



DETERMINED ADMISSIONS ARRANGEMENTS

FOR

ALL MAINTAINED SCHOOLS

FOR 2012/13

(INCLUDING ADMISSION CRITERIA FOR ALL

COMMUNITY SCHOOLS &

VOLUNTARY CONTROLLED SCHOOLS)

1. INTRODUCTION

The 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. Consultation must take place for a period of 8 weeks and must start no earlier than 1st November and be completed by 1st March in the determination year. Determination of admission arrangements must take place no later than 15th April in the determination year.

Changes were proposed for 2012 as a result of the following:

- 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;
- changes to the admission process made under the School Admissions Code, which came into force on 10th February 2010.

Following the annual consultation period, which took place between 3rd January 2011 and 27th February 2011 this document details the determined arrangements.

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 2011 Published Admission Number (PAN’s) have been determined where:

- a recalculation of the net area formula indicates a change of admission number in line with the school capacity;
- 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 are sought on the following changes.

- St Laurence RC Primary School – Increase PAN from 35 to 45 to increase capacity to meet increase demand for places

Admission Arrangements for 2012 - 2013

- Stapleford Primary School – Reduce PAN from 40 to 30 to improve whole school organisation and to reduce surplus places at the school.
- Sawtry Junior School – Reduce PAN from 75 to 65 to improve whole school organisation and to reduce surplus places at the school.
- The Manor – Reduce PAN from 132 to 120 to improve whole school organisation and to reduce surplus places at the school.
- St Bede's Inter Church School – Increase PAN from 152 to 160 in recognition of increased capacity highlighted in Net Capacity Assessment (NCA) completed in November 2009 and in recognition of demand for places at the school.
- Witchford Village College – Reduce PAN from 180 to 150 to reduce whole school organisation and to reduce surplus places at the school.
- Hatton Park Community School – Reduce PAN from 34 to 30 to improve whole school organisation.

Since no objections were received these changes will apply to the intake cohort with effect from September 2012

Below are details of changes to be made to Published Admission Numbers for admission to the school during the Academic Year 2011 – 2012.

- Cherry Hinton C of E Infant School – Reduction in PAN for Reception Year from 60 to 30, but with an extension to the age range at the school, allowing the admission of children to Year 3 from September 2011. This change has been made following a period of public consultation and following Cabinet approval on 14th December 2010.
- Cherry Hinton Community Junior School – An extension to the age range at the school, allowing the admission of children to Reception Year from September 2011. This change has been made following a period of public consultation and following Cabinet approval on 14th December 2010.
- Peckover Primary School – A proposed increase in the PAN from 45 to 60. This change to be made for admission in September 2011, subject to statutory notice and Cabinet approval.

The following Published Admission Number change was made during the academic year with the agreement of the Office of the School's Adjudicator, following the submission of an In Year Variation request:

- Cottenham Village College – Reduction in PAN for admission to Year 7 from September 2011 from 210 to 180.

Admission Arrangements for 2012 - 2013

A new school will be opening in Gunhild Way, Cambridge in September 2011. The school is to be known as the Queen Emma Primary School. This school will operate with a PAN of 60 for Reception Year, and will be opening only with Reception classes from September 2011.

It is proposed that a new school will be opening at Trumpington Meadows in September 2012. This school will operate with a PAN of 60 for Reception Year, and will be admitting children to other year groups, to a maximum of 60 in each year group, as the development grows.

2.3 Views were also sought on the following possible catchment area changes.

As the only responses received in respect of these proposals were in support of the proposed changes, these will apply to the intake cohort with effect from September 2012.

- It is proposed that those children living in the village of Abbotsley, who are currently designated as living in the catchment area of Eynesbury C of E Primary School, will be now designated as living within the catchment area of Barnabas Oley C of E Primary School for admission to school in Reception Year in September 2012.
- Following discussion with the schools and governing bodies affected, it is proposed that children who live in the catchment area of Barnabas Oley C of E Primary School, will, for admission to the school in September 2012, no longer be designated as living within the catchment area of St Neots Community College, but will instead be designated as living in the catchment area of Longsands College.

3. CO-ORDINATED SCHEME

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

3.2 For transfer from Infant to Junior, First to Middle, and to Year 7 and Year 9 (Gamlingay Village College pupils only) from September 2012, and all subsequent years, where an application is not received for a child due to transfer they will not be offered a place in the appropriate year group, or at an appropriate school, on the National/Primary Offer Date, as is the current practice.

Instead, on the National Offer Date/Primary Offer Date, a letter will be sent to the parent/carer, advising them the reason why no offer is being made and asking them to complete and return an application form for the child.

Any Cambridgeshire child, for whom no application is received by 31st May, will be offered a place at the next nearest school to their home address on 1st June.

4. OVERSUBSCRIPTION CRITERIA

4.1 Criteria for infant and primary schools (excluding 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 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 are attending the partner infant school.
5. Children living in the catchment area.
6. Children who live outside the catchment area, but who are attending the partner infant school and have a sibling at the school (or the partner infant school) at the time of admission.

Admission Arrangements for 2012 - 2013

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.
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, are attending 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 are attending the primary schools within it;
5. Children who live in the catchment area;
6. Children who live outside the catchment area, who are attending 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 are attending 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 Unless otherwise stipulated by a foundation or voluntary-aided school governing body, the following definitions will apply for all schools in Cambridgeshire.

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. 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. The home address is that which applies at the time of an offer of a school place.

5.4 Future House Moves - Places cannot be allocated on the basis of an intended future changes of address, unless the new address has been confirmed by exchange of contracts and with confirmation of an anticipated completion date, for a house purchase or the signing of a formal lease agreement. Places cannot be allocated any more than 6 teaching weeks before the child is expected to take up the place.

