evolve
church academy trust

CHACOMBE

Believe ~ Learn ~ Succeed

Admission Arrangements for entry in 2026-27

Our Vision

"... with God all things are possible." *Matthew 19:26*

We aspire to ensure that all of our children leave knowing that, with God's support and guidance, all things are possible.

Through care and encouragement, our children are helped to develop and flourish in their own unique way. Chacombe children **"start by doing what's necessary, then do what's possible, and suddenly .... are doing the impossible" -** *St Francis of Assisi*

Date of determination……

Signed: …….. (Chair of Governors)

CULWORTH C of E PRIMARY ACADEMY

BODDINGTON C of E PRIMARY ACADEMY

ST LOYS CHURCH OF ENGLAND PRIMARY ACADEMY 1848

CHACOMBE CEVA PRIMARY

Chacombe CEVA Primary Academy forms part of Evolve Church Academy Trust. The Academy Trust is the admission authority and has the responsibility for setting the admission arrangements.

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) 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 (16th April or the next working day).

Parents/carers of children living in West Northamptonshire should visit **Primary school places | West Northamptonshire Council (westnorthants.gov.uk)** to make their application.

Please note: children attending the pre-school do not automatically transfer to the primary school, nor does attendance at the pre-school guarantee admission to the school. An application must be made for transfer from nursery to primary school.

Allocation of places

- The agreed Published Admission Number (PAN) for the year of entry (Reception) is 15
- Places will first be allocated to Children with an Education, Health and Care (EHC) Plan that names the school as "appropriate provision".
- When there are more applications than there are places available, the admission authority will admit pupils according to the following criteria which are listed in order of priority:

Oversubscription criteria

1. ~~1.~~ 'Looked After Children' and all 'Previously Looked After Children'.
2. Children living with their parent(s)/legal guardian(s) in the civil parish of Chacombe.
3. Children who will have a sibling attending the school at the proposed time of admission. (See sibling definition below).
4. 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.

   Applicants wishing to be considered under this criterion should complete a Supplementary Information Form (SIF) available from the school. For consideration in the main admissions round, SIFs should be returned to the school by 15 January.
5. ~~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 this criterion should complete a Supplementary Information Form (SIF) available from the school. For consideration in the main admissions round, SIFs should be returned to the school by 15 January.

6. Other children.

If the admission number is exceeded within any criterion, priority will be given to those who live closest to the school.

Distances are measured on a straight line basis from the address point of the child's home to the addres point of the school, using a Geographical Information System. Each address has a unique address point established by the most valuable elements from the National Land and Property 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.

Tie breaker

If two or more applications cannot otherwise be separated and there is only one place available, for example, where there are multiple applications from the same shared dwelling (e.g., flats) or where the distance between two or more children's homes to the school (using the system referred to above) is identical, random allocation using an online computerised randomiser will be used to decide which child gets priority. Random allocation will be carried out by someone independent of the school.

Late Applications

A late application is an application received after the deadline on 15 January 2026. Late applications will only be processed after all on-time applications have been processed and after National Offer Day (16 April ~~or~~ the next working day). They will be processed according to the Local Authority's coordinated scheme timescales.

Waiting lists

Following an unsuccessful application, parents/carers can request that their child's name be placed on the waiting list. Waiting lists are held for all year groups by the local authority and each added child will require the list to be ranked again in line with the school's published oversubscription criteria. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Waiting lists will be held until 31 December. If you wish your child's name to remain on the waiting list for the remainder of the academic year, you will need to inform the School Admissions team, 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.

Right of Appeal

Where a place is refused, parent(s)/legal guardian(s) will have the right to appeal against the decision, to an independent Appeals Panel. Parents wishing to appeal should write to:

The Clerk to the Appeals Panel

Diocesan Board of Education
Bouverie Court
6 The Lakes
Bedford Road
Northampton
NN4 7YD

In-year Admissions

An in-year admission refers to an application for a school place made during the school year or an application for admission to a school made at the start of the school year for any year group other than the normal year of entry.
Applications for in-year admissions should be made online to the local authority on WNC's website.

Children below Compulsory School Age

Where 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 should make a formal request in writing (email is sufficient) directly to their preferred 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.

Notes and Definitions

Parish Boundaries

For Parish boundaries, visit www.achurchnearyou.com, put in your postcode, click on where you live and the name of your Benefice will be shown.

Home Address (Child's):

When we refer to a child's home address, we mean the address at which the child normally resides with their parent/carer at the time of application.

When parents live separately and the child spends time with each parent, the home address will be treated as the place where the child sleeps for most of the school week (i.e. Sunday night – Thursday night inclusive). If the child spends equal amounts of time at two addresses, the parents must agree which address they wish to be the child's main address.

Places cannot be allocated on the basis of an intended future change of address unless house moves have been confirmed through the exchange of contracts or signing of a formal lease.

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

Siblings

The definition of a brother or sister (sometimes referred to as a sibling);

- a brother or sister sharing the same parents
- a half-brother or half-sister where 2 children share one common parent
- a step-brother or step sister, where two children are related by a parent's marriage/partnership
- adopted children or Foster children living at the same address
- A brother or sister **must** be living at the same address when the application is made.

Looked after children

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

a) In the care of a local authority, or

b) being provided with accommodation by a local authority in exercise of its social services functions (see the definition in Section 22(1) of the Children Act 1989)

Previously looked after children

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

a) were adopted under the Adoption Act 1976 (see Section 12 adoption orders) or the Adoption and Children Act 2002 (see Section 46 adoption orders), or

b) became subject to a child arrangements order (as defined in Section 8 of the Children Act 1989 and as amended by Section 12 of the Children and Families Act 2014), or

c) became subject to a special guardianship order (see Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

This includes children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

Supplementary Information Form (SIF)

Parents/carers wishing their application to be considered under a faith criterion (4 or 5) 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 Governing Board of Chacombe CEVA Primary Academy 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."

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

Chacombe CEVA Primary Academy forms part of Evolve Church 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 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. ☐

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

Signed…… **Date ……../……./……**

SIF/A

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