



ADMISSIONS ARRANGEMENTS
FOR
ALL MAINTAINED SCHOOLS
FOR 2010/2011

(INCLUDING ADMISSION CRITERIA FOR ALL
COMMUNITY SCHOOLS &
VOLUNTARY CONTROLLED SCHOOLS)

1. INTRODUCTION

Each Local Authority (LA) is responsible for co-ordinating the annual statutory consultation on admissions and for determining admission arrangements for community and voluntary controlled schools. It must consult annually as to whether those arrangements are satisfactory before determining or varying any of them.

Cambridgeshire LA consulted on local arrangements for September 2010 for an eight week period, from 5 January 2009 to 1 March 2009 in order to determine admission arrangements by 15 April 2009, and under regulations is notifying all consultees within 14 days of their determination.

Changes proposed for 2010 were as a result of the following:

- changes to the School Admissions Code
- a report from the Office of the Schools Adjudicator on the compliance with the Codes of a sample of Cambridgeshire voluntary aided and foundation school admission policies;
- issues that have arisen throughout the last year with regard to the administration of applications;
- net capacity reassessments and/or changes in the accommodation of certain schools;

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.

2. ADMISSION NUMBERS & CATCHMENT AREAS

- 2.1 The Code of Practice on Admissions stipulates that admission numbers “should be set with regard to the capacity assessment for the school.” The assessments of these have been carried out and agreed between the Capital Team and schools since the autumn term 2002, with a quarter of all schools’ assessments reviewed each year.

The admission number of a school will usually only be changed if the net capacity changes. In general, changes from the 2009 Published Admission Number (PAN’s) are being proposed where:

- a recalculation of the net area formula indicates a change of admission number in line with the school capacity;

Admission Arrangements for 2010

- it is possible to have a more practical number;
- it is possible to remove surplus places or rationalise the distribution of infant class size funding; or
- changes are taking place in the provision of schools, e.g. amalgamations.

2.2 Views were sought on a number of proposed changes which would apply to the intake cohort only in September 2010.

2.2.1 PAN changes at the following schools were approved:

Abbey College	Reduce PAN from 315 to 300
Bushmead	Reduce PAN from 60 to 52
Coton	Reduce PAN from 17 to 16
Duxford	Reduce PAN from 40 to 35
Earith	PAN 20 not 22
Harston & Newton	PAN 21 not 20
Holywell	Revised reduction to PAN from 38 to 34
Jeavons Wood	New PAN of 60
Kennett	Request increase PAN from 10 to 12
Lantern	Increase PAN from 45 to 60
New Road	Reduce PAN from 30 to 20
St Phillips	Increase PAN from 43 to 45

2.3 Catchment area changes at the following schools were approved:

- Godmanchester Primary School & St Anne's C of E Voluntary Aided Primary School
- The Rackham C of E Primary School & Wilburton C of E Primary School

3. CO-ORDINATED SCHEME

3.1 The application process and timetable will be dictated by the co-ordinated scheme. See the attached document.

4. OVERSUBSCRIPTION CRITERIA

4.1 The LA have amended the current criterion to include additional wording regarding children who have a statement of special educational needs and to ensure that Children in Care, also known as Looked After Children (LAC) remained as first priority.

4.2 **Criteria for infant and primary schools (excluding Monkfield Park Primary School):**

Admission Arrangements for 2010

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.

1. Children in Care, also known as Looked After Children (LAC).
2. Children living in the catchment area with a sibling at the school (or a partner junior school) at the time of admission.
3. Children living in the catchment area.
4. Children living outside the catchment area who have a sibling at the school (or a partner junior school) at the time of admission.
5. Children living outside the catchment area who have been unable to gain a place at their catchment area school because of oversubscription.
6. Children who live outside the catchment area, but nearest the school as measured by a straight line.

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 centre point of the home to the centre point of the school as determined by the National Land and Property Gazetteer (NLPG). 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

4.3 Criteria for junior schools:

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.

1. Children in Care, also known as Looked After Children (LAC).
2. Children who live in the catchment area, attend the partner infant school and who have a sibling at the school (or the partner infant school) at the time of admission.
3. Children who live in the catchment area who have a sibling at the school (or the partner infant school) at the time of admission.
4. Children who live in the catchment area and who attend the partner infant school.
5. Children living in the catchment area.
6. Children who live outside the catchment area, but attend the partner infant school and have a sibling at the school (or the partner infant school) at the time of admission.
7. Children who live outside the catchment area, but have a sibling at the school (or the partner infant school) at the time of admission.
8. Children who live outside the catchment area, but who attend the partner infant school.

Admission Arrangements for 2010

9. Children who live outside the catchment area and have been unable to gain a place at their catchment area school because of oversubscription.
10. Children who live outside the catchment area, but nearest the school as measured by a straight line.

