



Weldon Village Academy admission policy for 2026/2027

Document Control

Version Number:	1
Applicable To:	Weldon Village Academy
Committee:	Academy Council
Approved by Academy Council:	September 2024
Review Cycle:	Annual
Date of Next Review:	September 2025

Contents

Weldon Village Academy admission policy for 2026/2027	1
Document Control	1
Introductory statement	4
1. Aims	4
2. Legislation and statutory requirements	4
3. How to apply for a place in the Normal Admissions Round	4
4. Allocation of places	5
4.1 Published Admission Number (PAN)	5
4.2 Oversubscription criteria	5
4.3 Allocation to PAN	5
4.4 Tie-breaker	6
5. Definitions	6
5.1 Looked after children	6
5.2 Previously looked after children	6
5.3 Children of UK Service Personnel (UK Armed Forces) and Crown Servants:	6
5.4 Siblings	7
5.5 Home Address (child's)	7
5.6 Distance Measurements	7
5.7 Children of staff	8
6. Multiple Birth Groups	8
7. Fraudulent or Misleading Applications	8
8. Conflicting Applications	8
9. Late Applications	9



Weldon Village
Academy

10.	Requests for admission outside the normal age group	9
11.	In-year Admissions	10
12.	Waiting Lists	10
13.	Appeals	10
14.	Admissions policy review	11
14.1	Consultation	11
14.2	Determination	11

Introductory statement

Weldon Village Academy is a part of Meridian Trust (the Academy Trust) and has high expectations of all its students. In return it offers a high-quality education at the heart of its local community. We develop our students into successful, confident, responsible and employable citizens. The school is a cultural hub for its students, their families and the community.

Weldon Village Academy was a new school, opened in September 2023 to year 7 only. In subsequent years, the school will grow from Year 7 upwards, a new Year 7 cohort will be admitted each September with any in-year requests for admissions only being considered for entry into existing year groups or through agreement with the Local Authority.

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 based on the following advice from the Department for Education (DfE):

- [School Admissions Code \(2021\)](#)
- [School Admission Appeals Code \(2022\)](#)

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](#).

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 school places at the school's normal point of entry (Year 7), 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). This form is used to express a preference for a minimum of 3 state-funded schools, in rank order.

All parents/carers who submit an on-time application (i.e. by midnight on 31 October) will receive an offer for a school place directly from their local authority on National Offer Day (1 March or the next working day).

Parents/carers living in North Northamptonshire Council should visit the [NNC School Admissions website](#)

4. Allocation of places

4.1 Published Admission Number (PAN)

The school currently has an agreed Published Admission Number (PAN) of 150 children for entry in Year 7, but through negotiation with the Local Authority this may increase by 30, to be a PAN of 180. Please check the school website for a definitive PAN number for your year of application, as this will be the most upto date number.

Eventually, the final PAN will be 240 to meet the need of the local community as it grows.

Places will first be allocated to children who have an Education, Health and Care (EHC) Plan that names the school as appropriate provision.

4.2 Oversubscription criteria

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 with a sibling continuing at the school at the time of admission of the child.
3. Children from Weldon Church of England Primary School
4. Children whose nearest school from their home address is Weldon Village Academy.
5. Children of staff at the school (see section 5.7)
6. Other children

4.3 Allocation to PAN

If the admission number is exceeded within any criterion, priority will be given to those who live closest to the school (see Distance Measurements for information on how distances are measured)

4.4 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.

5. Definitions

5.1 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

5.2 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.

5.3 Children of UK Service Personnel (UK Armed Forces) and Crown Servants:

For families of service personnel with a confirmed posting, or crown servants returning from overseas, the School Admissions team will: a) allocate a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. Admission authorities (i.e. bodies such as the local authority (NNC), academy trusts and governing bodies of schools) must not refuse to process an application and must not refuse a place solely because the family do not yet have an intended address, or do not yet live in the area. b) use the address at which the child will live when applying their oversubscription criteria, as long as the parents provide some evidence of their intended address. Admission authorities must use a Unit or quartering address as the child's home address when considering the application against their oversubscription criteria, where a parent requests this.'

5.4 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.

5.5 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;

- 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.

5.6 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.

5.7 Children of staff

Staff refers to all employed at Weldon Village Academy as their principal place of work. Staff members must either have been employed by WVA for 2 year or more, or be filling a role of demonstrable skills shortage.

6. 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.

7. 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.

8. 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.

9. 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).

10. 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:

- 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.

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 historic published admission number (i.e., the PAN when that year group started Year 7) has been reached in a child's year group, it 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 below for more information).

Applications for in-year admissions should be made directly to the school as they hold and manage the waiting lists.

12. Waiting Lists

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

Waiting lists will be held for Year 7 for all secondary schools until 31st December 2026 by the local authority. Names placed on a waiting list between March and September 2026 will also be removed at the end of December 2026. You must contact us to renew your request to remain on the waiting list in the Spring term.

Waiting lists are held for all other year groups by the school.

When a place becomes available it will be allocated to the child at the top of the waiting list. The waiting list is ranked in accordance with the oversubscription admission criteria which can be found in section 4.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest and children being allocated places under the Fair Access Protocol will be given priority. A new application will be required for a new academic year.

13. 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.

For more information and to submit an appeal, parents/carers should visit the School Admissions Appeals pages of the [NNC website](#).

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.

Appeals for admissions at the normal point of entry must be lodged in writing, giving the reasons for appeal, by the date specified on the “North Northamptonshire Secondary Co-ordinated scheme” appeals website - [Appeal a school place | North Northamptonshire Council \(northnorthants.gov.uk\)](#).

Appeals received after this date will still be heard, but there is no guarantee they will be heard before the end of the school year in which the application is made.

NB: For appeals concerning places not offered during the normal admissions round, i.e. in-year places, appeals should be submitted within 30 school days of refusal of a place.

14. Admissions policy review

This policy will be reviewed and approved by the Academy Council annually.

14.1 Consultation

When changes are proposed to the school’s admission arrangements, the Academy Council will consult on their admission arrangements (including any supplementary information form) that will apply for admission applications during the following offer year. Where the admission arrangements have not changed from the previous year, there is no requirement to consult, subject to the requirement that admission authorities must consult on their admission arrangements at least once every 7 years, even if there have been no changes during that period.

14.2 Determination

The admission authority will determine (i.e. formally agree) the admission arrangements for the next offer year by 28 February in the determination year, even if they have not changed from previous years and a consultation has not been required.