

CAMBRIDGESHIRE LOCAL AUTHORITY (LA)

**SCHEME FOR
CO-ORDINATION OF
ADMISSIONS**

September 2010 - August 2011

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1. INTRODUCTION

Local Authorities (LAs) are required¹ to formulate a scheme to co-ordinate admissions to all primary and secondary schools in their area.

Co-ordination for September 2010

Each LA is required to notify the Secretary of State for Children, Schools & Families by 15 April that agreement to its co-ordinated scheme(s) for admissions has been secured and to provide him with a copy. If the LA fails to secure agreement from all its schools, the Secretary of State will impose a scheme on the LA.

Cambridgeshire's scheme for secondary admissions was first approved by all Cambridgeshire schools and the Admissions Forum in March 2004 for September 2005 entry. The primary co-ordination scheme was first approved in 2005 for entry in September 2006.

Minor amendments were proposed and agreed for the September 2006 to 2008 entries. For 2009, the two schemes were amalgamated into one and further, minor amendments made. For 2010, full co-ordination of mid-phase admissions is being introduced as well as further minor amendments to the schedules. This scheme benefits from the experience of three rounds of primary and four rounds of secondary co-ordination.

On 10 February 2009 a new Revised School Admissions Code was published. While the revised code has made no change to the requirements for co-ordination for entry in September 2010, the revised code does impose a duty on local authorities to co-ordinate all mid-phase applications from September 2010.

The revised code also imposes a national closing date for primary applications for 2011/2012 of 15 January 2010, and gives parents the right to make up to three preferences for each age group.

Please also note that the annual statutory consultation process has now been extended and for entry in September 2011 will now begin on 2 November 2009.

Admission Criteria

¹ The Education (Co-ordination of **Admission Arrangements**) (Secondary Schools) (England) Regulations 2002. Statutory Instrument 2002 No. 2904 & The Education (Co-ordination of **Admission Arrangements**) (Primary Schools) (England) Regulations 2002. Statutory Instrument 2002 No. 2903.

Under the co-ordinated schemes voluntary aided and foundation schools continue to set their own admission criteria.

2. AIMS OF THE SCHEME

- To meet the statutory requirements of the Education Act 2002² in respect of co-ordinated admission arrangements;
- To ensure that the needs of the child and the wishes of the parent(s) are the prime considerations;
- To ensure that as many parents as possible gain a place for their child at one of their preferred schools;
- To ensure that every child living in Cambridgeshire who has applied for a school place in the normal admission round is issued an offer letter on the agreed offer date;
- To specify how late applications should be addressed and also how applications which fall outside the normal admission round (casual admissions and mid-year transfers) will be handled;
- To ensure, within the limitations of the legislation, that the scheme minimises the administrative demands on schools and enables effective communication with them and neighbouring LAs.

3. MAIN REQUIREMENTS

The scheme shall:

- 3.1 provide a single application form enabling a parent living in Cambridgeshire to apply for up to three secondary³ schools, whether in the LA's area or not, to give reasons for those applications and to rank them in order of preference;
- 3.2 provide a single application form enabling a parent to apply to a Cambridgeshire primary⁴ school, whether they live in the LA's area or not and to give reasons for that application;
- 3.3 ensure that in relation to any application made in the course of the normal admission round, so far as is reasonably practicable, each pupil in Cambridgeshire shall receive a single offer of a school place;
- 3.4 specify the criteria by which the LA shall determine whether a child is to be granted or refused admission to a school in Cambridgeshire;
- 3.5 communicate on the national offer date (the first working day of March) each year a single offer of a secondary school place by the LA to the parent of every child within Cambridgeshire;
- 3.6 communicate on a chosen date each year a single offer of a primary school place by the LA to the parent of every child living within Cambridgeshire who has applied for a Cambridgeshire primary school;
- 3.7 stipulate timetables of events for primary, middle and secondary co-ordination;

² Although the Education and Inspections Act 2006 resulted in new regulations and a new Code of Practice on Admissions, there were no substantive changes to the requirements for co-ordinated schemes.

³ Within this scheme, 'secondary' refers to schools which admit children into Year 7 or above in the year of entry.

