

**ADMISSIONS CRITERIA**

**FOR**

**VOLUNTARY AIDED SCHOOLS**

**& FOUNDATION SCHOOLS**

**FOR 2010/2011**

## Introduction

The School Admissions (Co-ordination of Admission Arrangements) (England) Regulations 2008 require the Local Authority (LA) to consult by 1 March each year on the admission arrangements for those schools for which they are responsible and, where appropriate, on their proposed co-ordinated admission schemes.

The LA has already informally circulated its proposed scheme for School Admissions in 2010 to all its schools during autumn Term 2008, and is now formally asking for responses to this document, which by law, must be reviewed by the Admission Forum, who may suggest amendments. The LA must also consult all other admission authorities in the area in order to secure their agreement to the scheme.

The LA, on behalf of its schools, and the admission authorities within Cambridgeshire, will consult all other admission authorities within the relevant area, the Admissions Forum, admission authorities in neighbouring LA areas and, on behalf of the admission authorities of faith schools, the relevant faith provider groups. This document contains the proposed criteria for all the admission authorities in Cambridgeshire with the proposals for 2010 – 2011. Accompanying documents provide the admission criteria for voluntary controlled and community schools, and the proposed co-ordinated admission scheme for 2010 – 2011.

Please note that individual admission authorities (other than the LA) can qualify for a one year suspension from the requirement to consult if the local authority has notified the Secretary of State that all admission authorities in the area have consulted each other; that the admission authority is not proposing to change the admission arrangements which it had determined in the preceding year; and that no objection has been made to the Schools Adjudicator about those arrangements in any of the five preceding years. However, governing bodies which qualify for this suspension from the duty to consult must still notify statutory consultees of their determination of the school's admission arrangements.

In November 2008 the Department of Children, Schools & Families (DCSF) increased the length of the consultation period for the statutory annual consultation from 6 weeks to 8 weeks, but retained the deadline of 1 March 2009. Therefore should you have any comments relating to this and the accompanying documents please use the response form enclosed.

Please return this form by 1 March 2009 to:

David Clark, Assistant Education Officer, Education Infrastructure Team,  
Box ELH1505, Castle Court, Cambridge, CB3 0AP

Please note that currently no admission criteria are available for the new Foundation Primary schools to be established in the County:

- Trumpington Meadows Primary

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## **Abbots Ripton P**

(subject to ratification by the governing body)

We are an inclusive school that welcomes children from all backgrounds and abilities. The governing body of Abbots Ripton Primary School applies the regulations on admissions fairly and equally to all those who wish to attend this school. Abbots Ripton Primary School serves a catchment area comprising the villages of Abbots Ripton, Kings Ripton, Wennington, Broughton and Woodwalton. Where places are available the school welcomes children from a wider area. We are also pleased to receive applications from parents/guardians who are seeking a church school for their child. Parents/guardians of prospective pupils are invited to contact the school office to arrange a visit to the school and an opportunity to meet the headteacher. Visits are not interviews and do not affect any decision regarding the availability of a place.

The published admission number for Abbots Ripton is 17. This is the intake for each year group and gives a total school population of 120 when all year groups are full. If the number of children applying for entry exceeds the available 17 places in a year group, we follow the criteria set out below in order to determine whether a child is accepted or not. Although it is our wish to allow parents/guardians the right to have a place at the school of their choice this is not always possible Children who have a statement of special educational needs that names the school will be admitted. NB. Those children with a statement of special educational needs that does not name the school will be referred to Student Assessment to determine an appropriate place.

In the event of oversubscription, places will be offered in the following order:

- 1 Children in Care, also known as Looked After Children (LAC);
- 2 Children living in the school's catchment area with a sibling (children living in the same home) at the school at the time of admission;
- 3 Children living in the catchment area who are applying on religious grounds (and whose application is supported by a letter from the leader of the religious community attended by the family.) Applications are welcomed from parents/guardians of children who are members of all churches affiliated to Churches Together in Britain and Ireland. The parents/guardians must be members of the church who practice in accordance with its normal discipline and normally at least monthly;
- 4 Children living in the catchment area;
- 5 Children living outside the catchment area with a sibling (children living in the same home) at the school at the time of admission;
- 6 Children living outside the catchment area who are applying on religious grounds (and whose application is supported by a letter from the leader of the religious community attended by the family.) Applications are welcomed from parents/guardians of children who are members of all churches affiliated to Churches Together in Britain and Ireland. The parents/guardians must be members of the church who practice in accordance with its normal discipline and normally at least monthly;

- 7 Children living outside the catchment area who are nearest to the school 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).

In cases of equal merit, priority will go first to looked after children and then to children living nearest the school, according to the shortest straight line distance.

As our school is an aided school, the Governing Body, in consultation with the LA, determines the admission arrangements and is the 'Admissions Authority' for our school. The application process for admissions into the foundation year is co-ordinated by Cambridgeshire LA, which acts on behalf of the Governing Body to offer places at the School.

The LA publishes a composite admissions prospectus each year, which gives information about how parents/guardians can apply for a place in the school of their choice. Parents/guardians have a right to express a preference for the school of their choice and they should do so on the application form. Preferences are treated equally and expressing a preference does not, in itself, guarantee a place at this school. Parents/guardians should submit a Cambridgeshire Application form, available from the catchment area school, or the LA Admissions Team North, no later than the published date in December of the year prior to admission. Offer letters will be issued by the LA on the published date in April of the year of admission. Late applications (those submitted between the published closing date in December and the end of the first week of the autumn term) will be handled by the Admissions Team.

In this county, children enter school in the academic year they become five. There is one admissions date per year, early in September (i.e. at the start of the school year). Therefore, parents/guardians who would like their child to be admitted to this school during the year their child is five should ensure that they complete the necessary application form by the published closing date. Pupils may be admitted to Abbots Ripton at any time during the year provided there are appropriate places available. Application forms can be gained from school and should be directed to the Governing Body.

Where an application is refused, the child's details are automatically placed on a reserve list. A child's position on the reserve list is determined by their priority under the admission criteria and not by when an application is received. As part of the co-ordinated scheme for primary admissions, the LA Admissions Team holds the initial reserve list on behalf of the Governing Body until the end of the first week of the autumn term in the initial year of intake. After this time the Governing Body, as the Admissions Authority for the school will maintain the list for a minimum of one term. Where mid-phase applications are received, children's details will be held on the reserve list by the school for a period of one term following the term of application. Parents/guardians will be contacted immediately if a place becomes available for their child, but should be aware that their child's place on a reserve list may change if an application is subsequently received that meets a higher criterion than their own. All mid-phase applications should be co-ordinated with the Admissions Team.

If we do not offer a child a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children in the school to increase too much. If parents/guardians wish to appeal against a decision to refuse entry, they can do so by putting their case in writing to the Governing Body. An

independent appeals panel then meets to consider all appeals by parents/guardians who have been refused a place at our school and who wish to appeal against this decision. An appeals panel decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school. If you require further information on the appeals process please contact the Head teacher

This policy will be reviewed annually by the Governing Body in consultation with the Local Authority in the light of any changed circumstances in our school or the local area.

Throughout this policy the words 'parents/guardians' means parents/guardians both single and as a couple.

## All Saints P

All Saints serves a catchment area (comprising the area of March bounded by the north side of Creek Rd to its junction with St John's Rd, north side of St John's Rd, east side of Station Rd, north side of County Rd, east side of Robingoodfellow's Lane to Lime Grove to Norwood Rd from the railway crossing to Elm Rd, east side of Elm Rd) and also welcomes applicants from a wider area on religious grounds. The Governing Body is the admissions authority for the school. It sets and applies the admissions policy. All decisions regarding the admission of children are made by a committee of the Governing Body.

The application process for admissions into Reception is co-ordinated by Cambridgeshire LA, which acts on behalf of the Governing Body to offer places at the school. Parents should submit a Cambridgeshire Application Form, available from their child's primary school or from the LA Admissions Team, no later than the published closing date in December of the year of application. Offer letters will be issued by the LA in April of the year of entry. Late applications (those submitted between the published closing date and the end of the first week of the autumn term) will be handled by the Admissions Team. To apply for a place after the start of term or in any other year group, please contact the school for an application form.

School office contact: Mrs Liz Cowell, 01354 659000. LA Admissions Team North contact: 01223 699662, or email: [admissions@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.uk)

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

As part of the co-ordinated scheme for primary admissions, the LA Admissions Team holds the initial reserve list on behalf of the Governing Body until the end of the first week of the autumn term in the initial year of intake. Where mid-phase applications are received, children's details will be held on the reserve list for a period of one term following the term of application. Parents will be contacted immediately if a place becomes available for their child, but should be aware that their child's place on a reserve list may change if an application is subsequently received that meets a higher criterion than their own.

The reception intake number is limited to 30. 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. If there are fewer applicants than places, then all applications will be accepted. If there are more applicants than places, the following criteria will be used, in order, to determine priority:

A maximum of 15 of the 30 places will be allocated in order of priority under categories 1, 2 and 3 and the remainder in order of priority under categories 4 and 5.

Priority in all categories will be given to

- (i) children in public care (looked-after children);
- ii) children with a sibling\* attending the school at the time of admission (the highest number of siblings will take priority).

\*A sibling is a brother, sister, step-brother, step-sister, adopted or foster child living in the same household. In a tie-break situation, the highest number of siblings at All Saints will determine priority.

In church criteria 1 and 2, priority in a tie-break will go first to:

- \* Parent(s)/guardian(s) attending church weekly
- \* Child attending church weekly
- \* Parent(s)/guardian(s) attending church monthly
- \* Child attending church monthly
- \* Grandparents attending church weekly (this category can only be used if parents do not attend)
- \* Irregular attenders, eg Easter and Christmas.

If applying for admission for a child who has a sibling attending the school, you should be aware that for admission in criteria 1 to 3, current church/faith attendance is necessary. In criteria 4 and 5, priority in a tie-break will go to children living nearest the school by the shortest available safe walking route.. 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.

#### Church Criteria

(maximum 15 places) - see notes A & B

1. Baptised children of practising members of the CofE/RC Church;
2. Children of practising members of Christian denominations whose Church is a member of Churches Together in England (list available on application);
3. Children whose parents are practising members of other faiths, who wish their children to participate in the ethos and practices of our school.

#### Catchment Criteria

(minimum 15 places) - see note C

The remainder of available places will be allocated as follows:

4. Children living within the catchment area;
5. Children outside the catchment area.

#### Notes

A: In addition to completing the Supplementary Information Form for the school, a confidential reference from the priest, minister or leader of the religious community to confirm frequency of attendance, will be required for consideration under church criteria 1 and 2. Where relevant, the child's baptism certificate should accompany the application.

B: Practising membership under church criteria 1 and 2 will be determined by frequency of attendance by the person(s), confirmed by a letter from the priest/minister or leader, as defined in the tie-break, firstly weekly, secondly monthly and thirdly for major religious festivals, such as Easter and Christmas.

For criteria 3, such practice must be in accordance with the usual discipline of that faith.

C: The school may lawfully withdraw an offer of a place where a fraudulent or intentionally misleading claim of residency in the catchment area is made and effectively denies a place to a child with a stronger claim.

Where a child lives with parents with shared responsibility, each for part of the week, the home address for admission purposes is where the child lives most from Monday to Friday.

The parent(s) of any child refused a place at All Saints has a right of appeal to an independent Appeals Panel. The panel consists of three people who are independent of the school's Governing Body and the Local Education Authority. The panel will consider the circumstances of the case put before them and the Governing Body and parents must abide by the decision it makes. Appeals for All Saints are arranged by the LA Admissions Team on behalf of the Governing Body. Further information and appeal forms are available from the Admissions Team.

Infant classes of 5, 6 and 7 year olds may not contain more than 30 pupils with a single qualified teacher. The Governing Body will consider offering a place above the Published Admission Number (PAN) only in exceptional circumstances.

Where such a year group is full, the governors will consider an application for a child to be considered an 'excepted pupil' where the child moves into the area outside the normal admission round and there is any of the following:

(i) No other school which would provide suitable education within a reasonable distance of his or her home;

(ii) Where the child receives a statement of special educational needs naming All Saints or a pupil with a statement naming All Saints moves into the area, in each case outside the normal admission round;

(iii) Where a pupil is initially refused admission but is subsequently offered a place after an error in implementing the school's admission arrangements, or an Appeals Panel upholds an admissions appeal;

(iv) A child normally educated in a special educational needs unit or special school will be treated as an excepted pupil for any time he/she is in an infant class at a mainstream school.

## **Barton P**

(subject to ratification by the governing body)

Barton School serves the villages of Barton and Grantchester. Provided there are places, the school is pleased to take any children whose parents choose to send them to Barton, irrespective of where they live. The school particularly welcomes parents who wish to send their children to a Church school. As a Voluntary Aided school the governing body is the admissions authority, and sets and applies the admissions policy for the school. We aim to set out clear procedures for admissions to the school so that the system is seen as fair by prospective parents and all others involved. We have paid particular note of the status of the school as a Church of England (Aided) school as published in the 'School Ethos Statement' and 'Our Vision for Barton School'.

