

ADMISSIONS CRITERIA

FOR

VOLUNTARY AIDED SCHOOLS,

FOUNDATION SCHOOLS AND ACADEMIES

FOR 2019/2020

Introduction

This document contains the proposed criteria for all own admission authority schools/academies in Cambridgeshire, for admission in September 2019, where changes are being proposed as part of the annual consultation process.

Where no admission policy is shown in this document a copy of the proposed arrangements will be available from the school/academy directly.

Should you have any comments relating to any proposed arrangements in this document please use the Response Form for the Annual Consultation on Admissions Arrangements for Schools 2019/2020.

ALDERMAN JACOBS PRIMARY SCHOOL (ACADEMY TRUST)

ADMISSIONS POLICY

Alderman Jacobs Primary School serves the catchment area of Whittlesey: Kings Dyke as far west as Horsey Toll, Pondersbridge as far south and including Oilmills Road, Whittlesey town and the area of the parish as far east as including 311 Eastrea Road and Lattersley Hill Farm but also welcomes applicants from a wider area if spaces are available.

The Governing Body of Alderman Jacobs Primary School is the admission authority for the School. This means that the Governing Body sets and applies the admissions policy for the School. The Governing Body have appointed the Local Authority to provide an admissions and appeals service for the school.

How places are offered

The application process for admissions into the initial year of entry is co-ordinated by Cambridgeshire Local Authority (LA), which acts on behalf of the governing body to offer places at the School. Parents should apply online at www.cambridgeshire.gov.uk/admissions or submit a Cambridgeshire Application Form, available from the school or from the LA Admissions Team, no later than the national closing date. Offer letters will be issued by the LA on the published offer date. Late applications will be handled by the Admissions Team.

To apply for a place after the start of the school year, or for any other year group, please contact the LA Admissions Team for an application form by phoning 0345 045 1370 or by email to admissions@cambridgeshire.gov.uk, or by contacting the school.

School Office Contact: 01733 202403 or office@aldermanjacobs.cambs.sch.uk.

The application form must be returned to the LA Admissions Team who will then contact your preferred schools to determine the availability of a school place. The LA Admissions Team will then write to you to confirm the details of the school at which a place is to be offered and, where appropriate, a suitable start date.

Where the Admissions Team is unable to meet any preferences expressed a place will be offered at the next nearest alternative school with places available.

Parents wishing to visit the school prior to submitting an application are welcome to do so, though it may not always be possible to organise this at short notice. Please note that visits are not interviews and do not affect any decision regarding the availability of a place. Please contact the school to make arrangements.

All parents are advised to read the LA booklet for parents on primary admissions before submitting an application.

The maximum number for the September Reception Intake is 90 pupils.

Admissions Criteria

Children who have a statement of special educational needs, or education, health and care plan that names the school.

(Those children with a statement of special educational needs that does not name the school will be referred to Student Assessment to determine an appropriate place)

Where applications exceed the PAN, places will be allocated in order to:

1. Children in care, also known as Looked After Children (LAC), and children who were looked after but ceased to be so by reason of adoption, a residence, or care arrangements order or special guardianship order
2. Children with a serious or life-threatening medical condition; or children where there are sensitive and/or serious individual and/or family circumstances; which in any such case makes attendance at this school essential (See Note 1)
3. Children of staff employed by the Academy Trust of Alderman Jacobs School, subject to the conditions in note 2
4. Children who reside in the Whittlesey catchment area and who have a sibling attending the school at time of admission
5. Children who reside in the Whittlesey catchment area but do not have a sibling attending the school at the time of admission.
6. Children who reside outside the Whittlesey catchment area with a sibling already attending Alderman Jacobs School.
7. Children who reside outside the Whittlesey catchment area but do not have a sibling attending the school at the time of admission.

In cases of equal merit, priority will go to the child closest to the school as measured by a straight line.

A sibling is defined as a brother and/or sister and any child living in the family unit ie half- brother/sister and/or step-brother/sister.

For Years R to 6, the PAN is 90. If a place becomes available it will be offered to the child at the top of the reserve list for the year group or, if no reserve list exists, the place will be offered to the first child for whom an application is received.

The address used for the purpose of admission is the home address at the time of application. Applications based on future addresses can only be considered up to six teaching weeks before the child is expected to take up the place and upon confirmation of tenancy or exchange of contracts'.

Reserve Lists

When an application is refused, the child's details are automatically placed on a reserve list for the year group, ranked according to the oversubscription criteria.

As part of the co-ordinated scheme for primary admission, the LA Admissions Team hold the initial reserve list on behalf of the Governing Body until the end of the autumn term in the initial year of intake.

Where an in-year application is received, the child's details will be held on a reserve list by the LA Admissions Team on behalf of the Governing Body for a minimum period of one term following the term of application.

Parents will be contacted immediately if a place becomes available for their child, but should be aware that their child's place on the reserve list may change if an application is subsequently received that meets a higher criterion than their own.

Notes

1. If an application is made on medical or other grounds as specified in criterion 2 of the admissions policy:
 - If, at the time of application, a child has a serious or life-threatening medical condition which the parent considers makes attendance at this school essential, this must be stated on the application form and will only be considered if substantive medical evidence is attached. Please note: a letter from a GP will not normally be deemed as sufficient medical evidence. The Directors reserve the right to consult with their own or Local Authority medical advisors.
 - If there are sensitive and/or serious individual and/or family circumstances which the parent considers makes attendance at this school essential, these must be stated on the application form. Substantive evidence will need to be provided at the time of application, such as a report from a support service.

2. There are two possible conditions.
 - The member of staff must have been employed on a continuous basis at the school for two or more years. For normal round admissions the date that will be used to assess the length of time that a member of staff has been employed will be the closing date for applications.
 - A member of staff is recruited to fill a vacant post for which, in the opinion of the Directors, there is a demonstrable skill shortage. Applicants who wish to apply for a place under this criterion must complete a Supplementary Information Form relating to this criterion, obtainable from the Admissions Officer.

Admission Appeals

If your child is refused a place at Alderman Jacobs Primary School you have a statutory right to appeal against that decision. All appeals are managed by the Local Authority admissions and appeals service. The contact for appeals is:

Education Admission Appeals Officer

Telephone number: (01223) 699794;

Email: admission.appeals@cambridgeshire.gov.uk

CAMBOURNE VILLAGE COLLEGE

ADMISSION OF PUPILS FOR SEPTEMBER 2019 – JULY 2020

Cambourne Village College, a school within the Cam Academy Trust, is open to pupils in Years 7, 8, 9, 10 and 11

CATCHMENT AREA FOR ADMISSION TO YEARS 7, 8, 9, 10 and 11

Children living in the catchment area of the following feeder primary schools in Cambourne: Monkfield Park, The Vine Inter Church, Jeavons Wood and Cambourne & Hardwick Primary School.

1) POLICY AND NUMBERS

Pupils will be admitted without reference to ability or aptitude.

The Published Admission Number for **Year 7** for the year commencing 1 September 2019 will be 300.

The Published Admission Number for **Years 8, 9, 10 and 11** for the year commencing 1 September 2019 will be 210.

2) ADMISSIONS CRITERIA TO BE APPLIED IF PLACES ARE OVERSUBSCRIBED

Where numbers of applications for any year group exceed the number of published year group places, after the admission of pupils with a statement of SEN, or Education Health Care Plan naming the school, applications will be considered in the following order or priority.

1. Children in Care, also known as Looked After Children (LAC) to include those who were previously looked after, but ceased to be so because they were adopted or became subject to a residence order, or care arrangements order, or special guardianship order.
2. Children living in the catchment area, who attend one of the feeder primary schools listed above and who have a sibling at the school at the time of admission. (Parents may contact the Local Authority (LA) if they are uncertain whether or not they reside in the catchment area).
3. Children living¹ in the catchment² area and who have a sibling³ at the school at the time of admission.
4. Children living¹ in the catchment² area and who attend one of the feeder primary schools listed above.
5. Children living¹ in the catchment² area.
6. Children who live outside the catchment area, who attend a feeder primary school within it and who have a sibling³ at the school at the time of admission
7. Children who live outside the catchment area who have a sibling³ at the school at the time of admission.

8. Children who live outside the catchment area who attend a feeder primary school within the catchment area.
9. Children of staff⁴ employed at Cambourne Village College at the time of application;
10. Children who live outside of the catchment area.

If more applications are received than there are places under any of the over-subscription criteria then the places will be offered in order of distance from the home address to the relevant point, distance being measured in a straight line from the front door of the pupil's accommodation to the relevant point.

3) HOW TO APPLY FOR A PLACE IN YEAR 7

The application process for admissions into year 7 is co-ordinated by Cambridgeshire Local Authority (LA), which acts on behalf of the governing body to offer places at the College. Parents should apply online at www.cambridgeshire.gov.uk/admissions or submit a Cambridgeshire Application Form, available from their child's primary school or from the LA Admissions team, no later than the LA deadline at the end of October. Offer letters will be issued by the LA on the National Offer Date (1st March or first working day after). Late applications (those submitted between the October deadline and the end of the co-ordination period) will be handled by the Admissions team.

For further information and specific dates, please refer to the full scheme for secondary co-ordination, available from the LA Admissions Team or from the website, www.cambridgeshire.gov.uk/admissions.

LA Admissions Team Contact: 0345 0451370 or admissions@cambridgeshire.gov.uk

All parents are advised to read the 'Next Steps' Local Authority booklet for parents on secondary admissions. Parents wishing to visit the school prior to submitting an application are welcome to do so, though it may not always be possible to organise this at short notice. Visits are not interviews and do not affect any decision regarding the availability of a place. Please contact the school Admissions Officer to make arrangements.

How places are offered

For admission into year 7 September 2019 the LA, on behalf of the Governing Body, will offer places to 300 children. This is the Published Admission Number (PAN) for that year group. In the event that more than 300 applications are received, the oversubscription criteria will be applied to determine priority for places.

(See section 2).

4) HOW TO APPLY FOR PLACES IN YEARS 8, 9, 10 and 11

For applications for places in years 8, 9, 10 and 11, at any time of the year, a Local Authority 'in-year' application form must be completed and returned to the Local Authority. See website: www.cambridgeshire.gov.uk/admissions

In the event of over-subscription the criteria set out above in Section 2 will be applied and places offered in accordance with those criteria.

