DANESHOLME JUNIOR ACADEMY

Admissions Policy

2027/2028

This policy was reviewed and approved by the Greenwood Academies Trust Board on 6 February 2026.

PROCEDURE FOR ADMITTING PUPILS TO THE DANESHOLME JUNIOR ACADEMY

The Danesholme Junior Academy provides for the needs of children within the 7 to 11 age range in Danesholme and the surrounding area.

Pupils will be admitted at the age of 7+ without reference to ability or aptitude using the criteria set out in this policy. Admission to our Academy is not dependent on any 'voluntary' contribution.

The Greenwood Academies Trust is the Admissions Authority for the Danesholme Junior Academy.

The Academy participates in the Local Authority co-ordinated scheme and all deadlines within that should be adhered to by applicants.

The Linked School is the Danesholme Infant School.

Admission number for Junior Provision (age 7)

1. The Academy has the following agreed admission numbers:

    - 90 for pupils in Year 3

2. Accordingly, the Academy will admit a maximum of 90 children each year in the relevant age group if sufficient applications are received.

Process of Application

3. Arrangements for applications for places at the Academy will be made in accordance with the North Northamptonshire LA's co-ordinated admission arrangements; parents resident in Northamptonshire can apply online at:

    https://www.northnorthants.gov.uk/primary-school-places

    Parents resident in other areas must apply through their home Local Authority.

4. The Academy will use the North Northamptonshire LA's timetable for applications each year (exact dates within the months may vary from year to year):

    a) September/October - the Danesholme Junior Academy will provide opportunities for parents to visit the Academy

    c) By 15 January – Parents complete the common application form (CAF) and return it to the LA to administer

    d) 16 April or the next working day – notification of offers made to parents.

Consideration of Applications

5. The Danesholme Junior Academy will consider all applications for places at the Academy.

    Where fewer than the published admission number(s) for the relevant year groups are received, the Academy will offer places to all those who have applied.

Procedures where the Danesholme Junior Academy is oversubscribed

6. Where the number of applications for admission is greater than the published admission number in any age group, applications will be considered against the criteria set out below.

Admission to Year 3 – Oversubscription Criteria

7. The Danesholme Junior Academy will first accept all pupils with a statutory right to a place at the Academy through an Education Health and Care Plan naming the Academy. After the admission of these pupils, criteria will be applied for the remaining places in the order in which they are set out below:

   a) Looked after children and previously looked after children, including those 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*.

   b) Children already attending the Danesholme Infant Academy

   c) Children with a sibling* currently attending the Academy or linked Infant Academy at the time of admission

   d) Proximity of the child's home to the Academy

   ** see definitions*

Tie break

8. Where there are more applications in any one category, priority will be given to those living closest to the Academy.

9. If two children are tied for the last place, after the above distance tie-break has been applied, then a process of random allocation, using a computerised randomiser and undertaken by someone independent of the Academy, will determine who is allocated the last place.

Admission of children outside their normal age group

10. Parents may request that their child is admitted outside their normal age group, for example, summer born children*, if the child is gifted and talented, has experienced problems such as ill health or is born prematurely.

    Please refer to Appendix 1 at the back of this policy for full information.

    ** The term 'summer born' is used to refer to children born from 1 April to 31 August.*

Operation of waiting lists

11. All parents/carers who are unsuccessful in gaining a place for their child may wish to place their child's name on the waiting list. To do so, parents/carers must contact the Academy and request that their child's name is placed on the waiting list. This should be done by email/in writing to the Principal.

    Each added child will require the list to be ranked again in line with the Academy's published oversubscription criteria. Priority will not be given to children on the basis that they have been on the waiting list the longest.

12. 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 wish their child's name to remain on the list for the remainder of the academic year, they must write to/email the Academy at the beginning of each term to renew their interest.

    Please note – placing a child's name on the waiting list does not affect parents' rights to appeal.

Arrangements for in-year Admissions

13. 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.

    North Northamptonshire local authority will co-ordinate in-year admissions and applications should be made online to their local authority Admissions website

Right of Appeal

14. If a parent's/carer's application for a place at the Academy is unsuccessful, they have the right of appeal to an Independent Appeals Panel.

    Parents/carers should submit their appeal, in writing and giving their reasons for appeal, via the online appeal form on the NNC website. Please visit this Appeals website for more information about deadlines and to complete the form.

UK Armed Forces

15. 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, a place will be allocated 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. Applications will not be refused solely because the family do not yet have an intended address, or do not yet live in the area.

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

16. The Academy has discretion to admit above the admission number in these circumstances if they wish but are not obliged to do so. If a place is refused, you will be informed of your right of appeal.

Fair Access

17. The Danesholme Junior Academy participates in NNC's Fair Access protocol.

    All schools, including Voluntary Aided Schools, Trust Schools and Academies must participate in the protocol.

    The purpose of the Fair Access Protocol is to ensure that vulnerable children are offered a school place as quickly as possible and to evenly spread children with additional needs across all schools in the county. The protocol only applies to mid-term applications; it does not operate when children transfer from primary school to secondary school.

Fraudulent or Misleading Applications

18. As an Admission Authority, we 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.

Definitions

1. Definition of 'Looked After' and previously 'Looked After' children

A 'looked after child' is a child who is:

- in the care of a local authority, or
- 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 making an application to a school.

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

2. Definition of siblings and the position of twins

A sibling is defined as:

- Sibling is defined as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters or another child normally living for the majority of term time in the same household, where an adult in the household has parental responsibility as defined by the Children Act 1989, or any child in the household where an adult in the household is defined as a parent for the purposes of Section 576 of the Education Act 1996. This could include a person who is not a parent but who has responsibility for him/her.

In the case of twins or other siblings from a multiple birth, where there is only one place available in the Academy, these will be considered together as one application. The Academy's admission number may be exceeded; the School Admissions Code makes an exception to the infant class limit in this situation.

In the case of siblings in the same year group, where there is only one place available in the Academy, both will be considered together as one application. The Academy may go above its admission number as necessary to admit all the children, except in cases where infant class regulations, as stated in the Schools Admissions Code, prevent this from happening.

3. Definition of Residency

The child's place of residence is taken to be the parental home, other than in the case of children fostered by a Local Authority, where either the parental address or the foster parent(s) address may be used. Where a child spends part of the week in different homes, their place of residence will be taken to be their parent or parents' address.

If a child's parents live at separate addresses, the address where the child permanently spends at least three 'school' nights (i.e. Sunday, Monday, Tuesday, Wednesday or Thursday) will be taken to be the place of residence. Evidence that a child's place of residence is permanent may also be sought.

If a child spends equal amounts of time at the two addresses, the parents must agree which address they wish to be the child's main address.

A fraudulent claim to an address may lead the Academy to withdraw an offer of a place.

4. Distance

Distances are measured on a straight-line basis from the address point of the child's home to the address point of the Academy, 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.

Appendix 1 – Requests for admission outside the normal age group (summer born)

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.

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 the normal age group for Reception at the Sunnyside Primary Academy should make a formal request in writing (email is sufficient) directly to the Academy, 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 request will be passed to the admission authority who 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. The admission authority will then respond to parents/carers in writing, letting them know the reasons for the 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, 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.

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 the 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 in the first instance, 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 the current/previous school.

The school will pass the request to the admission authority who will then 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. The admission authority 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. Once the year group has been agreed, an application for that year group can be processed.

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.