

# In-Year Admissions

Admission to Schools in Cambridgeshire;  
a Guide for Parents

April 2016

# Key Contacts

## Cambridgeshire Admissions Team

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[admissions@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.uk)



[www.cambridgeshire.gov.uk/admissions](http://www.cambridgeshire.gov.uk/admissions)

### Office Hours

Mon-Thurs 9.00-17:00  
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## Social and Education Transport Team (SETT)



0345 045 5208



[edtransport@cambridgeshire.gov.uk](mailto:edtransport@cambridgeshire.gov.uk)



[www.cambridgeshire.gov.uk/education/transport](http://www.cambridgeshire.gov.uk/education/transport)

## Parents' School Preference Advisor



01223 699194



[choosingaschool@cambridgeshire.gov.uk](mailto:choosingaschool@cambridgeshire.gov.uk)

## Department for Education (DfE)

Ofsted



<https://www.gov.uk/government/organisations/ofsted>

Schools finder directory



<http://schoolsfinder.direct.gov.uk/>

School performance tables



<http://education.gov.uk/schools/performance/>

## Contents

Introduction	2
The application process	3
• Which school can I apply for?	3
• Types of schools	3
Making your application	6
• Preferences	6
• Completing the application form	6
• Changing your child's school	7
How places are offered	7
• Published Admission Number	7
• What are oversubscription criteria?	8
The Allocation Process	8
What happens next?	9
• How do I request an appeal?	9
Frequently Asked Questions	10
Admissions of children from overseas	12
UK Service Personnel/Crown Agents	13
Useful Contact Information	14
Neighbouring Local Authorities	15

## Introduction

This leaflet is for parents who are:

- **Moving house**, either within Cambridgeshire or moving into the County;
  - **Wishing to apply for a place in a Cambridgeshire school** – residents of neighbouring Local Authorities;
- or
- **Wishing to move their child to a different school**, if they have not moved house.

### This leaflet explains:

- The application process
- The types of schools in Cambridgeshire
- How to make an application
- How to change a child's school
- How applications are processed
- What happens next?

It also includes:

- Frequently asked questions and
- Further contact information

Please read the information in this leaflet carefully and contact us if you need any further help.

Information is also provided on our website:

[www.cambridgeshire.gov.uk/admissions](http://www.cambridgeshire.gov.uk/admissions)

# The Application Process

If you wish to apply for a **Cambridgeshire school**, you should apply on the Cambridgeshire County Council “**In-Year School Application Form**” for a place at any state-funded school.

If you wish to apply for a place at a school **outside** Cambridgeshire, you should contact the **Local Authority (LA)** who oversees the school.

## Cambridgeshire Admissions Team

- **will not** accept an application more than **six teaching weeks** before the intended school start date; and
- will not **offer** a school places for less than six teaching weeks.

Details of Cambridgeshire’s state-funded schools are available in the School Directory Booklets on the LA website. You can also visit <http://my.cambridgeshire.gov.uk/> which enables you to search for schools based on your home post code, or you can contact the LA Admissions Team.

More information regarding the schools you may be interested in can be obtained from:

- The school website – where you can download a copy of the school prospectus and find general information regarding curriculum and organisation. Most Cambridgeshire school websites can be accessed from our website [www.cambridgeshire.gov.uk/childrenandfamilies/education/](http://www.cambridgeshire.gov.uk/childrenandfamilies/education/), click on “search for a school” link.
- A school visit – please arrange this directly with the school
- Other external resources, such as Ofsted reports and Department for Education (DfE) performance tables, details of which are available on page 2 of this leaflet.

# The types of schools in Cambridgeshire

There are six main classifications of state-funded schools in Cambridgeshire:

## 1. Voluntary Aided Schools

Voluntary Aided Schools are mainly religious or “faith” schools, however, anyone can apply for a place. They are their own admission authority and set the oversubscription criteria, which often reflects the school’s religious character.