Parents wishing to visit the school prior to submitting an application are welcome to do so. However, this is not always possible to organise at short notice and visits are usually conducted in small groups. Visits are not interviews and do not affect any decision regarding the availability of a place. Please contact the school Admissions Officer to make arrangements.

5) OPERATION OF THE RESERVE LIST

Year 7 intake:

As part of the co-ordinated scheme for secondary admissions, the LA Admissions team holds the initial reserve list on behalf of the governing body until the end of the autumn term in the initial year of intake. Parents will be contacted immediately if a place becomes available for their child, but should be aware that their child's place on a reserve list may change if an application is subsequently received that meets a higher criterion than their own.

Mid-phase applications:

Parents whose applications are not immediately successful will be held on the reserve list for that year group by the LA Admissions team on behalf of the governing body for a period of one term following the term of application. All mid-phase applications should be co-ordinated with the LA Admissions team. Applications will be ordered on the list according to the over-subscription criteria and when places become available, they will be offered accordingly. Parents should be aware that their place on the reserve list may vary if applications are subsequently received which meet a criterion higher on the list than their own.

Parents wishing to remain on the list should contact the Local Authority.

APPEALS

The parent of any child who is refused a place at the school has a right of appeal to an independent Appeals Panel. The panel consists of three people who are independent of the school's Governing Body and the Local Authority. The panel will consider the circumstances of the case put before them. Both the Governing Body and the parents must abide by the decision it makes. Arrangements will comply with the Schools Admission Appeals Code found on the Cambridgeshire County Council website. Please go to the link below for further information: <http://www.cambridgeshire.gov.uk/childrenandfamilies/education/secondary/applyforsecondaryschool/secondaryadmissionappeals.htm>

1. The home address is defined as the address of the adult with parental responsibility with whom the child normally lives and which applies at the time of application. Applications based on future addresses can only be considered up to 6 teaching weeks before the child is expected to take up the place and upon confirmation of a minimum of six month tenancy agreement or exchange of contracts'.
2. A map showing the catchment area and/or further information can be obtained from the Local Authority.
3. A sibling is defined as another child living in the same family home
4. Staff are defined as those having a contract of employment with the Cam Academy Trust and working at Cambourne Village College

COMBERTON VILLAGE COLLEGE

CATCHMENT AREA FOR ADMISSION TO YEAR 7, 8 AND 9

Children living in the catchment areas of the following feeder primary schools: Barton, Barnabas Oley – Great Gransden, Bourn, Caldecote, Coton, Dry Drayton, Gamlingay, Hardwick, Haslingfield, and Meridian, Comberton.

CATCHMENT AREA FOR ADMISSION TO YEARS 10 AND 11

Children living in the catchment areas of the following feeder primary schools: Barton, Barnabas Oley – Great Gransden, Bourn, Caldecote, Coton, Dry Drayton, Hardwick, Haslingfield, and Meridian, Comberton.

1) POLICY AND NUMBERS

Pupils will be admitted without reference to ability or aptitude.

The published admission number for year **7, 8, 9, 10 and 11** for the year commencing 1 September 2019 will be 240.

2) ADMISSIONS CRITERIA TO BE APPLIED IF PLACES ARE OVER-SUBSCRIBED

Where numbers of applications for any year group exceed the number of published year group places, after the admission of pupils with a statement of SEN, or Education, Health and Care Plan naming the school, applications will be considered in the following order of priority.

- 1) Children in Care, also known as Looked After Children (LAC) to include those who were previously looked-after, but ceased to be so because they were adopted or became subject to a residence, or care arrangements order or special guardianship order.
- 2) Children living¹ in the catchment area², who attend one of the feeder primary schools listed above and who have a sibling³ at the school at the time of admission. *Parents may contact the Local Authority (LA) if they are uncertain whether or not they reside in the catchment area.*

¹ The home address is defined as the address of the adult with parental responsibility with whom the child normally lives and which applies at the time of application. Applications based on future addresses can only be considered up to 6 teaching weeks before the child is expected to take up the place and upon confirmation of a minimum of six month tenancy agreement or exchange of contracts'.

² A map showing the catchment area and/or further information can be obtained from the Local Authority.

³ A sibling is defined as another child attending Comberton Village College or Comberton Sixth Form living in the same family home at the time of application.

⁴ Staff are defined as those having a contract of employment with The Cam Academy Trust and working at Comberton Village College.

- 3) Children living¹ in the catchment² area and who have a sibling³ at the school at the time of admission.
- 4) Children living¹ in the catchment² area and who attend one of the feeder primary schools listed above.
- 5) Other children living¹ in the catchment² area.
- 6) Children who live outside the catchment area, who attend a feeder primary school within it and who have a sibling³ at the school at the time of admission.
- 7) Children who live outside the catchment area who have a sibling³ at the school at the time of admission.
- 8) Children who live outside the catchment area who attend the primary schools within the catchment area.
- 9) Children of staff⁴ employed at Comberton Village College at the time of application.
- 10) Children who live outside the catchment area.

If more applications are received than there are places under any of the over-subscription criteria then the places will be offered in order of distance from the home address to the relevant point, distance being measured in a straight line from the front door of the pupil's accommodation to the relevant point.

The Cabin

The Cabin is a specialist provision built to accommodate children who have an Autistic Spectrum Condition and assessed by the appropriate panel to access education beyond mainstream schools. Our aim is for our students to attend a minimum of 90% of their mainstream classes and to ensure for them a whole school approach to the integration of ASC within the wider school community.

We can accommodate 40 pupils in the Cabin, with a maximum of 10 in any one year group.

3) HOW TO APPLY FOR A PLACE IN YEAR 7

The application process for admissions into year 7 is co-ordinated by Cambridgeshire Local Authority (LA), which acts on behalf of the governing body to offer places at the College. Parents should apply online at www.cambridgeshire.gov.uk/admissions or submit a Cambridgeshire Application Form, available from their child's primary school or from the LA Admissions team, no later than the LA deadline at the end of October. Offer letters will be issued by the LA on the National Offer Date (1st March or first working day after). Late applications (those submitted between the October deadline and the end of the co-ordination period) will be handled by the Admissions team.

For further information and specific dates, please refer to the full scheme for secondary co-ordination, available from the LA Admissions Team or from the website, www.cambridgeshire.gov.uk/admissions

LA Admissions Team Contact: 0345 045 1370 or admissions@cambridgeshire.gov.uk

All parents are advised to read the 'Next Steps' Local Authority booklet for parents on secondary admissions.

Parents wishing to visit the school prior to submitting an application are welcome to do so, though it may not always be possible to organise this at short notice. Visits are not interviews and do not affect any decision regarding the availability of a place. Please contact the school to make arrangements.

How places are offered

For admission into year 7 in September 2019, the LA, on behalf of the Governing Body, will offer places to 240 children. This is the Published Admission Number (PAN) for that year group. In the event that more than 240 applications are received, the oversubscription criteria will be applied to determine priority for places. (See section 2)

4) HOW TO APPLY FOR PLACES IN YEARS 8, 9, 10 AND 11

For applications for places in years 8, 9, 10 and 11 at any time of the year, a Local Authority 'in-year' application form must be completed and returned to the Local Authority Admissions team. See website www.cambridgeshire.gov.uk/admissions

In the event of over-subscription the criteria set out above in Section 2, will be applied and places offered in accordance with those criteria.

Parents wishing to visit the school prior to submitting an application are welcome to do so. However, this is not always possible to organise at short notice and visits are usually conducted in small groups. Visits are not interviews and do not affect any decision regarding the availability of a place.

5) HOW TO APPLY FOR PLACES IN YEARS 12 AND 13

For all issues relating to admission to years 12 and 13, please refer to the separate Admissions Policy for Comberton Sixth Form which is available on the Comberton Sixth Form website <http://www.combertonsixthform.org/>

6) OPERATION OF THE RESERVE LIST

Year 7 intake:

As part of the co-ordinated scheme for secondary admissions, the LA Admissions team holds the initial reserve list on behalf of the governing body until the end of the autumn term in the initial year of intake.

Parents will be contacted immediately if a place becomes available for their child, but should be aware that their child's place on a reserve list may change if an application is subsequently received that meets a higher criterion than their own.

Mid-phase applications:

Parents whose applications are not immediately successful will be held on the reserve list for that year group by the LA Admissions team, on behalf of the governing body, for a period of one term following the term of application. All mid-phase applications should be co-ordinated with the LA Admissions team. Applications will be ordered on the list according to the over-subscription criteria and when places become available, they will be offered accordingly. Parents should be aware that their place on the reserve list may vary if applications are subsequently received which meet a criterion higher on the list than their own.

Parents wishing to remain on the list should contact the Local Authority.

7) APPEALS

The parent of any child who is refused a place at the school has a right of appeal to an independent Appeals Panel. The panel consists of three people who are independent of the school's Governing Body and the Local Authority. The panel will consider the circumstances of the case put before them. Both the Governing Body and the parents must abide by the decision it makes. Arrangements will comply with the Schools Admission Appeals Code found on the Cambridgeshire County Council website. Please go to the link below for further information:

<http://www.cambridgeshire.gov.uk/childrenandfamilies/education/secondary/applyforsecondaryschool/secondaryadmissionappeals.htm>

CROSSHALL JUNIOR ACADEMY

Admissions Policy

Crosshall Junior School Ltd is referred to as Crosshall Junior School Academy Trust throughout this document.

Crosshall Junior School Academy Trust has a Published Admission Number (PAN) of 120 pupils per year group and a total capacity of 480 pupils.

The school caters for children aged between seven and eleven years. At eleven most pupils transfer to either Longsands Academy or Ernulf Academy.

The school is an Academy School, directly funded by the government. This means that the government is responsible for funding the school, but the Governing Body manages the school and is responsible for issues such as setting and applying the admissions policy, including the arrangement of appeals.

The school has in the past had several occasions when The Governing Body has been unable to offer places to all parents wishing their child to attend the school. It is unfortunate when this occurs, but the school has a set limit beyond which it cannot function efficiently, pupil/teacher ratios will become unacceptable, and the school may not comply with various health, safety, etc. regulations. It is likely in the future that this situation may arise more frequently, so, in order to allocate places on a fair basis to all, we have formalised the admissions procedure, and clearly defined the method of prioritising in the event of over subscription.

(N.B.) Throughout this document the word “parent” is to be taken to mean parent(s) or guardian(s) of the child.