5.4 Parent - A person who is either the child's birth or adoptive parent, has parental responsibility for the child or an adult who has delegated responsibility for the child, for which confirmation will be requested.

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. LOCAL PROTOCOL ON APPLICATION TO SCHOOL WITH A DIFFERENT AGE OF TRANSFER

6.1 The Education (Middle Schools) (England) Regulations defines middle schools and whether they are classified as primary or secondary, for the purposes of co-ordination according to the age range of the pupils attending the school.

6.2 In accordance with these Regulations in Cambridgeshire, for the purposes of co-ordination, middle schools with an entry age before 11 are to be treated in the same way as primary schools.

6.3 In accordance with these Regulations, in Cambridgeshire, for the purposes of co-ordination, upper schools with an entry age after age 11, are to be treated as secondary schools.

6.4 This means that the timetable to be followed for children entering Gamlingay Village College in Year 5, will be the same as the primary timetable, as shown in the Scheme for Co-ordination of Admissions at Point 5.

6.5 This means that the timetable to be followed for children leaving Gamlingay Village College at the end of Year 8, will be the same as the secondary timetable, as show in the Scheme for Co-ordination of Admissions at Point 6.

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

7. LOCAL PROTOCOL ON TWINS

7.1 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 themselves. If the parent wishes the admission authority to make the decision, this would be done alphabetically by first name.

8. LOCAL PROTOCOL ON IN-YEAR OVERADMISSION

8.1 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 document entitled In Year Fair Access Protocol regarding In Year Fair Access arrangements.

9.0 CO-ORDINATED IN YEAR ADMISSION ARRANGEMENTS

The LA is required to co-ordinate in-year 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.

Full details of the determined in-year admission arrangements can be found in the attached separate document titled "Determined In Year Co-ordinated Admission Arrangements for All Maintained Schools"

10.0 LOCAL PROTOCOL - TREATMENT OF SIBLINGS WHEN A CHILD APPLIES FOR, BUT IS UNSUCCESSFUL IN, SECURING A PLACE AT THEIR CATCHMENT PRIMARY SCHOOL

On occasion it is not possible to meet parental preference for a child's catchment primary school, and the child is directed to the next nearest

alternative school with a place available. When this situation arises, parents will often wish to place siblings at the same school.

It is agreed that in this situation, once the child has started at the alternative school, applications received for their siblings will be processed as if the siblings were in-catchment siblings. The proposed protocol is supported by the School Admissions Code (Point 2.21 & 2.25).

The LA Admissions Team will identify, through the database, those children for whom we have not been able to meet parental preference for a catchment school. However, there is an expectation that parents, applying for school places for siblings in such circumstances, will bring this to the admission team's attention when completing the application form.

11.0 LOCAL PROTOCOL ON CLASS SIZES WITHIN KS2 IN CAMBRIDGESHIRE MAINTAINED PRIMARY SCHOOLS

Infant Class Size legislation restricts Key Stage 1 classes (Reception, Year 1 and Year 2) to 30 children to one teacher. There is no statutory size limit on other classes.

The LA currently seeks agreement with head teachers of maintained primary schools to admit up to 32 children in mixed-age classes and up to 34 children in single year group classes in Key Stage 2 (Years 3-6).

12.0 RESERVE LISTS

As a result of the requirement on the LA to co-ordinate all in-year applications it will be necessary for the LA to hold the reserve lists for all schools and for all year groups, no matter whether the school is a community, voluntary-controlled, foundation or voluntary-aided school.

The LA will maintain the reserve as follows:

- until the end of the autumn term only, in the initial year of entry to a school;
- for a term following the term of refusal, in the case of in-year 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.

Admission Arrangements for 2012 - 2013

Where a place becomes available and can be offered to a child on a reserve list, the parent will be given up to 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.

13. SIXTH FORM ADMISSIONS

The School Admissions Code requires the following information to be provided within the admission criteria for secondary schools who operate a sixth form and admit children from other schools at age 16.

- An admission number must be published which refers to the number of children to be admitted to the school for the first time.
- The admission arrangements must give details of any entry requirements (such as minimum entry qualifications, which can include a level of attainment at GCSE and must be the same as the criteria for external applicants).
- Oversubscription criteria to be applied to those who are eligible for a place when applications exceed the number of places available.
- Children in care must be given highest priority in any oversubscription criteria for entry to the school sixth form.
- Schools must not interview children or their families for entry to Year 12, although meetings can be held to provide advice on options and entry requirements for particular courses.
- Entry **must not** be dependent on attendance, behaviour record, or perceptions of attitude or motivation.
- Where the admission authority has not admitted up to its published admission number, it cannot refuse to admit applicants who have met the minimum entry requirements for the school sixth form but whose chosen course (or courses) are full. In these cases, the admission authority must offer a place whilst offering alternative course options.

14. NURSERY ADMISSIONS

See separate policy.

15. WHERE TO FIND FULL VERSIONS OF THE DOCUMENTS

15.1 The following documents can be found on the County Council's website:

1. Co-ordinated Admission Scheme for 2012;
2. Admission Arrangements for 2012 – 2013, including admission arrangements for all Community and Voluntary Controlled Schools;

Admission Arrangements for 2012 - 2013

3. List of Published Admission Numbers;
4. In Year Admissions – Co-ordinated Scheme
5. In-Year Fair Access Protocol – revised in December 2010

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

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

15.3 The Department for Education School Admissions Code can be found at:

<http://www.education.gov.uk/schools/adminandfinance/schooladmissions/a00195/current-codes-and-regulations>

16. CONTACT

Sam Surtees, Education Officer (Admissions)
sam.surtees@cambridgeshire.gov.uk or 01223 699388