## 2. Foundation Schools

Foundation schools are their own admissions authority and set their own oversubscription criteria. They do not, however, hold any religious character.

## 3. Foundation schools with a trust

Trust schools are schools which have formed links with a charitable organisation (the Trust) formed by partners such as universities, businesses or voluntary organisations. These schools are also their own admissions authority and set their own oversubscription criteria.

## 4. Voluntary Controlled Schools

These schools are similar to voluntary aided schools, in that they are schools which hold a religious character. However, unlike voluntary aided schools the LA is the admission authority and sets the oversubscription criteria.

## 5. Community Schools

Community schools hold no religious character. The LA is the admission authority and sets the oversubscription criteria.

## 6. Academy Schools

Academy schools, including those that are Free Schools and University Technical Colleges, are state-funded, non-fee paying independent schools. Each academy is operated by a trust which appoints a governing body who are their own admission authority and set their own oversubscription criteria.

A large number of Cambridgeshire schools have converted to academy status and many other schools are also submitting requests to the DfE to convert to academy status.

**For further information please contact your preferred school directly.**

## Specialist Schools

Many secondary schools in Cambridgeshire have specialist school status. Under the specialist schools programme, schools were able to apply for specialist status in arts, modern foreign languages, technology, business and enterprise, science, mathematics and computing, engineering and sport.

Specialist schools are supported by private sector sponsors and extra government funding. Although specialist schools develop expertise in their specialist area, they continue to provide a broad and balanced curriculum, which meets National Curriculum requirements.

### **Remember**

There is no automatic entry to any Cambridgeshire school. An application form **must** be completed in all cases before a school place can be offered.

## Making your application

An application can be made up to six teaching weeks prior to the place being required. The Admissions Team will consider the application and make a school offer within their normal timescales. Your child will then be put on the school's roll, and if you do not take the place up on the date specified your child will be marked as absent without permission.

### Preferences

You can express a preference for up to three schools when you make the application for your child (parental preference). We will try to offer you a place at your first preference school whenever possible.

You do not have to express three preferences or apply to your catchment area school. If you do not, you may find you are allocated a place at a school that is further away, if your preferences cannot be met. If this happens you may be responsible for transporting your child to and from that school.

If you apply for and are allocated a place at a school that is not your child's catchment school you need to be aware that:

- It is not always possible to allocate a place to a younger brother or sister at the school in the future;
- You will be responsible for any transport arrangements and costs; and
- Admission authorities cannot reserve places, so you are strongly advised to include your catchment school as one of your preferences.

## Completing the In-Year School Application Form

When a child is moving to a new address, proof of the address will be required before the application can be processed if the parent wishes for an allocation to be made based on residence at the new address. Where proof is not provided with the application form, a letter will be sent requesting this information and the application will be placed on hold, pending receipt of this information.

Where Part 2 of the application form has not been completed by the child's current or most recent school, the form will be emailed by the LA Admissions Team to the current school for completion, where appropriate.

### **Please note**

We will not treat the application as being **complete** until you provide the evidence requested in Part 1 and Part 2 of the application.

This means that we **will not** be able to begin processing the application until the evidence or information required has been provided. This will delay the process.

# Changing your child's school

Before changing your child's school you need to consider the following:

- Schools that teach the National Curriculum do so in different ways and at different times of the academic year. Your child may miss out on or repeat part of the scheme of work at the new school.
- If your child is in KS3 it may not be possible for the school to place your child immediately into the most appropriate class group for their abilities. Additionally your child may not be able to take the same subjects at a new school, or choose the same options if they are in Year 9.
- If your child is in KS4 they may not be able to study the same exam course/subject at the new school.
- Transporting your child to the new school.

If, having considered these factors, you still feel there are strong and valid reasons for requesting a transfer to another school you should still discuss this with your child's tutor/head of year or head teacher prior to making an application.

## Please note

In these circumstances, it may not be possible to offer a school place immediately, and you may be offered a school place for the start of the following term/half term.