This document sets out to state clearly the following points regarding admission to Crosshall Junior School Academy Trust:

- Prioritising in the event of over subscription
- The method of applying and the way in which the application will be handled

How to Apply

The application process for admission into Year 3 is co-ordinated by Cambridgeshire LA, which acts on behalf of the governing body to offer places at the School. Parents should submit a Cambridgeshire Application Form, available from their child’s catchment primary school or from the LA Admissions Team, no later than the national closing date. Offer letters will be issued by the LA on an agreed offer date. Late applications (those submitted after the national closing date), will also be handled by the Admissions Team.

To apply for a place **after** the start of the school year or for any other year group, please contact: Mrs J N Townsend, Crosshall Junior School

01480 475972

Julie.townsend@crosshalljunior.co.uk

The application form must be returned to the LA Admissions Team who will then contact your preferred schools to determine the availability of a school place. The LA Admissions Team will then write to you to confirm the details of the school at which a place is to be offered and where appropriate, a suitable start date

Where the Admissions Team is unable to meet any preferences expressed a place will be offered at the next nearest alternative school with places available.

Parents wishing to visit the school prior to submitting an application are welcome to do so, though it may not always be possible to organise this at short notice. Visits are not interviews and do not affect any decision regarding the availability of a place. Please contact the school to make arrangements.

All parents are advised to read the LA booklet for parents on primary admissions.

Oversubscription Criteria for Crosshall Junior School Academy Trust

Children who have a statement of special educational needs that names the school will be admitted.

NB. Those children with a statement of special educational needs that does not name the school will be referred to Student Assessment to determine an appropriate place.

In the event of over subscription, priority will go to children in the following order:

1. Children in care, also known as looked after children, and children who were looked after but ceased to be so by reason of adoption, a residence order, care arrangements order, or a special guardianship order.
2. Children who live in the catchment area and will have a sibling at the school or Crosshall Infant School Academy Trust at the time of admission (A sibling is defined as another child of compulsory school age living permanently at the same address).
3. Children who live in the catchment area who attend Crosshall Infant School Academy Trust at the time of application.
4. Children who live in the catchment area.
5. Children who live outside catchment area who have a sibling at Crosshall Infant School or Junior School Academy Trust at the time of admission.
6. Children of staff employed at Crosshall Junior School Academy Trust or Crosshall Infant School Academy Trust for two years
7. Children outside the catchment area but who are attending Crosshall Infant School Academy Trust.
8. Children living outside the catchment area.

Tiebreak: In cases of equal merit, priority will go first to children living nearest the school. The reference point for the measurement of the tie-break, for admissions purposes, is determined by the Ordnance Survey (OS) AddressBase Premium (tm). These distances are produced by the LA Admissions team for the school.

Preferences: Parents are given three preferences on the LA's application form. All preferences are treated equally. In this way, children who come high on the criteria are offered places regardless of whether they have put Crosshall as their first or second preference.

Reserve list: As part of the co-ordinated scheme for primary admissions, the LA Admissions Team holds the initial reserve list on behalf of Year 3 applications until the start of term.

Home Address

The address used for the purpose of admission is the home address at the time of application. Application based on future addresses can only be considered up to 6 teaching weeks before the child is expected to take up the place and upon confirmation of tenancy or exchange of contracts.

Requests to transfer schools

The school will always discourage parents wishing to transfer a child from another school and will always request that the matter is discussed with the Head Teacher of the child's school. Whatever the reason for the request, it is better to address the problem and seek a solution rather than transfer schools. However, in the event of the school needing to consider such a request, we will also need to take into account any brothers or sisters likely to need places at the school.

Ethnic/Religious Origin

It is the school's policy that children of all ethnic religious backgrounds shall have equal consideration in all aspects of the running of the school – including admissions.

Appeals

The parent of any child who is refused a place at Crosshall Junior School has a right of appeal to an Independent Appeals Panel. The panel consists of three people who are independent of the school's Governing body and the LA. The panel will consider the circumstances of the case put before them and the Governing Body and parents must abide by the decision it makes.

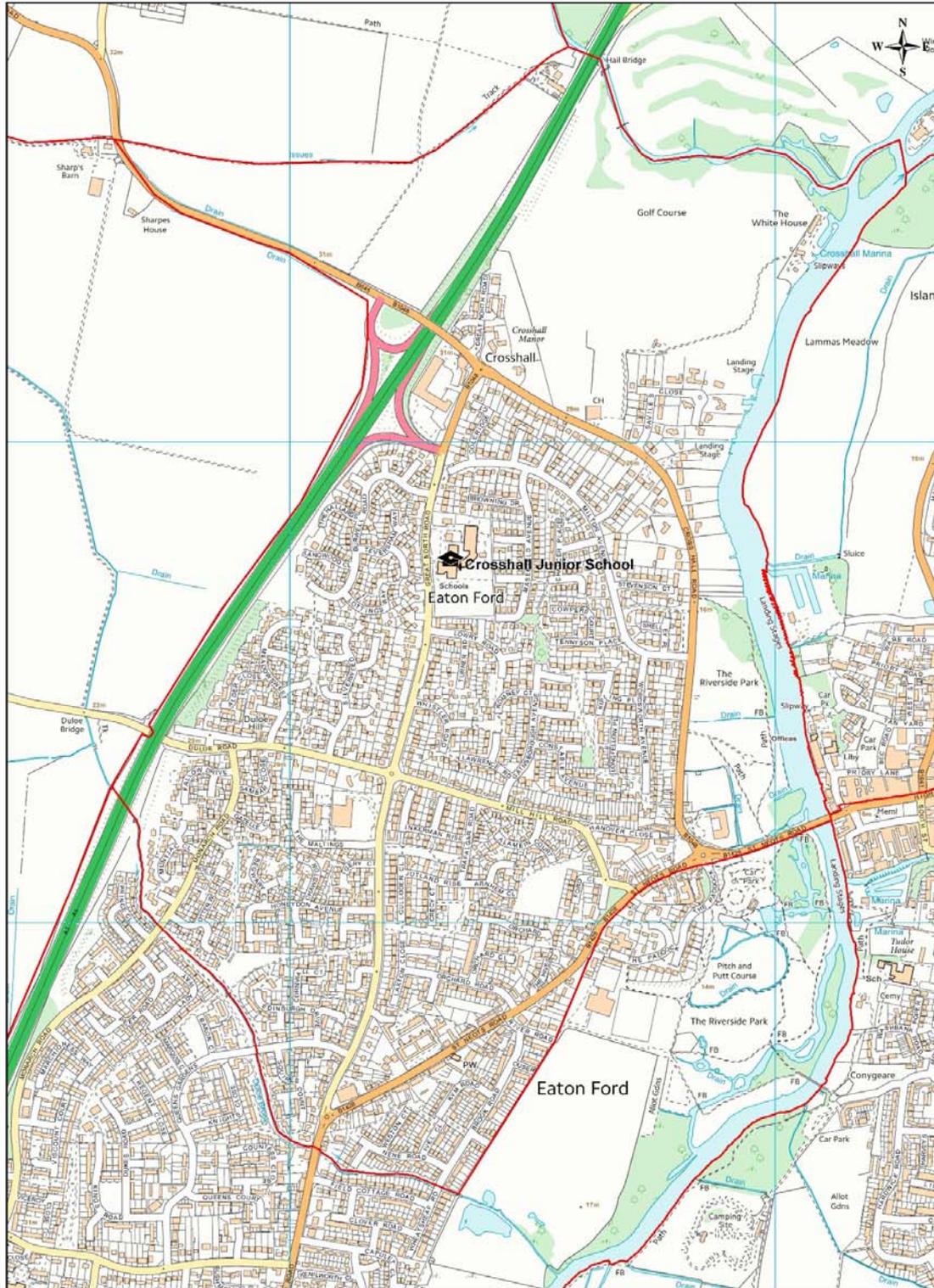
The Governing Body is currently responsible for arranging appeals for Crosshall Junior School Academy Trust. Further information and appeal forms are available from the school contact.

Crosshall Infant School Academy Trust

Crosshall Infant and Junior School Academy Trust operate as separate entities on a shared site. There is much close co-operation between the two schools. However, the offer of a place at the Infant School does NOT guarantee a place at the Junior School for older brothers or sisters

Please note that attendance at Crosshall Infant School Academy Trust does not guarantee admission to Crosshall Junior School Academy Trust. An application must be made in accordance with this policy by the parent of any child at Crosshall Infant School Academy Trust in the academic year before which the child would move to a Junior School.

Crosshall Junior School Catchment Area



Scale (at A3): 1:11000

Date: 22/06/2015

By:

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ELY ST MARY'S C of E JUNIOR SCHOOL

Admission policy arrangements

This document sets out the admission arrangements for The Diocese of Ely Multi Academy Trust (DEMAT)

The DEMAT will comply with all relevant provisions of the Department for Education's schools admission code of practice 2014 (the admissions code) the school Admission Appeals code of practice 2012 (the appeals code) and law on admissions. Reference in the code to admissions authority shall be deemed to be references to the board of The DEMAT, the powers and functions of which may be delegated to the local governing body of the Academy.

All academies in The DEMAT will participate in coordinated admission arrangements by the local authority in the relevant geographical location and in respect of other arrangement specified in the admissions code.

Notwithstanding these arrangements the Secretary of State may direct the Academy to admit a named pupil to an academy on application from the LA. Before doing so the secretary of state will consult The DEMAT

Admissions Policy 2019-2020

Our Ethos

At Ely St Mary's we are an inclusive school, and welcome families from all religious and cultural backgrounds as part of our commitment to provide fair access to education for all.

Our Catchment Area

This comprises the ecclesiastical parishes of Ely, Chettisham and Stuntney (excluding the areas served by Ely St John's and the Lantern School). Children usually transfer from Spring Meadow Infant and Nursery School in the September following their seventh birthday. The admission number for each of Years 3, 4, 5 and 6 is 120 pupils.

Applications and Appeals

Forms for admissions to Y3 in September are available from our partner infant school (Spring Meadow Infant School) and must be returned to the Local Authority by the National Closing Date in January. Alternatively, applications may be made online via the County Council website: www.cambridgeshire.gov.uk/admissions. You will hear of allocated places on the National Offer Date, or next working day, where this falls at a weekend or Bank Holiday. Whereas pre-arranged visits to the school are always welcomed, formal interviews for the purposes of admission are not lawful and are not part of the admissions procedure.