⁴ Within this scheme, 'primary' refers to any school with an initial year of intake between Reception and Year 6.

- 3.8 set out a procedure for determining any application made otherwise than in the course of a normal admission round, or where it is for admission during the normal round, any application submitted after the application deadline stipulated by the scheme;
- 3.9 specify whether, in determining if a pupil is to be granted or refused a place at a school in Cambridgeshire, the LA will have regard to any information provided by another LA as to whether that pupil is to be granted a place in that LA's area.

4. **NORMAL ADMISSION ROUND**

- 4.1 This scheme will apply to all children (whether or not it is their age appropriate cohort):
- whose parents are seeking a place in a Cambridgeshire primary school (in the school's initial year of entry) for the start of the autumn term 2010;
 - resident in Cambridgeshire who are applying for a place in Year 7 or above, for the start of the autumn term 2010.
- 4.2 This scheme will apply to all admission authorities in Cambridgeshire – see sections 9 & 10 for lists of these.

Data Gathering

- 4.3 The LA will continue to try to identify as far as is practicable, those children of pre-school age seeking to apply for Reception places. The LA will identify those pupils in older year groups in Cambridgeshire schools through data exchange with schools. Neighbouring LAs will be asked to provide records of Cambridgeshire children attending schools in their areas so that application information can be sent to their parents. Cambridgeshire LA will in return provide information to other LAs about any of their residents attending Cambridgeshire schools.

Inter-LA Co-ordination

- 4.4 Cambridgeshire LA will, wherever possible, take account of higher preference offers that can be made by another LA.

Application Form

- 4.5 There will be a single paper application form available for parents to complete in order to make an application. Three types exist for each relevant transfer group, as well as mid-phase transfers and standard mid-phase applications. These forms will be the only paper-based forms issued in Cambridgeshire. Individual schools must not ask parents or children to complete a separate form.
- 4.6 For reception applications, the form will be provided with the LA's composite prospectus, 'Admission to Schools in Cambridgeshire: A Guide for Parents'. The prospectus will be made available for parents of reception applicants to pick up from primary schools and it will be available on request from the LA and downloadable from the County Council website.
- 4.7 Over 50% of parents are expected to apply online for junior, middle and secondary school places. For these cohorts, a letter, a brief guide to the application process and information on local schools will be sent via pupil post to parents of all pupils attending Cambridgeshire schools:
- infant and first (re junior and middle transfer);
 - primary and middle (re secondary and upper transfer).

- 4.8 The letter will encourage parents to make their application online, draw parents attention to the availability of the full composite prospectus being available on the web, and provide details on how to request a paper copy of the additional information should they require it. The form and information will also be made available for parents to pick up from primary and infant schools and it will be available on request from the LA and downloadable from the County Council website.
- 4.9 As far as is reasonably practicable information will also be sent to children who live in Cambridgeshire but attend primary schools in other LA areas. It will also be available on request from the LA and downloadable from the County Council website.
- 4.10 The application form will collect the basic child/parent data required by Cambridgeshire and neighbouring LAs to process admissions. This will include the child's name, date of birth, address, telephone number, applicant details, primary school attended, sibling details, nationality and whether or not the child is Looked After or has a statement of SEN.
- 4.11 The application form will allow parents to express a preference for up to three schools, to rank those preferences in order and to provide reasons for their preferences.
- 4.12 The composite prospectus will include notes of guidance explaining the operation of the co-ordinated scheme and advice on completing the application form.

Supplementary Information Form (SIF)

