East Midlands Academy Trust

East Midlands Academy Trust

Admissions Policy 2028/29

'Every child deserves to be the best they can be'

Inclusion Innovation Impact

Scope: East Midlands Academy Trust & Academies within the Trust	
Version: V10	**Filename:** EMAT Admissions Policy
Approval: February 2027	**Next Review: Autumn 2028** *This Policy will be reviewed by the Trust Board annually*
Owner: East Midlands Academy Trust Board of Trustees	**Union Status:** Not Applicable

Policy type:	
Statutory	Proposed Admission arrangements for the 2028-2029 academic year

Admissions policy review

Consultation:

When changes are proposed to the school's admission arrangements, the 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. ***Consultation last took place in 2026 for 2028-29 admissions*.**

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.

Revision History

RevisionDate	Revisor	Description of Revision
October 2026 v10	**A Rigler**	Inclusion of Boddington, Chacombe, Culworth, Naseby & Wilbarston Academies. Application of priority to staff children to newly included schools named above. Inclusion of priority to children of worshipping members of any church to Naseby & Wilbarston CofE primaries. Removal of criterion 'Pupils who live closer to the preferred school than any other school' for NIA.
October 2025 v9	**A Rigler**	Decrease of Prince William School Y7 and Y12 PAN. Removal of criterion 'Pupils who live closer to the preferred school than any other school' for Stimpson Avenue & Castle Academies. If PAN is reached in any criterion, priority will now be given to those living closest to the schools. Inclusion of Specialist Provision admission arrangements for reference.
October 2024 v8	**A Rigler**	Inclusion of priority to staff children into oversubscription criteria. Addition of 6th form admissions process. Increase of Prince William School PAN. Clarification of approach to admissions of children outside their normal age group.
October 2023 v7	**A Rigler**	Consultation on Prince William School PAN changes Consultation on Northampton International Academy 6th Form PAN changes. Update of Orchard & Shepherdswell over subscription criteria to maximise availability for those living within the catchment areas and to reflect that their waiting lists are operated by the school not the LA.
December 2022 – V6	**M Juan**	Reviewed policy including: • Consultation on Hardingstone PAN changes

East Midlands Academy Trust Admissions Policy 2028-29

Introduction

As the admission authority for our academies, East Midlands Academy Trust is responsible for the admission arrangements. The policy for the Trust is to follow the relevant local authorities' coordinated admission scheme:

- Orchard Academy and Shepherdswell Academy: **Milton Keynes Local Authority**
- Boddington CofE Academy, Castle Academy, Chacombe CofE Academy, Culworth CofE Academy, Hardingstone Academy, Naseby CofE Academy, Northampton International Academy, Stimpson Avenue Academy: **West Northamptonshire Council**
- Prince William School, Wilbarston CofE Academy: **North Northamptonshire Council**

Definitions

Looked after children

A "looked after child" is a child who, at the time of making an application to a school, is:

In the care of a local authority, or 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:

- 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
- 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
- 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:

- half-brothers and half-sisters
- step-brothers and step-sisters
- adopted children
- children in foster care
- 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 partnership.

Cousins are not regarded as siblings.

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.

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.

Parish Boundaries

For civil parish boundaries, visit www.parish.uk , put in your postcode, and the name of your parish will be shown.

Supplementary Information Form (SIF)

Parents/carers wishing their application to be considered under a faith criterion must complete the SIF which is available from the school. For consideration in the main admissions round for the normal point of entry, the completed form must be returned to the school (not the Local Authority) by 15 January. The school will then submit the completed SIF to the relevant minister to verify the information.

Worshipping Member

For parents/carers to be worshipping members, at least one of the parents/carers of the child needs to be regarded by the priest/minister/worship leader as being part of the worshipping community at the church/worship centre. This would not necessarily mean that the parent/carer is a "Member" in the technical sense (e.g. through baptism, confirmation or electoral roll) but would imply a pattern of attendance at worship (on Sunday or at other times) that is more than "occasional" and has been sustained for more than a short, very recent, period of time. The EMAT Trust Board defines this as 50% attendance over a 12-month period prior to submitting the SIF paperwork. In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

Children below Compulsory School Age

When children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday.

Parents/carers may defer their child's entry to the allocated school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year for which the offer was made when the place will cease to be available for the child. Please discuss this with the school directly once a place has been offered.

Where parents/carers wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age. Please discuss this with the school directly once you have received an offer of a school place.

Requests for admission outside the normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

Requests for admission to Reception outside the normal age group (summer born children)

Parents/carers of summer born children (those born between 1 April and 31 August) who do not reach compulsory school age until a full year after they would normally start school, may wish to delay their child's start to school until the September following the child's 5th birthday.

If parents wish to delay their summer born child's start at school until the September after their 5th birthday, the expectation is that they will join their normal age group as they move from Reception to Year 1. Parents should make an in-year application in the summer term for a Year 1 place in September.

If parents do not want their child to miss their Reception year, they may instead request that their child be admitted out of their normal age group, i.e. into Reception instead of Year 1. Please note, this is a

'request' and parents do not have the right to insist that their child is admitted to a particular age group. The school's admission authority is responsible for making the decision about which year group a child should be admitted to.

Parents/carers are advised to still make their application for a Reception place for their child's normal year of entry. If it is agreed that an application for Reception out of the normal age group will be accepted, this application for their normal age group can be withdrawn.