It may also not be possible to place your child (immediately) in the appropriate groups for their level of ability, nor match any optional subjects currently being studied.

## How places are offered

On receipt of a completed application form we will aim to send an offer of a school place within 10 school days. During peak periods, applications submitted over the summer and in September, for a September start, may take up to 20 school days to process an application. **Please note that mid-phase applications (where a child is changing schools but not address) may take considerably longer to process.**

Please be aware applications for September places will be accepted from 1 May, however, responses will not be sent out until July, please check the **Timetable for September entry** on the website.

Each school has a **Published Admission Number (PAN)**. This is the maximum number of pupils that can be admitted each year, based on the accommodation available at a school. The number is based on a national formula for deciding how many children can go to a school without causing overcrowding.

Many schools receive more applications than there are places available. To decide which children to offer places to, specific admission criteria are used. These are known as the school's oversubscription criteria.

### **What are oversubscription criteria?**

These are the criteria by which all applications are prioritised when more applications are received than there are places available. Different schools have different criteria, so it is important that you check the admission arrangements for all the schools in which you are interested.

### **Oversubscription Criteria for, Foundation and Voluntary Aided Schools and Academies**

Details of the oversubscription criteria for all Cambridgeshire Foundation, Voluntary Aided and Academies can be found within the school information sheets appropriate to the local district council area in which the school is located, which are available on our website at

[www.cambridgeshire.gov.uk/admissions](http://www.cambridgeshire.gov.uk/admissions)

or from the LA Admissions Team directly.

### **Oversubscription Criteria for Community and Voluntary Controlled Schools**

Details of the oversubscription for all Community and Voluntary Controlled schools are determined annually by the LA, as the Admission Authority for these schools.

The oversubscription criteria for the academic year can be found within the school directories, which are available on our website at

[http://www.cambridgeshire.gov.uk/downloads/download/106/school\\_information\\_sheet\\_booklets](http://www.cambridgeshire.gov.uk/downloads/download/106/school_information_sheet_booklets)

## **The Allocation Process**

These are the steps that are taken once your completed application has been received.

**Step 1** If we can meet your 1<sup>st</sup> preference, we will offer your child a place at that school.

**Step 2** If we cannot meet your 1<sup>st</sup> preference but can meet your 2<sup>nd</sup> preference, we will offer your child a place at that school. Your child's name will then be added to the reserve list of your 1<sup>st</sup> preference school.

**Step 3** If we cannot meet your 2<sup>nd</sup> preference, but can meet your 3<sup>rd</sup> preference, we will offer your child a place at that school. Your child's name will be added to the reserve lists for your 1<sup>st</sup> and 2<sup>nd</sup> preference schools.

**Step 4** If we cannot meet any of your preferences, we will offer your child a place at your catchment school if;

- You have not already expressed it as a preference; and
- There are places available at the school.

Alternatively a place will be allocated at the nearest designated school where a place is available. Your child's name will be added to the reserve list of all your preferred schools.

**Step 5** You will be advised that you have the right of appeal to any school that you have been refused a place due to oversubscription.

## What happens next?

You are entitled to an Independent Appeal for any school where you have been refused a place. You do not have this right to a lower preference school if a higher preference has been offered. Information on the appeal process will be included with your offer letter, where it has not been possible to meet a highest ranked preference.

Your child's name will remain on the school's reserve list for the remainder of the term in which you applied and the whole of the following term. Where places at the school become available they will be offered in accordance with the school's published oversubscription criteria.

### How do I request an appeal?

You can request an independent appeal against the decision to refuse your child a place at any school.

For further information on the appeals process and an appeal form, please visit our website at [www.cambridgeshire.gov.uk/admissions](http://www.cambridgeshire.gov.uk/admissions).