To apply for a place after the start of the school year, or for any other year group, please contact the LA Admissions In-Year Team for an application form by contacting them on 0345 045 1370 or by email to admissions@cambridgeshire.gov.uk.

The application form must be returned to the LA Admissions Team who will then contact your preferred schools to determine the availability of a school place. The LA

Admissions Team will then write to you to confirm the details of the school at which a place is to be offered and, where appropriate, a suitable start date.

Where the Admissions Team is unable to meet any preferences expressed a place will be offered at the next nearest alternative school with places available.

The 1998 School Standards and Framework Act gives parents the right of appeal if they are dissatisfied with an admission decision. Parents may do this by submitting their appeal to the Chair of Governors at the school address. The parents of any child who is refused a place at a school has a right of appeal to an independent Appeals Panel. The panel consists of three people who are independent of the school's Local Governing Body and the Local Authority. The panel will consider the circumstances of the case put before them and the Local Governing Body and parents must abide by the decision it makes. Appeals for the school are currently arranged by the LA Admissions Team on behalf of the Governing Body or the Chair of Governors. Further information and appeal forms are available from the Admissions Team or school contact.

Reserve List:

When an application is refused the child's details are automatically placed on a reserve list for the year group, ranked according to the oversubscription criteria. As part of the co-ordinating scheme for primary admissions, the Local Authority Admissions Team holds the reserve list on behalf of the Local Governing Body until the end of the Autumn Term.

Where an in-year application is refused, children's details will be held on the reserve list for a period of one term following the term for which the place was received.

Parents will be contacted by the LA Admissions Team immediately if a place becomes available for their child, but should be aware that their child's place on a reserve list may change if an application is subsequently received that meets a higher criterion than their own.

Oversubscription Criteria

Children who have an Educational Health Care Plan (EHCP) that names the school will be admitted. NB Those children with an EHCP that does not name the school will be referred to Student Assessment to determine an appropriate place.

Parents who wish to have their children educated at Ely St Mary's Cof E Junior School will have their requests for admission considered, but in the event of the school being oversubscribed, applications will be considered in the following order of priority:

1. Children who are Looked After: children who were Looked After, but ceased to be so because they were adopted (or became subject to a Care Arrangements Order, or special guardianship order).
2. Children who live in the catchment area who have a sibling at this school at the time of admission.
3. Children who live in the catchment area.
4. Children with a sibling in attendance at this school or Spring Meadow Infant and Nursery School at the time of admission, and who have been in attendance for at least a term prior to application but who live out of catchment.

5. Children who are in attendance at Spring Meadow Infant and Nursery School at the time of application and who have been in attendance for at least a term prior to application but who live out of catchment
6. Children who live nearest to school by the shortest straight line distance.

In the case of equal merit priority will go to children living nearest to the school according to the shortest straight line distance.

NB:

- *The home address is defined as the address of the adult with parental responsibility with whom the child normally lives and which applies at the time of application. For further details, please see the full definition in the LA admissions booklet for parents.*
- *A sibling is defined as another child of compulsory school age living in the same family home.*
- *The distance, for admissions purposes, is measured using the straight line distance from the reference point of the home to the reference point of the school as determined by the Ordnance Survey (OS) AddressBase Premium TM. These distances are produced by the LA Admissions team for the school.*

ERNULF ACADEMY

Catchment Area: Children living in the area of the following primary schools fall within the catchment area: Bushmead, Eynesbury, Middlefield, St. Mary's (St Neots) and Winhills.

Oversubscription criteria: Children who have a Statement of Special Educational Needs or Education Health and Care Plan (EHCP) that names the school will be admitted. Those children with a Statement of Special Educational Needs (EHCP) that does not name the school will be referred to Statutory Assessment and Resources (SAT) Team to determine an appropriate place.

In the event of the number of applications exceeding the PAN, the criteria that follow will be used to determine the allocation of places

- 1) Children who are in care, also known as Looked After Children (LAC), and children who were looked after but ceased to be so by reason of adoption, a residence or care arrangements order or special guardianship order;
- 2) Children of staff who have been employed at the school for two or more years at the time of application or have been recruited to fill a vacant post for which there is a demonstrable skill shortage;
- 3) Children living in the catchment area, attending primary schools in the catchment area and who have a sibling at the school at the time of admission;
- 4) Children living in the catchment area with a sibling at the school at the time of admission;
- 5) Children living in the catchment area who attend the primary schools within it;
- 6) Children living in the catchment area;
- 7) Children who live outside the catchment area, who attend primary schools within it and who have a sibling at the school at the time of admission.
- 8) Children who live outside the catchment area who have a sibling at the school at the time of admission.
- 9) Children who live outside the catchment area who attend the primary schools within the catchment area;
- 10) Children living nearest the school according to the shortest straight line distance.

Priority will be given to students living nearest the school as measured by a straight line.

LONGSANDS

Catchment area: Children who live in the catchment areas of the following village primary schools: Great Paxton, Great Staughton, Little Paxton, Newton School, Barnabas Oley, Kimbolton Primary Academy and students who live within the village of Hail Weston; and children who live in the catchment areas of the following St Neots primary schools: Crosshall Junior, Priory Junior and The Round House.

Oversubscription criteria:

Children who have a Statement of Special Educational Needs or Education Health and Care Plan (EHCP) that names the Academy will be admitted. Those children with a Statement of Special Educational Needs or EHCP that does not name the school will be referred to Statutory Assessment and Resources (STAR) Team to determine an appropriate place.

In the event of the number of applications exceeding the PAN, the criteria that follow will be used to determine the allocation of places:

- 1) Children who are in care, also known as Looked After Children (LAC), and children who were looked after but ceased to be so by reason of adoption, a residence order, or care arrangements order or special guardianship order;
- 2) Children of staff who have been employed at the school for two or more years at the time of application or have been recruited to fill a vacant post for which there is a demonstrable skill shortage;
- 3) Children living in the village catchment area and Hail Weston, attending village primary schools in the catchment area and who have a sibling at the school at the time of admission;
- 4) Children living in the village catchment area and Hail Weston with a sibling at the school at the time of admission;
- 5) Children living in the village catchment area and Hail Weston who attend the village primary schools within it;
- 6) Children living in the village catchment area and Hail Weston;
- 7) Children living in the St Neots catchment area, attending St Neots primary schools in the catchment area and who have a sibling at the school at the time of admission;
- 8) Children living in the St Neots catchment area with a sibling at the school at the time of admission;
- 9) Children living in the St Neots catchment area who attend the St Neots primary schools within it;
- 10) Children living in the St Neots catchment area;
- 11) Children who live outside the catchment area, who attend village or St Neots primary schools within it and who have a sibling at the school at the time of admission.
- 12) Children who live outside the catchment area who have a sibling at the school at the time of admission.
- 13) Children who live outside the catchment area who attend the village or St Neots primary schools within the catchment area;
- 14) Children living nearest the school according to the shortest straight line distance.

Priority will be given to students living nearest the school as measured by a straight line.

NEW ROAD PRIMARY SCHOOL

ADMISSIONS POLICY

The Board of Directors of Aspire Learning Trust is the admission authority for New Road Primary School. This means that the Board sets and applies the admissions policy for the school. The Board have appointed the Local Authority to provide an admissions and appeals service for the school.

Catchment Area: Flag Fen, Whittlesey town and the area of the parish as far east as and including 311 Eastrea Road and Lattersley Hill Farm.

1. Policy and numbers

Students will be admitted into Reception without reference to ability or aptitude. In 2019, the published admission number will be 30.

2. Admissions criteria to be applied if places are over-subscribed

All preferences are treated equally. Where applications for admissions exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit:

All children whose statement of special educational needs (SEN) or Educational Health Care Plans (EHCP) which names the school, must be admitted. Those children with a statement of special educational needs or EHCP that does not name the school will be referred to Student Assessment to determine an appropriate place.

- 1) Children in care, also known as Looked After Children (LAC), and children who were looked after but ceased to be so by reason of adoption, a Care Arrangements Order or special guardianship order;
- 2) Children who have a sibling at the school at the time of admission;
- 3) Children living in Flag Fen;
Children living in the school's catchment area;
- 4) Children living outside of the catchment area of the school.

In cases of equal merit in each set of criteria, priority will go to children living nearest the school as measured by a straight line.

- The home address is defined as the address of the adult with parental responsibility with whom the child normally lives and which applies at the time of application.
- Where a child lives normally during the school week with more than one parent at different addresses, the home address for the purposes of school admissions will be the one where the child spends the majority of term time. If a parent can show that their child spends an equal amount of time at both addresses during school term time, they can choose which address to use on the application.
- Applications based on future addresses can only be considered up to **6 teaching weeks** before the child is expected to take up the place and upon confirmation of a minimum of six month tenancy agreement or exchange of contracts.
- A map showing the catchment area and/or further information can be obtained from the school.

- A sibling is defined as a brother or a sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent / carer's partner and in every case the child must be living in the same family unit at the same address. Every effort will be made to ensure that twins and those from multiple births can be admitted together.

3. How were places allocated?

| Places issued in 2016 | Criteria |
|-----------------------|-----------------------------------|
| 0 | 1: LAC |
| 3 | 2: Catchment with siblings |
| 18 | 3: Catchment |
| 3 | 4: Out of catchment with siblings |
| 6 | 5: Out of catchment |

4. How to apply for a place in Reception

The application process for admissions into Reception is co-ordinated by Cambridgeshire

Local Authority (LA), which acts on behalf of Aspire Learning Trust to offer places at the

school. Parents should submit a Common Application Form, available from the LA Admissions Team, no later than the national closing date of 15th January 2019. Offer letters will be issued by the LA on the 16th April. Applications can also be made on line. For details please contact the LA Admissions Team on 0345 045 1370 or admissions@cambridgeshire.gov.uk

5. How places are offered

For admission into Reception 2018, the LA, on behalf of the Trust, will offer places to 30 children. This is the Published Admission Number (PAN) for that year group. In the event that more than 30 applications are received, the oversubscription criteria will be applied to determine priority for places. (See section 2). As part of the co-ordinated scheme for admissions, the LA Admissions Team will hold this reserve list on behalf of the Trust until 31st December 2019. Parents should apply online at www.cambridgeshire.gov.uk/admissions or submit a Cambridgeshire Application Form, available from the LA Admissions Team, no later than the national closing date. Offer letters will be issued by the LA on the published offer date. Late applications will be handled by the Admissions Team.