In addition to the above, parents/carers wishing to seek a place for their child out of the normal age group for Reception should make a formal request in writing (email is sufficient) directly to the school, giving some information about their child to explain why they believe it would be in their best interests to be educated out of their normal age group and not miss Reception. Parents can provide any additional evidence to support their request as this information will help the admission authority to make their decision.

The request will be passed to the admission authority who will then consider the request and decide on the best year group for the child to start school in on the basis of the circumstances of the case and in the best interests of the child concerned. The admission authority of the school will then respond to parents/carers in writing, letting them know the reasons for their decision about the year group the child should be admitted to.

If it has been decided that the child should start school in Reception out of the normal age group, the parent/carer will then need to make an application for a place in Reception in the normal admissions round in the following academic year.

General requests for admission outside the normal age group

Parents/carers wishing to seek a place for their child out of their normal age group at the school for any other year group than reception, or for reception after the start of the new school year in September, must put their request in writing to the School in the first instance, giving some information about their child and explaining why they would like to apply for a place out of the normal age group. Parents/carers should also indicate in their request whether the child has been educated out of their normal age group at the current/previous school.

The school will pass the request to the admission authority who will then consider the request and make a decision on the appropriate year group for the child on the basis of the circumstances of each case and in the best interests of the child concerned.

The admission authority will then respond to parents/carers in writing, letting them know the reasons for their decision about the year group the child should be admitted to. Once the year group has been agreed, an application for that year group can be processed.

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.

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 for Primary and all-through schools, Year

3 for junior schools and Year 7 for secondary schools and the secondary phase of all-through schools, 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. **For Primary will be 16th April or the next working day and for Secondary will be 1st March or the next working day.**

If you live in the North Northamptonshire Council area, you should apply through NNC:

- School admissions | North Northamptonshire Council (northnorthants.gov.uk)

If you live in the West Northamptonshire Council area, you should apply through WNC:

- School Admissions | West Northamptonshire Council (westnorthants.gov.uk)

If you live in the Milton Keynes Council area, you should visit:

- www.milton-keynes.gov.uk/schools-and-lifelong-learning/school-admissions

Late Applications

Late applications are any common application forms (for the normal point of entry) received by a local authority after the statutory closing date of 31st October for Secondary and 15th January for Primary. Late applicants will not receive an offer of a school place by the local authority on National Offer Day (1st March or the next working day for Secondary and 16th April or the next working day for Primary).

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).

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 it is not possible to offer a place, parents/carers can ask for their child's name to be added to the waiting list and they have the right to appeal against the decision not to offer a place (see section on Appeals).

Applications for in-year admissions should be made online to the school's local authority on the local authority website.

Waiting Lists

Waiting lists are held for all year groups by the school's local authority, with the exception of Orchard and Shepherdswell Academies that operate their own waiting lists.

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 based on the date their application was received, or their name was added to the list.

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, 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.

Appeals

If a parent/carer's application for a place at the school is unsuccessful, they will be informed by the Local Authority why admission was refused and have the right of appeal against the decision not to offer their child a place at the school.

EMAT admissions appeals across all our schools are coordinated by **Warwickshire School Admission Team**. Please talk to the admissions service if you have been refused a place at the school you prefer. You can visit https://www.warwickshire.gov.uk/school-admissions-appeals/appeal-outcome-school-placement to obtain more information about the appeal process.

Parents/carers wishing to appeal should contact the admissions service directly to obtain the necessary forms and guidance:

- By phone **01926 412954**
- By email schoolappeals@warwickshire.gov.uk.

Multiple Birth Groups

In the case of twins or other siblings from a multiple birth, if the last child to be admitted is from a multiple birth group, the other children in the group will also be offered places, even if it means exceeding the Published Admission number.

In the case of siblings (see definition above) in the same year group, where there is only one place remaining which is to be offered to one sibling, the other too will be offered a place, as long as this does not breach infant class size legislation.

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.

EMAT Specialist Provisions within Academies

EMAT operates four SEND Units (SU), these are based at:

- Castle Academy (Caterpillar Pod) A 10-place SU for children aged 4 to 7 with a primary need of Communication and Interaction. (West Northamptonshire Council)
- Hardingstone Academy (Butterfly Meadow). A 20 place SU for children aged 4 to 11 with a primary need of Communication and Interaction. (West Northamptonshire Council)
- Orchard Academy (Aspen) A 20 place SU for children aged 7 to 11 with a primary need of Communication and Interaction. (Milton Keynes Council).
- Prince William School (PWS ARP) A 48 place SU for children and young people with a primary need of SEMH, specifically Emotionally Based School Avoidance (EBSA) and Anxiety. (North Northamptonshire Council).

SEND Units are specialist provisions within a mainstream school where children are taught mainly within separate classes. All children and young people who attend a SU across EMAT have an Education and Health Care Plan (EHCP).

Admission to these provisions is managed separately via the pertaining Local Authority's Education, Health & Care (EHC) Team. Children on roll at an EMAT academy are not automatically entitled to a place at a SU which is located in the academy and will need to make a separate application via the EHC team. Children and young people attending an EMAT SU will not automatically transfer to the next Key stage provision within that SU; a place will need to be requested via the EHC team. Children and young people will also not automatically transfer from the SU to the mainstream roll of the pertaining academy; this will again be through the EHC Team as individuals have an EHCP.