# Frequently Asked Questions about making an application

## **My child has a Statement of Special Educational Need or Educational Health & Care Plan, do I still need to complete an application form?**

Any move of school should be discussed with your child's current school and your casework officer. **You should, in all cases, complete an application for your child.**

## **When should I use an in-year application form?**

If your child is already in school or already of school age and you are not applying for a September start in the school's year of entry (Reception for a primary school, Year 3 for a junior school, Year 5 for a middle school, Year 7 for secondary school, Year 9 for an upper school and Year 10 for a University Technical College) you should use the in-year application form. For an in-year transfer to an area outside Cambridgeshire you will need to contact the local authority in your new area.

## **When can I apply?**

You can submit an in-year application form up to six school weeks before a place is required. For a transfer to start in September, applications can be submitted from May that year, please check the **Timetable for September entry** on the website.

## **How long will it be before I receive a reply?**

We aim to provide a response within 10 school days. During peak periods, applications submitted over the summer and in September, for September start, may take up to 20 school days to process an application. Please note that mid-phase applications (where a child is changing schools but not address) may take considerably longer to process.

Applications received between May and mid-June for a September start, will receive a response in mid-July, please check the Timetable for September entry on the website.

## **How will I receive the reply?**

If you provide us with an email address we shall email the letter to you. Alternatively, the letter will be sent in the post.

## **What do I do when I receive the reply?**

To accept the school place that has been offered you will need to contact the school within 10 school days. If you do not want to accept the place please advise us as soon as possible. If your child's name is on a school's reserve list and you are offered a place, you will need to accept the place within 5 school days. For September entry please check the **Timetable for September entry** on the website.

## **Which home address should I use?**

It is very important that the address you give on your child's application will be your child's permanent address at the time the school place is allocated.

If you are intending to move home you will need to provide proof of the new address and this proof will need to be in the form of one of the items below;

- a copy of your child benefit statement, issued no more than three months earlier;
- a council tax notification for the current year;
- a letter from your solicitor confirming exchange of contracts on a property you are purchasing. This letter **must** confirm the exact date for completion of the purchase;
- a copy of a rental agreement for at least 6 months, signed by both the tenant and the landlord;

- a copy of the notice to quit (if returning to a property you own, that is currently tenanted);
- a utility bill issued no more than three months earlier;
- a bank statement issued no more than three months earlier;
- a registration letter from your child's doctor.

If you are moving from overseas and are unable to provide your proof of address, your application will **not** be processed until such time as the proof is received.

### **My child's time is split between two addresses – which address do we use?**

Your child's application can only be considered from **one** home address. The address used on your application **must** be the address at which your child spends the majority of school nights (Sunday through Thursday).

When a child's time is divided equally between two addresses you **must** provide a copy of a child benefit letter or a doctor's registration letter, this address will then be used as your allocation address.

Only one address can be considered as your child's main residence. Please note that an address used for before and after-school childcare arrangements will **not** be considered.

### **Shared Parental Responsibility**

Where more than one adult shares parental responsibility and live at different addresses, it is important that agreement be reached, prior to making the application, on which schools to apply for.

If conflicting applications are received, or the Admissions Team is made aware of a dispute between parents, all applications will be placed on hold and will **not** be processed until such time that:

- one joint application is made; or
- written agreement is provided from **both** parents; or
- a court order is obtained confirming which parents' application carries precedence.

### **What if someone uses a fraudulent address or gives other false information on their application?**

Every year there are cases where parents have given false information about their home address in order to obtain a place at a particular school. We do all we can to make sure that this does not happen, because this can prevent genuine applicants from getting a place at a school. The LA Admissions Team may ask for proof of your address at any time throughout the application and allocation process. The records held by your child's current Cambridgeshire maintained school, if they child attend one, will also be used help verify that the information provided on your child's application is correct.

**If you have any concerns or information about fraudulent addresses, please contact the LA Admissions Team, in confidence.**

### **What happens if I have twins or multiple-birth children?**

If you have more than one child going through the process at the same time, you must make a separate application for each of them. Please ensure you make reference to each child on the application form. Every effort will be made by the LA to ensure that these children will be offered places together.