The application process for admissions into the Reception Year is co-ordinated by Cambridgeshire Local Authority (LA), which acts on behalf of the governing body to offer places at the School. Parents should apply online at [www.cambridgeshire.gov.uk/admissions](http://www.cambridgeshire.gov.uk/admissions) or submit a Cambridgeshire Application Form available from the school or from the LA Admissions Team, no later than the LA deadline in December. Offer letters will be issued by the LA on agreed offer date in April. Late applications (those submitted between the December deadline and the end of the co-ordination period) will be handled by the Admissions Team. To apply for a place after the start of term or in any other year group, please contact the School for an application form. The Governing Body aims to respond in writing to all applications within 10 school days. School Office Contact: Mrs S Adderley 01223 262474 [office@barton.cambs.sch.uk](mailto:office@barton.cambs.sch.uk) LA Admissions Team Contact: South Team, 01223 699200 or [admissions@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.uk)

The school welcomes visits from the parents of prospective pupils with their children. They should contact the school secretary to arrange a convenient time. Visits are not interviews and do not affect any decision regarding the availability of a place. All parents are advised to read the LA booklet for parents on primary admissions.

For admission into the Reception Year each year, the LA, on behalf of the Governing Body, will offer places to 20 children. This is the Published Admission Number (PAN) for that year group. In the event that more than 20 applications are received, the oversubscription criteria will be applied to determine priority for places. All preferences are treated equally.

### **Oversubscription Criteria**

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

- 1 Looked after Children (Children in Public Care)

- 2 Children living<sup>1</sup> within the county parishes of Barton and Grantchester (the school catchment area);
- 3 Children who have a sibling at the school at the date of admission;<sup>2</sup>
- 4 Children whose families are involved in the life and work of St Peter's Church Barton or the Church of St Andrew & St Mary, Grantchester but who live outside the school catchment area;<sup>3</sup>
- 5 Children whose families are involved in the life and work of any other Christian church, who live outside the catchment area, and who choose Barton because of its Church Aided status;
- 6 Children whose parents have expressed a wish for their child to attend Barton School.

In cases of equal merit, priority will go to the children living nearest the school according to the shortest straight line distance from the front door of the home address to the main school entrance. For Years Reception to Year 6, the PAN is 20. If a place becomes available, it will be offered to the child at the top of the reserve list for the year group or, if no reserve list exists, the place will be offered to the first child for whom an application is received.

As part of the co-ordinated scheme for primary admissions, the LA Admissions Team holds the initial reserve list on behalf of the governing body until the end of the first week of the autumn term in the initial year of intake. Where an application is refused, the child's details are automatically placed on a reserve list for the year group, ranked according to the oversubscription criteria. Parents will be contacted immediately if a place becomes available for their child, but should be aware that their child's place on a reserve list may change if an application is subsequently received that meets a higher criterion than their own. The Governing body then manages the reserve list until the end of the autumn term.

Where mid-phase applications are received, children's details will automatically be placed on a reserve list for the year group, ranked according to the oversubscription criteria. Reserve lists will be held for a period of one term following the term for which the place was refused. The parent of any child who is refused a place at Barton School has a right of appeal to an independent Appeals Panel. The panel consists of three people who are independent of the school's Governing Body and the Local Authority. The panel will consider the circumstances of the case put before them and the Governing Body and parents must abide by the decision it makes. Appeals for Barton School are currently arranged by the Chair of Governors. Further information and appeals forms are available from the school office; contact Mrs Adderley on 01223 262474 or email [office@Barton.cambs.sch.uk](mailto:office@Barton.cambs.sch.uk)

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<sup>1</sup> The home address is defined as the address of the adult with parental responsibility with whom the child normally lives and which applies at the time of application. For further details, please see the full definition in the LA admissions booklet for parents.

<sup>2</sup> A sibling is defined as another child of compulsory school age living in the same family home.

<sup>3</sup> A completed Supplementary Information Form will be required to confirm a family's involvement in the life and work of St Peter's Church, Barton or the Church of St Andrew and St Mary, Grantchester and any positive responses under this criterion will be treated equally.

4. A completed reference form from the parish priest will be required to confirm a family's involvement in the life and work any other Christian Church and any positive responses under this criterion will be treated equally.

Please note that where a child is refused a place in an infant class because of the requirement to limit class size to 30 children, parents have the right to have this decision reviewed. This process is very similar to an appeal, but the circumstances in which the panel can find in the parent's favour are limited by law. For further information, please contact the school office or the LA Admissions Team.

## Bassingbourn VC

Catchment area: Children living in the catchment areas of the following primary schools: a Bassingbourn County Primary School, Guilden Morden Primary School, Petersfield Primary School, Orwell or Steeple Morden Primary School.

The oversubscription criteria are:

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. Should applications exceed the agreed admissions number, the following admissions criteria will be applied: -

- 1 Children in Care, also known as Looked After Children (LAC)
- 2 A child who lives in the catchment area and attends Bassingbourn County Primary School, Guilden Morden Primary School, Petersfield Primary School, Orwell or Steeple Morden Primary School, and has a sibling\* at Bassingbourn Village College at the time of admission.
- 3 A child who lives in the designated catchment area who attends one of the named primary schools within it (*see above*).
- 4 A child who lives in the designated catchment area with a sibling at Bassingbourn Village College at the time of admission.
- 5 A child who lives in the designated catchment area of the named primary schools
- 6 A child who lives outside the designated catchment area who attends one of the named primary schools within it and who has a sibling at Bassingbourn Village College at the time of admission
- 7 A child who lives outside the designated catchment area who attends one of the named primary schools within it.
- 8 A child who lives outside the designated catchment area who has a sibling at Bassingbourn Village College at the time of admission
- 9 If places remain available, the distance between home and school as measured by the shortest straight line distance

In cases of equal merit, priority will go to children living nearest the College. 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.

\*Sibling is defined as a child who is living in the same family unit

## **Bury P**

(subject to ratification by the governing body)

Bury Primary School primarily serves the catchment area of the Parish of Bury, but also welcomes applicants from further afield on religious grounds. The Governing Body of Bury School is the admission authority for the School. The Governing Body sets and applies the admissions policy for the School. All decisions regarding the admission of children into the School are made by a sub-committee of the Governing Body.

The application process for admissions into Year R (initial year of entry) is co-ordinated by Local Authority (LA), which acts on behalf of the Governing Body to offer places at the School. Parents should submit a Cambridgeshire Application Form, available from the catchment school or from the Admissions Team, no later than the date advised. Offer letters will be issued by the LA on the date advised. Late applications (those submitted between the deadline and the end of the first week of the autumn term) will be handled by the Admissions Team.

To apply for a place after the start of term or in any other year group, please contact the School for an application form. School Office Contact: Mrs Jan Galloway. Parents wishing to visit the school prior to submitting an application are welcome to do so, though it may not always be possible to organise this at short notice. Visits are not interviews and do not affect any decision regarding the availability of a place. Please contact the school to make arrangements. All parents are advised to read the LA booklet for parents on primary admissions.

For admission into Year R in September 2010, the LA, on behalf of the Governing Body, will offer places to 30 children. This is the Published Admission Number (PAN) for that year group. In the event that more than 30 applications are received, the oversubscription criteria will be applied to determine priority for places. All preferences are treated equally.

### **Oversubscription Criteria**

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

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

- 1 Children in Care, also known as Looked After Children (LAC)
- 2 Children living in catchment<sup>1</sup> who have siblings<sup>3</sup> attending the school at the time of admission;

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<sup>1</sup> A map and/or further information is available from the school. The address used for the purpose of admission is the home address at the time of application. Application based on future addresses can only be considered up to 6 teaching weeks before the child is expected to take up the place and upon confirmation of tenancy or exchange of contracts.

<sup>2</sup> Parents applying on religious grounds must complete a supplementary information form – available from the school, confirming – membership of the church, the family's general attendance, length and degree of involvement in the life and work of the church and the parents' commitment to a Christian upbringing of their children. This form must be countersigned by the church leader.

<sup>3</sup> A sibling is defined as another child of compulsory school age living in the same family home.

<sup>4</sup> Distance 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)

- 3 Children living in catchment<sup>1</sup> who normally attend a church in Churches Together in Britain and Ireland<sup>2</sup>, and whose parents are practising members of that church and attend at least monthly;
- 4 Children living in catchment<sup>1</sup>;
- 5 Children living outside catchment<sup>1</sup> who normally attend Bury Church<sup>2</sup>, and whose parents are practising members of that church and attend at least monthly;
- 6 Children living outside catchment<sup>1</sup> who normally attend a church in Churches Together in Britain and Ireland<sup>2</sup>, and whose parents are practising members of that church and attend at least monthly;
- 7 Children living outside catchment<sup>1</sup> who have siblings<sup>3</sup> attending the school at the time of admission;
- 8 Children living outside catchment<sup>1</sup>, but nearest the school according to the shortest straight line distance<sup>4</sup>.

In cases of equal merit, priority will go to children living nearest the school according to the shortest straight line distance<sup>4</sup>.

For Year 1 & 2, the PAN is 30. If a place becomes available it will be offered to the child at the top of the reserve list for the year group or, if no reserve list exists, the place will be offered to the first child for whom an application is received. For Years 3 to 6, the PAN is 30. The Governing Body may admit over the Pan in exceptional circumstances. Such exceptions would only be made in Key Stage 2 and to a maximum of 32 children per class.

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When an application is refused, the child's details are automatically placed on a reserve list for the year group, ranked according to the oversubscription criteria. As part of the co-ordinated scheme for primary admissions, the LA Admissions Team holds the initial reserve list on behalf of the Governing Body until the end of the first week of the autumn term in the initial year of intake. After this time the Governing body, as the admission authority for the school, will maintain the list for a minimum of one term. Where mid-phase applications are received, children's details will be held on the reserve list by the school for a period of one term following the term of application. All mid-phase applications should be co-ordinated with the School Admissions Team.

The parents of any child who is refused a place at Bury Primary Voluntary Aided School have a right of appeal to an independent Appeals Panel. The panel consists of three people who are independent of the school's Governing Body and the Local Education Authority. The panel will consider the circumstances of the case put before them and the Governing Body and parents must abide by the decision it makes. Appeals for Voluntary Aided Schools are arranged by the Clerk to the Governing Body. Further information and appeals information are available from the school office.

Please note that where a child is refused a place in an infant class because of the requirement to limit class size to 30, parents have the right to have this decision reviewed. This process is very similar to an appeal but the circumstances in which the panel can find in the parent's favour are limited by law. For further information, please contact the school office or the LA Admissions Team.

## Coleridge CC

The Governing Body of The Parkside Federation is the admission authority for Coleridge. This means that it is the Governing Body that sets and applies the admissions policy for the College. All Policy decisions regarding the admission of children into the College are made by a sub-committee of the Governing Body.

The application process for admissions into Year 7 is co-ordinated by Cambridgeshire Local Authority (LA), which acts on behalf of the governing body to offer places at the College. Parents should apply online at [www.cambridgeshire.gov.uk/admissions](http://www.cambridgeshire.gov.uk/admissions) or submit a Cambridgeshire Application Form, available from their child's primary school or from the LA Admissions Team, no later than the LA deadline in November. Offer letters will be issued by the LA on the National Offer Date (1<sup>st</sup> March or first working day after). Late applications (those submitted between the November deadline and the end of the co-ordination period) will be handled by the Admissions Team.<sup>4</sup>

To apply for a place after the start of term or in any other year group, please contact the LA Admissions Team for an application form. LA Admissions Team Contact: South Team: 01223 699200 or [admissions@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.uk)

Parents wishing to visit either campus prior to submitting an application are welcome to do so, though it may not always be possible to organise this at short notice. Visits are not interviews and do not affect any decision regarding the availability of a place. Please contact the campus office to make arrangements. Coleridge Campus Contact: Beverley Proctor 01223 712300 [office@coleridge.cambs.sch.uk](mailto:office@coleridge.cambs.sch.uk)

For admission into Year 7 each September, the LA, on behalf of the Governing Body, will offer places to 120 children. This is the Published Admission Number (PAN) for that year group. In the event that more than 120 applications are received, the oversubscription criteria will be applied to determine priority for places. All preferences are treated equally, regardless of whether they are first, second or third preferences.

1. Children, who are looked after;
2. Children who live in the Coleridge catchment area, who have a sibling at Coleridge at the time of admission;
3. Children who live in the Coleridge catchment area;
4. Children who have a sibling at Coleridge at the time of admission;
5. Children who attend a primary school within the Coleridge catchment area;
6. Children who live nearest Coleridge by the shortest straight line distance by measuring a straight line from the centre point of the home to the main pupil entrance to the secondary school.

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<sup>4</sup> For further information and specific dates, please refer to the full scheme for secondary co-ordination, available from the LA Admissions Team or from the website, [www.cambridgeshire.gov.uk/admissions](http://www.cambridgeshire.gov.uk/admissions)

In cases of equal merit, Criterion 6 will be used where a further tiebreak is required.

Children whose statement of special educational needs names the school take priority over all other applicants and will be admitted irrespective of whether there are places available in the year group. 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.

Sibling means any child of compulsory school age living in the same family unit. Home address means the place the child resides for the majority of school nights with an adult who has parental responsibility. A map of the catchment area is available from the College or the LA Admissions Team. Details of which streets are in the catchment are available from the Admissions Team.

When an application is refused, the child's details are automatically placed on a reserve list for the year group, ranked according to the oversubscription criteria. As part of the co-ordinated scheme for secondary admissions, the LA Admissions Team holds the initial reserve list on behalf of the governing body until the end of the first week of the autumn term in the initial year of intake. The governing body then manages the reserve list until the end of the autumn term. Where mid-year applications are received, children's details will be held on the reserve list for a period of one term following the term of application.