6. How to apply for places after the start of term or for places in Years 1, 2, 3, 4, 5 and 6

To apply for a place after the start of term, or for a place in Year 1, 2, 3, 4, 5 and 6 in-year applications, please contact Cambridgeshire Local Authority (LA) Admissions Team, as above. All parents are advised to read the Local Authority booklet for parents on primary admissions.

Where it is not possible to offer a place immediately, the child's details will be held on a reserve list by the LA Admissions Team for a period of one term following the term of application. All in-year applications will be co-ordinated by the LA Admissions Team. Parents wishing to visit the school prior to submitting an application are welcome to do so. However, this is not always possible to organise at short notice and visits are

usually conducted in small groups. Visits are not interviews and do not affect any decision regarding the availability of a place.

7. Admission of children below compulsory school age and deferred entry to school

When a place has been offered to a child a place at New Road Primary School:

- a) that child is entitled to a full-time place in the September following their fourth birthday;
- b) the child's parents can defer the date their child is admitted to the school until later in the school year, but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and,
- c) where the parents wish, children may attend part-time until later in the school year, but not beyond the point at which they reach compulsory school age.

On receipt of your child's school offer you may choose to take up this place:

- Immediately (from September 2018);
 - On a part-time basis until the beginning of the term after their 5th birthday; or
 - Defer your child's admission until the beginning of the term after their 5th birthday but not beyond the beginning of the final term of the school year for which it was made.
- This means, if your child is summer born they will need to start school in April 2019 to keep the place at the school offered. If your child does not start school in April 2019 you will need to apply in June 2019 for a Year 1 place with no guarantee of the same school being offered.

Parents must discuss these admission options with the school following receipt of their child's offer letter

9. Waiting lists

The Board, via the LGB of New Road Primary School, will maintain a clear, fair and objective waiting list until at least 31st December of each school year of admission. Within that list, each added child will require the list to be ranked again in line with the published oversubscription criteria. Priority must not be given to children based on the date their application was received or their name was added to the list. Looked After Children, previously Looked After Children and those allocated a place at the school in accordance with a Fair Access Protocol, must take precedence over those on a waiting list.

10. Tie Breaker

In cases of equal merit in each set of criteria, priority will go to children living nearest the school as measured by a straight line. The distance, for admissions purposes, is measured using the straight line distance from the reference point of the home to the reference point of the school both as determined by the Ordnance Survey(OS) Address Base Premium™. These distances are produced by the LA Admissions team for the school. For families who live outside the area covered by the Cambridgeshire mapping system, distances are determined using a combination of local maps and online resources. If the distance criterion is not sufficient to distinguish between two or

more applicants for the last remaining place then a lottery will be drawn by an independent person, not employed by the school or working in People and Communities Directorate at the local authority

11. Admission Appeals

If your child is refused a place at New Road Primary School, you have a statutory right to appeal against that decision. All appeals are managed by the Local Authority admissions and appeals service. Please contact them for more information.

PARK LANE PRIMARY AND NURSERY SCHOOL

ADMISSIONS POLICY

The Board of Directors of Aspire Learning Trust is the admission authority for Park Lane Primary and Nursery School. This means that the Board sets and applies the admissions policy for the school. The Board have appointed the Local Authority to provide an admissions and appeals service for the school.

Catchment Area

Kings Dyke as far west as Horsey Toll, Pondersbridge as far south and including Oilmills Road, Whittlesey town and the area of the parish as far east as including 311 Eastrea Road and Lattersley Hill Farm.

1. Policy and numbers

Students will be admitted into Reception without reference to ability or aptitude. In 2019, the published admission number will be 60.

2. Admissions criteria to be applied if places are over-subscribed

All preferences are treated equally. Where applications for admissions exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit:

All children whose statement of special educational needs (SEN) or Educational Health Care Plans (EHC) which names the school, must be admitted. Those children with a statement of special educational needs that does not name the school will be referred to Student Assessment to determine an appropriate place.

- 1) Children in care, also known as Looked After Children (LAC), and children who were looked after but ceased to be so by reason of adoption, a Care Arrangements Order or special guardianship order;
- 2) Children who have a sibling at the school at the time of admission;
- 3) Children living in Kings Dyke and Pondersbridge;
- 4) Children living in the school's catchment area;
- 5) Children living outside of the catchment area of the school.

In cases of equal merit in each set of criteria, priority will go to children living children living nearest the school as measured by a straight line.

- The home address is defined as the address of the adult with parental responsibility with whom the child normally lives and which applies at the time of application.
- Where a child lives normally during the school week with more than one parent at different addresses, the home address for the purposes of school admissions will be the one where the child spends the majority of term time. If a parent can show that their child spends an equal amount of time at both addresses during school term time, they can choose which address to use on the application.
- Applications based on future addresses can only be considered up to **6 teaching weeks** before the child is expected to take up the place and upon confirmation of a minimum of six month tenancy agreement or exchange of contracts.
- A map showing the catchment area and/or further information can be obtained from the school.

- A sibling is defined as a brother or a sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent / carer's partner and in every case the child must be living in the same family unit at the same address. Every effort will be made to ensure that twins and those from multiple births can be admitted together.

3. How were places allocated?

| Places issued in 2016 | Criteria |
|-----------------------|-----------------------------------|
| 1 | 1: LAC |
| 20 | 2: Catchment with siblings |
| 27 | 3: Catchment |
| 9 | 4: Out of catchment with siblings |
| 3 | 5: Out of catchment |

4. How to apply for a place in Reception

The application process for admissions into Reception is co-ordinated by Cambridgeshire Local Authority (LA), which acts on behalf of Aspire Learning Trust to offer places at the school. Parents should submit a Common Application Form, available from the LA Admissions Team, no later than the national closing date of 15th January 2019. Offer letters will be issued by the LA on the 16th April. Applications can also be made on line. For details please contact the LA Admissions Team on 0345 045 1370 or admissions@cambridgeshire.gov.uk

5. How places are offered

For admission into Reception 2019, the LA, on behalf of the Trust, will offer places to 60 children. This is the Published Admission Number (PAN) for that year group. In the event that more than 60 applications are received, the oversubscription criteria will be applied to determine priority for places. (See section 2). As part of the co-ordinated scheme for admissions, the LA Admissions Team will hold this reserve list on behalf of the Trust until 31st December 2019. Parents should apply online at www.cambridgeshire.gov.uk/admissions or submit a Cambridgeshire Application Form, available from the LA Admissions Team, no later than the national closing date. Offer letters will be issued by the LA on the published offer date. Late applications will be handled by the Admissions Team.

6. How to apply for places after the start of term or for places in Years 1, 2, 3, 4, 5 and 6

To apply for a place after the start of term, or for a place in Year 1, 2, 3, 4, 5 and 6 in-year applications, please contact Cambridgeshire Local Authority (LA) Admissions Team, as above. All parents are advised to read the Local Authority booklet for parents on primary admissions. Where it is not possible to offer a place immediately, the child's details will be held on a reserve list by the LA Admissions Team for a period of one term following the term of application. All in-year applications will be co-ordinated by the LA Admissions Team.

Parents wishing to visit the school prior to submitting an application are welcome to do so. However, this is not always possible to organise at short notice and visits are usually conducted in small groups. Visits are not interviews and do not affect any decision regarding the availability of a place.

7. Nursery

If parents wish their child to attend The Park Lane Primary School after they have completed their year in the Nursery, they must complete a separate Application Form for the main school.

A place in the Nursery does not guarantee a place in the Reception classes. Pupils may join the Nursery classes the term after they have celebrated their third birthday. The closing date for applications is 31st October for January intake, 28th February for April intake and 31st March for September intake.

8. Admission of children below compulsory school age and deferred entry to school

When a place has been offered to a child a place at Park Lane Primary and Nursery School:

- a. that child is entitled to a full-time place in the September following their fourth birthday;
- b. the child's parents can defer the date their child is admitted to the school until later in the school year, but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and,
- c. where the parents wish, children may attend part-time until later in the school year, but not beyond the point at which they reach compulsory school age.

On receipt of your child's school offer you may choose to take up this place:

- Immediately (from September 2019);
- On a part-time basis until the beginning of the term after their 5th birthday; or
- Defer your child's admission until the beginning of the term after their 5th birthday but not beyond the beginning of the final term of the school year for which it was made. This means, if your child is summer born they will need to start school in April 2019 to keep the place at the school offered. If your child does not start school in April 2019 you will need to apply in June 2019 for a Year 1 place with no guarantee of the same school being offered.

Parents must discuss these admission options with the school following receipt of their child's offer letter

9. Waiting lists

The Board, via the LGB of Park Lane Primary and Nursery School, will maintain a clear, fair and objective waiting list until at least 31st December of each school year of admission. Within that list, each added child will require the list to be ranked again in line with the published oversubscription criteria. Priority must not

be given to children based on the date their application was received or their name was added to the list. Looked After Children, previously Looked After Children and those allocated a place at the school in accordance with a Fair Access Protocol, must take precedence over those on a waiting list.

11. Tie Breaker

In cases of equal merit in each set of criteria, priority will go to children living nearest the school as measured by a straight line. The distance, for admissions purposes, is measured using the straight line distance from the reference point of the home to the reference point of the school both as determined by the Ordnance Survey(OS) Address Base Premium TM. These distances are produced by the LA Admissions team for the school. For families who live outside the area covered by the Cambridgeshire mapping system, distances are determined using a combination of local maps and online resources. If the distance criterion is not sufficient to distinguish between two or more applicants for the last remaining place then a lottery will be drawn by an independent person, not employed by the school or working in People and Communities Directorate at the local authority

12. Admission Appeals

If your child is refused a place at Park Lane Primary and Nursery School, you have a statutory right to appeal against that decision. All appeals are managed by the Local Authority admissions and appeals service. Please contact them for more information.

PETERSFIELD CHURCH of ENGLAND (AIDED) PRIMARY SCHOOL, ORWELL

Policy for Admissions from 2013 Amended September 2016

The total admission number for any year is 30, so that at Petersfield C.E. Primary School seven years of 30 would give a total population of 210. As a Voluntary Aided school the Governing Body is the admissions authority.

The catchment area is defined as the ecclesiastical parishes of Arrington, Croydon, Orwell, Tadlow, Whaddon, Wimpole. Applications are welcome to this Church of England (Aided) School from all children, regardless of religious affiliation.