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Sixth Form Admissions

EMAT has two co-educational Sixth Form provisions based at Prince William School and the Northampton International Academy.

Entry into Year 12 is on the basis of academic ability demonstrated by achievement at GCSE. Places in Year 12 can therefore only be confirmed following GCSE results day in August. The entry requirements for each course are published in the Sixth Form prospectus of the relevant school.

Application

All applicants for the Sixth Form are required to complete an online application form. For students already on roll in year 11, this will represent their expression of interest in continuing into Sixth Form. The closing date for receipt of applications is held in the Sixth Form prospectus which is published on the school website. Application forms received after this date will be treated as late and applicants may be placed on a waiting list. Places will only be offered to waiting list candidates after the applications of all applicants who applied on time have been considered.

On receipt of a completed application, a guidance discussion will be arranged (normally in the Spring Term preceding entry). The discussion is intended to ensure that all students make informed choices. Provisional offers of places are made subject to the entry requirements being met, and to there being places in the subjects of the student's choice.

Students will be informed of the outcome of their application by the end of March and places will be offered conditionally on the student achieving the necessary grades for the courses they have selected.

On Key Stage 4 results day, students will need to confirm their acceptance of their place, if they have achieved the grades they needed.

Confirmation of places

Internal student

If an internal student was offered a conditional place in the Sixth Form and has achieved the Key Stage 4 grades needed to meet the conditions of that offer, they will get a letter in their results envelope confirming that they have a place. To secure the place the student must confirm acceptance, either in person at the school or by email, by 12 noon on the day after the results day. If they do not, their place will not be secured and may be offered to someone else.

External student

If an external student was offered a conditional place in the Sixth Form and has achieved the Key Stage 4 grades needed to meet the conditions of that offer, they must confirm, by emailing the Head of Sixth Form, their acceptance of that place with a copy/photo of their results by 12 noon on the day after the results day. If they do not, their place may be offered to someone else.

If a student was offered a conditional place in the Sixth Form but did not attain the Key Stage 4 grades required for entry, it should be assumed that they no longer have a place at the Sixth Form.

No consideration can be made of circumstances that might have affected a student's performance in any or all of their Key Stage 4 exams. If circumstances were such that the school applied for 'special consideration' by the exam boards, then the grade received on results day will reflect that consideration of their circumstances. If their circumstances were not sufficient to be considered by the exam boards then they will not be considered when allocating places in the Sixth Form either.

If a student and their parents/carers wish to request a re-mark by the exam board of one or more of their papers, they may do so at their own cost and should inform the Head of Sixth Form that they are taking that course of action. If, when the re-mark is returned, their grade(s) has/have risen and they have achieved the entry requirements for the Sixth Form they will be admitted, provided the Sixth Form is not full by then. The school cannot guarantee that a place will still be available for the originally chosen year of entry but will honour our offer of a place for the following September. Places will not be held open for students waiting for the outcome of re-marks in preference to admitting students who have achieved the entry requirements in full on the Key Stage 4 results day.

Oversubscription

When there are more eligible, external applicants than the published admissions number, and once any pupils with a Educational Health & Care plan which names the School have been admitted, the oversubscription criteria will be implemented and can be found in each school's Individual Academies Oversubscription Criteria appended to this policy.

Appeals on or after Key Stage 4 results day

Stage 1: If an applicant believes that they have had their offer of a place at the Sixth Form unfairly withdrawn because of their Key Stage 4 results, they should speak to the Head of Sixth Form on the results day.

Stage 2: If that conversation does not resolve the matter, they should write to the Headteacher setting out why they think this admissions policy has not been applied fairly to them. It is not sufficient to argue that the student should have performed better in their exams, or that they are only a mark or two away from the next grade. The Headteacher will only consider cases where there are grounds to investigate that the procedures set out in this policy have not been followed correctly and fairly. The Headteacher will respond to the appeal letter within 5 working days of receiving it.

Stage 3: Should you remain dissatisfied with the Head Teacher response, an admissions appeal should be submitted to the **Warwickshire School Admission Team**. You can visit https://www.warwickshire.gov.uk/school-admissions-appeals/appeal-outcome-school-placement to obtain more information about the appeal process.

Parents/carers wishing to appeal should contact the admissions service directly to obtain the necessary forms and guidance:

- By phone **01926 412954**
- By email schoolappeals@warwickshire.gov.uk.

Appendix 1. Individual Academy Admissions Oversubscription Criteria

Boddington CofE Academy

Oversubscription Criteria

Places will **first** be allocated to children with **an EHCP** which names the school as appropriate provision. When there are more applications for places than there are places available, priority will **then** be given in the following order:

1. Looked after children and previously looked after children.
2. Children living with their parent(s) / legal guardians in the civil parish of Boddington.
3. Children with a sibling at the school at the time of admission.
4. Children of staff employed at Boddington Academy: a) 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 school is made, and/or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
5. Children of worshipping members of St John's the Baptist, Upper Boddington and the Churches, which form part of the FiveWays Benefice (Aston le Walls, Boddington, Byfield, Eydon and Woodford Halse.
6. Children of worshipping members of any Church that is a member of Churches together in England, this includes the Church of England.

   Applicants wishing to be considered under criterions 5 and 6 should complete a Supplementary Information Form (SIF) available from school. See pp2&3 for more info.
7. Other children.