- 4.13 Admission Authorities (the governing body for foundation and voluntary aided schools and the LA for community and voluntary controlled schools) may have their own Supplementary Information Form (SIF) for the collection of any necessary further information from parents to enable them to apply the school's admission criteria. This will include any criteria relating to church attendance. A SIF must not ask again for details collected on the Local Authority form, request details of the parents' ranking of the school in relation to other preferences nor any additional information not required to determine priority for admission⁵.
- 4.14 Information on which schools require a SIF will be provided in the LA's composite prospectus. Schools must make copies of their SIF available to parents, as they will not be included in the prospectus. All SIFs will be returned direct to the school by the application closing date. Any forms, which are submitted to the LA, will be forwarded to the relevant school.
- 4.14 On the basis of the expected primary criteria, all voluntary aided schools with church-related criteria will require such additional information, either in the form of a SIF or a request for a letter or reference from a church leader.
- 4.15 On the basis of the expected secondary criteria, only St. Bede's Inter-church Comprehensive School will require parents to provide supplementary information in order to apply their admission criteria. This will include any criteria relating to church attendance/membership. All other secondary schools' information will be gathered using the application form only.
- 4.16 An agreed SIF must be available for download from the Council website. This now applies to all schools who use a SIF. For parents applying to St. Bede's the SIF will be included in

⁵ This is a regulatory requirement under the Admissions Code of Practice, as revised under Section 40(a) of the Education and Inspections Act 2006.

the composite prospectus. Parents will be required to fill in this form and submit it in addition to their application form either to their child's primary school or direct to St. Bede's.

Processing Applications

- 4.17 The LA will co-ordinate applications and the offer of places for all Cambridgeshire maintained schools, acting as the clearing house for the foundation and voluntary aided schools and as the admission authority for community and voluntary controlled schools.
- 4.18 Once an application form has been received, where parents request a further preference to be added or the order of preferences to be changed after the closing date, such a change will be treated as a new, late application. No parent will be allowed to have more than two live primary or three live secondary preferences at any point in time during co-ordination prior to the offer date. In line with the Code of Practice, parents will not be allowed to change the order of their preferences after the closing date, unless there is good reason for doing so⁶.
- 4.19 Parental preferences for a school will be ranked according to the oversubscription criteria for that school. The order of preference will not affect this ranking as all schools must operate an 'all preferences equal' policy.
- 4.20 Voluntary aided and foundation schools will be asked to rank all preferences for their school. Children will be ranked according to the school's determined oversubscription criteria and not by the order of their preference.
- 4.21 Voluntary aided and foundation schools will provide the LA with their lists of applications, ranked in accordance with their admission policy.
- 4.21 Aided and foundation schools will be asked to rank all preferences for their school. Children will be ranked according to the school's determined oversubscription criteria and not by the order of their preference.
- 4.22 The LA offers to rank applications for foundation schools and for those aided schools without criteria relating to their religious ethos. Distance measurements will be calculated according to the shortest straight line using the LA's GIS. A small charge will be agreed annually for this as one of the options available to admission authorities under a service level agreement with the Admissions Team.
- 4.23 The LA, using preference and admission criteria rankings, including that supplied by foundation and voluntary aided schools, will allocate places according to each parent's preference ranking. The following rules will apply:
1. Where a parent's first preference can be met, a place will be allocated at that school and the LA will not consider any applications for schools ranked lower.⁷
 2. Where a parent's first preference cannot be met but the second preference can be met, a place will be allocated at the second preference school and the LA will then not consider any application for a school ranked as third preference. The application for the first preference will be placed on the reserve list for that school and ranked according to the school's oversubscription criteria.
 3. Where a parent's first and second preference cannot be met, but the third can be met, a place will be allocated at the third preference school. The applications ranked

⁶ A change of preference would be accepted where the child has moved house to a different catchment area or closer to a different school, or where an older sibling has changed school.

⁷ This method avoids creating and having to resolve multiple offers within the LA.

as first and second preferences will be placed on the reserve lists for those schools and ranked according to the schools' oversubscription criteria.