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

The parents of any child who is refused a place at the school has a right of appeal to an independent Appeals Panel. The panel consists of three people who are independent of the school's Governing Body and the Local Authority. The panel will consider the circumstances of the case put before them. Both the Governing Body and the parents must abide by the decision it makes. Appeals for the school are currently arranged by the LA Admissions Team on behalf of the Governing Body. Further information and appeal forms are available from the Admissions Team.

## Comberton VC

### Catchment area:

Children living in the catchment areas of the following primary schools: Barton; Caldecote; Coton; Hardwick; Bourn; Meridian, Comberton; Haslingfield; Monkfield Park, Cambourne; The Vine, Cambourne and the new primary school expected to open in Cambourne.

### 1) POLICY AND NUMBERS

**Pupils will be admitted into Year 7 without reference to ability or aptitude.**

The published admission number for Year 7 for the year commencing 1 September 2010 will be 300. For year 8 the admission number is 300, for year 9 and year 10 the admission number is 257, for year 11 the admission number is 249.

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

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.

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit:

- 1) Children in Care, also known as Looked After Children (LAC)
- 2) Children living<sup>5</sup> in the catchment area<sup>6</sup>, who attend one of the schools listed above and who have a sibling<sup>7</sup> at the school at the time of admission. *Parents may contact the Local Authority (LA) if they are uncertain whether or not they reside in the catchment area.*
- 3) Children living<sup>1</sup> in the catchment<sup>2</sup> area and who have a sibling at the school at the time of admission.
- 4) Children living<sup>1</sup> in the catchment<sup>2</sup> areas and who attend one of the schools listed above.
- 5) Children living<sup>1</sup> in the catchment<sup>2</sup> areas.
- 6) Children who live outside the catchment area, who attend primary schools within it and who have a sibling<sup>3</sup> at the school at the time of admission.

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<sup>5</sup> The home address is defined as the address of the adult with parental responsibility with whom the child normally lives and which applies at the time of application. Applications based on future addresses can only be considered up to 6 teaching weeks before the child is expected to take up the place and upon confirmation of a minimum of six month tenancy agreement or exchange of contracts'.

<sup>6</sup> A map showing the catchment area and/or further information can be obtained from the school.

<sup>7</sup> A sibling is defined as another child of compulsory school age living in the same family home.

- 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.

In cases of equal merit, priority will go to children living nearest the school according to the shortest straight-line distance. The distance, for admissions purposes, is measured using the straight line distance from the centre point of the home<sup>1</sup> 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.

### **3) HOW TO APPLY FOR A PLACE IN YEAR 7**

The application process for admissions into Year 7 is co-ordinated by Cambridgeshire Local Authority (LA), which acts on behalf of the governing body to offer places at the College. Parents should apply online at [www.cambridgeshire.gov.uk/admissions](http://www.cambridgeshire.gov.uk/admissions) or submit a Cambridgeshire Application Form, available from their child's primary school or from the LA Admissions Team, no later than the LA deadline in November. Offer letters will be issued by the LA on the National Offer Date (1<sup>st</sup> March or first working day after). Late applications (those submitted between the November deadline and the end of the co-ordination period) will be handled by the Admissions Team.<sup>4</sup>

To apply for a place after the start of term or in any other year group please contact the school for an application form.

School office contact: Clerk to Governors/Admissions Officer – 01223 262503 or [thecollege@comberton.cambs.sch.uk](mailto:thecollege@comberton.cambs.sch.uk)

LA Admissions Team Contact: South Team: 01223 699200 or [admissions@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.uk)

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

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

#### **How places are offered**

For admission into Year 7 September 2010, the LA, on behalf of the Governing Body, will offer places to 300 children. This is the Published Admission Number (PAN) for that year group. In the event that more than 300 applications are received, the oversubscription criteria will be applied to determine priority for places. (See section 2)

<sup>4</sup>For further information and specific dates, please refer to the full scheme for secondary co-ordination, available from the LA Admissions Team or from the website, [www.cambridgeshire.gov.uk/admissions](http://www.cambridgeshire.gov.uk/admissions)

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

**Applications for places in these year groups at any time of the year:** A College application form must be completed and returned to the College's Admissions Officer.

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

**Application forms are in the College Prospectus and available from the College's Admissions Officer (see contact details above).**

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

### 5) OPERATION OF THE RESERVE LIST

#### **Year 7 intake:**

As part of the co-ordinated scheme for secondary admissions, the LA Admissions Team holds the initial reserve list on behalf of the governing body until the end of the first week of the autumn term in the initial year of intake. After this time the Governing Body, as the admissions authority for the school, will maintain the list for a minimum of one term.

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

#### **Mid-phase applications:**

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

*Please note that names held on the reserve list will not be carried over to the new school year. Parents wishing to remain on the list should contact the school.*

### 6) APPEALS

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

Appeals for the school are currently arranged by the Governing Body's Admissions Sub-Committee on behalf of the Governing Body. Further information and appeal forms are available from the Clerk to the Governors at the College.

## Cottenham VC

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.

## Crosshall Infant

### Introduction

The Governing Body of a Foundation Primary School is the admission authority for the school. This means that it is the Governing Body that sets and applies the Admissions Policy for the school. All decisions regarding the admission of children into the school are made by a sub-committee of the Governing Body. In determining the Admission Policy the school complies with current legislation. There is a Statutory Code of Practice on School Admissions set out by the Department for Children, Schools and Families in the School Standards and Framework Act 1998 that states no school providing education for children up to the age of seven-years-old should exceed class sizes of 30 children.

Crosshall Infant School ("the School") is approved by the Secretary of State for Education to admit up to a certain maximum number of children in each of the three year groups: Reception, Year 1 and Year 2. This figure is set at 120 children per year group, (a year group is then divided into four classes with each class having a maximum of 30 children).

The school has, in the past, had several occasions when we have been unable to offer places to all parents wishing their child to attend the school. It is unfortunate when this occurs, but the school has a set limit beyond which it cannot function efficiently, pupil/teacher ratios will become unacceptable and the school may not comply with various health and safety, etc. regulations. In order to allocate places on a fair basis to all, we have formalised the admissions procedure and clearly defined the method of prioritising in the event of over subscription. The school places no constraints on who may apply for entrance to the school and all applications will be considered and processed in accordance with the guidelines in this document. Children will be admitted without reference to ability or aptitude.

Throughout this document the following definitions apply:

"Parent" is defined as the parent/s or guardian/s of the child.

"Brother or Sister" is defined as children aged 4 to 16, living in the same family unit.

"Looked After Children" is defined as children who are in public care.

"Home Address" is to be taken as the address of the adult/s with parental responsibility with whom the child normally lives. The home address is that which applies 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 is ordinarily resident. Where children spend equal time with both parents, the address used will be the one most advantageous to the application. Changes of address occurring shortly after application can normally be taken into account if notified in writing to the LA Admissions Team or the school. Places cannot be allocated on the basis of intended future changes of address, unless house moves have been confirmed through the exchange of contracts or the signing of a formal lease agreement. A temporary address will only be used for allocation purposes where no permanent address is available).

## Admission Criteria for Reception Year – September Year

In order to qualify for entry into a Reception class children must have reached the age of four by the 31st August in that year.

### Application Procedures

The application process for admissions into Reception Year, (the initial year of entry), is co-ordinated by Cambridgeshire Local Authority (LA), which acts on behalf of the Governing Body to offer places at the school. Parents should apply online at [www.cambridgeshire.gov.uk/admissions](http://www.cambridgeshire.gov.uk/admissions) or submit a Cambridgeshire Application Form available from the school or from the LA Admissions Team, no later than the LA deadline in December. Offer letters will be issued by the LA on the offer date in April. Late applications, (those submitted between the December deadline and the end of the first week of the Autumn Term), will also be handled by the LA Admissions Team.

To apply for a place after the start of term, please contact the School for an application form, (details at end of policy). Parents wishing to visit the school prior to submitting an application are welcome to do so, though it may not always be possible to organise this at short notice. Visits are not interviews and do not affect any decision regarding the availability of a place. No interviews are held as part of the admissions process. All parents are advised to read the LA booklet for parents on primary admissions before submitting an application.

### Priority Criteria

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.

#### First Priority

Children in Care, also known as Looked After Children (LAC)

#### Second Priority

Children who have a brother or sister, (as defined by the Children Act 1989), at Crosshall Infant School or Crosshall Junior School, at the date of admission.

#### Third Priority

All other children.

In the event that there are more children in any category than there are places available, places will be prioritised and awarded to children who live nearest the school. 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.

A child's attendance at the Nursery does not guarantee that child a place in the Infant School. (Please note there is a separate 'Nursery Admissions Policy').

### Oversubscription

For admission into Reception Year – September intake, the LA, on behalf of the Governing Body, will offer 120 places to children. This is the Published Admission Number (PAN) for that year group. In the event that more than 120 applications are received, the oversubscription criteria will be applied to determine priority for places. All school preferences, (as declared by parents on the LA application form), are treated equally, regardless of whether they are first, second preferences. When an application is refused, the child's details are automatically placed on a reserve list for the year group, ranked according to the admission criteria.

As part of the co-ordinated scheme for primary admissions, the LA Admissions Team holds the initial reserve list on behalf of the Governing Body until the end of the first week of the Autumn Term in the initial year of intake. When an application is refused, the child's details are automatically placed on a reserve list for the year group, ranked according to the oversubscription criteria. Parents will be contacted immediately if a place becomes available for their child, but should be aware that their child's place on a reserve list may change if an application is subsequently received that meets a higher criterion than their own.

After the end of the first week of the Autumn Term the list is held by the Governing Body and is maintained until it is no longer possible for the child to take up a place at the school, ie the end of the Summer Term in Year 2.

### Admission Criteria for Years One & Two

Applications must be made using the 'Register of Interest' form available from the school. In the event that at any given time there are applicants for any year that cannot be given a place immediately due to oversubscription then a reserve list will be established for each year group.

At the time of application the applicant will be placed on the year group reserve list, ranked according to the admissions criteria (as set out above). A child will remain on the list until it is no longer possible for him or her to take up a place at the school, ie the end of the summer Term in Year 2.

Parents will be contacted immediately if a place becomes available for their child, but should be aware that their child's place on a reserve list may change if an application is subsequently received that takes a higher priority within the admission criteria.

### General Information

#### Allocation to Alternative Year Group

If there is no place available for a child's year group, the school will not allocate a place in another year group. This has been tried in the past and is not in the best interests of the child or other children in the class.

#### Requests to Transfer schools

The school will always discourage parents wishing to transfer a child from another local school as a result of a dispute with that school and will always request that the matter is discussed with the Head Teacher of the child's school. It is better to address the problem and seek a solution rather than transfer schools.

## Ethnic Origin

It is the school's policy that children of all ethnic backgrounds shall have equal consideration relating to all aspects of the running of the school - including admissions.

## Free School Transport

For the purpose of providing assistance with home to school transport, the LA has a defined catchment area for the school, although the school does not use a defined catchment area for the admission process. Any child living within the LA defined area, but more than two miles from the school, is entitled to assistance with transport. For further information, contact the LA Admissions Team.

## Review panel

In 1998 the School Standards and Framework Act was passed which changed the legislation relating to infant class sizes. It is no longer permitted to exceed 30 children in an infant class with only one qualified teacher. If you are not offered a place at a school because of the infant class size rule, you will be offered the opportunity to have an independent review panel look at the decision made by the admission authority.

Although a review is a form of appeal, the review panel can only overturn the decision to refuse a place if you are able to show that:

The decision to refuse a place was not one which a reasonable admission authority would have made in the circumstances of the case;

OR

The child would have been offered a place if the admission arrangements had been properly implemented.

Very few reviews are successful.

Crosshall Infant School and Crosshall Junior School operate as separate schools on a shared site. There is however much close co-operation between the two schools. The offer of a place at the Infant School does NOT imply any priority places at the Junior School for older brothers or sisters. Their placement must be dealt with directly with the Junior School. The offer of a place at the Infant School does not guarantee that a place in the Junior School at the end of Year 2 will be given.

## Further Information:

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

## Contacts:

LA Admissions North Team

Tel: 01223 699662

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

Mrs Emma Jarman, School Admissions Secretary (Monday, Tuesday or Friday)

Tel: 01480 475980 (Main School Office)

E-mail: [info@crosshallinfant.co.uk](mailto:info@crosshallinfant.co.uk)

## **Crosshall Junior**

(subject to ratification by the governing body)

Crosshall Junior School has a Published Admission Number (PAN) of 120 pupils per year group and a total capacity of 480 pupils. The school caters for children aged between seven and eleven years. At eleven most pupils transfer to either Longsands Community College or St Neots Community College.

The school is a Foundation School, maintained by Cambridgeshire County Council. This means that the Local Authority (LA) is responsible for funding the school, but The Governing Body manages the school and is responsible for issues such as setting and applying the admissions policy, including the arrangement of appeals.

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

### **How to Apply**

The application process for admission into Year 3 is co-ordinated by Cambridgeshire LA, which acts on behalf of the governing body to offer places at the School. Parents should submit a Cambridgeshire Application Form, available from their child's catchment primary school or from the LA Admissions Team, no later than the deadline set by the LA. Offer letters will be issued by the LA on an agreed offer date in April, after the governing body has determined which children are to be offered places. Late applications (those submitted between the deadline and the end of the first week of the autumn term), will also be handled by the Admissions Team. To apply for a place after the start of term or in any other year group, please contact the School for an application form.

