



OVERSTONE GATE PRIMARY SCHOOL

'Ipsum quod faciendum est diutius'

Title	Admission arrangements for entry into Reception 2027
Year	2027-2028
Policy Reference	Browne Jacobson LLP
Staff Link	Admissions Officer
Adopted	February 2026
Review Date	Annually

1 Making an Application.

- 1.1 Wootton Park Academy Trust ‘the Trust’ is the admission authority for Overstone Gate Primary School ‘the Academy’. During the normal admissions round, the local authority operates the co-ordinated admissions scheme which includes the Academy. Parents wishing to apply for a place should put the Academy down as a preference on the common application form which can be submitted online via their home local authority website. Parents/carer living in the West Northamptonshire Council area should visit [School Admissions West Northamptonshire Council](#)
- 1.2 The local authority also manages in-year admissions to the Academy, details of which can be found in section 11.

2 Published Admissions Number (PAN): Reception.

- 2.1 Overstone Gate Primary School has a PAN of 30 for entry into Reception. If the number of applications exceeds the PAN then the oversubscription criteria (below) will be used to determine which applicants will be provided with a place.
- 2.2 All children who have an EHCP that name the Academy will be provided with a place.

3 Oversubscription Criteria.

Following the allocation of places to children with an EHCP naming the school as appropriate provision, where more applications are received than the number of places, then the Academy will rank applications in accordance with the following oversubscription criteria, in order:

- (1) Children who are looked after or are previously looked after;
- (2) Children who have a sibling who attends the Academy at the date of admission;
- (3) Children of staff of the Academy who have been employed for two or more years at the time of the application or are recruited to fill a vacant post for which there is a demonstrable skill shortage. To qualify under this criterion, the staff member must be a ‘direct employee’. This includes any member of staff (teaching or non-teaching) with two years continuous employment with the Academy or seasonal employment totalling two years. Staff contracted in to provide services to the Academy do not count as ‘direct employees’. For the purposes of this criterion, ‘children of staff’ is taken to include a son, daughter or step-son/daughter, or child who is adopted or fostered or for whom a special guardianship order is in place, in all cases providing they are living at the same address as the parent/carer who is employed by the Academy;
- (4) Children who live in the catchment area shown in the map at the end of this policy. (Please see map, annex 1). The catchment includes Overstone Leys, Overstone Gate and Overstone Farm. Children who live on the boundary line will be considered to live in the catchment area;

4 Definitions.

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)

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.

- 4.1 'Sibling' is defined in these arrangements 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. Cousins are not considered siblings.
- 4.2 The 'home address' is the address at which the child spends the majority of their week during term time. If arrangements are such that a child resides at two addresses for equal amounts of time, then parents/carers must decide which address to use for admissions purposes.

5 Tie breaker.

If the admission number is exceeded within any criterion, priority will be given to those children who live closest to the academy. Distances are measured from the address point of the home address to the address point of the academy on a straight-line basis using the Local Authority's 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 two applications cannot otherwise be separated, e.g. when two distances are equal, random allocation will be used to determine which child shall be given a place. The use of random allocation using a computerised randomiser will be supervised by someone independent of the Trust.

6. Multiple Birth Groups.

Random allocation will not be used if siblings from a multiple birth (twins, triplets etc.) are tied for the final place. They will all be offered a place and we will exceed our admission number.

In the case of other 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 as long as this does not breach infant class size legislation.

7. 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

8. Waiting List.

Following an unsuccessful application, parents/carers can request that their child's name be placed on the waiting list. Each added child will require the list to be ranked again in line with the published oversubscription criteria. Priority will not be given to children based on the date their application was

received, or their name was added to the list. The waiting list will be held until 31 December. If parents would like their child to remain on the waiting list for the remainder of the academic year, they should email School Admissions at WNC by 31 December and 31 March to renew their interest. A new application will be required for a new academic year.

9. In-year applications.

The Local Authority manages in-year admissions for Overstone Gate Primary School on behalf of the Trust and so parents wishing to make an application should do so by visiting the School Admissions pages of West Northamptonshire Council's website: [School Admissions | West Northamptonshire Council](#)

Where multiple applications are received and the Academy does not have sufficient places for every child that has applied for one, places will be allocated on the basis of the oversubscription criteria.

Where the application is refused, details of how to appeal will be provided ~~in the letter~~.

10 Late Applications.

Late applications are any application forms (for the normal point of entry) received after the closing date of 15th January. Late applicants will not receive an offer of a school place on National Offer Day. (16th April or the next working day).

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

11. Children below Compulsory Academy Age.

By law, parents must ensure that their children are receiving suitable full-time education at the beginning of the term after their 5th birthday, which is when a child reaches compulsory school age. The Academy offers places for children to be admitted to Reception Class in the September at the start of the academic year in which they reach five years of age.

Parents may defer their child's admission to the Academy until later in the school year, but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year of which the offer was made. In these cases, the place offered to the child will be retained.

In the case of summer born children (i.e. those born between 1 April and 31 August), parents may delay entry for a full year until their child reaches compulsory school age, however, any place offered will be withdrawn and the parents will have to re-apply for admission the following year in the usual way. That application would be for Year 1, unless a request for admission to Reception Year outside normal age group had been made and agreed (see below)

A parent has the right for their child to be admitted on a part-time basis during the Reception year but not beyond the point that they reach compulsory school age. This can be combined with deferral, if desired (e.g., deferral and then part-time attendance).

12. Applying for a year group outside of normal (chronological) age group

Parents may request that their child be admitted outside normal age group, to a year group below or above; whether or not this is agreed is at the discretion of the Trust.

The request must be sent in writing to clerkgb@woottonparkschool.org.uk setting out the reasons and attaching any supporting documents the parent would like considered. The request will be considered in line with paragraphs 2.18 to 2.20 of the School Admissions Code 2021.

Once the year group has been decided on, the Trust will let the parents know in writing and then the parents can submit an application form for that year group via the Local Authority.

13. Requests for admission to Reception outside the normal age group.

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, should email clerkgb@woottonparkschool.org.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 Trust 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. They 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.

14. Withdrawing Places.

In certain circumstances the Trust may decide to withdraw a place offered if one of the following circumstances occurs:

- Where a parent/carer has not responded to the offer of a place, even after chasing;
- Where fraudulent or intentionally misleading information is used as part of the application;
- Where the offer has been made in error.

Annex 1: Overstone Gate Primary School Catchment area