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 centre point of the home to the centre point of the school as determined by the National Land and Property Gazetteer (NLPG). 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

4.4 Criteria for secondary schools:

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.

1. Children in Care, also known as Looked After Children (LAC);
2. Children who live in the catchment area, attend primary schools within the catchment area and who have a sibling at the school at the time of admission;
3. Children who live in the catchment area with a sibling at the school at the time of admission;
4. Children who live in the catchment area who attend the primary schools within it;
5. Children who live in the catchment area;
6. 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;
7. Children who live outside the catchment area who have a sibling 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 who live outside the catchment area, but nearest the school as measured by a straight line.

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 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. 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.

4.5 **Monkfield Park Primary School**

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.

1. Children in Care, also known as Looked After Children (LAC);
2. Children with a sibling at the school at the time of admission and who live in the catchment area;
3. Children with a sibling at the school at the time of admission and who live in Cambourne;
4. Children living in the catchment area;
5. Children living in Cambourne who have been unable to gain a place at their catchment area school because of oversubscription;
6. Children living in Cambourne;
7. Children living outside Cambourne who have a sibling at the school at the time of admission;
8. Children living outside Cambourne.

In cases of equal merit, 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 centre point of the home to the centre point of the school as determined by the National Land and Property Gazetteer (NLPG). 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

5. **DEFINITIONS**

5.1 The following definitions will be used by all admission authorities, unless otherwise stipulated by a foundation or aided school governing body.

5.2 **Distance** within Cambridgeshire is calculated by measuring a straight line from the centre point of the home to

- the centre point of the primary school as determined by the National Land and Property Gazetteer (NLPG); or
- the main pupil entrance to the secondary school.

For families who live outside the area covered by the Cambridgeshire mapping system, straight line distances are determined using a combination of local maps and on-line resources. Distances for transport purposes are measured by the shortest available route.

5.3 **Home address** – the address of the parent with whom the child normally lives. The home address is that which applies at the time of an offer of a school place unless proof of a future move has been confirmed. Places

Admission Arrangements for 2010

cannot be allocated on the basis of intended future changes of address, unless the move has been confirmed through the exchange of contracts or the signing of a formal lease agreement no more than 6 teaching weeks before the child is expected to take up the place. For applications during a school's normal entry process, confirmed changes of address will be accepted at the time of application. Where children spend time with parents at more than one address, the address used to allocate a school place will be the one at which the pupil spends the majority of school nights (Sunday to Thursday). Where children spend equal amounts of school nights with both parents, the address used will be the one most advantageous to the application.

5.4 Parent - A person who is either the child's birth or adoptive parent or who has parental responsibility for the child.

5.5 Siblings – Children, usually brothers or sisters, aged between 4 and 16, who live together in the same family unit. Unless otherwise stated, children who are in attached nursery or sixth form provision are not included.

6.0 DCSF REVISED SCHOOL ADMISSIONS CODES

6.1 The DCSF launched the new revised code on 10 February 2009, applying to September 2010 admissions. The following changes are therefore required by law under the new revised Code.

6.2 Primary Co-ordination

6.2.1 Under the new revised Code for mid-phase applications only the LA is required to increase the number of preferences from two to three in 2010. For entry in 2011 the number of preferences in the normal application round will rise from two to three. Please also note that for 2011 there will be a national closing day for primary applications of 15 January 2010.

6.3 Mid-phase Co-ordination

6.3.1 Under the new revised Code the LA is required by law to co-ordinate mid-phase applications for all maintained schools in Cambridgeshire, including voluntary aided and foundation schools with effect from September 2010. Whenever a parent needs to apply for a school place, they should be re-directed to the LA to apply for a place, not to individual schools.

6.3.2 As part of mid-phase co-ordination, reserve lists will be maintained by the LA for all schools that are oversubscribed for at least a term. Lists will continue to be ranked in line with oversubscription criteria determined by individual governing bodies. The length of time that such reserve lists are held will also continue to be determined by individual governing bodies, but the recommendation is for all admission authorities to follow the LA policy stipulated for community and controlled schools, i.e. the child's details will be

held on the reserve list for a whole term following the term for which the place was refused.

7. LOCAL PROTOCOL ON NON-STANDARD TRANSFER GROUPS

- 7.1 The LA will continue with the protocol put in place for September 2005, which made special arrangements for children transferring to year groups that are not the usual for Cambridgeshire transfers.

The protocol aims to ensure that Cambridgeshire children transferring out of:

- Ditton Lodge First School;
- Gamlingay First School;
- Gamlingay Village College; and
- St. Felix Middle School in Suffolk (Y8 – 9),

all receive the same level of service as those in the main transfer groups.