School Office Contact: Mrs J N Townsend,  
[jtownsend@crosshalljunior.co.uk](mailto:jtownsend@crosshalljunior.co.uk)

LA Admissions Team North Contacts: 01223 699662 or on 01223 699203  
[admissions@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.uk)

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

### **Oversubscription Criteria**

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

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

- 1 Looked after Children;
- 2 Children who live in the catchment area and will have a sibling at the school or Crosshall Infant School at the time of admission (A sibling is defined as another child of compulsory school age living in the same family home);
- 3 Children who live in the catchment area who attend Crosshall Infant School at the time of application;
- 4 Children who live in the catchment area;
- 5 Children who live outside catchment area who have a sibling at Crosshall Infant or Junior School at the time of admission;
- 6 Children outside the catchment area but who are attending Crosshall Infant School;
- 7 Children living outside the catchment area.

#### Tiebreak

In cases of equal merit, priority will go first to children living nearest the school. 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.

#### Preferences

Parents are given two preferences on the LA's application form. Crosshall Junior School treats all preferences equally. In this way, children who come high on the criteria are offered places regardless of where they have put Crosshall as a preference.

#### Reserve list

As part of the co-ordinated scheme for primary admissions, the LA Admissions Team holds the initial reserve list on behalf of the Governing Body until the end of the first week of the autumn term in the initial year of intake. After this time the Governing body, as the admission authority for the school, will maintain the list for a minimum of one term. Where mid-phase applications are received, children's details will be held on the reserve list by the school for a period of one term following the term of application. All mid-phase applications should be co-ordinated with the School Admissions Team.

#### Home Address

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

#### Requests to transfer schools

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

#### Ethnic/Religious Origin

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

#### Appeals

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

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

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

## **Elsworth P**

Subject to ratification by the Full Governing Body

Elsworth School serves a catchment area comprising the villages of Boxworth, Conington, Elsworth and Knapwell. We also acknowledge that we attract applicants from a wider area due to our Church status. The Governing Body is the admissions authority for the school. This means that it is the Governing Body that sets and applies the admissions policy for the school. All decisions regarding the admission of children into school are made by the Finance & General purposes Committee of the Governing Body.

We encourage all parents, including those outside of the catchment area, to visit the school and these can be arranged through the school office. It is important to note that interviews for the purpose of admission are not lawful and are not included as a part of our admission procedures at Elsworth Primary School. All parents are advised to read the Local Authority primary admissions booklet for parents.

The Published Admission Number (PAN) for a year group in the school is 20. In the event that more than 20 applications are received, the oversubscription criteria will be applied to determine priority for places. All preferences are treated equally.

### **Oversubscription Criteria:**

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

1. Children who are Looked After;
2. Children whose home address is in the school's catchment area who will have siblings at the school, at the time of admission;
3. Children whose home address is in the catchment area, at the time of admission;
4. Children who live outside the catchment area who have siblings in the school, at the time of admission;
5. Children who live outside the catchment area but are children of regular worshipping members of the Church of England;
6. Children who live outside the catchment area but are children of regular worshipping members of a non-Anglican Christian Church;
7. Children whose parents, if not worshipping members of a Christian Church, nevertheless wish their children to attend a Church of England Aided School because of its specifically religious emphasis;
8. Then priority will be given to children living outside the catchment area, but nearest to the school according to the shortest straight line distance.

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

Gazateer (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

(We define siblings as children of compulsory school age living in the same family home & home address as the address of the adult with parental responsibility with whom the child normally lives)

Children are admitted in to Reception in the September of the academic year in which their fifth birthday occurs. To apply for a place, including pupils who wish to apply for classes in any other year group and those applying after the start of the year should contact the school for an application form. All parents are asked to complete the Cambridgeshire Application Form and submit it to the Local Authority

Applicants from outside of the catchment area are also required to complete a Supplementary Information Form and write a letter giving their reasons for choosing Elsworth. These must be submitted to the school.

Applications based upon future addresses can only be considered up to 6 teaching weeks before the child is expected to take up the place and upon confirmation of tenancy or exchange of contracts.

The application process for admissions into Reception is coordinated by Cambridgeshire Local Authority, which acts on behalf of the Governing Body to offer places at school. Parents should submit a single Cambridgeshire Application Form, available from the school office or from the LA Admissions Team no later than the deadline stated in December of the year prior to entry. Offer letters will be issued by the LA in accordance with the co-ordinated scheme in April of the year of entry Late applications (those submitted after the December deadline and the end of the first week of the Autumn term) will be dealt with by the admissions team.

The school does not maintain a reserve list at present; however as a part of the co-ordinated scheme for primary admissions, the LA Admissions Team holds the initial reserve list on behalf of the Governing Body until the end of the first week of the autumn term in the initial year of intake (Reception). Places in any other year will be offered to the first child for whom an application is received.

The parents of any child who is refused a place has a right of appeal to an independent Appeals Panel. The panel consists of three people who are independent to the school's Governing Body and the Local Authority. The panel will consider the circumstances of the case put before them and the Governing Body and the parents must abide by the decision it makes. Appeals for Elsworth Primary School are currently arranged by the Admissions Team on behalf of the Governing Body. Further information is available from the school.

For any clarification please contact the school office  
or

The Local Authority Admissions Team South : 01223 699200.  
or [admissions@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.uk)

## Elton P

Elton Church of England Primary School serves a catchment area comprising the parishes of Alwalton, Chesterton, Elton, Haddon, Stibbington and Water Newton as well as a wider area on religious grounds. Provided there are places, we are pleased to welcome any children whose parents choose to send them to Elton, irrespective of where they live. We welcome visits from prospective parents with their children. We ask that parents contact the office to arrange a mutually convenient time.

Through this policy we aim to set out clear procedures for admissions to the school so that the system is seen to be fair by prospective parents and all others involved. We have paid particular note of the status of our school as a 'Voluntary Aided' Church of England Primary School which means that the Governing Body is the admission authority for the school. The Governing Body therefore set and apply the admission policy and all decisions regarding the admission of children into the school are made by the Admissions sub-committee of the Governing Body.

Each school has a Published Admission Number which is the intake capacity for the school. Elton's admission number is 20. We cannot admit above our PAN unless a parent has won a place through appeal or there are very exceptional circumstances. It is not an option for us to admit over the PAN in one year to compensate for a low number in another year.

### Admission Procedure for Infant Children

Legally a parent must ensure their child begins full-time education from the beginning of the term after his/her fifth birthday. Elton Church of England Primary School subscribes to the LA policy that all children should have an equal chance of starting school at the beginning of the academic year in which they have their fifth birthday. This means children can start at Elton in September if his/her birthday falls on or before 31<sup>st</sup> August in the same year.

The application process for admissions into Reception is co-ordinated by Cambridgeshire Local Authority, which acts on behalf of the governing body to offer places at the school. Parents complete only one form – a Cambridgeshire Application Form – available from the school or LA Admissions Team. A completed Supplementary Information Form, giving details of religious grounds, signed by a priest or minister of religion, will be required to confirm that these criteria are satisfied. Late applications will be handled by the Admission Team.

### Admission Arrangements for Older Children

Pupils may be admitted to our school at any time provided there are places available in the relevant year group. To apply for a place after the start of term or in any other year group, please contact the school for an application form. School Contact: 01832 280314 or [office@elton.cambs.sch.uk](mailto:office@elton.cambs.sch.uk) LA Admission Team North Contact: 01223 699662 or [admissions@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.uk)

Prospective parents are invited to make an appointment to visit our school and discuss their plans with the Head teacher. The Governing Body aims to respond in writing to all applications within 10 school days. Please note a visit is not an interview and will not affect any decision regarding the availability of a place. All parents are advised to read the LA booklet on primary admissions.

## Criteria for Allocation of School Places

Children with a statement of special educational needs which names the school will automatically be allocated a place irrespective of the school's Published Admission Number. Those children with a statement of special educational needs that does not name the school will be referred to Student Assessment to determine an appropriate place.

In the event that there are more applications to attend Elton Church of England Primary School than there are places available the following criteria will be applied in order to determine priority for places. All preferences are treated equally, regardless of whether they are first or second preferences.

- 1 Children who are in public care;
- 2 Children living in the catchment area and who are regular worshipping members of the Church of England\*;
- 3 Children living in the catchment area and who are regular worshipping members of a non-Anglican Christian Church\*;
- 4 Children living in the catchment area;
- 5 Children who have siblings already at the school at the time of admission (this includes children who are not blood relatives but live in the same family unit);
- 6 Children not living in the catchment area but who are regular worshipping members of the Church of England\*;
- 7 Children not living in the catchment area but who are regular worshipping members of a non-Anglican Christian Church\*;
- 8 Children whose parents wish their children to attend a Church of England Primary School because of it's special religious emphasis;
- 9 Children living nearest the school according to the shortest distance.

Please note, should the Governing Body reach the Published Admission Number half way through a criterion priority will go to children living nearest the school. 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.

The home address is defined as the address of the adult with parental responsibility with whom the child normally lives and which applies at the time of application. Future addresses will be accepted only if the move is intended to take place within 6 weeks of the application and upon confirmation of tenancy or exchange of contracts. '\*\*' all parents wishing to apply under the school's religious criteria must also request a Supplementary Information Form from the school office and have this completed by their Priest/Minister of Religion. This must be returned to the school by the LA

application deadline or, for mid-phase applications, at the same time as the school's application form is submitted.

Reference to parents includes either both or a sole parent. Where only one parent satisfies a criterion the application will be treated as if it is met by both parents. The term 'parents' includes legal guardians.

Regular worship is defined as attending worship or junior church at least once in each month.

Offer letters will be issued by the LA. Parents will be required to reply to this letter to confirm their acceptance of the place by a specified date. If it is not possible to accept a child the letter will also inform parents of their right to appeal against the decision. Following the offer letter the Head teacher will also write to all those who have accepted a place at Elton Church of England Primary School.

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

As part of the co-ordinated scheme for admissions, the LA Admissions Team holds the initial reserve list on behalf of the governing Body until the end of the first week of the autumn term in the initial year of intake. After this time the Governing Body, as the admissions authority for the school, will maintain the list for a minimum of one term. Where mid-phase applications are received, children's details will be held on the reserve list by the school for a period of one term following the term of application. All mid-phase applications should be co-ordinated with the LA Admissions Team

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

The parents of any child who is refused a place at the school has a right of appeal to an independent Appeals Panel. The panel consists of three people who are independent of the school's Governing Body and the Local Authority. The panel will consider the circumstances of the case put before them and the Governing Body and parents must abide by the decision it makes. Appeals are currently arranged by the Chair of Governors. Further information and appeal forms are available from the school office. The appeals panel will meet within 6 teaching weeks of the appeal being received by the Clerk to the Governing Body. The decision of the panel will be communicated in writing to the parents following the meeting.

## **Ely St Mary's Junior**

(subject to ratification by the governing body)

St Mary's is a Church of England Aided Junior School. This means that the school was founded by the Church of England and continues to be funded by it, in partnership with the Local Authority and the Department for Children, Schools and Families. The Diocesan Board of Education and Training, in consultation with the Parochial Church Council of St Mary's Parish Church, appoint a majority of the Governors. The local council and the school staff are also represented on the governing body. As an aided school the governing body is the admissions authority.

This comprises part of the City of Ely and the parishes of Chettisham, Queen Adelaide, Stuntney and Prickwillow. We also welcome pupils from a wider area on religious grounds. Children usually transfer from Spring Meadow Infant and Nursery School in the September following their seventh birthday. The admission number for any year is 90 pupils.

Forms for admissions to Y3 in September are available from our partner infant school and must be returned to the Local Authority by the deadline set by the Local Authority, early December. You will hear of allocated places on an agreed date in April. Whereas pre-arranged visits to the school are always welcomed, formal interviews for the purposes of admission are not lawful and are not part of the admissions procedure.

To apply for a place after the start of term or in any other year group, please contact the School for an application form. The Governing Body aims to respond in writing to all applications within 10 school days. School Office Contact: 01353 662163  
LA Admissions Team Contact: (*North Team: 01223 699662*) or  
[admissions@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.uk)

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

When an application is refused, the child's details are automatically placed on a reserve list for the year group, ranked according to the oversubscription criteria. As part of the co-ordinated scheme for primary admissions, the LA Admissions Team holds the initial reserve list on behalf of the governing body until the end of the first week of the autumn term in the initial year of intake. The Governing Body then holds this list until the end of the autumn term. Where mid-phase applications are received, children's details will be held on the reserve list for a period of one term following the term for which the place was refused.

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

#### Oversubscription Criteria

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.

Parents who wish to have their children educated in a Church of England School but who live outside these boundaries will have their requests for admission considered, but in the event of the school being over subscribed, applications will be considered in the following order of priority:

- 1 Children who are Looked After;
- 2 Children who live in the catchment area who have a sibling at this school at the time of admission;
- 3 Children who live in the catchment area;
- 4 Children of worshipping members of the Church of England supported by a letter from their church;
- 5 Children of worshipping members of a non-Anglican Christian Church;
- 6 Children whose parents, if not worshipping members of a Christian Church, nevertheless wish their child to attend a Church of England Aided School because of its specifically Christian emphasis;
- 7 Children with a sibling in attendance at this school or Spring Meadow Infant and Nursery School at the time of admission;
- 8 Children who are in attendance at Spring Meadow Infant and Nursery School at the time of application and who have been in attendance for at least a term prior to application;
- 9 Children who live nearest to school by the shortest straight line distance.

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

The home address is defined as the address of the adult with parental responsibility with whom the child normally lives and which applies at the time of application. For further details, please see the full definition in the LA admissions booklet for parents. Where criteria are used relating to religious affiliation the governing body will accept all letters of support from the family's church.