Allocation of PAN

The Published Admission Number (PAN) for Reception is 10.

If the published admission number (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 address to the address point of the school using the local authority's geographical information system. Each address has a unique address point established by the most valuable elements from the National Land and Property Gazeteer (NPLG), Ordnance Survey Master Map, Royal Mail Postal Address File and The Valuation Office Agency. The address point for a property does not change.

Tiebreaker

If two or more applications cannot otherwise be separated and there is only one place available, a computerised random allocation process will be used to determine who should be allocated the place. The random allocation process will be supervised by someone independent of the school.

Definition of sibling

Please see definition on page 2.

Determination of Parish Boundaries

See page 2

Castle Academy

Oversubscription Criteria

Places will **first** be allocated to children with **an EHCP** which names the school as appropriate provision. When there are more applications for places than there are places available, priority will **then** be given in the following order:

1. Looked after children and previously looked after children.
2. Children with a sibling at the school at the time of admission.
3. Children of staff employed at Castle Academy: a) 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 school is made, and/or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Other children.

Allocation to PAN

The Published Admission Number (PAN) for the Reception year is 60.

If the published admission number (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 address to the address point of the school using the local authority's geographical information system. Each address has a unique address point established by the most valuable elements from the National Land and Property Gazeteer (NPLG), Ordnance Survey Master Map, Royal Mail Postal Address File and The Valuation Office Agency. The address point for a property does not change.

Tiebreaker

If two or more applications cannot otherwise be separated and there is only one place available, a computerised random allocation process will be used to determine who should be allocated the place. The random allocation process will be supervised by someone independent of the school.

Definition of sibling

Please see definition on page 2.

Chacombe CofE Academy

Oversubscription Criteria

Places will **first** be allocated to children with **an EHCP** which names the school as appropriate provision. When there are more applications for places than there are places available, priority will **then** be given in the following order:

1. Looked after children and previously looked after children.
2. Children living with their parent(s) / legal guardians in the civil parish of Chacombe.
3. Children with a sibling at the school at the time of admission.
4. Children of staff employed at Chacombe Academy: a) 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 school is made, and/or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
5. Children of worshipping members of the Church of St Peter & St Paul, Chacombe; the Church of St Lawrence, Marston St Lawrence; the Church of All Saints, Middleton Cheney; the Church of St Peter, Greatworth; the Church of St Mary, Warkworth, the Church of St Mary the Virgin, Thenford.
6. Children of worshipping members of any Church that is a member of Churches together in England, this includes the Church of England.

   Applicants wishing to be considered under criterions 5 and 6 should complete a Supplementary Information Form (SIF) available from the school. Please see pages 2 & 3 for further information.
7. Other children.

Allocation of PAN

The Published Admission Number (PAN) for Reception is 15.

If the published admission number (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 address to the address point of the school using the local authority's geographical information system. Each address has a unique address point established by the most valuable elements from the National Land and Property Gazeteer (NPLG), Ordnance Survey Master Map, Royal Mail Postal Address File and The Valuation Office Agency. The address point for a property does not change

Tiebreaker

If two or more applications cannot otherwise be separated and there is only one place available, a computerised random allocation process will be used to determine who should be allocated the place. The random allocation process will be supervised by someone independent of the school.

Definition of sibling

Please see definition on page 2.

Determination of Parish Boundaries

See page 2

Culworth CofE Academy

Oversubscription Criteria

Places will **first** be allocated to children with **an EHCP** which names the school as appropriate provision. When there are more applications for places than there are places available, priority will **then** be given in the following order:

1. Looked after children and previously looked after children.
2. Children living with their parent(s) / legal guardian(s) in the civil parishes of Culworth, Moreton Pinkney, Sulgrave and Thorpe Mandeville.
3. Children with a sibling at the school at the time of admission.
4. Children of staff employed at Chacombe Academy: a) 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 school is made, and/or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
5. Children of worshipping members of St. Mary the Virgin, Culworth; St. James the Less, Sulgrave; St. John Baptist, Thorpe Mandeville; St. Peter & St. Paul, Chipping Warden; St. James, Edgcote; and St. Mary the Virgin Moreton Pinkney.
6. Children of worshipping members of any Church that is a member of Churches together in England, this includes the Church of England.

   Applicants wishing to be considered under criterions 5 and 6 should complete a Supplementary Information Form (SIF) available from the school. Please see pages 2 & 3 for further information.
7. Other children.

Allocation of PAN

The Published Admission Number (PAN) for Reception is 15.

If the published admission number (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 address to the address point of the school using the local authority's geographical information system. Each address has a unique address point established by the most valuable elements from the National Land and Property Gazeteer (NPLG), Ordnance Survey Master Map, Royal Mail Postal Address File and The Valuation Office Agency. The address point for a property does not change.

Tiebreaker

If two or more applications cannot otherwise be separated and there is only one place available, a computerised random allocation process will be used to determine who should be allocated the place. The random allocation process will be supervised by someone independent of the school.

Definition of sibling

Please see definition on page 2.