4. If the LA is aware that a place is to be offered by another LA for a school with a higher ranked preference, then applications will not be considered for lower ranked preferences. If this information is not available then multiple offers may occur.
 5. Where none of the parent's preferences can be met, a place will be allocated at the nearest appropriate school with available places (if the child lives in Cambridgeshire).
- 4.24 Applications submitted after the deadline will be accepted where a parent can demonstrate a valid reason for not meeting the closing date in accordance with recommendations within the Code of Practice. This will include parents returning from abroad or moving from other parts of the country and service personnel who receive confirmation of a move after the closing date. Those whose forms are received after the closing date, but before the national offer date, will be considered alongside those who applied on time for undersubscribed schools until such time as it no longer becomes practicable to do so, i.e. when further change would have a domino effect on the places and require an additional cycle of communication with schools. An earlier date may apply where applications are for schools in other LA areas.
- 4.25 Where relevant, offer letters will provide parents with the reasons for refusing their child a place at either their preference school(s) and will explain their right of appeal⁸ against those refusals.
- 4.26 Parents will be asked to contact the Admissions Team if they do not wish to take up the offered place.
- 4.27 If an offer of a place is declined the LA will reallocate the place from the reserve list in accordance with the school's admission criteria.
- 4.28 After the offer date there will be no distinction drawn on school reserve lists between on time and late applications. All applications will be ranked according to the oversubscription criteria.
- 4.29 A child's details will not be added to a school's reserve list if a higher preference school has been offered.
- 4.30 Where a parent wishes, after the offer date, to have their child considered for a lower preference school or a school not named on the original application form, a change of preference form must be completed, indicating the new order of preferences. No parent can hold preferences or have their child on the reserve list for more than the three schools allowed by this scheme. Further guidance on this will be provided for parents in the Authority's composite prospectus and issued with the change of preference form.
- 4.31 Full co-ordination by the LA will continue beyond the end of September, but applications received after this point will be considered as mid-phase. A primary mid-phase application will be allowed up to three preferences. The LA will maintain reserve lists for all oversubscribed schools, ranked according to the school's oversubscription criteria, and continue to allocate places from those lists if spaces become available.

⁸ Where infant class size legislation applies, parents will be informed that the appeal will take the form of an infant class size review.

- 4.32 Secondary applications from Cambridgeshire-resident children, who are seeking entry to schools in other LA areas that have their normal intake in a year group other than Year 7, will be provided with a Cambridgeshire Application Form. These forms will be passed to the maintaining authority for processing via their co-ordinated scheme. The home LA will issue offer letters.

5. PRIMARY CO-ORDINATION TIMETABLE⁹

WEEK	DATE	EVENT
-	3 Sept 2009	AUTUMN TERM STARTS
2	By 7 Sept 2009	Application form and information made available for parents of Reception applicants to pick up from primary schools, on request from the LA and downloadable from County Council website. Parents whose children attend LA-maintained nurseries issued with a unique identification number (UID) to enable them to register online.
4	By 25 Sept 2009	Following data exchange, infant and primary schools with nursery classes and infant (and first) schools with junior transfer pupils sent checklists for application forms. Junior schools sent information regarding numbers of pupils attending their feeder infant/first school and number of children living within the catchment area.
-	26 to 30 Oct 2009	HALF TERM
5	4 Dec 2009	CLOSING DATE FOR PARENTS TO SUBMIT APPLICATION FORMS & SIFs.
6	By 11 Dec 2009	All application forms, forwarded by schools, must reach the LA. Details of applicants become viewable by headteachers through SIMS.net.
-	19 Dec 2009 to 3 Jan 2010	CHRISTMAS HOLIDAYS
6	By 12 Feb 2010	LA enters all preferences onto Admissions & Transfers Module and carries out validation checks. LA publishes information on the Education Portal on the number preferences logged for each school. Notifies schools of the availability of this information. Late applications no longer included with on time applications if preference is for an oversubscribed school LA sends reminder letters to those parents known not to have submitted an application form. LA sends details of all applications received to each foundation and voluntary aided primary school. Allocation of places for children with Statements of Special Educational Needs completed.
	By 15 Feb 2010	Student Assessment must have informed pupils with statements of the school named in their statement.
-	15 to 19 Feb 2010	HALF TERM
1	By 26 Feb 2010	Voluntary aided and foundation schools send reminder letters to parents who have not submitted any required SIF, apply their own criteria and rank the preferences received.

⁹ For all primary phase schools except Gamlingay Village College.