How to apply

The application process for admissions into Year Reception (the initial year of entry) is co-ordinated by Cambridgeshire Local Authority, which acts on behalf of the governing body to offer places at the School. Parents should submit a Common Application Form, available from their child's primary school or from the LA Admissions Team, no later than **the national closing date on 15th January each year**. Offer letters will be issued by the LA on the national offer date. Late applications (those submitted after the national closing date) will be handled by the Admissions Team. Details of the offer date can be found on the LA's *Admission to Schools in Cambridgeshire* booklet or by contacting the admissions team.

Parents wishing to visit the school prior to submitting an application are welcome to do so, though it may not always be possible to organise this at short notice. Please note that visits are not interviews and do not affect any decision regarding the availability of a place. Please contact the school to arrange a visit.

Older children may be admitted to Petersfield at any time provided there are places available. Prospective parents should discuss their plans with the Headteacher. To apply for a place after the start of the school year, or for any other year group, please contact the LA Admissions Team for an application form by phoning **0345 045 1370** or by email to admissions@cambridgeshire.gov.uk, or by contacting the school:

School Office contact: 01223 207382 Mrs Helen Sutton and Mrs Vimi Ahuja (School secretaries). Co-Headteachers – Mrs Karen Gwynn and Mrs Laura Penrose.

The application form must be returned to the LA Admissions Team who will then contact your preferred schools to determine the availability of a school place. The LA Admissions Team will then write to you to confirm the details of the school at which a place is to be offered and, where appropriate, a suitable start date.

How places are offered

For admissions into Year Reception from 2013, the LA on behalf of the Governing Body will offer places to 30 children. In the event of more than 30 children applying for September admission from within the catchment area, the following oversubscription criteria will apply:

Oversubscription Criteria

Children who have a statement of special educational needs, or education, health and care plan that names the school will be admitted.

NB. Those children with a statement of special educational needs, or education, health and care plan that does not name the school will be referred to Student Assessment to determine an appropriate place.

Oversubscription Criteria

Children who have a statement of special educational needs or education, health and care plan that

names the school will be admitted.

NB: Those children with a statement of special educational needs or education, health and care plan that does not name the school will be referred to Student Assessment to determine an appropriate place.

1. Children in care, also looked after children (LAC), and children who were looked after but ceased to be so by reason of adoption, a residence or care arrangements order or special guardianship order;
2. Children living in the catchment area with a sibling at the school at the time of admission.
3. Children living in the catchment area who live nearest the school as measured by a straight line.

Children from outside the catchment area will be admitted if the admissions number from within

the catchment area is less than 30. The following priorities will apply:

1. Children living outside the catchment area with a sibling at the school at the time of admission.
2. Children of parents who attend Christian Churches. This needs to be substantiated in the form of a letter from their priest or minister.
3. Children who live nearest the school as measured by straight line.

Notes

The home address of a child is the address at which the child spends the majority of school nights. The distance, for admissions purposes, is measured using the straight line distance from the reference point of the home to the reference point of the school, both as defined by the Ordnance Survey (OS) AddressBase Premium™. These distances are produced by the LA Admissions team for the school. For families who live outside the area covered by the Cambridgeshire mapping system, distances are determined using a combination of local maps and on-line resources.

Sibling is defined as another child of compulsory school age living in the same family home.

Reserve List

If an application to attend Petersfield is unsuccessful, the child's details are automatically placed on a reserve list of the year group, ranked according to the admissions criteria. As part of the co-ordinated scheme for primary admission, the

LA Admissions Team hold the initial reserve list on behalf of the Governing Body until the end of the autumn term in the initial year of intake.

Where an in-year application is received, the child's details will be held on a reserve list by the LA Admissions Team on behalf of the Governing Body for a minimum period of one term following the term of application.

Parents will be contacted immediately if a place becomes available for their child, but should be aware that their child's place on a reserve list may change if an application is subsequently received that meets a higher criterion than their own.

Appeal

The parents of any child who is refused a place at Petersfield has a right of appeal to an independent Appeals Panel. The panel consists of three people who are independent of the school's Governing Body and Local Authority. The panel will consider the circumstances of the case put before them and the Governing Body and parents must abide by the decision it makes.

Appeals for Petersfield are currently arranged by the LA Admissions Team on behalf of the Governing Body. Further information and appeals forms are available from the Admissions

Team. Notice of Appeal should be made, in writing, to the Governing Body in the first instance.

Please note that where a child is refused a place in an infant class because of the requirement to limit the class size to 30 pupils, parents have a right to an Infant Class Size Appeal. The circumstances in which the panel can find in the parents' favour are limited by law. For further information please contact the school or the LA Admissions team.

This policy is reviewed as required but at least every three years

Full consideration has been given to Equality, inclusion and Safeguarding (child protection) in the preparation of this policy.



ST LAURENCE CATHOLIC PRIMARY SCHOOL

ADMISSION POLICY 2019-20

This Admissions Policy was agreed by the Full Governing Body of St Laurence Catholic Primary School on 5.10.2017

St Laurence Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round⁴. The governing body has set its admission number at 45 pupils to be admitted to the reception year in the school year which begins in September, 2019.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)

The admission of pupils with a Statement of Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

⁴ This is for admission to the school at the start of the school year in September and not for applications made in-year

Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

1. Baptised Catholic looked after and previously looked after children. (see notes 2&3)
2. Baptised Catholic children who are resident in the parish(es) of St. Laurence's, Cambridge (see notes 3&10)
3. Other Baptised Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
6. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)
7. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)
8. Children who have a parent or guardian who is a member of staff at the school and the member of staff has either been employed for a minimum of two years or has been recruited to fill a vacant post for which there was a demonstrable skill shortage.
9. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

- (i) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made (see note 8).
- (ii) After children in (i) above, priority will be given within each category to children living closest to the school. Distances are measured on a straight line "crow fly" basis, using Ordnance Survey data. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. Under random allocation, all the names will be entered into a 'hat' and the required number of names will be drawn out.
Application Procedures and Timetable

To apply for a place at this school in the normal admission round⁵, you **must** complete a Common Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information Form attached to this policy if you wish to apply under oversubscription criteria 1 to 3 or 5 to 7. The Supplementary Information Form should be returned to the school office by 15th January 2019.

You will be advised of the outcome of your application on 16th April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons,

⁵ This is for admission to the school at the start of the school year in September and not for applications made in-year.

related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria 1 to 3 or 5 to 7, and this is likely to affect your child's chance of being offered a place.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15th January 2019

Late Applications

Late applications will be considered but will be given a lower priority than **all** preferences received by the closing date. This is because all applications received by the closing date must be considered before any late applications. If there are exceptional circumstances why your application is late please include them when you send in your application.

Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted 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, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to **The School Business Manager, St. Laurence Catholic Primary School, Arbury Rd, CB4 2JX** at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher, including the headteacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

Waiting Lists

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and **not** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the

school year. The waiting list will be held open until the last day of the summer term in July 2019.

Inclusion on the school's waiting list does not mean that a place will eventually become available.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made to the school by contacting **The School Business Manager, St. Laurence Catholic Primary School, Arbury Rd, CB4 2JX**

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in the locally agreed protocol. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained by deception.

Notes (these notes form part of the oversubscription criteria)

1. A Statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. 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 educational provision required for a child.
2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order.

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest

demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

4. 'Catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.
5. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
6. "children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTÚN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

7. "children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:
 - A religion which involves belief in more than one God, and
 - A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a Supreme Being and an expression of belief in that Supreme Being through worship.

8. 'brother or sister' includes:
 - (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
 - (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.
9. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.
10. For the purposes of this policy, parish boundaries are as shown on the attached map and will be applied to the admission arrangements for 2019-20

**ST LAURENCE CATHOLIC PRIMARY SCHOOL
SUPPLEMENTARY INFORMATION FORM
2019/2020**

If you are expressing a preference for a place for your child at St. Laurence Catholic Primary School, Cambridgeshire **and wish to apply under a faith criterion**, you should complete this Supplementary Information Form.

- The completed Supplementary Information Form, together with all supporting documentation (see Notes below), should be returned to **The School Business Manager, St. Laurence Catholic Primary School, Arbury Rd, CB4 2JX** by the closing date: 15th January 2019.
- If you are applying to more than one Catholic school/academy you will need to complete a separate Supplementary Information Form for each school/academy.
- **If you do not provide the information required in this form and return it to the school, with all supporting documentation, by the closing date, your child may not be placed in the appropriate faith category and this is likely to affect your child's chance of being offered a place.**
- Remember – you **must** also complete the Common Application Form.

Name of child: _____

Address of child: _____

Parent/Carer Details

Parent/Carer Name: _____

Parent/Carer Address: _____
(if different from above) _____

[Please read the relevant school Admission Policy, noting in particular any faith criteria, and your Local Authority booklet, before completing this form.]

NOTE: When completing the Common Application Form, it is important that you provide details of any siblings (brothers or sisters) who will be attending the Catholic school/academy at the proposed time of admission. If this information is not provided the admission authority of the Catholic school/academy may not be able to place the application within the correct criteria.

Religious Status of child (please indicate by placing a tick in the appropriate box – please note that a tick should be indicated in only a single box)

| Criteria | Tick Box | Evidence [insert details in accordance with the Notes below] |
|---|--------------------------|--|
| 1. Baptised Catholic looked after or previously looked after (see note 1) | <input type="checkbox"/> | |
| 2. Baptised Catholic [Insert EITHER in feeder schools (for secondary) OR resident in parish(es) of name] (for primary) (see note 1) | <input type="checkbox"/> | |
| 2. Other Baptised Catholic (see note 1) | <input type="checkbox"/> | |
| 3. Catechumen (see note 2) | <input type="checkbox"/> | |
| 4. Member of an Eastern Christian Church (see note 3) | <input type="checkbox"/> | |
| 5. Member of other Christian denomination (see note 4) | <input type="checkbox"/> | |
| 6. Member of other faith (see note 4) | <input type="checkbox"/> | |

Catholic Parish in which your child lives:

The data on this form will only be used within the school/academy admissions system, and will not be divulged to any third party outside the school/academy admissions system in accordance with current Data Protection legislation.

I confirm that I have read the Admissions Policy of the school and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that, should any information I have given prove to be inaccurate, the governing body may withdraw any offer of a place even if the child has already started school.

Signed.....

Date.....