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

The straight line distance between home and school will be the distance from the front door of the child's home address to the main entrance of the school building.

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

This policy is in support of St Mary's Christian ethos of R.E.S.P.E.C.T.  
(Responsibility, Excellence, Spirituality, Partnership, Enjoyment, Caring, Tolerance).

This Policy supports the following "Every Child Matters" outcomes: Be Healthy, Stay Safe, Enjoy and Achieve, Make a Positive Contribution, Achieve Economic Well-Being.

## **Gamlingay VC**

Children who have reached the age of nine by the 31st August will normally enter Gamlingay Village College in September of that year. Pupils will be admitted without reference to ability or aptitude. The majority of pupils come to the college from Gamlingay and its surrounding villages such as Everton Heath, East Hatley, Hatley St George, Dunton, Sutton, Wrestlingworth and Tetworth.

The college also welcomes applications from parents in villages further afield, particularly from Bedfordshire, whose pupils make up 40% of our Year 5 intake in September 2008. The Governing Body of Gamlingay Village College is the admission authority for the School. This means that it is the Governing Body that sets and applies the admissions policy for the School. All decisions regarding the admission of children into the School are made by a sub-committee of the Governing Body.

### **How to Apply**

The application process for admissions in September 2010 (initial year of entry) is co-ordinated by Cambridgeshire LA, which acts on behalf of the governing body to offer places to the school. Parents should submit 2 Application Forms, one for the school and one for the LA Admissions Team, no later than the dates specified in the application information.

Late applications (those submitted between 4th December 2009 and the end of the first week of the spring term) will be handled by the Admissions Team. The address used for the purpose of admission is the home address at the time of application.

To apply for a place after the start of term or in any other year group, please contact the School for an application form. School Office Contact: Mrs C Wright 01767 650360 [office@gamlingaymiddle.cambs.sch.uk](mailto:office@gamlingaymiddle.cambs.sch.uk) LA Admissions Team Contacts: Admissions Team South on 01223 717391 or 712755 or [admissions@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.uk)

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

### **How places are offered**

For admission into Year 5 in September 2010, the LA, on behalf of the Governing Body, will offer places to 62 children. This is the Published Admission Number (PAN) for that year group. In the event that more than 62 applications are received, the oversubscription criteria will be applied to determine priority for places. All preferences are treated equally.

### **Oversubscription Criteria**

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.

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

- 1 Children in Care, also known as Looked After Children (LAC);
- 2 Children living in the catchment area<sup>1</sup> with a sibling<sup>2</sup> at the school (or who have attended Gamlingay First 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 living outside the catchment area, but nearest the school according to the shortest straight line distance.

1 A map and/or further information is available from the school.

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

In cases of equal merit, priority will go first to children living nearest the school according to the shortest straight line distance. The distance, for admissions purposes, is measured using the straight line distance from the 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. Offers of a place at Gamlingay Village College will be made on the 16th March 2010

For Years 5 to 8, the PAN is 62. If a place becomes available it will be offered to the child at the top of the reserve list for the year group or, if no reserve list exists, the place will be offered to the first child for whom an application is received.

### **Reserve Lists**

When an application is refused, the child's details are automatically placed on a reserve list for the year group, ranked according to the oversubscription criteria. As part of the co-ordinated scheme for primary admissions, the LA Admissions Team holds the initial reserve list on behalf of the governing body until the end of the first week of the autumn term in the initial year of intake. After this time, where mid-phase applications are received, children's details will be held on the reserve list for a period of one term following the term of application. Parents will be contacted immediately if a place becomes available for their child but should be aware that their child's place on a reserve list may change if an application is subsequently received that meets a higher criterion than their own.

### **Appeals**

The parent of any child who is refused a place at Gamlingay Village College has a right of appeal to an independent Appeals Panel. The panel consists of three people who are independent of the school's Governing Body and the Local Authority. The panel will consider the circumstances of the case put before them and the Governing Body and parents must abide by the decision it makes. Appeals will be arranged by the Governing Body or the Chair of Governors. Further information and appeal forms are available from the (Admissions Team or school contact).

The school will also be pleased to discuss with parents the admission arrangements for those children who wish to attend the school following a move to the area or who are seeking to transfer from another school. Should places be available then they will be offered.

## Great & Little Shelford P

Priorities for admission:

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)<sup>1</sup>
2. Children living in the parishes of Great and Little Shelford using the following criteria in order:
  - i) The attendance of a brother or sister at the time of admission.
  - ii) Children of regular worshipping members<sup>2</sup> of a Christian Church.
  - iii) Children whose parents or guardians, if not worshipping members of a Christian Church, nevertheless wish their children to attend a Church of England Aided School because of its specifically religious emphasis.
  - iv) Children living closest to the school according to the shortest straight line distance<sup>3</sup>.
3. Children applying from outside Great and Little Shelford using the same criteria and order as in 2) above.

Under criteria 2 and 3 above, in cases of equal merit, priority will go to children living nearest to the school according to the shortest straight line distance.

### Notes:

<sup>1</sup> Under the Children Act 1989 a child is looked after by a local authority if he or she is in their care or is provided with accommodation for more than 24 hours by the authority. They can be subject to a full care order or accommodated by the local authority under a voluntary agreement with their parents.

<sup>2</sup> Regular worshipping members means at least once per month average attendance, for which confirmation may be sought from the minister or priest. A completed Supplementary Information Form must be completed and submitted to the school in addition to the Cambridgeshire Application Form.

<sup>3</sup> 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)

## Impington Village College

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.

7. Children in Care, also known as Looked After Children (LAC);
8. 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;
9. Children who live in the catchment area with a sibling at the school at the time of admission;
10. Children who live in the catchment area who attend the primary schools within it;
11. Children who live in the catchment area;
12. 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;
13. Children who live outside the catchment area who have a sibling at the school at the time of admission;
14. Children who live outside the catchment area who attend the primary schools within the catchment area;
15. 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.

## Jeavons Wood Primary School

The Governing Body of Jeavons Wood Primary School is the admission authority for the School. This means that it is the Governing Body that sets and applies the admissions policy for the School. All decisions regarding the admission of children into the School are made by a sub-committee of the Governing Body.

### How to Apply

The application process for admissions into the initial year of entry is co-ordinated by Cambridgeshire Local Authority (LA), which acts on behalf of the governing body to offer places at the School. Parents should apply online at [www.cambridgeshire.gov.uk/admissions](http://www.cambridgeshire.gov.uk/admissions) or submit a Cambridgeshire Application Form, available from the school or from the LA Admissions Team, no later than the LA deadline in December. Offer letters will be issued by the LA on the offer date in April. Late applications (those submitted between the December deadline and the end of the co-ordination period) will be handled by the Admissions Team. For further information and specific dates, please refer to the full scheme for primary co-ordination, available from the LA Admissions Team or from the website (see above).

To apply for a place after the start of term or in any other year group, please contact the school for an application form. The Governing Body aims to respond in writing to all applications within 10 school days.

### LA Admissions Team Contact:

Admissions Team South 01223 699200 or [admissions@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.uk)

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

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

### How places are offered

For admission into Reception Class each September, the LA, on behalf of the Governing Body, will offer places to 60 children. This is the Published Admission Number (PAN) for that year group. In the event that more than 60 applications are received, the oversubscription criteria will be applied to determine priority for places. All preferences are treated equally.

### Oversubscription Criteria

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.

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

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.

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

The home address is defined as the address of the adult with parental responsibility with whom the child normally lives and which applies at the time of application.

Future addresses will be accepted only if the move is intended to take place within 6 teaching weeks of the application and upon confirmation of tenancy or exchange of contracts. For further details, please see the full definition in the LA admissions booklet for parents. A map and/or further information is available from the school.

In cases of equal merit, priority will go to children living nearest the school according to the shortest straight line distance. The distance, for admissions purposes, is measured using the straight line distance from the 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.

### Reserve Lists

As part of the co-ordinated scheme for primary admissions, the LA Admissions Team holds the initial reserve list on behalf of the governing body until the end of the first week of the autumn term in the initial year of intake. The Governing Body then holds this list until the end of the autumn term. When an application is refused, the child's details are automatically placed on a reserve list for the year group, ranked according to the oversubscription criteria. Parents will be contacted immediately if a place becomes available for their child, but should be aware that their child's place on a reserve list may change if an application is subsequently received that meets a higher criterion than their own.

Where mid-phase applications are received, children's details will be automatically placed on a reserve list for the year group, ranked according to the oversubscription criteria. Reserve lists will be held for a period of one term following the term for which the place was refused.

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

### Appeals

The parents of any child who is refused a place at Foundation Primary School has a right of appeal to an independent Appeals Panel. The panel consists of three people who are independent of the school's Governing Body and the Local Education

Authority. The panel will consider the circumstances of the case put before them and the Governing Body and parents must abide by the decision it makes.

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

#### Infant Class Size Reviews

Please note that where a child is refused a place in an infant class because of the requirement to limit class size to 30 children, parents have the right to have this decision reviewed. This process is a type of appeal, but the circumstances in which the panel can find in the parent's favour are limited by law. For further information, please contact the school office or the LA Admissions Team.

## Linton Infants

(subject to ratification by the governing body)

The school year runs from September 1st to August 31st and children are admitted into school in line with the Admissions Policy as stated below. Our school has an agreed overall capacity of 180. Class sizes will be limited to 30 in each of the 3 Year Groups, in accordance with Government legislation. Each year the school may admit up to 60 children.

The application process for admissions into the initial year of entry is co-ordinated by Cambridgeshire Local Authority (LA), which acts on behalf of the governing body to offer places at the School. Parents should apply online at [www.cambridgeshire.gov.uk/admissions](http://www.cambridgeshire.gov.uk/admissions) or submit a Cambridgeshire Application Form, available from the school or from the LA Admissions Team, no later than the LA deadline in December. Offer letters will be issued by the LA on the offer date in April. Late applications (those submitted between the December deadline and the end of the co-ordination period) will be handled by the Admissions Team.<sup>8</sup>

To apply for a place after the start of term or for any other year group, please contact the School for an application form. School Office Contact: 01223 891421. LA Admissions Team Contact: South Team: 01223 699200 or [admissions@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.uk)

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

For admission into Reception each September, the LA, on behalf of the Governing Body, will offer places to 60 children. This is the Published Admission Number (PAN) for that year group. In the event that more than 60 applications are received, the oversubscription criteria will be applied to determine priority for places. All preferences are treated equally.

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

In the event of over-subscription, the school uses the following criteria in priority order:

- 1 Children in Care, also known as Looked After Children (LAC);
- 2 Children living within the catchment area with a sibling (i.e. a child living in the same home) attending the school (or Linton Heights Junior School) at the time of admission;
- 3 Children living within the catchment area;

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<sup>8</sup> For further information and specific dates, please refer to the full scheme for primary co-ordination, available from the LA Admissions Team or from the website, [www.cambridgeshire.gov.uk/admissions](http://www.cambridgeshire.gov.uk/admissions)

- 4 Children whose families are involved in the life and work of St Mary's Church Linton or St Mary's Church Bartlow, but who live outside the catchment area. (A letter from the Team Rector will be required to confirm a family's involvement in the life and work of St Mary's Churches Linton or Bartlow and any positive responses under this criterion will be treated equally);
- 5 Children living outside the catchment area with a sibling (i.e. a child living in the same home) attending the school (or Linton Heights Junior School) at the time of admission;
- 6 Children living nearest to the school measured by the shortest straight line distance.

In cases of equal merit, criterion 6 will be used as a 'tie-breaker'.  
These criteria will be used for admission into any year group.

Any child who is refused a place at the school has a right of appeal to an Independent Appeals Panel. The panel is made up of three people who are independent of the Governing Body and the Local Authority. They will take into consideration all the circumstances of the case put before them. Any decision they make is binding on the Governing Body and the parents concerned.

Please note that where a child is refused a place in an infant class because of the requirement to limit class size to 30 children, parents have the right to have this decision reviewed. This process is very similar to an appeal, but the circumstances in which the panel can find in the parent's favour are limited by law. For further information, please contact the LA Admissions Team.

As part of the co-ordinated scheme for primary admissions, the LA Admissions Team holds the initial reserve list on behalf of the governing body until the end of the first week of the autumn term in the initial year of intake. When an application is refused, the child's details are automatically placed on a reserve list for the year group, ranked according to the oversubscription criteria. Parents will be contacted immediately if a place becomes available for their child, but should be aware that their child's place on a reserve list may change if an application is subsequently received that meets a higher criterion than their own. The governing body then manages the reserve list until the end of the autumn term.

Where mid-phase applications are received, children's details will be automatically placed on a reserve list for the year group, ranked according to the oversubscription criteria. Reserve lists will be held for a period of one term following the term for which the place was refused.

At the end of Year 2, in the September following their 7<sup>th</sup> birthdays, children usually transfer to Linton Heights Junior School. This is dependent upon places being available for all who apply. We must point out that an offer of a place here does not automatically secure a place at Linton Heights Junior School or Linton Village College.

For the purposes of admission to the School, the Governing Body has adopted the LA's definitions of parent, sibling and home address. Details of these can be found towards the back of the LA's admissions booklet for parents.

## Linton VC

The Governing Body of Linton Village College is the admission authority for the College. This means that it is the Governing Body that sets and applies the admissions policy for the College. All decisions regarding the admission of children into the College are made by a sub-committee of the Governing Body.