All children attending these schools will be offered a place in the requested year group on the relevant offer date. Schools other than the catchment receiver schools will have children allocated to them according to the availability of places in January (between deadline and offer dates). Later mid-phase applications will be considered in light of the places already allocated to children expecting to join in September.

Reserve lists for places at any school will be held as usual, with no differentiation between the transfer group children and other, casual applicants.

8. LOCAL PROTOCOL ON TWINS

- 8.1 The LA has determined that:

- where twins apply to their catchment area school and there are no class size restrictions, both children are offered places;
- where twins apply to their catchment area school and infant class size restrictions do apply, that both children are offered places only if the school can provide evidence of the ability to return to the 1:30 ratio for the start of the following year and the offer can be considered a legitimate exception to the infant class size requirements;
- out of catchment twins are considered as separate applicants, unless they cannot both be offered places at their catchment area school;
- families are always offered a school that can accommodate both twins. This may be in addition to a separate offer for each twin;
- that admission authorities record when they have overadmitted for a twin and inform any appeal panel that may later question why a year group is above its published admission number (PAN); and
- that parents, if faced with a choice over which twin takes up an offer, can opt for the admission authority to make the decision or make the decision

Admission Arrangements for 2010

themselves. The parent can opt for the admission authority to make the decision, but this will no longer be done alphabetically by first name.

9. LOCAL PROTOCOL ON OVERADMISSION

- 9.1 Following careful consideration of the responses to last year's consultation, the circumstances in which it is considered permissible for a Cambridgeshire admission authority to admit beyond a school's PAN, have been extended. Please see the separate policy regarding In Year Fair Access arrangements.

10. LOCAL PROTOCOL ON MID-PHASE TRANSFERS

Please see the separate policy contained within the published In Year Fair Access Protocol in relation to this.

11. RESERVE LISTS

The LA will maintain the policy on reserve lists that has existed since 2005. Reserve lists for all schools will now be held by the LA:

- until the end of the autumn term only, in the initial year of entry to a school;
- until the end of September only, for applications to older year groups; and
- for a term following the term of refusal, in the case of mid-phase applications.

Parents:

- will continue to have the right of appeal against any refusal of a place and be able to reapply for a place the following year;
- will only have their children automatically placed on the reserve list for a school or schools ranked as higher preferences than the school offered;
- may request to have their children added to the reserve list for a school that was a lower preference than the school offered;
- may request to remain on a reserve list beyond the period stipulated above.

Where a place becomes available and can be offered to a child on a reserve list, the parent will be given 10 days in which to indicate whether they wish to accept the place. If no response is received, the offer is void and the child's details will be removed from the reserve list.

12. SIXTH FORM ADMISSIONS

Admission Arrangements for 2010

Arrangements for applying for a 6th Form place vary according to whether you are applying for a place in a centre that is inside or outside the Cambridge Area Partnership (CAP).

- Applications for admission to Year 12 (6th Form) outside the CAP area, must be sent directly to the school.
- Applications for admission to any of the seven post-16 centres for Year 12 (6th Form) inside the CAP area, including:
 - 6th Form centres at 3 schools: Netherhall, Impington, and Ely
 - College of West Anglia (COWA) - Milton campus
 - Hills Road 6th Form College
 - Long Road 6th Form College
 - Cambridge Regional College (CRC)

An application form for admission to any of these seven centres in the CAP area must be sent directly to the first preference establishment.

Entry requirements for individual schools with Sixth Forms can be found in the separate document “6th Form Admissions Criteria for 2010-2011”.

13. NURSERY ADMISSIONS

See separate policy.

14. WHERE TO FIND FULL VERSIONS OF THE DOCUMENTS

14.1 The following documents can be found on the County Council’s website:

1. Co-ordinated Admission Scheme for 2010;
2. Admission Arrangements for 2010 –2011, including admission arrangements for all Community and Voluntary Controlled Schools;
3. List of Published Admission Numbers;
4. Local Admission Protocols:
 - Twins
 - Non-standard transfer groups
5. In-Year Fair Access Protocol

14.2 In addition, several documents are available on the Education Portal for the guidance and information of headteachers and governing bodies. These include:

Admission Arrangements for 2010

1. Annual guidance for community and voluntary controlled schools;
2. Annual guidance for voluntary aided and foundation schools;
3. Guidance for placing children on roll;
4. Guidance on taking children off roll;
5. Guidance for governing bodies on changing status;
6. Admissions Service Level Agreement for aided and foundation schools.

14.3 The DCSF consultation documents are at: <http://www.dcsf.gov.uk/sacode/>

LA Contact: Sam Surtees: sam.surtees@cambridgeshire.gov.uk or 01223 699388