Determination of Parish Boundaries

See page 2

Hardingstone Academy

Oversubscription Criteria

Places will **first** be allocated to children with **an EHCP** which names the school as appropriate provision. When there are more applications for places than there are places available, priority will **then** be given in the following order:

1. Looked after children and previously looked after children.
2. The governing body may admit up to one pupil on social and medical grounds, where appropriate professionals have clearly identified that the school can fully meet the needs of the pupil. These applications should be accompanied by documentary evidenced by appropriate professionals within the Health, or Social Care Services. Evidence needs to be sent to the school by 15th January the latest.
3. Children permanently resident in the civil parish of Hardingstone and the houses on the road known as Wootton Hall Park.
4. Children with a sibling at the school at the time of admission.
5. Children of staff employed at Hardingstone Academy: a) 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 school is made, and/or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
6. Other children

Allocation to PAN

The Published Admission Number (PAN) for the Reception year is 30.

If the published admission number (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 address to the address point of the school using the local authority's geographical information system. Each address has a unique address point established by the most valuable elements from the National Land and Property Gazeteer (NPLG), Ordnance Survey Master Map, Royal Mail Postal Address File and The Valuation Office Agency. The address point for a property does not change.

Tiebreaker

If two or more applications cannot otherwise be separated and there is only one place available, a computerised random allocation process will be used to determine who should be allocated the place. The random allocation process will be supervised by someone independent of the school.

Definition of sibling

Please see definition on page 2.

Orchard Academy

The catchment area is defined as Campbell Park south of the park, Springfield, Fishermead – roads north east of Pencarrow Place and Mullion Place, South Central Milton Keynes and Woolstone.

Oversubscription Criteria

Places will **first** be allocated to children with **an EHCP** which names the school as appropriate provision. When there are more applications for places than there are places available, priority will **then** be given in the following order:

1. Looked after children and previously looked after children.
2. Children with a sibling at the school, or at Shepherdswell Academy, who is expected to be on roll at the school or Shepherdswell Academy at the time of admission and is living within the school's defined area.
3. Children of staff employed at Orchard Academy: a) 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 school is made, and/or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Children who live in the defined area served by the school. Proof of residence may be required.
5. Children who live outside the defined area of the school with a sibling on roll.
6. Other children.

Allocation of PAN

The Published Admission Number (PAN) for Year 3 is 90.

If the published admission number (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 address to the address point of the school using the local authority's geographical information system. Each address has a unique address point established by the most valuable elements from the National Land and Property Gazeteer (NPLG), Ordnance Survey Master Map, Royal Mail Postal Address File and The Valuation Office Agency. The address point for a property does not change.

Tiebreaker

If two or more applications cannot otherwise be separated and there is only one place available, a computerised random allocation process will be used to determine who should be allocated the place. The random allocation process will be supervised by someone independent of the school.

Definition of sibling

Please see definition on page 2.

Naseby CofE Academy

Oversubscription Criteria

Places will **first** be allocated to children with **an EHCP** which names the school as appropriate provision. When there are more applications for places than there are places available, priority will **then** be given in the following order:

1. Looked after children and previously looked after children.
2. Children with a sibling at the school at the time of admission.
3. Children living with their parent(s) / legal guardian(s) in the defined area of the civil parishes of Naseby and Haselbech.
4. Children of staff employed at Naseby Academy: a) 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 school is made, and/or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
5. Children of worshipping members of any Church that is a member of Churches together in England, this includes the Church of England.

   Applicants wishing to be considered under criteria 5 should complete a Supplementary Information Form (SIF) available from the school. Please see pages 2 & 3 for further information.
6. Other children.

Allocation of PAN

The Published Admission Number (PAN) for Reception is 12.

If the published admission number (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 address to the address point of the school using the local authority's geographical information system. Each address has a unique address point established by the most valuable elements from the National Land and Property Gazeteer (NPLG), Ordnance Survey Master Map, Royal Mail Postal Address File and The Valuation Office Agency. The address point for a property does not change.

Tiebreaker

If two or more applications cannot otherwise be separated and there is only one place available, a computerised random allocation process will be used to determine who should be allocated the place. The random allocation process will be supervised by someone independent of the school.

Definition of sibling

Please see definition on page 2.

Determination of Parish Boundaries

See page 2

Northampton International Academy

Primary Oversubscription Criteria

Places will **first** be allocated to children with **an EHCP** which names the school as appropriate provision. When there are more applications for places than there are places available, priority will **then** be given in the following order:

1. Looked after children and previously looked after children.
2. Siblings of pupils who will continue to attend NIA.
3. Children of staff employed at Northampton International Academy: a) 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 school is made, and/or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Other children.

Allocation to PAN

The Published Admission Number (PAN) for the Reception year is 60.

If the published admission number (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 address to the address point of the school using the local authority's geographical information system. Each address has a unique address point established by the most valuable elements from the National Land and Property Gazeteer (NPLG), Ordnance Survey Master Map, Royal Mail Postal Address File and The Valuation Office Agency. The address point for a property does not change.

Tiebreaker

If two or more applications cannot otherwise be separated and there is only one place available, a computerised random allocation process will be used to determine who should be allocated the place. The random allocation process will be supervised by someone independent of the school.

Definition of sibling

Please see definition on page 2.

N.B. children in year 6 at NIA will automatically transfer to year 7 as this is an 'all through' school.

Secondary and Sixth Form Oversubscription Criteria

Places will **first** be allocated to children with **an EHCP** which names the school as appropriate provision. When there are more applications for places than there are places available, priority will **then** be given in the following order:

1. Looked after children and previously looked after children.
2. Siblings of pupils who will continue to attend NIA.
3. Children of staff employed at Northampton International Academy: a) 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 school is made, and/or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Pupils from Castle Academy for admission to the Secondary Phase.
5. Other children.