Supplementary Information Form Notes

1. Evidence of Catholic Baptism

If application is being made for a place at the school for a Catholic child evidence of Catholic baptism or reception into the Church is required. A certificate of baptism or certificate of reception into the full communion of the Catholic Church should be provided at the same time as this form is returned to the school.

(The Admission Authority may request additional supporting evidence if the written documents that are provided do not clarify the fact that the child was baptised or received into the Catholic Church, e.g. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not. Those who have difficulty obtaining written evidence of baptism or reception into the Church should contact their Parish Priest.)

2. Evidence for Catechumens

If application is being made for a place at the school for a catechumen, evidence of their being a member of the catechumenate of a Catholic Church will be required. A certificate of reception into the order of catechumens should be provided at the same time as this form is returned to the school.

3. Evidence of Membership of an Eastern Christian Church

If application is being made for a place at the school for a member of an Eastern Christian Church, including Orthodox Churches, evidence of membership will be required. A certificate of baptism or reception from the authorities of that Church should be provided at the same time as this form is returned to the school.

4. Evidence for Other Christian Denominations and Other Faiths

If application is being made for a place at the school as a member of another Christian denomination or another faith a letter confirming membership of that Christian denomination or faith, and signed by the appropriate minister of religion or faith leader, will be required. The letter should be provided at the same time as this form is returned to the school.

Checklist:

Have you enclosed?

- Copy of baptism or certificate of reception into the Catholic Church (where applicable).
- Letter confirming membership of a Christian denomination or other faith (where applicable).

Have you completed and returned your local authority's Common Application Form?

ST IVO SCHOOL

The Governing Body of St Ivo School is the admission authority for St Ivo School. This means that it is the Governing Body that sets and applies the admissions policy for the school. All policy decisions regarding the admission of children into the school are made by the Full Governing Body.

Catchment Area

The catchment area is Hemingford Abbots, Hemingford Grey, Holywell, Needingworth, St Ives and the dwellings on the Poultry Research Station at Houghton. Children living in the area of the following primary schools fall within the catchment area: Hemingford Grey, Holywell, Thorndown Primary, Westfield Junior and Wheatfields Primary.

How to Apply

The application process for admissions into Year 7 is co-ordinated by Cambridgeshire Local Authority (LA), which acts on behalf of the governing body to offer places at the School. Parents should apply online at www.cambridgeshire.gov.uk/admissions or submit a Cambridgeshire Application Form, available from their child's primary school or from the LA Admissions Team, no later than the national closing date on 31st October. Offer letters will be issued by the LA on the National Offer Date (1st March or first working day after). Late applications (those submitted after the national closing date) will be handled by the Admissions Team.¹

To apply for a place after the start of term or in any other year group, please contact the LA Admissions Team for an application form.
LA Admissions Team Contact: 0345 045 1370, or admissions@cambridgeshire.gov.uk

Parents wishing to visit the school prior to submitting an application are welcome to do so, though it may not always be possible to organise this at short notice. Visits are not interviews and do not affect any decision regarding the availability of a place. Please contact the school reception to make arrangements.
Telephone: 01480 375400, or office@stivoschool.org

How places are offered

For admission into Year 7 each September, the LA, on behalf of the Governing Body, will offer places to 296 children. This is the Published Admission Number (PAN) for that year group. In the event that more than 296 applications are received, the oversubscription criteria will be applied to determine priority for places. All preferences are treated equally.

Children who have a statement of special educational needs (SEN) or education health and care plan (EHCP) that names the school will be admitted. These students take priority over all other applicants and will be admitted irrespective of whether there are places available in the year group. N.B. Those children with a SEN or EHCP that does not name the school will be referred to Statutory Assessment and Resources (STAR) Team to determine an appropriate place.

Oversubscription Criteria for St Ivo School

Where numbers of applications for any year group exceed the number of published year group places, after the admission of pupils with a statement of special educational needs (SEN) or education health and care plan (EHCP) naming the school, applications will be considered in the following order of priority.

- 1) Children in Care, also known as Looked After Children (LAC) and children who were looked after but ceased to be so by reason of adoption, a residence order or a special guardianship order.
- 2) Children of members of staff provided they have been employed for a minimum of two years and/or are recruited to fill a vacant post for which there is a demonstrable skills shortage (as defined by the Headteacher).
- 3) Children who live in the catchment area, attend primary schools within the catchment area and who have a sibling (as defined below by the school) at the school at the time of admission.
- 4) Children who live in the catchment area with a sibling at the school at the time of admission.
- 5) Children who live in the catchment area who attend the primary schools within it.
- 6) Children who live in the catchment area.
- 7) Children who live outside the catchment area, who attend primary schools within it and who have a sibling at the school at the time of admission.
- 8) Children who live outside the catchment area who have a sibling at the school at the time of admission.
- 9) Children who live outside the catchment area who attend the primary schools within the catchment area.
- 10) Children who live outside the catchment area, but nearest the school as measured by a straight line.

Over-Admittance

The school reserves the right to over-admit at any time, above the Pupil Admission Number, to any year group. The decision to over-admit will be taken at the discretion of the Headteacher, using his devolved authority from the Governing Body. The school reserves the right not to maintain its over-admittance total above the Pupil Admission Number for the year group(s) concerned.

Notes on Oversubscription Criteria

In cases of equal merit, priority will go to children living nearest the school according to the shortest straight-line distance. The distance, for admissions purposes, is measured using the straight line distance from the reference point of the home to the reference point of the school both as determined by the Ordnance Survey (OS) Address Base Premium™. These distances are produced by the LA Admissions team for the school. For families who live outside the area covered by the Cambridgeshire mapping system, distances are determined using a combination of local maps and on-line resources.

- a) *Sibling is defined as* children, usually brothers or sisters, aged between 4 and 16 (or up to age 19 whilst attending St Ivo Sixth Form), who live together in the same family unit.

- b) Home address means the place the child resides for the majority of school nights, with an adult who has parental responsibility.
- c) A map of the catchment area is available from the school or the LA Admissions Team. Details of which streets are in the catchment are also available from the Admissions Team.

How to apply for places in all other year groups, or Year 7 after the beginning of the Academic Year

Applications for places in Years 7 to 11 at any time of the year

A Cambridgeshire application form must be completed and returned to the LA Admissions Team who will then contact your preferred schools to determine the availability of a school place. The LA Admissions Team will then write to you to confirm the details of the school at which a place is to be offered and, where appropriate, a suitable start date.

Where the Admissions Team is unable to meet any preferences expressed a place will be offered at the next nearest alternative school with places available.

In the event of over-subscription the criteria set out above, will be applied and places offered in accordance with those criteria. If the school is over-admitting in the year group, then the over-subscription criteria will also be applied.

Parents wishing to visit the school prior to submitting an application are welcome to do so. However, this is not always possible to organise at short notice and visits are usually conducted in small groups. Visits are not interviews and do not affect any decision regarding the availability of a place.

Applications to Years 12 and 13

For all issues relating to admission to years 12 and 13, please contact the school directly on office@stivoschool.org. Copies of Sixth Form entry documentation can be found on the school's website <http://www.stivoschool.org>

Reserve Lists

Year 7

As part of the co-ordinated scheme for secondary admissions, the LA Admissions Team holds the initial reserve list on behalf of the Governing Body until the end of the autumn term in the initial year of intake.

Parents will be contacted immediately if a place becomes available for their child, but should be aware that their child's place on a reserve list may change if an application is subsequently received that meets a higher criterion than their own.

In-Year applications:

Where an in-year application is received, the child's details will be held on a reserve list by the LA Admissions Team on behalf of the Governing Body for a minimum period of one term following the term of application.

Applications will be ordered on the list according to the over-subscription criteria and when places become available, they will be offered accordingly. Parents should be aware that their place on the waiting list may vary if applications are subsequently received which meet a criterion higher on the list than their own.

Parents wishing to remain on the list should contact the school or the LA Admissions Team.

Appeals

The parents of any child who is refused a place at the school has a right of appeal to an independent Appeals Panel. The panel consists of three people who are independent of the school's Governing Body and the Local Authority. The panel will consider the circumstances of the case put before them. Both the Governing Body and the parents must abide by the decision it makes.

Appeals for the school are currently arranged by the LA Admissions Team on behalf of the Governing Body. Further information and appeal forms are available from the Admissions Team.

THRILOW CHURCH OF ENGLAND (AIDED) PRIMARY SCHOOL

Admissions Policy Offer Year 2019/2020

1. Introduction

Thriplow School serves the County Parish of Thriplow (which includes Thriplow village, Thriplow Heath, Peppersklade, Hurdles Way, Heathfield and Ringstone. Provided there are places and the school is working within its planned admission number (PAN), currently 20 children irrespective of where they live. The school particularly welcomes parents who wish to send their children to our Church school because of its distinctive Christian ethos.

The school welcomes visits from the parents of prospective pupils with their children. They should contact the school administrator to arrange a convenient time. It should be noted that neither children nor parents are interviewed as part of the admission or application process. Decisions on admission are made solely on the basis of the criteria set out in this policy.

As a Voluntary Aided Church of England Primary School the Governing Body is the admissions authority. This means that it is the Governing Body that sets and applies the Admissions Policy for the school. All decisions regarding admission of children into the school are made by a sub committee of the Governing Body.

2. Aims of the Policy

We aim to set out clear procedures for admissions to the school so that the system is seen as fair by prospective parents and all others involved. We have paid particular attention to our status as a Church of England (Aided) School as published in our 'School Statement of Purpose'. (See School Brochure)

3. Admission Procedure for Reception children

Legally a parent must ensure that a child begins to receive full time education from the beginning of the term after his or her fifth birthday. However Thriplow School subscribes to the County Policy that all children should have an equal chance of starting school at the beginning of the academic year in which they have their fifth birthday. This means a child can start at Thriplow in the September after his or her 4th birthday.

The application process for admissions into Reception class at Thriplow is co-ordinated by Cambridgeshire Local Authority, which acts on behalf of the governing body to offer places at the school.

Parents can make an application in two ways, either by; **Applying Online** via the Admissions website – www.cambridgeshire.gov.uk/admissions,

Or by,

Completing A Common Application Form

this is available on line at; www.cambridgeshire.gov.uk/admissions, or from the school office, or it can be found in the booklet "Admissions to Primary Schools-A Guide for Parents" which is supplied by the LA Admissions Team and must be completed and sent to the Admissions Team no later than 15th January 2019

All applications must be supported by a **Thriplow School Supplementary Information Admission Form** – this is available from the school office and must be completed and returned to the school office by 15th January 2019.

