

# ADMISSIONS POLICY

## SEPTEMBER 2025/2026

**For office use – statutory process: The School Admissions Code**

19th October 2022- 30th November 2022	Consultation period
December 2023	Trustee Board approval of arrangements
28 February 2024	Publication on school website & Final Determined Admission Arrangements
15 March 2024	Publication of Composite Prospectus of Determined Arrangements
16 March – 15 May 2	Window for Objections to the School Adjudicator
12 September 2024	Final arrangements for 2024 are published in the school admissions booklet

# ADMISSIONS POLICY FOR SEPTEMBER 2025 - 2026

## 1. Introduction to the Policy

The New North Academy became an academy of the Learning in Harmony Trust on 1 September 2019. The Trust is its own admissions authority, although the London Borough of Islington (LA) has the duty to coordinate admission to reception and has been commissioned to provide the in-year service. These arrangements are in line with government legislation and guidance (School Admissions Code 2021) and designed to ensure there is a fair, clear and reasonable admissions procedure for all applicants, and to help guide parents through the application process.

The New North Academy is a vibrant, open and welcoming school. Our vision is to create a safe and caring community with children, who love learning, at its heart and where staff and parents work together to ensure that each child is given the best possible opportunities to achieve success both within and beyond the Academy. We set out in this policy our admissions criteria for Reception and Years 1 to 6, as well as admission arrangements for our nursery.

## 2. Admissions Criteria

The New North Academy will admit 30 pupils to the Reception year and 30 pupils in years 1 to 6.

The New North Academy is required to comply with the infant class size rules which requires that each Reception, Year 1 or Year 2 classes must have no more than 30 children with a single qualified teacher.

The Published Admission Numbers (PAN) for The New North Academy take this into account.

If there are fewer applications for The New North Academy than there are places available, everyone is offered a place.

After the admission of pupils with Educational Health Care Plan naming The New North Academy, the following criteria are used to offer the remaining places.

- A. Children Looked After/ Previously Looked After This refers to children who are in the care of a Local Authority and children who have been adopted (or made subject to a child arrangements order or special guardianship order) immediately after being looked after, including those that appear to have been in state care outside of England.
- B. Children with a parent who is an employee of the Academy at the time of the proposed admission – to a maximum of 2 in a year group under normal circumstances.
- C. Children with a brother or sister\* on roll at the Academy in Reception to Year 6 at the time of the proposed admission.
- D. Children whose acute medical or social need justify the allocation of a place at a particular Academy\*\*
- E. Applicants living\*\*\* nearest to the Academy as determined by a computerised mapping system using a **straight line** distance measurement. Routes will be calculated from the home address (as defined by the Land & Property Gazetteer) to the midpoint of the Academy grounds.

Notes:

**Pupils in public care and children that were previously in public care (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)**

A 'looked after child' is a child who is (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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. 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.

This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).

Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Refer to 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).

### **Pupils with Education, Health and Care Plans**

An Education, Health and Care Plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education, health and social care provision required for that child. All children whose Education, Health and Care (EHC) plan names the school must be admitted. Children with a plan will follow a different process for admission. Further information can be found on

[Special Educational Needs and Disabilities \(SEND\) Local Offer](#)

### **3. Tie-Breaks**

Distance as measured in point E will also be used in any tie-breaker decisions for priorities A, B and C.

If only one place is available and two or more families live an equal distance from the Academy or tie within any of the other criteria, then the allocation of that place will be determined by random allocation using a computerised system.

\*A brother or sister must live permanently at the same address as the child for whom the application is being made. This includes natural brothers or sisters, half brothers or sisters, step brothers or sisters, adopted brothers or sisters and foster brothers or sisters who live permanently as a family unit at the same address.

\*\*The Academy Trust will make decisions on such cases and will seek, if necessary, advice from the Health Service. A parent's medical need cannot justify a place at a particular school but a child could have a social need arising from a parent's medical need. These cases will always require supporting professional evidence (for example, a written statement from a medical consultant, senior social worker or other appropriate professional) which has to demonstrate a clear connection between the child's need and why the child should be given a place at a particular school and an explanation of the difficulties which would be caused if the child were to attend another school. It is the responsibility of the parent to produce the evidence.

