



GUILSBOROUGH ACADEMY

ADMISSIONS POLICY for 2026-27

Policy Name	Admissions
Committee	Standard & Curriculum
Owner	Admissions Officer
Statutory	Yes
Trustees to ratify	

Date Ratified	Review Date
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1. Aims

This policy aims to:

- Explain **how to apply** for a place at the academy
- Set out the academy'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](#)
- [School Admission Appeals Code](#)

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](#).

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

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 (Reception, Year 3, 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.

Parents/carers will receive an offer for a school place directly from their local authority on National Offer Day (01 March or the next working day)

To apply for a place through West Northamptonshire Council, please visit <https://www.westnorthants.gov.uk/school-admissions>

4. Allocation of places

4.1 Admission number

The school has an agreed Published Admission Number (PAN) of 238 children for entry in Year 7.

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



4.2 Oversubscription admission criteria

When there are more applications for places than there are places available, priority will be given in the following order:

1. Looked after and all previously looked after children but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order.
2. Children of staff at the school, in either or both of the following circumstances:
 - a) Where the member of staff has been employed by Guilsborough Academy for one or more years at the time which the application for admission to the school is made, and/or
 - b) Where the member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage.

For the purposes of these arrangements, a staff member is defined as a permanent full or part-time member of teaching or non-teaching staff employed directly by the school or Trust. The child must be living for at least part of the week with the staff member to be eligible to be considered under this criterion.

3. Pupils who live in the linked area associated with the Academy. Arthingworth, Buckby Wharf, Clay Coton, Clipston, Cold Ashby, Coton, Cottesbrooke, Creaton, Crick, East Farndon, East Haddon, Elkington, Great Oxendon, Guilsborough, Haselbech, Holdenby, Hollowell, Hothorpe, Kelmars, Lilbourne, Long Buckby, Marston, Trussel, Naseby, Ravensthorpe, Sibbertoft, Spratton, Stanfordon Avon, Sulby, Teeton, Thornby, Thorpe Lubenham, Watford, Welford, West Haddon, Winwick, Yelvertoft.
4. Children with a brother or sister at the school who is expected to remain on roll at the time of admission of the child.
5. Pupils attending the designated contributory primary schools and continuing in attendance until the final offer of places is made: Clipston Endowed VC Primary School, Crick Primary School, East Haddon CE Primary School, Guilsborough CE Primary School, Long Buckby Junior School, Maidwell Primary School, Naseby CE Primary School, Spratton CE Primary School, Welford, Sibbertoft and Sulby Endowed School, West Haddon Endowed Primary School, Yelvertoft Primary School
6. Other children.

Twins or other multiple births.

In the case of twins or other multiple births from the same household, if, when applying the oversubscription criteria, one twin or multiple birth is offered a place and the other is not, then a place will be offered to the other twin or multiple birth sibling above the Published Admission Number of 238. If the qualifying sibling withdraws, then the second place (or places) will be forfeited.

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



using WNC'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.

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. This will be carried out by someone independent of the school.

5. Definitions

Looked after children

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

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.

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:

- :
- step-brothers and step-sisters



- half-brothers and half-sisters, or child, who is adopted or fostered, in all cases providing they are living at the same address.

Parents applying under this criterion will be required to provide evidence of the address.

Home Address (Child's):

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. If a child lives with parents who are separated, 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 before we can process the application.

Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residence at the property concerned.

6. 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.

7. Conflicting Applications

If we receive more than one application for the same child (made by separated parents) and where the home address and / or the preferences do not match, **neither application will be processed** until such time that the parents can agree on both the address and the preferences. 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 the school.

8. 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 composite prospectus on the WNC website).



9. Requests for admission outside the normal age group

In exceptional circumstances, Guilsborough Academy will, in accordance with the School Admissions Code, consider applications from parents for their child to be admitted to a year group outside that of their chronological age and will then make a decision whether to accept or reject that application. Parent/Carers must make this request in writing to the Principal including relevant professional evidence to support such a request.

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.

10. 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 year group is full we will not be able to offer a place at the school.

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 online to the local authority on WNC's website. Please visit <https://www.westnorthants.gov.uk/move-school-during-school-year-year> for more information and to apply.

11. Waiting Lists

Waiting lists are held for all year groups by the Local Authority.

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

Waiting lists will be cleared at the end of each school term. 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, in writing, by the start of each subsequent term (ie: during the Christmas and Easter breaks) to renew your interest. When a place becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed 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.

12. 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.

Parents/carers wishing to appeal should complete the online appeal form on the WNC website.

Please visit <https://www.westnorthants.gov.uk/school-admissions/appeals-process> for more information and to complete the form.

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.



13. Admissions policy review

This policy will be reviewed and approved by the Full Governing Body/Academy Trust annually.

Consultation:

When changes are proposed to the school's admission arrangements, the governing body/academy trust **must** consult on their admission arrangements (including any supplementary information form) that will apply for admission applications the following school 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.

Determination:

All admission authorities **must** determine (i.e. formally agree) admission arrangements every year, even if they have not changed from previous years and a consultation has not been required. Admission authorities **must** determine admission arrangements by **28 February** in the determination year