Offer letters will be issued by the LA on the 16th April 2019. Late applications will be handled by the Admissions Team. To apply for a place after the start of term or in any other year group please the LA admissions team for an application form.

Contacts

Thriplow C E (A) Primary School: 01763 208213 or email: office@thriplow.cambs.sch.uk LA Admissions Team: 01223 699200 or email admissions@cambridgeshire.gov.uk

4. How places are offered

For admission into Reception year in September 2019 the LA, on behalf of the governing body, will offer places to **20** children. This is the Published Admission Number for that year group. In the event that more than **20** applications are received, the following criteria will be applied to determine priority for places.

5. Criteria for Pupil Selection

Children with a Statement of Special Educational Needs in which Thriplow School is named will be admitted. Those children with a Special Statement of Educational Need that does not name the school will be referred to Student Assessment to determine an appropriate place.

All preferences are treated equally, however in the event that there are more applications to attend Thriplow School than there are places available the following criteria will be applied in order of priority:

1. Children in Care, also known as Looked After Children (LAC), and children who were looked after but ceased to be so by reason of adoption, residence or care arrangements order or special guardianship order.
2. All children residing in the parish of Thriplow which includes Thriplow village, Thriplow Heath, Hurdles Way, Ringstone, Pepperslade and Heathfield.
3. Siblings of those on the roll at the time of admission. For the purpose of the admissions policy sibling is defined as *a child or children who live in the same family home*.
4. Children whose families are involved in the work and worship of the Four Church Benefice. The Four Church Benefice being St George's Church, Thriplow; St Mary's Church, Fowlmere; St Laurence's Church, Foxton; and All Saints Church, Shepreth, and who may also live outside the parish of Thriplow. It is recognised that some families do not live, work and worship in the same place.*
5. Those children who are baptized and whose parents are active members of any Christian Church and for whom this is the nearest Church of England (Aided) School
6. Children whose parents, if not worshipping members of a Christian Church, nevertheless wish their child to attend a Church of England (Aided) School because of its specifically religious emphasis.*

7. Children who live outside the catchment area but who have been unable to gain a place at their catchment area school because of oversubscription.
8. Children who live outside the catchment area, but for whom Thriplow School is the nearest school as measured by a straight line.* (see below)

*In cases of equal merit in each set of criteria priority will go to children living nearest the school as measured by a straight line.***

**All parents wishing to apply under the schools religious criteria must also request a supplementary information form from the school office.*

***The distance for admissions purposes, is measured using the straight line distance from the reference point of the home to the reference point of the school, both as defined by the Ordnance survey (OS) AddressBase Premium. These distances are produced by the LA Admissions team for the school. For families who live outside the area covered by the Cambridgeshire mapping system, distances are determined using a combination of local maps and online resources.*

6. Reserve List

If an application to attend Thriplow School is unsuccessful, parents may request that their child be placed on a 'Reserve List'. Children's names are placed on this list in strict order of the admissions criteria. A new request from another parent for a child's name to be placed on the list can result in other children being moved further down the list if this child has higher priority for a place at the school in line with the admissions criteria. As part of the co-ordinated scheme for primary admissions, the LA Admissions Team holds the initial reserve list on behalf of the governing body until the end of the first week of the autumn term in the initial year of intake, and unsuccessful applications will be automatically added to this list. The Governing Body then holds this list until the end of the autumn term. Where mid-phase applications are received, children's details will be held on the reserve list for a period of one term following the term for which the place was refused.

7. Admissions Committee

Each academic year the Full Governing Body shall appoint an Admissions Committee to consider matters of admission.

8. Informing Parents of the Decision

The offer date for primary admissions in September 2019 is 16th April 2019 and on that date the LA Admissions team will send out all offers.

If it is not possible to accept a child the letter will also inform parents of their right to appeal against the decision. Parents will continue to have the right of appeal against any refusal of a place and are able to reapply the following year.

Once an offer of a place has been made it may only be withdrawn in very limited circumstances. This may include the offer being made on the basis of fraudulent information being supplied by the parent, such as a false claim to one of the specified criteria.

9. Appeals Procedure

Parents may appeal to the admissions appeal panel. The panel consists of three people who are independent of the school's Governing Body and the Local Authority. The panel will consider the circumstances of the case put before them and the Governing Body and parents must abide by the decision it makes.

10. Government Early Years Education Scheme

Under the government's early year's programme, all four year olds are entitled to three terms of free part-time education from the term following their fourth birthday which is funded by a grant for each child. The LA funds places in Reception classes in state schools in addition to the grant to permit children to attend for a full school day. To ensure that no child receives more than their allocation of five sessions of grant-funded education, parents are required to complete a form confirming that they have registered their child at Thriplow School.

11. Admission arrangements for children outside the normal entry round.

To apply for a place after the start of term or in a year group other than Reception, please contact the school for an application form. Parents wishing to visit the school prior to submitting an application are welcome to do so. Visits are not interviews and do not affect any decisions regarding the availability of a place. Should space in the school become available a place will be offered to the child at the top of the reserve list, provided the resulting class sizes are acceptable to governors. We will use the criteria in section 5. Children will not normally be admitted outside their natural year group.

12. Admission arrangements for disabled pupils.

The admission arrangements for disabled pupils are the same as for any other pupil and the school will endeavour to meet their specific needs. Prior to admission there will normally be a discussion with the parents, Headteacher and advisors to determine what these needs will be.

13. Home address

The address used for the purpose of admissions must be the child's usual home address. Applications based on future addresses can only be considered up to 6 teaching weeks before the child is expected to take up the place and upon confirmation of tenancy or exchange of contracts. Parents are expected to notify the school of any changes of address as this may affect the allocation of a place at Thriplow School.

SAWSTON VILLAGE COLLEGE ADMISSIONS POLICY 2019-20

Sawston Village College is a mixed comprehensive academy providing secondary education for pupils in the 11-16 age range. Its published admissions number is 210.

The College is not selective in its intake and all pupils who are able to access the National Curriculum are entitled to a place. Due regard will be paid to the Equality Act 2010.

Most pupils are drawn from the seven local primary schools set out below, but each year a significant number of pupils apply to join the school from outside its defined catchment area. For more detailed information on the College's catchment area, parents may contact the Local Authority's Admissions Department.

For admission into Year 7 in September 2019, the LA, on behalf of the Governing Body, will offer places to 210 children. Should there be applications above that limit, the following admissions criteria would be applied; it is important to note that all preferences will be treated equally.

Oversubscription Criteria

Children who have a statement of special educational needs, or education health and care plan (EHCP) that names the school will be admitted. Those children with a statement of special educational needs (EHCP) that does not name the school will be referred to Student Assessment to determine an appropriate place.

1. Children in care, also known as Looked After Children (LAC), and children who were looked after but ceased to be so by reason of adoption, a residence or care arrangements order or special guardianship order.
2. Pupils who live within the College's catchment area, have a sibling (ie a brother or sister who lives in the same family unit) in the College at the time of admission and attend the following primary schools, Babraham, The Bellbird (Sawston), Duxford Community, Great and Little Shelford, The Icknield (Sawston), Stapleford Community and William Westley, Whittlesford.
3. Pupils who live within the College's catchment area and attend the primary schools listed above.
4. Pupils who live within the College's catchment area and have a sibling in the College at time of admission, but do not attend the above primary schools.
5. Pupils who live within the College's catchment area but do not attend the above primary schools.
6. Children of staff who have been employed at the Academy for at least two years at the time of application or have been recruited to fill a vacant post for which there is a demonstrable skill shortage.
7. Pupils who live outside the catchment area, who attend primary schools within it and who have a sibling at the school at the time of admission.

8. Pupils who live outside the catchment area but attend primary schools within it.
9. Pupils who live outside the catchment area, do not attend primary schools within it, but have a sibling at the College at the time of admission.
10. Children who live outside the catchment area, but nearest the school as measured by a straight line.

In cases of equal merit, priority will go first to children living nearest the school according to the straight line distance. The distance, for admissions purposes, is measured using the straight line distance from the centre point of the home to the main pupil entrance to the school.

These distances are produced by the LA Admissions team for the school. All measurements are calculated using a digital mapping system. For families who live outside the area covered by the system used in Cambridgeshire, both straight line distances and travel routes are determined using a combination of local maps and on-line resources.

Interviews for the purpose of admissions are not lawful and are therefore not included as part of the admissions procedures.

For the purposes of this policy where a child lives at more than one address, the address that will be considered will be where the child spends the majority of their school nights, and to which the child benefit is paid. Only one address can be considered as your child's main residence. An address used for before and after-school childcare arrangements will not be considered. 'Sibling' refers usually to brothers or sisters, aged between 4 and 16 who live together in the same family unit. For further clarification, please contact the LA Admissions Team.

The application process for admissions into Year 7 is co-ordinated by Cambridgeshire LA, who acts on behalf of the Governing Body to offer places at the College. Parents should submit an application either online via www.cambridgeshire.gov.uk/admissions or on a paper application form, available from their child's primary school or from the LA Admissions Team, no later than the national closing provisional date of 31 October 2018. Offer letters will be issued by the LA on a provisional date of 1 March 2019. Late applications (those submitted after the national closing date) will be handled by the Admissions Team. For further information and full details on how to apply, please see the booklet 'Next Steps: Admission to Secondary School; a guide for parents 2019-20. This is available from the College or online at www.cambridgeshire.gov.uk/admissions.

To apply for a place after the start of the school year, or for any other year group, please contact the LA Admissions Team for an 'In-Year School Application Form' on 0345 045 1370 or by email to admissions@cambridgeshire.gov.uk. The application form must be returned to the LA Admissions Team who will contact your preferred schools to determine the availability of a school place. The LA Admissions Team will then write to you to confirm the details of the school at which a place is to be offered and, where appropriate, a suitable start date. Where the Admissions Team is unable to meet any preferences expressed a place will be offered at the next nearest alternative school with places available.

Any child who is refused a place at the College may appeal using an appeal form available from the LA Admissions Team. Further information is available from their website at www.cambridgeshire.gov.uk/admissions or by calling 0345 045 1370. Any parent who requires further information regarding the College's Admissions Policy should, in the first instance, contact the Admissions Administrator at the College.