\*\*\*Where a child lives with a parent with shared parental responsibilities, the address where the child spends most of their time will be used. In the case of children who spend equal time of the week with each parent, the parents must notify their Local Authority, who will make a decision on which address must be used for admission purposes.. For the purpose of calculating

distances, the address is identified by using the property geographical references as determined by the borough Council in which the child lives. In the case of a number of addresses in a block with the same geographical references or one or more applicants living the same distance according to the geographical references, further steps will be taken to identify those that are nearest to the Academy.

#### **4. Infant Class Size**

Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) must not contain more than 30 pupils with a single school teacher. Additional children may be admitted under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The excepted children are:

- a) Looked after children and previously looked after children admitted outside the normal admissions round;
- b) Children admitted outside the normal admissions round with statements of Special Educational Needs specifying a school;
- c) Children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- d) Children admitted after an independent appeals panel upholds an appeal;
- e) Children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
- f) Children of UK service personnel admitted outside the normal admissions round;
- g) Children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;
- h) Children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.

#### **5. Waiting Lists**

In addition to the right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained by the Academy in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list. Looked after children and previously looked after children will take precedence over those on the waiting list. Parents/Carers will be consulted regularly on whether they still wish to remain on the waiting list.

#### **6. Application Procedures, Late Applications and Timetable for Admissions to Reception classes at The New North Academy for September 2025**

Applications to The New North Academy are not dependent on any ability test and in order to apply for a Reception place, a standard LA application form must be completed and returned to the child's relevant home local authority by the statutory closing date, 15 January 2025.

Further information is available on the London Borough of Islington admissions website at <http://www.islington.gov.uk/admissions>.

Parents/Carers will be advised of the outcome of their applications on 16<sup>th</sup> April 2025 or the next working day. Unsuccessful applicants will be given reasons related to the oversubscription criteria listed above and advised of their right of appeal to the independent appeals panel.

Late applications will be considered if a vacancy occurs. If no vacancy occurs then the late application will be added to the waiting list. The admission of pupils with an Educational Health Care Plan, where London Borough of Islington has agreed to name the Academy on a child's Educational Health Care Plan (under Section 324 of the 1996 Education Act), is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of Educational Health Care Plan by the London Borough of Islington. Details of this separate procedure are set out in the Special Educational Needs and Disability Code of Practice.

After an offer has been made of a place at the Academy, The New North Academy requires two proofs of residence of the permanent home of the child to confirm the place. One of these must be a notification of Child Benefit from HMRC unless the parent/carer is not entitled to Child Benefit when another proof of residence must be provided. Another proof of residence must be a council tax document, child's medical card, a gas or electricity bill, bank or building society letter or similar dated within three months. Confirmation of date of birth of the child will also be required.

## **7. Looked after Children/Previously looked after children**

In the case of a looked after child, the Academy will require a letter from the relevant local authority to confirm that this is the child's status. For previously looked after children, The New North Academy will require a copy of the adoption order, residence order or special guardianship order. In addition, they will require a letter from the local authority that last looked after the child confirming that they were looked after immediately prior to an order being made.

### **F. 7a. Note**

*Information supplied by parents or carers is checked.*

*If it is found that false information has been provided and a place has been obtained because of this, the place offered is likely to be withdrawn. Parents or carers will still have the right of appeal if the place is withdrawn.*

## **8. Waiting List Arrangements**

All unsuccessful applicants for the Reception classes who have not already been offered a place at a school which was a higher preference on their Primary Common Application Form will automatically be placed on the waiting list for that year group. Applicants who have been offered a place at a school which was a higher preference on their Primary Common Application Form will not be placed on the waiting list unless they specifically request to be added. The waiting list will be held by The New North Academy and will be kept until that cohort reaches the end of Y6 and transfers to secondary school. Parents of children on the waiting list will be asked at appropriate times whether or not they wish their child to remain on the waiting list. Where no reply is received the child may be removed from the waiting list.