Allocation to PAN

The Published Admission Number (PAN) for Year 7 is 240. This is the number of external students the school will take in addition to children already on roll moving from Year 6 to Year 7.

The Published Admission number (PAN) for Year 12 is 50. This is the number of external students the school will take in addition to children already on roll moving from Year 11 to the sixth form.

If the published admission number (PAN) is exceeded within any criterion, priority will be given to those who live closest to the school. Distance is measured from the address point of the child's home to the address point of the school using the local authority's geographical information system. Each address has a unique address point established by the most valuable elements from the National Land and Property Gazeteer (NPLG), Ordnance Survey Master Map, Royal Mail Postal Address File and The Valuation Office Agency. The address point for a property does not change.

Tiebreaker

If two or more applications cannot otherwise be separated and there is only one place available, a computerised random allocation process will be used to determine who should be allocated the place. The random allocation process will be supervised by someone independent of the school.

Definition of sibling

Please see definition on page 2.

N.B. children in year 6 at NIA will automatically transfer to year 7 as this is an 'all through' school.

Oversubscription Criteria

Places will **first** be allocated to children with **an EHCP** which names the school as appropriate provision. When there are more applications for places than there are places available, priority will **then** be given in the following order:

1. Looked after children and previously looked after children.
2. Children with a sibling at the school at the time of admission.
3. Children of staff employed at Prince William School: a) 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 school is made, and/or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. To students attending one of the feeder schools of Kings Cliffe Endowed, Thrapston, Trinity, Polebrook, Titchmarsh, Warmington, Oundle Primary, Glapthorn and Nassington.
5. To other children who live within the linked villages of Achurch, Aldwincle, Apethorpe, Armston, Ashton, Barnwell, Benefield, Blatherwycke, Bulwick, Clopton, Cotterstock, Collyweston, Deene, Deenethorpe, Denford, Denford Ash, Duddington, Easton-on-the-Hill, Fineshade, Fotheringhay, Glapthorn, Hemington, Islip, Kings Cliffe, Laxton, Lilford-cum-Wigthorpe, Lowick, Luddington, Lutton, Nassington, Oundle, Pilton, Polebrook, Southwick, Stoke Doyle, Sudborough, Tansor, Thorpe Waterville, Titchmarsh, Thrapston, Thurning, Wadenhoe, Wakerley, Warmington, Woodnewton and Yarwell.
6. Other children.

Allocation to PAN

The Published Admission Number (PAN) for Year 7 is 230.

The Published Admission number for Year 12 is 10. This is the number of external students the school will take in addition to children already on roll in Year 11 that meet the admissions criteria and are moving to the sixth form.

If the published admission number (PAN) is exceeded within any criterion, priority will be given to those who live closest to the school. Distance will be measured on a 'straight line' basis, with distances measured using the local authority's geographical information system. Each address has a unique address point established by the most valuable elements from the National Land and Property Gazeteer (NPLG), Ordnance Survey Master Map, Royal Mail Postal Address File and The Valuation Office Agency. The address point for a property does not change.

Tiebreaker

If two or more applications cannot otherwise be separated and there is only one place available, a computerised random allocation process will be used to determine who should be allocated the place. The random allocation process will be supervised by someone independent of the school.

Definition of sibling

Please see definition on page 2.

Sixth Form – confirmation of places

All students in the Sixth Form must achieve the entry requirements as set out in the course prospectus There is no flexibility in the process if the student has not achieved the entry requirements necessary.

Shepherdswell Academy

The defined catchment area is Campbell Park south of the park, Springfield and Woolstone.

Oversubscription Criteria

Places will **first** be allocated to children with **an EHCP** which names the school as appropriate provision. When there are more applications for places than there are places available, priority will **then** be given in the following order:

1. Looked after children and previously looked after children.
2. Children with a sibling at the school, or at Orchard Academy, who is expected to be on roll at the school or Orchard Academy at the time of admission and living in the defined catchment area.
3. Children of staff employed at Shepherdswell Academy: a) 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 school is made, and/or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. A child whose place of residence is within the defined catchment area of the school with no sibling on roll.
5. A child living outside the defined catchment area of the school with a sibling on roll.
6. Other children.

Allocation of PAN

The Published Admission Number (PAN) for the Reception year is 60.

If the published admission number (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 address to the address point of the school using the local authority's geographical information system. Each address has a unique address point established by the most valuable elements from the National Land and Property Gazeteer (NPLG), Ordnance Survey Master Map, Royal Mail Postal Address File and The Valuation Office Agency. The address point for a property does not change.

Tiebreaker

If two or more applications cannot otherwise be separated and there is only one place available, a computerised random allocation process will be used to determine who should be allocated the place. The random allocation process will be supervised by someone independent of the school.

Definition of sibling

Please see definition on page 2.

Stimpson Avenue Academy

Oversubscription Criteria

Places will **first** be allocated to children with **an EHCP** which names the school as appropriate provision. When there are more applications for places than there are places available, priority will **then** be given in the following order:

1. Looked after children and previously looked after children
2. Children with a sibling at the school at the time of admission.
3. Children of staff employed at Stimpson Avenue Academy: a) 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 school is made, and/or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Other children.

Allocation to PAN

The Published Admission Number (PAN) for the Reception year is 60.