The application process for admissions into Year 7 is co-ordinated by Cambridgeshire Local Authority (LA), which acts on behalf of the governing body to offer places at the College. Parents should apply online at [www.cambridgeshire.gov.uk/admissions](http://www.cambridgeshire.gov.uk/admissions) or submit a Cambridgeshire Application Form, available from their child's primary school or from the LA Admissions Team, no later than the LA deadline in November. Offer letters will be issued by the LA on the National Offer Date (1<sup>st</sup> March or first working day after). Late applications (those submitted between the November deadline and the end of the co-ordination period) will be handled by the Admissions Team.<sup>9</sup>

To apply for a place after the start of term or in any other year group, please contact the College or the LA Admissions Team for an application form.

LA Admissions Team Contact: South Team: 01223 699200 or [admissions@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.uk)

College Office Contact: Amanda Clay, Admissions Secretary, 01223 891233, [amanda.clay@lvc.org](mailto:amanda.clay@lvc.org)

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

For admission into Year 7 each September, the Local Authority, on behalf of the Governing Body, will offer places to 165 children. This is the Published Admission Number (PAN) for that year group. In the event that more than 165 applications are received, the oversubscription criteria will be applied to determine priority for places by the LA on behalf of the Governing Body. All preferences are treated equally, regardless of whether they are first, second or third preferences.

Linton Village College is a non-selective comprehensive school with an agreed admissions limit of 165. This is reviewed each year by the Governors and published in the College prospectus. The College primarily serves a catchment area comprising the catchment areas of the following partner primary schools: Burrough Green, Castle Camps, Great Abington, Linton Heights Junior and Meadow Primary School, but welcomes applications from families who live outside this area. Traditionally between 10% and 20% of the Year 7 intake comes from outside the catchment area.

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

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<sup>9</sup> For further information and specific dates, please refer to the full scheme for secondary co-ordination, available from the LA Admissions Team or from the website, [www.cambridgeshire.gov.uk/admissions](http://www.cambridgeshire.gov.uk/admissions)

an appropriate place. Should applications exceed the agreed admissions number, priority will go, in order, to:

- 1 Children in care, also known as Looked After Children (LAC);
- 2 Children who live<sup>10</sup> in the catchment area<sup>11</sup> and attend partner primary school (Burrough Green, Castle Camps, Great Abington, Linton Heights and Meadow School);
- 3 Children who live in the catchment area and who will have a sibling<sup>12</sup> at the College at time of admission;
- 4 Children who live in the catchment area;
- 5 Children who live outside the catchment area but have attended partner primary schools for at least two years;
- 6 Children who live outside the catchment area who will have a sibling at the College at time of admission;
- 7 Children who live outside the catchment area.

In cases of equal merit, priority will go to children within Cambridgeshire by measuring a straight line from the centre point of the home to the main pupil entrance to the school as determined by the National Land and Property Gazetteer (NLPG). For Years 8 to 11, the PAN is also 165. If a place becomes available it will be offered to the child at the top of the reserve list for the year group or, if no reserve list exists, the place will be offered to the first child for whom an application is received.

When an application is refused, the child's details are automatically placed on a reserve list for the year group, ranked according to the oversubscription criteria. As part of the co-ordinated scheme for secondary admissions, the LA Admissions Team holds the initial reserve list on behalf of the governing body until the end of the first week of the autumn term in the initial year of intake. The governing body then manages the reserve list until the end of the autumn term. Where mid-phase applications are received, children's details will be held on the reserve list for a period of one term following the term for which the place was refused. Parents will be contacted immediately if a place becomes available for their child, but should be aware that their child's place on a reserve list may change if an application is subsequently received that meets a higher criterion than their own.

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

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<sup>10</sup> The home address is defined as the address of the adult with parental responsibility with who the child normally lives and which applies at the time of application. For further details, please see the full definition in the LA admissions booklet for parents.

<sup>11</sup> The Linton Village College catchment area is bounded by the Suffolk and Essex county boundaries and includes the catchment areas of the named primary schools. A map and further information is available from the school or the LA Admissions Team.

<sup>12</sup> A sibling is defined as another child of compulsory school age living in the same family home.

currently arranged by the Governing Body's Admissions Sub-Committee / LA Admissions Team on behalf of the Governing Body. Further information and appeal forms are available from the Admissions Team or from Sue Albrow at the College.

## Longsands CC

The Governing Body of Longsands College is the Admissions Authority for the College. Longsands College welcomes applications from all students and strives to provide the highest standard of education commensurate with each student's age, interests and abilities.

In conjunction with Cambridgeshire Local Authority (LA), Longsands College has determined that the physical accommodation and facilities of its campus allows for 290 students to be admitted to each new Year 7 cohort. This figure is the Published Admission Number (PAN). A further 15 student places are allocated within the 6<sup>th</sup> Form to students who did not attend Longsands College in Year 11.

In exceptional circumstances, at the request of either Longsands College or the LA, an adjustment to the Published Admission Number (PAN) may be made to accommodate a particular year 7 cohort. No variation to a cohort's PAN can be made once the Longsands College Governing Body has established it.

The LA administers the process of admission to Year 7. Parents are advised to consult the LA produced guide "Admission to Schools in Cambridgeshire; a Guide for Parents", which contains relevant dates and deadlines and the required application form. The Governors authorise the LA to offer places to students up to the published admission number (PAN) or agreed variation to it (see above). The Governors authorise the LA to treat all application preferences equally.

Longsands College accepts that individual family circumstances may mean that, on occasion, it might not be the first choice school. When determining the allocation of places, the College will not make discrimination between preferences expressed. Also, interviews for the purpose of admission are not lawful and, therefore, not part of the admissions process.

Children who have a Statement of Special Educational Needs that names the school will be admitted. Those children with a Statement of Special Educational Needs that does not name the school will be referred to Student Assessment to determine an appropriate place. In the event of the number of applications exceeding the PAN, the criteria that follow will be used to determine the allocation of places. This information is also published annually in "Admission to Secondary Schools in Cambridgeshire".

Children who:

- 1 are children in care, also known as Looked After Children (LAC);
- 2 have the established attendance of a sibling at the College at the time of admission;
- 3 live in the catchment areas of the following village primary schools: Great Paxton, Great Staughton, Little Paxton, Newton School, Overhills School and students who live within the village of Hail Weston;
- 4 live in the catchment areas of the following St Neots primary schools: Crosshall Junior, Priory Junior and the Round House Primary School;
- 5 attend one of the catchment schools named in 3 above;

- 6 attend one of the catchment schools named in 4 above;
- 7 live outside the areas defined by 3 and 4 above.

As a tiebreaker in any category, children living nearest the college, measured by the shortest straight line distance<sup>13</sup>, would have the highest priority.

Parents and other interested parties are advised to contact Cambridgeshire LA for further detail regarding the catchment areas of the primary schools identified above.

#### Admission Arrangements for Existing Year Groups

If a place becomes available, it will be offered to the first child on the reserve list. The list is administered by the Local Authority. Additional students will be admitted up to the PAN for the particular cohort. Such application can be made either to the LA or directly to Longsands College. In the event of there being more applications than places, the College shall apply the criteria identified in the section "Admission Arrangements for a Future Year 7 Cohort". Should Longsands College be unable to offer a place, parents will be advised to contact the LA, which has a duty to provide a secondary school place.

#### Reserve Lists

When an application is refused, the child's details are automatically placed on a reserve list for the year group, ranked according to the oversubscription criteria. For transfer to secondary school, the LA Admissions Team holds a reserve list on behalf of the Governing body until the end of the autumn term in the initial year of intake. Where mid-phase applications are received, children's details will be held on the reserve list for a period of one term following the term for which the place was refused. Parents will be contacted immediately if a place becomes available for their child, but should be aware that their child's place on a reserve list may change if an application is subsequently received that meets a higher criterion than their own.

#### Appeals and Reserve List

As an Admissions Authority, the Governors of Longsands College are responsible for ensuring an appropriate Appeals mechanism and, if required, a properly administered Reserve List.

In the event of an unsuccessful application, applicants have the right to appeal to an independent Appeals Committee. To ensure this requirement is fulfilled, the Governors have invited Cambridgeshire LA (Admissions) to administer any such request. Unsuccessful applicants who wish to appeal should contact Cambridgeshire LA (Admissions).

Should applications be received to a College year group that exceeds the PAN, a Reserve List will be established. Positions on that reserve list will be determined by the extent applicants meet the "Oversubscription Criteria". Any reserve list generated by over-subscription to a new year 7 will remain active until the end of the Autumn term after year 7 admission. The Governors have requested that all reserve lists be administered by Cambridgeshire LA (Admissions).

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<sup>13</sup> **Straight line distance is measured from the centre point of the home to the College gates situated at the Kings Road entrance or the Longsands Road entrance, whichever is the shorter.**

## Oakington P

The school accepts children primarily from Oakington and Westwick, but also accepts children from a wider area when places are available. 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.

The oversubscription criteria are as follows:

- 1 Children in public care (also known as Looked After Children)
- 2 Children living in the parishes of Oakington and Westwick at the time of admission
- 3 Children living outside Oakington and Westwick with a sibling at the school at the time of admission.
- 4 Children living outside Oakington and Westwick, with priority being given to those who live closest.

### Notes

If it becomes necessary to consider children who satisfy the same admission criteria, priority will be given to children who live nearest to the school. The distance, for admission 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 (NPLG). 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.

The home address of a child is the address at which the child spends the majority of school nights. The address used for admission purposes is the home address at the time of application.

Sibling means having at least one parent in common or living in the same household as brothers and sisters.

## Park Lane P

The Park Lane Primary and Nursery School primarily serves a catchment area comprising the West of Whittlesey bordered by the west side of East Delph, Orchard Street, Broad Street, the south side of Market Street up to, and including, St. Mary's Street. This also includes Pondersbridge as far south as the river and King's Dyke as far as Horsey Toll, but also welcomes applicants from a wider area if spaces are available.

The Governing Body of The Park Lane Primary and Nursery School is the admission authority for the School. This means that the Governing Body sets and applies the admissions policy for the School. All decisions regarding the admission of children into the School are made by a sub-committee of the Governing Body.

The application process for admissions into the initial year of entry is co-ordinated by Cambridgeshire Local Authority (LA), which acts on behalf of the governing body to offer places at the School. Parents should apply online at [www.cambridgeshire.gov.uk/admissions](http://www.cambridgeshire.gov.uk/admissions) or submit a Cambridgeshire Application Form, available from the school or from the LA Admissions Team, no later than the LA deadline in December. Offer letters will be issued by the LA on the offer date in April. Late applications will be handled by the Admissions Team.<sup>14</sup>

To apply for a place after the start of term or for any other year group, please contact the School for an application form. School Office Contact: 01733 203433 or [office@parklane.cambs.sch.uk](mailto:office@parklane.cambs.sch.uk)  
LA Admissions Team Contact: North Team: 01223 699662 / 699203 or [admissions@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.uk)

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

If parents wish their child to attend The Park Lane Primary School after they have completed their year in the Nursery, they must complete a separate Registration Form for the main school. A place in the Nursery does not guarantee a place in the Reception classes.

Pupils may join the Nursery classes the term after they have celebrated their third birthday. The closing date for applications is 31<sup>st</sup> October for January Intake, 28<sup>th</sup> February for April Intake and 31<sup>st</sup> March for September Intake.

The maximum number for the September Reception Intake is 60 pupils.

### Admissions Criteria for Nursery and Reception Classes

Children who have a statement of special educational needs that names the school. (Those children with a statement of special educational needs that does not name the school will be referred to Student Assessment to determine an appropriate place) Where applications exceed the PAN, places will be allocated in order to:

- 1 Children in Care, also known as Looked After Children (LAC);
- 2 The child resides in the Park Lane Catchment Area with a sibling attending the school at time of admission. (The West of Whittlesey bordered by the west side of East Delph, Orchard Street, Broad Street, the south side of Market Street up to, and including, St. Mary's Street. This also includes Pondersbridge as far south as the river and King's Dyke as far as Horsey Toll.);
- 3 The child resides in the Park Lane Catchment Area;
- 4 The child does not reside in the Park Lane Catchment area but has a sibling attending the school at the time of admission.
5. The child does not reside in the Catchment Area. In cases of equal merit, priority will go to the child closest to the school by the shortest straight line distance measuring from the centre of the child's home to the centre point of the school as determined by the National Land and Property Gazetteer (NLPG).

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

For Years R to 6, the PAN is 60. If a place becomes available it will be offered to the child at the top of the reserve list for the year group or, if no reserve list exists, the place will be offered to the first child for whom an application is received. The address used for the purpose of admission is the home address at the time of application. Applications based on future addresses can only be considered up to six teaching weeks before the child is expected to take up the place and upon confirmation of tenancy or exchange of contracts'.

As part of the co-ordinated scheme for primary admissions, the LA Admissions Team holds the initial reserve list on behalf of the governing body until the end of the first week of the autumn term in the initial year of intake. When an application is refused, the child's details are automatically placed on a reserve list for the year group, ranked according to the oversubscription criteria. Parents will be contacted immediately if a place becomes available for their child, but should be aware that their child's place on a reserve list may change if an application is subsequently received that meets a higher criterion than their own. The governing body then manages the reserve list.

Where mid-phase applications are received, children's details will be automatically placed on a reserve list for the year group, ranked according to the oversubscription criteria. Reserve lists will be held for a period of one term following the term for which the place was refused.