		<p>Voluntary aided and foundation schools send the LA their lists ranked according to criteria.</p> <p>LA completes initial ranking of preferences according to the oversubscription criteria for community and voluntary controlled schools.</p> <p>LA provides an update on the Education Portal of the number of preferences so far logged for each school.</p>
2	From 5 March 2010	<p>.</p> <p>LA processes applications with reference to preference and criteria ranking and begins allocation process.</p>
4	By 19 March 2010	LA exchanges data with aided and foundation schools and refines allocations in light of that data.
5	By 26 March 2010	<p>Any remaining late applications allocated school places.</p> <p>All allocations completed.</p> <p>LA provides an update on the Education Portal of the number preferences so far logged for each school.</p>
6	By 29 March 2010	LA sends final allocation lists to all Cambridgeshire primary schools.
-	2 to 18 April 2010	EASTER HOLIDAYS
-	By 19 April 2010	<p>LA prints all offer letters.</p> <p>Feeder schools receive details of which reception, junior schools their children have been allocated.</p>
1	26 April 2010	<p>CAMBRIDGESHIRE PRIMARY OFFER DATE</p> <p>All letters will be sent to parents by 1st Class post on this day. Parents asked to return a reply slip if they do not wish to take up the offered place. Parents also informed of right of appeal or review against any refusal and to whom to appeal.</p>
5	21 May 2010	LA begins to reallocate places declined by parents.
	21 May 2010	Deadline for parents to submit appeal forms in order to ensure appeal is heard by 9 July 2010 (30 working days).
-	31 May to 4 June 2010	HALF TERM
1	By 7 June 2010	LA issues revised allocation lists to schools.
5	9 July 2010	Deadline by which all appeals submitted by 21 May 2010 must be heard.
7	By 19 July 2010	LA issues revised allocation lists to schools.
-	23 July to 1 Sept 2010	SUMMER HOLIDAYS
4	End of September	Co-ordination ends. Reserve lists to be maintained for at least a term.

6. GAMLINGAY VILLAGE COLLEGE CO-ORDINATION TIMETABLE

For application to Gamlingay Village College, the Cambridgeshire scheme for the co-ordination of primary admissions applies in all respects other than the timetable of events below.. This separate timetable is designed to assist parents in their application process given that alternative middle schools are located within Bedfordshire.

WEEK	DATE	EVENT
-	3 Sept 2009	AUTUMN TERM STARTS
2	By 7 Sept 2009	Application form, covering letter, a brief guide to the application process and information on local schools, sent via pupil post to parents of all Year 4 transfer cohort pupils attending Gamlingay First School. (The letter will encourage online application, provide a unique identification number (UID), draw parents attention to the full composite prospectus being available online, and provide a tear-off slip for them to request a paper copy of the additional information should they require it.) Form and information also made available for parents to pick up from Gamlingay First School and available on request from the LA and downloadable from the County Council website.
4	By 25 Sept 2009	Following Data Exchange, Gamlingay First School will be sent a checklist for application forms. Gamlingay VC will be sent information regarding numbers of pupils attending the First School and the number of children living within the catchment area.
-	26 - 30 Oct 2009	HALF TERM
5	4 Dec 2009	CLOSING DATE FOR PARENTS TO SUBMIT APPLICATION FORMS
6	By 11 Dec 2009	All application forms, forwarded by schools, must reach the LA.
7	By 15 Dec 2009	LA enters all Gamlingay VC preferences onto Admissions & Transfers Database.
-	19 Dec 2009 to 3 Jan 2010	CHRISTMAS HOLIDAYS
1	By 8 Jan 2010	LA sends reminder letters to all parents who have not submitted an application. LA sends Gamlingay VC information on applicants for ranking according to the oversubscription criteria.
2	By 19 Jan 2010	Gamlingay VC applies its own criteria and ranks the preferences received Ranked lists are sent back to the LA. LA completes initial ranking of preferences according to the oversubscription criteria for community and voluntary controlled schools.
3	From 18 Jan 2010	Late applications no longer included with on time applications if preference is for an oversubscribed school.
	By 22 Jan 2010	LA processes applications with reference to preference and criteria ranking and begins final allocation process.

