

Abbeyfield School Admissions Policy 2025-26



**ABBNEYFIELD
SCHOOL**
*Creative
Education
Trust*

Abbeyfield School is an 11-18, co-educational, non-selective Academy in Northampton and are part of the growing Creative Education Trust (CET). Pupils are admitted without reference to ability, aptitude, race, creed or gender. It is our intention that the Academy is genuinely comprehensive in all aspects and that a vibrant learning environment will be created by accommodating pupils with the widest range of gifts and talents. It is expected that prospective parents and pupils will support the core values of the School as expressed in its policies.

Applicants refused admission are entitled to appeal to through the Local Authority's Democratic Services who organises appeals for the school.

Admissions criteria

Abbeyfield School will admit 240 pupils in Year 7. The college will allocate places to pupils with an Education Health Care Plan (EHCP) where the school, after consultation with the Local Authority, has been named on the EHCP as appropriate provision.

The admissions policy for Abbeyfield School follows the Co-ordinated Admission Scheme for Secondary Schools in the Area of West Northamptonshire. Parents will need to complete a Common Application Form and submit it to their Local Authority.

Places will be allocated to pupils who have an EHCP 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:

1. Children in public care (looked after children) or previously in public care (see full definition below).
2. Children of Staff at Abbeyfield School where any of the following are met:
 - The member of staff has been employed at the school for two or more years at the time at which the application for admission to the academy is made.
 - The member of staff is appointed to fill a vacant post for which there is a demonstrable skill shortage, applications can only be made once the member of staff accepts the offer of employment;
3. Pupils who will have an older brother or sister continuing at Abbeyfield School at the time of admission of the younger child;
4. Pupils who live closer to Abbeyfield School than any other school;
5. Other pupils.

Distance tiebreaker

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 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 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.

If two applications cannot otherwise be separated, random allocation will be used as an additional tiebreak to decide who has the highest priority for admission.

Definition of child's home address

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.

Definition of a Looked After Child or a Previously Looked After Child:

'Looked After Children' are those who are (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions at the time of making an application to the school. 'Previously Looked After' Children are defined for the purposes of the legislation as those who, immediately after being in care, became subject to an adoption, child arrangements, or special guardianship order. (Parents must supply a copy of the relevant order as evidence of their child's status.) 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

Definition of a Sibling:

- A brother or sister living at the same address, who shares the same parents.
- A half-brother or half-sister living at the same address, where two children share one common parent.
- A step brother or step sister living at the same address, where two children are related by a parent's marriage.
- 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
- Adopted or fostered children living in the same household.

Waiting Lists

All parents who are unsuccessful in gaining a place at the school for their child will be sent information explaining how they may, if they so wish, place their child's name on the Waiting List.

Requests for your child's name to be added to the waiting list must be made in writing (via letter or email) directly to Abbeyfield School. You may also request for your child's name to be added to the waiting list by contacting the Local Authority.

If a place becomes available in Year 7 (if the number of pupils in the year groups falls below the published admissions number of 240), it will be allocated to the next child on the waiting list according to the over-subscription criteria in the Admissions Policy, not on a first-come, first-served basis.

Waiting lists will be held until the end of the academic year. If parents wish their child's name to be placed on the waiting list in subsequent years, they should make a new application for a school place by contacting the school and the Local Authority after 1st July in each subsequent year. Available places will be allocated according to the school's oversubscription criteria.

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 on their website).

Admission of Children outside their normal age group

Abbeyfield School will, in accordance with the School Admissions Code, consider requests from parents for their child to be admitted to a year group outside that of their chronological age. Parents should follow the usual admission procedures and make it clear on the application form that the request is for a place outside the normal age group. Parents can include relevant professional evidence to support such a request. We will consider all requests upon receipt on their own merit and individual circumstances.

If you wish to apply for a school place for your child outside of their normal age group, in addition to making an application parents should put a formal request in writing to the school giving their reasons

In Year Admissions

Abbeyfield School will consider all such applications made via the Local Authority.

Sixth form admissions

Admission to Year 12 at Abbeyfield School's Sixth Form is a separate and distinct point of entry. The PAN for external students entering Year 12 is 35 students.

Entry to the Sixth Form will be in accordance with the School Admissions Code and the admissions criteria set out below will be reviewed annually by the governors. For Abbeyfield School, it is expected that the capacity of Year 12 will be up to 120 students. The admission criteria for both internal and external students will be the same:

For A Level courses, appropriate prior attainment, published on our website and in the Sixth Form Prospectus is a requirement of entry. **A Level courses will require English and Mathematics GCSE at grades 9 - 4.** Other requirements will be as outlined in the Sixth Form Prospectus. In exceptional circumstances students who do not achieve the required grade in English and Maths may be accepted but they will be expected to re-sit those examinations.

Right of appeal

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 [WNC website](#).

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

Appeals must be lodged in writing, giving the reasons for appeal, by 5pm on 29 March 2024. 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 there is no deadline.

Additional Information

Following the offer of a place at Abbeyfield School parents/carers can be asked to provide evidence of their child's identification and main residence to comply with Abbeyfield School's admissions criteria. The forms of identification may include;

- Birth Certificate – a short version is acceptable.
- NHS Registration Document.
- Council Tax Bill.
- Two current utility bills dated within the past six months.

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.

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.