If your child is refused a place at either The Park Lane Primary School you have a statutory right to appeal against that decision. All appeals should be addressed to The Chair of Admission Appeals Panel, c/o The Park Lane Primary School. Further information on this process is available from the Headteacher. Please note that where a child is refused a place in an infant class because of the requirement to limit class size to 30 children, parents have the right to have this decision reviewed. This process is very similar to an appeal, but the circumstances in which the panel can

find in the parent's favour are limited by law. For further information, please contact the school office or the LA Admissions Team.

## **Park Street P**

(subject to ratification by the governing body)

Park Street has an annual admission number (PAN) of 18. Class 1 (mixed Reception and Year 1) and Class 2 (mixed Year 1 and Year 2) consist in accordance with government guidelines of not more than 30 children each. Numbers in Class 3 (mixed Years 3 and 4) and in Class 4 (mixed Years 5 and 6) fluctuate; they are capped at 32.

The school's catchment (a map is available at the school; for exact details the Local Authority may be consulted) includes the Park Street (Quayside) area; the City centre as bounded by Jesus Lane, Short Street, Emmanuel Road and Street, Downing Street, Free School Lane, King's Parade, Trinity Street, St John's Street, Bridge Street and Magdalene Street; and the area north of the river bounded by Castle Hill, Mount Pleasant and Northampton Street, including Lady Margaret Road.

Prospective parents/carers wishing to see the school are welcome provided good notice is given. A visit will be just that: there will be no interview by the school of them. If they seek a place for a child because they like the idea of a small school, they should be aware that though the school is small in overall numbers, its classrooms are small, class numbers are usually at a maximum and facilities such as playground space are limited.

Places in the Reception Class are offered on behalf of the school by the Cambridgeshire Local Authority. The Authority issues each year a booklet called Admission to schools in Cambridgeshire: a guide for parents. The booklet may be obtained free of charge from the Authority or, better, from the catchment school. Enclosed with it is the Cambridgeshire Application Form. Parents/carers should fill it in and submit it by the date stipulated. Offers of places are made in April. Late applications are handled by the Authority. Applicants for a non-Reception place or for a Reception place after the start of term should contact the school. Further information may be obtained from the school secretary.

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.

Places within the Reception Class are offered according to the following order of priorities:

- a) Children Looked After by a Local Authority.

Places are then offered to:

- b) Children whose home address<sup>15</sup> is in catchment.

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<sup>15</sup> The home address is defined as the address of the adult with parental responsibility with whom the child normally lives and which applies at the time of application. Future addresses will be accepted only if the move is intended to take place within 6 teaching weeks of the application and upon confirmation of tenancy or exchange of contracts. For further details, please see the full definition in the LA admissions booklet for parents.

- c) If the school is then oversubscribed from catchment, priority will go to:
- d) Children who have siblings<sup>16</sup> already at Park Street;
- e) Children whose parents/carers wish them to attend Park Street as a Church of England school because of their own religious practice and the school is their nearest Church of England school. Such parents must send with their application a letter from their minister of religion (who should normally be the minister in charge of their parish) confirming that they are either practising members of the Church of England or practising members of another Christian denomination.
- f) Children living nearest the school as measured by the shortest straight line distance as defined by the Local Authority. The distance, for admission 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 (NPLG). 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.

If the school is undersubscribed from catchment, places will then be offered to children from elsewhere in accordance with criteria (d) to (f) above, in that order of priority. There is no discrimination against applicants whose school of first preference is elsewhere. All preferences are treated equally against the admission criteria. All Reception children start in the autumn term, attending mornings only for the first fortnight. They may continue to attend mornings only by arrangement with the Head. For non-Reception children places will be offered according to the above criteria only if available.

Parents/carers whose child is refused a place at the school have a right of appeal to an Independent Appeals Panel. The panel is made up of three people independent of the Governing Body and the Local Authority. They will take into consideration all the circumstances of the case put before them, and the decision they make is binding both on the Governing Body and on the parents/carers.

As part of the co-ordinated scheme for admissions, the LA Admissions Team holds the initial reserve list on behalf of the governing Body until the end of the first week of the autumn term in the initial year of intake. After this time the Governing Body, as the admissions authority for the school, will maintain the list for a minimum of one term. Where mid-phase applications are received, children's details will be held on the reserve list by the school for a period of one term following the term of application. All mid-phase applications should be co-ordinated with the LA Admissions Team.

Further definition of specialist terms used in this policy is given in the Authority's Admission guide.

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<sup>16</sup> A sibling is defined as another child of compulsory school age living in the same family home.

## Parkside CC

The Governing Body of The Parkside Federation is the admission authority for Parkside. This means that it is the Governing Body that sets and applies the admissions policy for the College. All policy decisions regarding the admission of children into the College are made by a sub-committee of the Governing Body.

The application process for admissions into Year 7 is co-ordinated by Cambridgeshire Local Authority (LA), which acts on behalf of the governing body to offer places at the School. Parents should apply online at [www.cambridgeshire.gov.uk/admissions](http://www.cambridgeshire.gov.uk/admissions) or submit a Cambridgeshire Application Form, available from their child's primary school or from the LA Admissions Team, no later than the LA deadline in November. Offer letters will be issued by the LA on the National Offer Date (1<sup>st</sup> March or first working day after). Late applications (those submitted between the November deadline and the end of the co-ordination period) will be handled by the Admissions Team.<sup>17</sup>

To apply for a place after the start of term or in any other year group, please contact the LA Admissions Team for an application form. LA Admissions Team Contact: South Team: 01223 699200 or [admissions@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.uk)

Parents wishing to visit either campus prior to submitting an application are welcome to do so, though it may not always be possible to organise this at short notice. Visits are not interviews and do not affect any decision regarding the availability of a place. Please contact the campus office to make arrangements. Parkside Contact: Sarah Wright 01223 712600, [parksideoffice@parksidefederation.org.uk](mailto:parksideoffice@parksidefederation.org.uk)

For admission into Year 7 each September, the LA, on behalf of the Governing Body, will offer places to 120 children. This is the Published Admission Number (PAN) for that year group. In the event that more than 120 applications are received, the oversubscription criteria will be applied to determine priority for places. All preferences are treated equally, regardless of whether they are first, second or third preferences.

Oversubscription Criteria for Parkside:

1. Children, who are looked after;
2. Children who live in the Parkside catchment area, who have a sibling at Parkside at the time of admission;
3. Children who live in the Parkside catchment area;
4. Children who have a sibling at Parkside at the time of admission;
5. Children who attend a primary school within the Parkside catchment area;

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<sup>17</sup> For further information and specific dates, please refer to the full scheme for secondary co-ordination, available from the LA Admissions Team or from the website, [www.cambridgeshire.gov.uk/admissions](http://www.cambridgeshire.gov.uk/admissions)

6. Children who live nearest Parkside by the shortest straight line distance by measuring a straight line from the centre point of the home to the main pupil entrance to the secondary school.

In cases of equal merit, criterion 6 will be used where a further tie break is needed

Children whose statement of special educational needs names the school take priority over all other applicants and will be admitted irrespective of whether there are places available in the year group. 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.

Sibling means any child of compulsory school age living in the same family unit. Home address means the place the child resides for the majority of school nights, with an adult who has parental responsibility. A map of the catchment area is available from the College or the LA Admissions Team. Details of which streets are in the catchment are also available from the Admissions Team.

When an application is refused, the child's details are automatically placed on a reserve list for the year group, ranked according to the oversubscription criteria. As part of the co-ordinated scheme for secondary admissions, the LA Admissions Team holds the initial reserve list on behalf of the governing body until the end of the first week of the autumn term in the initial year of intake. The governing body then manages the reserve list until the end of the autumn term. Where mid-year applications are received, children's details will be held on the reserve list for a period of one term following the term of application.

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

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

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

## **Petersfield P**

(subject to ratification by the governing body)

The total admission number for any year is 30, so that at Petersfield C.E. Primary School seven years of 30 would give a total population of 210. As a Voluntary Aided school the Governing Body is the admissions authority. The catchment area is defined as the ecclesiastical parishes of Arrington, Croydon, Orwell, Tadlow, Whaddon, Wimpole. Applications are welcome to this Church of England (Aided) School from all children, regardless of religious affiliation.

The application process for admissions into Year Reception (the initial year of entry) is co-ordinated by Cambridgeshire Local Authority, which acts on behalf of the governing body to offer places at the School. Parents should submit a Cambridgeshire Application Form, available from their child's primary school or from the LA Admissions Team, no later than the deadline in December 2008. Offer letters will be issued by the LA on the date agreed in April. Late applications (those submitted between the LA deadline and the end of the first week of the autumn term) will be handled by the Admissions Team. Details of the deadline date and offer date can be found on the LA's *Admission to Schools in Cambridgeshire* booklet or by contacting the admissions team.

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

Older children may be admitted to Petersfield at any time provided there are places available. Prospective parents should discuss their plans with the Headteacher. If the school is unable to offer a place the Headteacher will issue a formal refusal letter to the parents explaining the reasons and informing them of their right to appeal to an independent appeals panel. This letter will be copied to the LA Admissions Officer. Parents will also be referred to the LA admission team for information on available places at neighbouring schools. School Office contact: Mrs. Amanda Tuck, Head teacher. LA Admissions Team Contacts - 01223 699200

For admissions into Year Reception in 2008, the LA on behalf of the Governing Body will offer places to 30 children. In the event of more than 30 children applying for September admission from within the catchment area, the following oversubscription criteria will apply:

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 at the time of admission;
- 3 Children living in the catchment area who live farthest from an alternative school as defined by the shortest public road route;

- 4 Children from outside the catchment area will be admitted if the admissions number from within the catchment area is less than 30. The following priorities will apply:
- a) Children living outside the catchment area with a sibling at the school at the time of admission;
  - b) Children of parents who attend Christian Churches. This needs to be substantiated in the form of a letter from their priest or minister.
  - c) Children who live nearest the school as defined by the shortest public road route.

The home address of a child is the address at which the child spends the majority of school nights. The distance, for admissions purposes, is measured using the straight line distance from the 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. Sibling is defined as another child of compulsory school age living in the same family home

If an application to attend Petersfield is unsuccessful, the child's details are automatically placed on a reserve list of the year group, ranked according to the admissions criteria. As part of the co-ordinated scheme for primary admissions, the LA Admissions Team holds the initial reserve list on behalf of the governing body until the end of the first week of the autumn term in the initial year of intake. After this time the Governing Body, as the admission authority for the school, will maintain the list for a minimum of one term. Where mid-phase applications are received, children's details will be held on the reserve list for a period of one term following the term of application. All mid-phase applications should be co-ordinated with the LA Admissions Team.

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

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

Appeals for Petersfield are currently arranged by the LA Admissions Team on behalf of the Governing Body. Further information and appeals forms are available from the Admissions Team. Notice of Appeal should be made, in writing, to the Governing Body in the first instance.

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

This policy is reviewed annually.

## Ridgefield P

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

## Sawston VC

(subject to ratification by the governing body)

Sawston Village College is a state-maintained mixed comprehensive foundation school providing secondary education for pupils in the 11-16 age range. Its published admissions number is 230. The College is not selective in its intake and all pupils who are able to access the National Curriculum are entitled to a place. Most pupils are drawn from the seven local primary schools set out below, but each year a significant number of pupils apply to join the school from outside its defined catchment area.

For admission into Year 7 in September 2010, the LA, on behalf of the Governing Body, will offer places to 230 children. Should there be applications above that limit, the following admissions criteria would be applied; it is important to note that all preferences will be treated equally:

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 The attendance of a sibling (i.e. a brother or sister who lives in the same family unit) at the time of admission;
- 3 Pupils who attend the following primary schools and live within the College's catchment area: Babraham, The Bellbird, Duxford Community, Great and Little Shelford, The Icknield Sawston, Stapleford Community and William Westley Whittlesford; for more detailed information on the College's catchment area, parents may contact the Local Authority's Admissions Department;
- 4 Pupils who do not attend the above primary schools but whose home address is within the catchment area;
- 5 Pupils who live outside the catchment area, who attend primary schools within it and who have a sibling at the school at the time of admission;
- 6 Pupils who attend the above schools but whose home address is outside the catchment area; (for the purposes of this policy, home address refers to the address of the adult/s with parental responsibility with whom the child normally lives; the home address is that which applies at the time of application – for further clarification, please see the LA's booklet 'Admission to secondary schools in Cambridgeshire—a guide for parents');
- 7 Children who live nearest the school according to the shortest available travel route.

In cases of equal merit, priority will go first to children living nearest the school according to the shortest available travel route. 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. Interviews for the purpose of admissions are not lawful and are therefore not included as part of the admissions procedures.

The application process for admissions into Year 7 is co-ordinated by Cambridgeshire LA, which acts on behalf of the governing body to offer places at the College. Parents should submit an Application Form, available from their child's primary school or from the LA Admissions Team, no later than 6<sup>th</sup> November 2009. Offer letters will be issued by the LA on 1<sup>st</sup> March 2010. Late applications (those submitted between 7<sup>th</sup> November 2009 and 30<sup>th</sup> September 2010) will be handled by the Admissions Team. Please note that the address used for admission purposes is the home address at the time of application.

To apply for a place after the start of term or in any other year group, please contact Mrs St.John at the College on 01223 712818 or at [mstjohn@sawstonvc.org](mailto:mstjohn@sawstonvc.org) or the LA Admissions Team South on 01223 717985, 712755 or 717391 or at [admissions@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.uk), for an application form.

Any child who is refused a place at the College has a right of appeal to an independent appeal panel convened from the LA's pool of trained independent panel members. They will take into consideration the circumstances of the case put before them; any decision they make is binding on the College and the parents concerned. Any parent wishing to appeal should put their case in writing to the Chair of Governors, who will arrange for a panel to be convened.

