child's home address, we mean the permanent residence of the child. This address should be the child's only or main residence which is;

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- owned by the child's parent(s)/carer(s) or
- leased to or rented by the child's parent(s)/carer(s) under a lease or written rental agreement of not less than six months' duration.

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.

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

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 Gazeteer (NPLG), Ordnance Survey Master Map, Royal Mail Postal Address File and The Valuation Office Agency. The address point for a property does not change.

Multiple Birth Groups

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

In the case of siblings (see definition above) in the same year group, where there is only one place remaining which is to be offered to one sibling, the other too will be offered a place.

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