The Academy Trust's Admissions Committee will review the waiting list for a particular year group whenever a vacancy arises in that year group. The position on the waiting list will be determined by applying the published admissions criteria to each applicant. Length of time on the waiting list will not affect position on the list. If new applications are received, the waiting list for that year group will again be reviewed. It should be noted that new applications could

adversely affect the position of those already on the list.

## **9. Deferred Admission**

Children are admitted to the Reception class in the September following their 4th birthday. where a child is below compulsory school age, parents have the right to request that their child's entry be delayed until later in the school year. Entry cannot be delayed beyond the beginning of the term after the child's 5th birthday, nor beyond the end of the academic year for which the original application was accepted. They may also request that their child attend school on a part-time basis until they reach compulsory school age.

### **G. 10. Admission of Children outside of the Normal School Age group**

Parents may seek a place for their child outside of their normal school age, for example, if the child is gifted and talented, or has experienced problems such as ill health. Parental views, academic achievement, social and emotional development and, where relevant, medical views, should be taken into consideration. The views of the school's Head teacher should also be taken into account. The reasons for the decision must be clearly set out in any such request.

### **H. 11. Summer Born Children**

Parents of summer born children can opt to delay their child's admission to reception class until the following school year when the child reaches compulsory school age. Decisions will be made on the circumstances of each case and the best interests of the child. Parental views, academic achievement, social and emotional development and, where relevant, medical views should be taken into consideration. The views of the school's Head Teacher must also be taken into account. The reasons for the decision must be clearly set out in any such request. Parents may decide not to apply for a Reception place in the school but to apply for a Year 1 place. Parents should be aware that the Year 1 group may have no vacancies as it could be full. Any requests that are agreed, then the parent must make a fresh application for a Reception place in the following academic year.

## I. 1. Admissions Criteria for Nursery Classes

The New North Academy admits 42 full time and 20 part time pupils to the Nursery.

If there are fewer applications for The New North Academy Nursery Classes than there are places available, everyone is offered a place.

After the admission of pupils with a statement of Special Educational Needs naming The New North Academy Nursery Class, Governors use the following criteria to decide which children should be offered places when there are more children wanting to go to the Academy than there are places available.

**1a.** In the case of a looked after child, the Academy will require a letter from the relevant local authority to confirm that this is the child's status. For previously looked after children, The New North Academy will require a copy of the adoption order, residence order or special guardianship order. In addition, they will require a letter from the local authority that last looked after the child confirming that they were looked after immediately prior to an order being made.

**1b.** Children of staff at the Academy where the member of staff has been employed at the Academy for two or more years at the time at which the application for admission to the Academy has been made or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

**1c.** Children with a brother or sister\* on roll at the Academy in Reception to Year 6 at the time of the proposed admission

**1d.** Children whose acute medical or social need justify the allocation of a place at a particular school\*\*

**1e.** Applicants living\*\*\* nearest to the Academy as determined by a computerised mapping system using a straight line distance measurement. Routes will be calculated from the home address to the midpoint of the Academy grounds.

## J. 2. Tie-Breaks

Distance as measured in 1e will also be used in any tie-breaker decisions for priorities a, c and d.

If only one place is available and two or more families live an equal distance from the Academy or tie within any of the other criteria, then the allocation of that place will be determined by random allocation using a computerised system.

\*A brother or sister must live permanently at the same address as the child for whom the application is being made. This includes natural brothers or sisters, half brothers or sisters, step brothers or sisters, adopted brothers or sisters and foster brothers or sisters who live permanently as a family unit at the same address.

\*\*The Academy will make decisions on such cases and will seek, if necessary, advice from the Health Service. A parent's medical need cannot justify a place at a particular school but a child could have a social need arising from a parent's medical need. These cases will always require supporting professional evidence (for example, a written statement from a medical consultant, senior social worker or other appropriate professional) which has to demonstrate a clear connection between the child's need and why the child should be given a place at a particular school and an explanation of the difficulties which would be caused if the child were to attend another school. It is the responsibility of the parent to produce the evidence.

