

Abbeyfield School Admission Arrangements for 2027-28



**ABBNEYFIELD
SCHOOL**
*Creative
Education
Trust*

Abbeyfield School is an 11-18, co-educational, non-selective Academy in Northampton and is 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.

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 their preferred 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 15 January) will receive an offer of a school place directly from their local authority on National Offer Day (16 April or the next working day).

Parents/carers of children living in the West Northamptonshire Council area should visit the [WNC School Admissions website](#).

Admissions oversubscription criteria

The Published Admission Number (PAN) for the year of entry (Year 7) is 240.

The Academy will allocate places to pupils with an Education, Health and Care Plan (EHCP) where the school, after consultation with the Local Authority, has been named on the EHCP as appropriate provision.

When there are more applications for places than there are places available, and after the allocation of places to children with an EHCP, priority will be given in the following order:

1. Looked after children and all previously looked after children.
2. Children of Staff at Abbeyfield School in either or both of the following circumstances:
 - Where 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, and/or
 - The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
3. Children who will have a brother or sister currently enrolled at Abbeyfield School at the time of admission of the child;
4. Children who live closer to Abbeyfield School than any other secondary school;
5. Other children.

Distance tiebreaker

If the PAN 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, for example if the distance from home to school is identical for two or more applicants, random allocation carried out by someone independent of the school and using a computerised randomiser will be used 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 at the time of application or on the closing date for applications for the normal point of entry (31 October).

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:

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.

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.

Definition of Children of Staff:

The staff member must be a full or part-time member of teaching or non-teaching staff directly employed by the school/trust. This does not include staff working for outside agencies on the school site. The staff member and child must live at the same address as part of the same family unit for this criterion to apply.

Waiting Lists

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

Waiting lists are held for all year groups by the local authority and each added child will require the list to be ranked again in line with the school's published oversubscription criteria. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Waiting lists will be held until 31 December. If you wish 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 at WNC, in writing via email by 31 December and again by 31 March to renew your interest. A new application will be required for a new academic year.

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 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

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.

Applications for in-year admissions should be made directly to the school, details of how to do this are available on the website.

Sixth form admissions

Year 12 is Abbeyfield School's other point of entry. Students currently on roll in Year 11 will be able to continue into Year 12 should they wish to do so and as long as they achieve the minimum academic requirements outlined in our Sixth Form prospectus. The PAN for external students entering Year 12 is 35.

Children with an EHCP naming the school will be admitted, Should more applications be received than there are places available, and following the admission of children with an EHCP, external students will be admitted according to the same oversubscription criteria outlined above for Year 7.

For A-Level courses, appropriate prior attainment, published on our website and in the Sixth Form Prospectus is a requirement of entry for both internal and external students. A-Level courses will require students to have achieved 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 use the appeals form available on the school website.

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.