5	By 5 Feb 2010	LA exchanges data with aided and foundation schools and other LAs and refines allocations in light of that data. Allocation of places for children with Statements of Special Educational Needs completed. Any remaining late applications allocated remaining school places. All allocations completed.
6	By 12 Feb 2010	Student Assessment must have informed children with statements of the secondary transfer school named in their statement.
-	15 to 19 Feb 2010	HALF TERM LA prints all offer letters.
1	22 Feb 2010	LA sends final allocation lists to Gamlingay VC. LA sends to Gamlingay First School details of which primary/middle schools their children have been allocated.
4	31 Mar 2010	GAMLINGAY OFFER DATE (subject to consultation with Bedfordshire) Offer letters delivered to parents via pupil post. Parents asked to inform the LA if they do not intend to take up the offer or intend to appeal.
-	2 to 18 Apr 2010	EASTER HOLIDAYS
-	23 Apr 2010	Deadline for parents to submit appeal forms in order to ensure appeal is heard by 23 June 2010 (40 working days)
1	30 Apr 2010	LA reallocates places declined by parents.
	By 30 Apr 2010	LA issues revised allocation list to Gamlingay VC.
6	23 June 2010	Deadline by which appeals submitted by 23 April 2010 must be heard.
-	31 May to 4 June 2010	HALF TERM
1	By 7 Jun 2010	LA issues revised allocation lists to schools.
6	By 16 Jul 2010	LA issues revised allocation lists to schools
-	23 Jul to 1 Sept 2010	SUMMER HOLIDAYS
4	End of Sept 2010	Co-ordination ends. Reserve lists to be maintained for at least a term.

7. SECONDARY CO-ORDINATION TIMETABLE

WEEK	DATE	EVENT
-	3 Sept 2009	AUTUMN TERM STARTS
2	By 7 Sept 2009	Application form, covering letter, a brief guide to the application process and information on local schools, sent via pupil post to parents of all transfer cohort pupils attending Cambridgeshire primary schools. (The letter will encourage online application, provide a unique identification number (UID), draw parents attention to the full composite prospectus being available online, and provide a tear-off slip for them to request a paper copy of the additional information should they require it.) Form and information also made available for parents of Y7 applicants to pick up from primary schools and available on request from the LA and downloadable from the County Council website.
5	By end of Sept 2009	Following Data Exchange schools with transfer cohort children sent checklists for application forms. Receiver schools sent information regarding numbers of children attending feeder schools and number of children living within the catchment area.
8	by end of first half term 2009	All secondary schools hold their open evenings/days.
-	26 to 30 Oct 2009	HALF TERM
1	6 Nov 2009	CLOSING DATE FOR PARENTS TO SUBMIT APPLICATION FORMS & SIFS. (First Friday after half term)
2	13 Nov 2009	All application forms, forwarded by schools, must reach the LA.
5	4 Dec 2009	LA receives details of applications from parents residing in neighbouring LA areas. LA enters all preferences onto Admissions & Transfers Database.
6	7 Dec 2009	LA sends reminder letters to all parents who have not submitted an application form. LA sends schools information regarding number preferences expressed as indicator of level of subscription. LA sends to each foundation secondary school and to neighbouring LAs the details of all applications received.
	11 Dec 2009	Allocation of places for children with Statements of Special Educational Needs completed.
-	18 Dec to 3 Jan 2010	CHRISTMAS HOLIDAYS
1	From 8 Jan 2010	Late applications no longer included with on time applications if preference is for an oversubscribed school.
1	by 8 Jan 2010	Voluntary aided and foundation schools apply their own criteria and rank the preferences received. Ranked lists are sent back to the LA. LA completes initial ranking of preferences according to the oversubscription criteria for community and voluntary controlled schools.
3	by 22 Jan 2010	LA processes applications with reference to preference and criteria ranking and begins final allocation process.