\*\*\*Where a child lives with a parent with shared parental responsibilities, the address where the child spends most of their time will be used. In the case of children who spend equal time of the week with each parent, the parents must notify their Local Authority, who will make a decision on which address must be used for admission purposes.. For the purpose of calculating distances, the address is identified by using the property geographical references as determined by the borough Council in which the child lives. In the case of a number of addresses in a block with the same geographical references or one or more applicants living the same distance according to the geographical references, further steps will be taken to identify those that are nearest to the Academy.

### **K. 3. Waiting Lists**

For application to Nursery there is no right of appeal to an appeal panel and any complaints over the allocation of places to the Nursery should be addressed initially to the Headteacher of The New North Academy. Should the complainant still be unsatisfied with the response received they should then follow the complaints procedure (a copy of which can be supplied on request from the office).

Unsuccessful candidates will be offered the opportunity to be placed on a waiting list.

This waiting list will be maintained by the Academy in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list. Looked after children and previously looked after children will take precedence over those on the waiting list.

Pupils will remain on the waiting list whilst they are of Nursery age. Please note that attendance in the Nursery classes at The New North Academy does not guarantee admission to the Reception Class for primary admission and that a separate application must be made for transfer from Nursery to Primary for The New North Academy.

### **L. 4. Application Procedures, Late Applications and Timetable for Admissions to Nursery Classes at The New North Academy for September 2025**

Application to the Nursery classes at The New North Academy is not dependent on any ability test and in order to apply for a place at the Nursery an application form must be completed and returned to the Academy office by the end of the Spring Term. Outcomes will only be advised upon offer of a place by the 1st May before the September entry.

Late applications will be considered if a vacancy occurs. If no vacancy occurs then the late application will be added to the waiting list.

Where parents have shared responsibility for a child following the breakdown of their relationship and the child lives for part of the week with each parent, the child's home will be determined by which parent is in receipt of Child Benefit from HMRC.

Once an offer has been made for a place at the Academy and if the criterion is distance, The New North Academy requires two proofs of residence of the permanent home of the child to confirm the place. One of these must be a notification of Child Benefit from HMRC unless the parent/carer is not entitled to Child benefit when another proof of residence must be provided. Another proof of residence must be a council tax document, child's medical card, a gas or electricity bill, bank or building society letter or similar.



Confirmation of date of birth of the child will be required for all applications.

#### **M. 5. Looked after Children**

In the case of a looked after child, the Academy will require a letter from the relevant local authority to confirm that this is the child's status. For previously looked after children, The New North Academy will require a copy of the adoption order, residence order or special guardianship order. In addition, they will require a letter from the local authority that last looked after the child confirming that they were looked after immediately prior to an order being made.

#### **Note**

*If it is found that false information has been provided and a place has been obtained because of this, the place offered is likely to be withdrawn. Parents or carers will still have the right of appeal if the place is withdrawn.*

#### **N. 6. In Year Admissions**

Parents and Carers wishing to apply for a place at New North Academy in-year should use the Islington in-year admission application form; the LA will provide a copy of the form to the school.

If a place is available in a particular class and there is no waiting list for that class, the place will be offered to the applicant by the Academy. If more applications are received than there are places available, then applications will be ranked by the Academy in accordance with the over-subscription criteria set out in this policy.

If a place cannot be offered at the time the applicant applies, the applicant is entitled to ask the reasons why they cannot be offered a place and should be informed of their right to appeal. The applicant will be offered the opportunity of being placed on the waiting list for that class. The waiting list will be maintained by the Academy in the order of the over-subscription criteria and not in the order in which the applications are received. It should be noted that new applications could adversely affect the position of those already on the list.

When a place becomes available in a given class, the Academy will offer the place to the child with the highest position on the waiting list. If new applications have been received since the waiting list for that class was last reviewed, the Admissions Committee will look again at all applications for that class and decide which applicant has highest priority according to the published admissions criteria (as outlined above in page 3). The place on the waiting list will be based on the information given at the time in the application form together with any new information which has been provided since the original application was made, e.g. change of address.