## **What is a catchment area?**

In Cambridgeshire we operate a catchment area system. A catchment area is a defined geographical area surrounding a school from which it will usually take the majority of its pupils. Please visit <http://my.cambridgeshire.gov.uk/> to confirm your catchment primary and secondary schools.

All schools in Cambridgeshire, with the exception of St Bede's Inter Church School, Crosshall Infant School, St Alban's Roman Catholic Primary School and St Laurence Roman Catholic Primary School, have a catchment area.

## **I wish to make an application to an independent school as well as a state-funded school, who do I need to contact?**

Any applications for an independent school (i.e. fee-paying) place will need to be sent directly to the school. They should not form part of your application to the LA.

## **What are Supplementary Information Forms (SIF's)?**

In most cases it is only necessary to complete the LA's application form. However, some Foundation, Voluntary Aided schools and Academies may require the completion of a **Supplementary Information Form (SIF)**. This is used to help the governors consider your application fully, in accordance with the school's admission criteria.

This form can be obtained directly from the school or the council website. Once completed this must be returned to the school, to be considered in conjunction with your application form. It is important to remember that an in-year application form must be submitted in addition to the SIF.

## **Who is responsible for home to school transport?**

Generally, as a parent, you are responsible for your child's journey to and from school. If you express a preference for your child to attend a school which is not your catchment school, or the school designated by the LA, you will be responsible for making arrangements for your child's journey to and from school and for meeting any costs involved.

You will be advised in your offer letter if you are entitled to home to school transport for your child.

Further information regarding the county's home to school transport policy can be found on the council website or by contacting the Education Transport Team.

## **Admission of children from overseas**

If you are moving from overseas, either on a temporary or permanent basis, your child may be eligible for a Cambridgeshire school place. In order to be eligible your child must be:

- between the age of 4 and 16;
- resident in Cambridgeshire for six teaching weeks or longer;

If your child does not meet the above criteria, they will not be eligible for education in Cambridgeshire and your application will **NOT** be considered.

**We recommend you visit the following websites to confirm you are aware of the Home Office regulations and laws on state education.**

<https://www.gov.uk/study-visit-visa> and <https://www.gov.uk/standard-visitor-visa>

## **UK Service Personnel/Crown Agents**

Admission authorities **must** treat a family being posted to their area, whose posting abroad comes to an end, as meeting the residency criteria for the catchment area even if no house is currently owned in that area, **once proof of the posting has been provided.**

A school place will be allocated in advance if accompanied by an official government letter declaring a relocation date and intended address. The Admissions Team will accept a unit postal address or a quartering area address for applications from service personnel in the absence of a new postal address.

## Useful Contact Information

### Cambridgeshire Racial Equality and Diversity Service (CREDS)

✉ CPDC  
Foster Road  
Trumpington  
Cambridge  
CB2 9NL

☎ 01223 703882  
@ [creds@cambridgeshire.gov.uk](mailto:creds@cambridgeshire.gov.uk)  
💻 <http://www.cambridgeshire.gov.uk/childrenandfamilies/race>

### Education Support for Looked After Children (ESLAC)

✉ CPDC  
Foster Road  
Trumpington  
Cambridge  
CB2 9NL

☎ 01223 699883  
@ [eslac@cambridgeshire.gov.uk](mailto:eslac@cambridgeshire.gov.uk)  
💻 <http://www.cambridgeshire.gov.uk/childrenandfamilies/eslac>

### Education Welfare Benefits Service

✉ Box OCT1221  
Shire Hall  
The Octagon  
Cambridge  
CB3 0AP

☎ 01223 703200  
@ [ewb.fsm@cambridgeshire.gov.uk](mailto:ewb.fsm@cambridgeshire.gov.uk)  
💻 <http://www.cambridgeshire.gov.uk/childrenandfamilies/costs>

### Parent Partnership Service

✉ Box SH1212  
Shire Hall  
Castle Hill  
Cambridge  
CB3 0AP

**CALL (Confidential Advice Line Link)**  
☎ 01223 699214 - Countywide  
@ [pps@cambridgeshire.gov.uk](mailto:pps@cambridgeshire.gov.uk)  
💻 [www.cambridgeshire.gov.uk/pps](http://www.cambridgeshire.gov.uk/pps)