If the published admission number (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 address to the address point of the school using the local authority's geographical information system. Each address has a unique address point established by the most valuable elements from the National Land and Property Gazeteer (NPLG), Ordnance Survey Master Map, Royal Mail Postal Address File and The Valuation Office Agency. The address point for a property does not change.

Tiebreaker

If two or more applications cannot otherwise be separated and there is only one place available, a computerised random allocation process will be used to determine who should be allocated the place. The random allocation process will be supervised by someone independent of the school.

Definition of sibling

'Please see definition on page 2.

Wilbarston CofE Academy

Oversubscription Criteria

Places will **first** be allocated to children with **an EHCP** which names the school as appropriate provision. When there are more applications for places than there are places available, priority will **then** be given in the following order:

1. Looked after children and previously looked after children.
2. Children with a sibling at the school at the time of admission.
3. Children of staff employed at Wilbarston CofE Academy: a) 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 school is made, and/or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Children of worshipping members of any Church that is a member of Churches together in England, this includes the Church of England.

   Applicants wishing to be considered under criteria 4 should complete a Supplementary Information Form (SIF) available from the school. Please see pages 2 & 3 for further information.
5. Other children.

Allocation of PAN

The Published Admission Number (PAN) for Reception is 15.

If the published admission number (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 address to the address point of the school using the local authority's geographical information system. Each address has a unique address point established by the most valuable elements from the National Land and Property Gazeteer (NPLG), Ordnance Survey Master Map, Royal Mail Postal Address File and The Valuation Office Agency. The address point for a property does not change.

Tiebreaker

If two or more applications cannot otherwise be separated and there is only one place available, a computerised random allocation process will be used to determine who should be allocated the place. The random allocation process will be supervised by someone independent of the school.

Definition of sibling

Please see definition on page 2.

Determination of Parish Boundaries

See page 2

Appendix 2: Individual Academy Supplementary Information Forms (SIF)

Boddington CofE Academy

PETERBOROUGH DIOCESE BOARD OF EDUCATION
SUPPLEMENTARY INFORMATION FORM - PART A
BODDINGTON CE PRIMARY ACADEMY
To be completed by the parent

Boddington CE Primary Academy forms part of East Midlands Academy Trust. The Academy Trust is the admission authority and has the responsibility for setting the admission policy.

When there are more applications than there are places available, the Local Governing Body will prioritise applications according to its admission criteria, some of which relate to religious allegiance. If you wish your child to be considered under the religious criteria, please complete this form and return it **to the school** as soon as possible (or by the closing date of 15th January if you are applying for your child to start school in Reception next year). If you do not wish your child to be considered under the religious criteria, this form is not necessary. **All applicants, whether or not they complete this Supplementary Form, MUST complete the Local Authority Common Application Form, which should be returned to the Local Authority.**

Please note that the information you provide on this form will be forwarded to the priest/minister/worship leader you name below. The designated priest/minister/worship leader will be asked to confirm the information you have submitted.

Child's full name.....**Date of birth** ...../...../.....

Year Group Applied for .....**Proposed start date** ...../...../.....

Name of parent/guardian .....

Address .....Post code .....Telephone.....

Name of priest/minister/faith leader .....

Name of church/worship centre .....

Contact Address .....Telephone (if known) .....

Please tick the box next to the criterion that you believe you meet.

5. Children of worshipping members of St John's the Baptist, Upper Boddington and the Churches, which form part of the FiveWays Benefice (Aston le Walls, Boddington, Byfield, Eydon and Woodford Halse. ☐

6. Children of worshipping members of any Church that is a member of Churches Together in England, this includes the Church of England. ☐

Signed..... **Date** ...../...../.....

Please return this form to the school as soon as possible.

Chacombe CofE Academy

PETERBOROUGH DIOCESE BOARD OF EDUCATION
SUPPLEMENTARY INFORMATION FORM - PART A
CHACOMBE CE PRIMARY ACADEMY
To be completed by the parent

Chacombe CE Primary Academy forms part of East Midlands Academy Trust. The Academy Trust is the admission authority and has the responsibility for setting the admission policy.

When there are more applications than there are places available, the Local Governing Body will prioritise applications according to its admission criteria, some of which relate to religious allegiance. If you wish your child to be considered under the religious criteria, please complete this form and return it **to the school** as soon as possible (or by the closing date of 15th January if you are applying for your child to start school in Reception next year). If you do not wish your child to be considered under the religious criteria, this form is not necessary. **All applicants, whether or not they complete this Supplementary Form, MUST complete the Local Authority Common Application Form, which should be returned to the Local Authority.**

Please note that the information you provide on this form will be forwarded to the priest/minister/worship leader you name below. The designated priest/minister/worship leader will be asked to confirm the information you have submitted.

Child's full name.....**Date of birth** ...../...../.....

Year Group Applied for .....**Proposed start date** ...../...../.....

Name of parent/guardian .....

Address .....

..... Post code .....Telephone.....

Name of priest/minister/faith leader .....

Name of church/worship centre .....

Contact Address .....Telephone (if known) .....

Please tick the box next to the criterion that you believe you meet.

5. Children of worshipping members of either the Church of St Peter & St Paul, Chacombe; the Church of St Lawrence, Marston St Lawrence; the Church of All Saints, Middleton Cheney; the Church of St Peter, Greatworth; the Church of St Mary, Warkworth, the Church of St Mary the Virgin, Thenford. ☐

6. Children of worshipping members of any Church that is a member of Churches Together in England, this includes the Church of England. ☐

Signed..... **Date** ...../...../.....

