King's Cliffe Endowed Primary School

Admissions Policy

Policy Agreed by Governors – October 2026

Review Date – October 2027

Chair of Governors:

Introduction

At King's Cliffe Endowed Primary School our admissions arrangements are set by the Local Authority and we accept pupils who live in King's Cliffe and our linked areas: Apethorpe, Blatherwyke, Bulwick, Deene, Deenethorpe, Fineshade, Laxton and Wakerley. Our Published Admissions Number (PAN) is 30.

Aims

This policy aims to:

• explain how to apply for a place at the school

• set out the school's arrangements for allocating places to the pupils who apply;

• explain how to appeal against a decision not to offer your child a place.

Definitions

The normal admissions round is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked after children (LAC) are children who, at the time of making an application to a school, are:

• in the care of a local authority; or

• being provided with accommodation by a local authority in exercise of its social services functions.

Previously looked after children (PLAC) are children who were looked after, but ceased to be so because they:

• were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002; or

• became subject to a child arrangements order; or

• became subject to a special guardianship order.

Internationally adopted previously looked after children (IAPLAC) are children who have been in state care outside of England and ceased to be in state care as a result of being adopted.

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.

How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

You will receive an offer for a school place directly from your local authority.

Please note, pupils already attending our pre-school will not transfer automatically into the main school. A separate application must be made for a place in reception.

The school has an agreed admission number of 30 pupils for entry in Reception.

Oversubscription criteria

All children whose education, health and care (EHC) plan names the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled:

1. Highest priority will be given to looked after children (LAC) and all previously looked after children (PLAC), including those 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 (IAPLAC) and who apply for a place at the school.

2. Children who live in a linked area for the school

3. Children with siblings at the school (children who have an elder sibling in attendance at the school and who will still be attending the school at the proposed admission date and where the children are living at the same permanent address).

4. Children who live nearest the school.

In the case of twins, triplets or siblings in the same year group, the pupils applications will be considered as one and not separate. If one of these children is offered the last school place, exception will be made and both/all children will be offered a place together- even if this exceeds the Published admissions number.

Tie break

Where two or more applications cannot otherwise be separated, random allocation will be used to decide who is allocated a place.

In-year admissions

You can apply for a place for your child at any time outside the normal admissions round. This is all processed by the Local Authority and not by the school. As is the case in the normal admissions round, all children whose EHC plan names the school will be admitted before other in year applicants.

Likewise, if there are spaces available in the year group you are applying for, your child will always be offered a place.

In year applications should not be made more than one month before they are required and will allow you to state up to three schools in order of preference. They will only be accepted if made by a person with parental responsibility.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group which is held by the Local Authority and not the school directly. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed earlier in this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Once a school place has been offered, the child should start attending the school within 10 school days or by the date shown on the formal letter offering the school place. Occasionally, a start date which is slightly outside the 10 days may be agreed (after consultation between the school, parent and Local Authority) according to the circumstances of the case.

Late Applications

A late application is considered any form that is received by the local authority after the statutory closing date. Late Applicants will not receive an offer of a school place on national offer day. Late applications will be processed in the subsequent rounds of allocations between May and July.

Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. Appeals are administered by the Local Authority for this school. Parents who wish to appeal against the decision to refuse their child admission, should contact the Local Authority Admissions team on the NCC website where there is a form on the Appeals page.

Review

This policy will be reviewed annually, whenever the relevant information is received from the Local Authority.