### Special Education Needs – Statutory Assessment and Resources (STAR) Team

✉ Box SCO2209  
Scott House  
Huntingdon PE29 3AD

☎ 01480 372600  
@ [start@cambridgeshire.gov.uk](mailto:start@cambridgeshire.gov.uk)  
💻 <http://www.cambridgeshire.gov.uk/childrenandfamilies/specialneedsdisabilities/>

## Neighbouring Local Authorities

### Bedford Borough Council

School Admissions Service  
Borough Hall, Cauldwell Street  
Bedford  
MK42 9AP

☎ 01234 718120  
@ [admissions@bedford.gov.uk](mailto:admissions@bedford.gov.uk)  
💻 [www.bedford.gov.uk](http://www.bedford.gov.uk)

### Central Bedfordshire

School Admissions Service  
Central Bedfordshire Council  
Watling House, High Street North  
Dunstable LU6 1LF

☎ 0300 300 8037  
@ [admissions@centralbedfordshire.gov.uk](mailto:admissions@centralbedfordshire.gov.uk)  
💻 [www.centralbedfordshire.gov.uk](http://www.centralbedfordshire.gov.uk)

### Essex County Council

School Admissions  
PO Box 4261  
Chelmsford  
CM1 1GS

☎ 0845 603 2200  
@ [admissions@essexcc.gov.uk](mailto:admissions@essexcc.gov.uk)  
💻 [www.essex.gov.uk](http://www.essex.gov.uk)

### Hertfordshire County Council

Admissions and Transport Team  
Hertfordshire County Council  
County Hall CHR102, Peggs Land  
Hertford SG13 8GF

☎ 0300 123 4043  
@ [hertsdirect@hertscc.gov.uk](mailto:hertsdirect@hertscc.gov.uk)  
💻 [www.hertsdirect.org](http://www.hertsdirect.org)

### Lincolnshire County Council

County Offices  
Newland  
Lincoln  
LN11YQ

☎ 01522 782030  
@ [schooladmissions@lincolnshire.gov.uk](mailto:schooladmissions@lincolnshire.gov.uk)  
💻 [www.lincolnshire.gov.uk](http://www.lincolnshire.gov.uk)

### Norfolk County Council

School Admissions  
8<sup>th</sup> Floor, County Hall  
Martineau Lane  
Norwich NR1 2DL

☎ 0344 800 8020  
@ [admissions@norfolk.gov.uk](mailto:admissions@norfolk.gov.uk)  
💻 [www.norfolk.gov.uk](http://www.norfolk.gov.uk)

### **Northamptonshire County Council**

Admissions Team  
John Dryden House  
8-10 The Lakes  
Northampton NN4 7YD

 0300 1261000  
@ [admissions@northamptonshire.gov.uk](mailto:admissions@northamptonshire.gov.uk)  
 [www.northamptonshire.gov.uk](http://www.northamptonshire.gov.uk)

### **Peterborough City Council**

Admissions Team  
Bayard Place  
Broadway  
Peterborough PE1 1FB

 01733 864007  
@ [admissions@peterborough.gov.uk](mailto:admissions@peterborough.gov.uk)  
 [www.peterborough.gov.uk](http://www.peterborough.gov.uk)

### **Suffolk County Council**

Admissions Team  
Children and Young People's Services  
Endeavour House  
Russell Road, Ipswich IP1 2BX

 0345 600 0981  
@ [admissions.suffolk@csduk.com](mailto:admissions.suffolk@csduk.com)  
 [www.suffolk.gov.uk/admissionstoschools](http://www.suffolk.gov.uk/admissionstoschools)

**This booklet may be available in a variety of languages, large-print and Braille. If you require an alternative version please contact the Admissions Team**

 **0345 045 1370**  
 [admissions@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.uk)