Proposed Co-ordinated Scheme 2010

5	5 Feb 2010	LA exchanges data with aided and foundation schools and other LAs and refines allocations in light of that data. Allocation of places for children with Statements of Special Educational Needs completed. Any remaining late applications allocated remaining school places where appropriate. All allocations completed.
6	By 12 Feb 2010	Student Assessment must have informed children with statements of the secondary transfer school named in their statement
-	15 to 19 Feb 2010	HALF TERM LA prints all offer letters.
1	22 Feb 2010	LA sends final allocation lists to all Cambridgeshire secondary schools and to neighbouring LAs.
	by 26 Feb 2010	Feeder schools receive details of which secondary schools their children have been allocated. Feeder schools receive offer letters to distribute to children on offer date.
	1st Mar 2010	NATIONAL OFFER DATE Offer letters sent to parents via pupil post. Parents asked to inform the LA if they do not intend to take up the offer or intend to appeal.
4	by 19 Mar 2010	Parents submit appeal forms in order to ensure appeal is heard by 6 July 2010 (National Secondary Appeals deadline).
6	1 Apr 2010	LA reallocates places declined by parents.
-	2 to 18 Apr 2010	EASTER HOLIDAYS
1	By 23 April 2010	LA issues revised allocation lists to schools.
6	By 28 May 2010	LA issues revised allocation lists to schools
-	31 May to 4 June 2010	HALF TERM
3	by 25 Jun 2010	LA issues revised allocation lists to schools.
5	6 July 2010	Secondary Appeals - statutory deadline by which appeals lodged by 19 March 2010 must be heard.
6	by 16 Jul 2010	LA issues revised allocation lists to schools.
-	23 Jul to 1 Sept 2010	SUMMER HOLIDAYS
-	By end of summer holidays	LA issues revised allocation lists to schools.
4	End of September	Co-ordination of normal transfer round ends. Reserve lists to be maintained for at least a term.

9. PRIMARY ADMISSION AUTHORITIES IN CAMBRIDGESHIRE

1. Cambridgeshire LA
(on behalf of all community and voluntary controlled primary schools)
2. Abbots Ripton C of E Primary School
3. All Saints Inter Church Primary School, March
4. Barton C of E Primary School
5. Bury C of E Primary School
6. Crosshall Infant School, St. Neots
7. Crosshall Junior School, St. Neots
8. Elsworth C of E Primary School
9. Elton C of E Primary School
10. Ely St. Mary's C of E Junior School
11. Gamlingay Village College
12. Great & Little Shelford C of E Primary School
13. Jeavons Wood Primary School
14. Linton C of E Infant School
15. Oakington C of E Primary School
16. The Park Lane Primary School, Whittlesey
17. Park Street C of E Primary School, Cambridge
18. Petersfield C of E Primary School, Orwell
19. Ridgfield Primary School, Cambridge
20. St. Alban's RC Primary School, Cambridge
21. St. Anne's C of E Primary School, Godmanchester
22. St. Helen's Primary School, Bluntisham
23. St. Laurence RC Primary School, Cambridge
24. St. Luke's C of E Primary School, Cambridge
25. St. Mary's C of E Primary School, St. Neots
26. St. Paul's C of E Primary School, Cambridge
27. St. Peter's C of E Junior School, Wisbech
28. St. Philip's C of E Primary School, Cambridge
29. Teversham C of E Primary School
30. Thriplow C of E Primary School
31. The Vine Inter-Church Primary School, Cambourne
32. Wheatfields Primary School, St. Ives
33. William de Yaxley C of E Junior School, Yaxley
34. Wisbech St. Mary C of E Primary School

10. SECONDARY ADMISSION AUTHORITIES IN CAMBRIDGESHIRE

1. Cambridgeshire LA
(on behalf of all community and voluntary controlled secondary schools)
2. Bassingbourn Village College
3. Comberton Village College
4. Cottenham Village College
5. Linton Village College
6. Longsands College, St. Neots
7. The Parkside Federation: Coleridge Community College, Cambridge
8. The Parkside Federation: Parkside Community College, Cambridge
9. Sawston Village College
10. Sawtry Village College
11. Sir Harry Smith Community College, Whittlesey
12. Soham Village College
13. St. Bede's Inter-Church Comprehensive School, Cambridge
14. St. Peter's School, Huntingdon
15. Swavesey Village College
16. Thomas Clarkson School, Wisbech

11. BACKGROUND DOCUMENTS

The School Admissions Code is available from the DCSF website:

www.dcsf.gov.uk/sacode

The Regulations are available from HMSO's website:

www.legislation.hmso.gov.uk

under Statutory Instruments 2002 nos. 2896 – 2904