Please return this form to the school as soon as possible.

Culworth CofE Academy

PETERBOROUGH DIOCESE BOARD OF EDUCATION
SUPPLEMENTARY INFORMATION FORM - PART A
CULWORTH CE PRIMARY ACADEMY
To be completed by the parent

Culworth CE Primary Academy forms part of East Midlands Academy Trust. The Academy Trust is the admission authority and has the responsibility for setting the admission policy.

When there are more applications than there are places available, the Local Governing Body will prioritise applications according to its admission criteria, some of which relate to religious allegiance. If you wish your child to be considered under the religious criteria, please complete this form and return it **to the school** as soon as possible (or by the closing date of 15th January if you are applying for your child to start school in Reception next year). If you do not wish your child to be considered under the religious criteria, this form is not necessary. **All applicants, whether or not they complete this Supplementary Form, MUST complete the Local Authority Common Application Form, which should be returned to the Local Authority.**

Please note that the information you provide on this form will be forwarded to the priest/minister/worship leader you name below. The designated priest/minister/worship leader will be asked to confirm the information you have submitted.

Child's full name.....**Date of birth** ...../___/.....___

Year Group Applied for .....**Proposed start date** ...../...../.....

Name of parent/guardian .....

Address .....

..... Post code .....Telephone.....

Name of priest/minister/faith leader .....

Name of church/worship centre .....

Contact Address .....Telephone (if known) .....

Please tick the box next to the criterion that you believe you meet.

5. Children of worshipping members of St. Mary the Virgin, Culworth; St. James the Less, Sulgrave; St. John Baptist, Thorpe Mandeville; St. Peter & St. Paul, Chipping Warden; St. James, Edgcote; and St. Mary the Virgin Moreton Pinkney. ☐

6. Children of worshipping members of any Church that is a member of Churches Together in England, this includes the Church of England. ☐

Signed..... **Date** .....___/.....___/.....

Please return this form to the school as soon as possible.

Naseby CofE Academy

PETERBOROUGH DIOCESE BOARD OF EDUCATION
SUPPLEMENTARY INFORMATION FORM - PART A
NASEBY CE PRIMARY ACADEMY
To be completed by the parent

Naseby CE Primary Academy forms part of East Midlands Academy Trust. The Academy Trust is the admission authority and has the responsibility for setting the admission policy.

When there are more applications than there are places available, the Local Governing Body will prioritise applications according to its admission criteria, some of which relate to religious allegiance. If you wish your child to be considered under the religious criteria, please complete this form and return it **to the school** as soon as possible (or by the closing date of 15th January if you are applying for your child to start school in Reception next year). If you do not wish your child to be considered under the religious criteria, this form is not necessary. **All applicants, whether or not they complete this Supplementary Form, MUST complete the Local Authority Common Application Form, which should be returned to the Local Authority.**

Please note that the information you provide on this form will be forwarded to the priest/minister/worship leader you name below. The designated priest/minister/worship leader will be asked to confirm the information you have submitted.

Child's full name.....**Date of birth** ...../...../.....

Year Group Applied for .....**Proposed start date** ...../...../.....

Name of parent/guardian .....

Address .....

..... Post code .....Telephone.....

Name of priest/minister/faith leader .....

Name of church/worship centre .....

Contact Address .....

..... Telephone (if known) .....

Please tick the box next to the criterion that you believe you meet.

4. Children of worshipping members of any Church that is a member of Churches Together in England, this includes the Church of England. ☐

Signed..... **Date** ...../...../.....

Please return this form to the school as soon as possible.

Wilbarston CofE Academy

PETERBOROUGH DIOCESE BOARD OF EDUCATION
SUPPLEMENTARY INFORMATION FORM - PART A
WILBARSTON CE PRIMARY ACADEMY
To be completed by the parent

Wilbarston CE Primary Academy forms part of East Midlands Academy Trust. The Academy Trust is the admission authority and has the responsibility for setting the admission policy.

When there are more applications than there are places available, the Local Governing Body will prioritise applications according to its admission criteria, some of which relate to religious allegiance. If you wish your child to be considered under the religious criteria, please complete this form and return it **to the school** as soon as possible (or by the closing date of 15th January if you are applying for your child to start school in Reception next year). If you do not wish your child to be considered under the religious criteria, this form is not necessary. **All applicants, whether or not they complete this Supplementary Form, MUST complete the Local Authority Common Application Form, which should be returned to the Local Authority.**

Please note that the information you provide on this form will be forwarded to the priest/minister/worship leader you name below. The designated priest/minister/worship leader will be asked to confirm the information you have submitted.

Child's full name.....**Date of birth** ...../...../.....

Year Group Applied for .....**Proposed start date** ...../...../.....

Name of parent/guardian .....

Address .....

..... Post code .....Telephone.....

Name of priest/minister/faith leader .....

Name of church/worship centre .....

Contact Address .....

..... Telephone (if known) .....

Please tick the box next to the criterion that you believe you meet.

4. Children of worshipping members of any Church that is a member of Churches Together in England, this includes the Church of England. ☐

Signed..... **Date** ...../...../.....

Please return this form to the school as soon as possible.