



1 Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

2 Legislation and statutory requirements

This Policy is written with reference to the School Admissions Code: DfE 2021 and the School Admission Appeals Code 2012. As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

3 Introduction

The Meridian Trust is the admission authority for The Ferrers School. This means that it sets and applies the admissions policy. This policy is reviewed annually, and consultation of admission arrangements takes place at least every seven years.

Admissions for The Ferrers School are managed by North Northamptonshire Council

The pupil admission number (PAN) for The Ferrers School is 180

Please note that the address used for the purpose of admission is the child's usual place of residence. Applications based on future addresses can only be considered up to 6 teaching weeks before the child is expected to take up the place and upon confirmation of tenancy or exchange of contracts with details of the proposed completion date. Parents are expected to notify either the Academy or North Northamptonshire Council of any changes of address as this may affect the allocation of a place. Further guidance on this issue is available from the school.

4 How to apply

The normal admissions round is the period during which parents/carers can apply for state-funded school places at the school's normal point of entry (September), using the common application form (CAF) provided by their home local authority. This form is used to express a preference for a minimum of 3 state funded schools in rank order.

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order. You must make your application no later than the 31st October in the year prior to the academic year you wish your child to start.

You will receive an offer for a school place directly from your local authority on National Offer Day which is the 1st March or the next working day.



5. Fraudulent or Misleading Applications

The admissions authority (or the LA processing an application on behalf of the admission authority) has the right to investigate any concerns we may have about an application and to withdraw the offer of a place if it is considered that there is evidence that an applicant has made a fraudulent claim or provided misleading information.

6. Conflicting Applications

If we receive more than one application for the same child (made by separated parents) and where the home address and / or the preferences do not match, neither application will be processed until such time that the parents can agree on both the address and the preferences. 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 the school.

7. 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 31st October. Late applicants will not receive an offer of a school place by the local authority on National Offer Day, 1st 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 composite prospectus on the NNC website).

8. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made based on the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered based on the admission arrangements laid out in this policy, including the oversubscription criteria. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents 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.

9 Admissions and Over subscription Criteria

Children who have a statement of special educational needs (SEN) or educational health care (EHC) plan that names the school will be admitted. NB. Those children with a statement of special educational needs or EHC that does not name the school will be referred to Pupil Assessment and Resources (STAR) Team 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 arrangement order, or special guardianship order. (A looked after child is a child who is in the care of a local authority in England or is being provided with accommodation by a local authority in England in the exercise of their social services functions).
Children who appear 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 in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.)
2. Sibling link – where a brother or sister is continuing at The Ferrers School at the time of admission of the child. Siblings include step siblings, half siblings, foster siblings, adopted siblings and other children living permanently at the same address or siblings who are current pupils in the school. A full definition appears in the Local Authority (LA) admission booklet for parents.
3. Children who attend Higham Ferrers Junior School or Henry Chichele Primary School and continue in attendance until the final offer of places is made.
4. Children who live within the designated area, i.e.: Chelveston-cum-Caldecott, Higham Ferrers, Higham Park and Rushden, and who live closer to the Ferrers School than any other school.
5. Children who live outside the designated area.

If the admission number is exceeded within any criterion, priority will be given to those who live closest to the school. Distances are measured on a straight-line basis from the address point of the child's home address to the address point of the school using the local authority's Geographical Information System.

10 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.

11 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 admission number has been reached in a child's year group, we will not be able to offer a place at the school.

12 Waiting Lists

Waiting lists are held for all year groups by NNC. Following an unsuccessful application, parents/carers can request that their child's name be placed on a waiting list. Waiting lists will be cleared at the end of each school term. If you wish for 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, by the start of the subsequent term. (i.e. during the Easter and Christmas breaks) to renew your interest. When a place becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 9.

13 Pupils moving into the area

Where a child is moving into the area and needs a school place, parents will also need to apply for an in-year school place through School Admissions at North Northamptonshire Council. The Admissions team require a confirmed address and moving date before they can process the application.



Where School Admissions are unable to allocate a place at a parent's preferred school, there is an option to be added to the waiting list.

The Ferrers School is regularly over-subscribed. Our Admissions Policy meets the requirements of the DfE Code of Practice for schools which are over-subscribed.

14 Appeals

If a parent/carer's application for a place at the school is unsuccessful, they will be informed why admission was refused and have the right of appeal against the decision not to offer their child a place at the school.

Parents/carers wishing to appeal should complete the online appeal form on the NNC website.

Please visit <https://www.northnorthants.gov.uk/school-admissions/appeal-school-place> for more information and to complete the form.

If parents/carers wish to submit supporting evidence after lodging their appeal, it should be e-mailed to appealsteam.NCC@Northnorthants.gov.uk within 10 working days of the submission of the appeal.

Useful contact information:

[School admissions | North Northamptonshire Council \(northnorthants.gov.uk\)](#)

Telephone: 0300 126 3000

Email: admissions.NCC@northnorthants.gov.uk

Approved by Meridian Trust Curriculum & Standards Committee 23/02/2026

This policy is subject to annual review