As part of the co-ordinated scheme for admissions, the LA Admissions Team holds the initial reserve list on behalf of the governing Body until the end of the first week of the autumn term in the initial year of intake. After this time the Governing Body, as the admissions authority for the school, will maintain the list for a minimum of one term. Where mid-phase applications are received, children's details will be held on the reserve list by the school for a period of one term following the term of application. All mid-phase applications should be co-ordinated with the LA Admissions Team.

Any parent who requires further information regarding the school's admissions policy should, in the first instance, contact Mrs St.John, The Principal's PA.

## Sawtry Community College

The Governing Body of Sawtry Community College is the admission authority for the college. The Governing Body sets and applies the admissions policy for the college. All decisions regarding the admission of students into the college are made in accordance with the policy set by the Governing Body. Please note that the address used for the purpose of admission is the child's usual. Applications based on future addresses can only be considered up to 6 teaching weeks before the child is expected to take up the place and upon confirmation of tenancy or exchange of contracts. Parents are expected to notify the college of any changes of address as this may affect the allocation of a place. Further guidance on this issue is available from the college.

Admissions into Year 7 in September 2010.

The Governing Body will offer places to 230 students for admission into the college in September 2010. This is the Published Admission Number for that year group. In the event that more than 230 applications are received, the oversubscription criteria (admission criteria) will be applied to determine priority for places.

Children who have a statement of special educational needs that names the school will be admitted. Those children with a statement of special educational needs that does not name the school will be referred to Student Assessment to determine an appropriate place. Subsequent places will be allocated strictly against the following criteria in the order listed:

- 1 Children in Care, also known as Looked After Children (LAC).
- 2 Children who live in the catchment area and have a sibling who currently attends the school and will still be attending the school on the proposed admission date. For the purpose of these criteria, siblings are defined as children living in the same home and includes students in the sixth form.
- 3 Children who live in the catchment area and attend one of the following primary schools: Alconbury, Folksworth, Great Gidding, Holme, Sawtry and Stilton. For more details on the catchment areas of these schools, parents may contact the Local Education Authority's Admissions Department.
- 4 Children who live in the catchment area.
- 5 Other children having a sibling who currently attends the school and will still be attending the school on the proposed admission date. For the purpose of these criteria, siblings are defined as children living in the same home and includes students in the sixth form.
- 6 Other children who attend the named primary schools listed above
- 7 All other applicants.

In cases of equal merit, priority will go to children living nearest to the College according to the shortest straight line distance. This is calculated by measuring a straight line from the centre point of the home to the main pupil entrance to the college as determined by the National Land and Property Gazetteer (NLPG). The home address is defined as the address of the adult with parental responsibility with

whom the child normally lives and which applies at the time of application. A full definition appears in the LA admission booklet for parents. All preferences are treated equally, regardless of whether they are first, second or third preferences.

To apply for a place in Year 7 in September 2010

The application process for admissions into Year 7 is co-ordinated by Cambridgeshire Local Authority (LA), which acts on behalf of the governing body to offer places at the College. Parents should submit a Cambridgeshire Application Form, available from the child's primary school or from the LA Admissions team, no later than 6<sup>th</sup> November 2009. Offer letters will be issued by the LA on 1<sup>st</sup> March 2010. Applications made between 7<sup>th</sup> November 2009 and 8<sup>th</sup> September 2010 will also be managed by the LA Admissions Team. For children attending Peterborough schools or receiving Peterborough LA Applications Forms, it is acceptable to include Sawtry on this form as one of the choices and the child will be treated equally with all other applicants. The LA Admissions team North may be contacted on 01223 699662 or [admissions@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.uk)

Parents wishing to visit the college prior to making an application are welcome to do so. An Open Evening will be held on Thursday 1st October 2009 and visits during the college day are also available. However, such visits may not be possible to organise at short notice and it should be emphasized that such visits are not interviews and do not affect any decision regarding the availability of places. Please contact the college to make arrangements.

When an application is refused, the child's details are automatically placed on a reserve list for the year group, ranked according to the oversubscription criteria. As part of the co-ordinated scheme for secondary admissions, the LA Admissions Team holds the initial reserve list on behalf of the governing body until the end of the first week of the autumn term in the initial year of intake. The governing body then manages the reserve list until the end of the autumn term.

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

Appeals should be made in writing to the Clerk to the Governing Body, who will inform the Chair of Governors and the Admissions Sub-Committee and arrange for the independent panel to be convened. Appeal forms are available on request from the Clerk to the Governing Body at the College.

Admissions for Years 8 to 11

For Years 8 to 11, the PAN is also 230. If a place becomes available it will be offered to the child at the top of the reserve list for the year group or, if no reserve list exists, the place will be offered to the first child for whom an application is received.

Admissions during the academic year

To apply for a place at the college during the college year, the parent should contact the Deputy Principal at the college, not the Local Authority, for an Application Form.

If the number of students in the relevant year group is less than the agreed Published Admission Number a place may be offered after joint consideration by the

Principal and the Deputy Principal. If the number of students in the relevant year group is NOT less than the agreed Published Admission Number or the Principal feels unable to offer a place for any other reason, the application will be considered by a nominated group of three governors.

If the decision of the college is not to offer a place, the parent will be informed in writing of the decision and the reasons for it. The students name will be added to a reserve list for the relevant year group. The parent will be advised of their right to appeal against the decision taken and the procedure for the appeal will be as outlined above.

The college may be contacted on 01487 830701 or [college@sawtrycc.org.uk](mailto:college@sawtrycc.org.uk)

A Reserve List will be maintained by the college. This list will be ranked strictly according to the admission criteria stated above. The names of students will be held on the waiting list until the last day of the term following the term in which the initial application for a place is received.

## Sir Harry Smith VC

Children living in the catchment areas of the following primary schools: Coates, Park Lane, New Road and Alderman Jacobs, as indicated on the catchment area map. Pupils will be admitted into Year 7 without reference to ability or aptitude. In 2008, the published admission number was 180 for each year.

Children who have a statement of special educational needs that names the college will be admitted. Those children with a statement of special educational needs that does not name the college will be referred to Student Assessment to determine an appropriate place.

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit:

- 1 Children in care, also known as Looked After Children (LAC)
- 2 Children living<sup>1</sup> in the designated catchment<sup>2</sup> areas, attend one of the schools listed above and who have a sibling<sup>3</sup> at the college at the time of admission. Parents may contact the LA if they are uncertain whether or not they reside in the catchment area.
- 3 Children living<sup>1</sup> in the designated catchment<sup>2</sup> area and who have sibling at the college at the time of admission.
- 4 Children living<sup>1</sup> in the designated catchment<sup>2</sup> areas and attend one of the schools listed above.
- 5 Children living<sup>1</sup> in the designated catchment<sup>2</sup> areas.
- 6 Pupils who live outside the catchment area, who attend primary schools within it and who have a sibling<sup>3</sup> at the college at the time of admission.
- 7 Children who live outside the catchment area who have a sibling at the college 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 college with the distance between home and school measured in a straight line.

In cases of equal merit, priority will go to children living nearest the school according to the shortest distance. This is measured as a straight line from the centre point of the home to the main pupil entrance at the college.

In March 2008 all children were admitted under criteria 1 – 9. There were 2 appeals for places in Year 7 for September 2008 both of which were successful.

- 1 The home address is defined as the address of the adult with parental responsibility with whom the child normally lives and which applies at the time of application. Applications based on future addresses can only be considered up to **6 teaching weeks** before the child is expected to take up the place and upon confirmation of a minimum of six month tenancy agreement or exchange of contracts'.
- 2 A map showing the catchment area and/or further information can be obtained from the school.
- 3 A sibling is defined as another child of compulsory school age living in the same family home.

The application process for admissions into Year 7 is co-ordinated by Cambridgeshire Local Authority (LA), which acts on behalf of the governing body to offer places at the College. Parents should submit a Common Application Form, available from their child's primary school or from the LA Admissions Team, no later than 7<sup>th</sup> November 2009. Offer letters will be issued by the LA on the 2<sup>nd</sup> March 2009. Applications can also be made on line. For details please contact the LA Admissions Team North on 01223 699662 or [admissions@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.uk)

To apply for a place after the start of term please contact Cambridgeshire Local Authority (LA) Admissions Team, as above. All parents are advised to read the Local Authority booklet for parents on secondary admissions.

For admission into Year 7 September 2009, the LA, on behalf of the Governing Body, will offer places to 180 children. This is the Published Admission Number (PAN) for that year group. In the event that more than 180 applications are received, the oversubscription criteria will be applied to determine priority for places. (See section 2)

To apply for a place in Years 8, 9, 10, and 11 please contact Cambridgeshire Local Authority (LA) Admissions Team. Parents wishing to visit the school prior to submitting an application are welcome to do so. However, this is not always possible to organise at short notice and visits are usually conducted in small groups. Visits are not interviews and do not affect any decision regarding the availability of a place.

As part of the co-ordinated scheme for admissions, the LA Admissions Team holds the initial reserve list on behalf of the governing Body until the end of the first week of the autumn term in the initial year of intake. After this time the Governing Body, as the admissions authority for the school, will maintain the list for a minimum of one term. Where mid-phase applications are received, children's details will be held on the reserve list by the school for a period of one term following the term of application. All mid-phase applications should be co-ordinated with the LA Admissions Team.

## Soham VC

Children who have a statement of special educational needs that names the school will be admitted. N.B. Those children with a statement of special education needs that does not name the school will be referred to Student Assessment to determine an appropriate place.

### Criteria

- 1 Children in care, also known as Looked After Children (LAC);
- 2 Children living in the area served by the following primary schools with a sibling already at the College at the time of admission:  
  
Burwell Village College (Primary); Fordham CofE(C) Primary School; Isleham CofE(C) Primary School; Kennett CP School; St Andrew's CofE(VC) Primary School, Soham; The Weatheralls CP School, Soham;
- 3 Other children living in the area served by the primary schools listed in 2;
- 4 The attendance of a sibling at the time of admission;
- 5 Children not living in the area served by, but who are attending, the primary schools listed in 2.

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

## St Albans P

For admission into the Reception year in September 2010, the Local Authority, on behalf of the Governing Body, will offer places to 30 children. This is the Published Admission Number (PAN). In the event that there are more than 30 applications received, the following admissions criteria will be applied to determine priority for places.

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 'Looked after' children from Catholic families and all baptised Catholic children who are 'looked after'.
- 2 Baptised Catholic children, (at the time of application), with siblings in attendance at the time of admission.
- 3 Baptised Catholic children, (at the time of application), of parents living in the parishes of Our Lady and the English Martyrs, Our Lady of Lourdes and St Philip Howard.
- 4 Other Catholic children, at the time of application.
- 5 Other 'looked after' children.
- 6 Siblings of children in attendance at the time of admission not included under Criterion 2.
- 7 Christians of other denominations and children of other faiths whose parents are in sympathy with the aims and ethos of the school and whose application is supported by a letter from a minister of religion.
- 8 Any other applicants.

If, because of pressure on places in any category, not all children in that category can be admitted, priority will be given to those living nearest to the school, the distance being measured in a straight line. All preferences are treated equally. 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)

The application process for admissions into Reception) is co-ordinated by Cambridgeshire LA, which acts on behalf of the governing body to offer places at the School. Parents should submit a Cambridgeshire Application Form and the relevant Supplementary Information Form, available from their child's primary school or from the LA Admissions Team, no later than the published closing date in December in the year preceding entry. Offer letters will be issued by the LA on the published date in April of the year of entry. Late applications (those submitted between the published closing date and the end of the first week of the autumn term) will be handled by the Admissions Team. Parents wishing to apply after this time or in any other year group should contact the school for an application form.

For children to whom any of the first four criteria apply, applications must be supported by a baptismal certificate. All applications must be supported by the following documents:

1 Supplementary Information Form – The school has a Supplementary Information Form which parents will need to complete in order to make application to this school.

2 Birth certificate or passport

Any child who is refused a place at the school has a right of appeal to an independent appeals panel. The panel is made up of three people who are independent of the governing body and the local education authority. They will take into consideration all the circumstances of the case put before them and any decision they make is binding on the governing body and the parents concerned.

Any parent wishing to appeal should put their case in writing to the Chair of Governors, who will ask for an independent panel to be convened. Further information and appeal forms are available from the Office of Children and Young People's Services (OCYPS) Admissions team or from the School Office.

The OCYPS Admissions' Team holds the reserve list until the end of the first week of the Autumn Term; thereafter the Governing Body holds the list. A child's name will remain on the list for the rest of the academic year after the application is submitted. Parents will be contacted immediately if a place becomes available for their child, but parents should be aware that their child's place on a reserve list may change if an application is subsequently received that meets a higher criterion than their own.

#### Notes

'looked after child' has the same meaning as in section 22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents).

'Catholic' means a member of a Church in communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church.

'Sibling' means a child living in the same home.

'home address' this is defined as the address of the adult with parental responsibility with whom the child normally lives and which applies at the time of application. Future addresses will only be accepted if the move is intended to take place within 6 weeks of the application and on confirmation of tenancy or exchange of contracts. Further details can be obtained from the OCYPS Admissions booklet for parents.

## St Anne's P

St Anne's Church of England Primary School serves children from a catchment area comprising London Rd, even numbers from 44 to 88; Martin Close; Crowhill and all roads leading from it; and Sweetings Road, and all roads leading from it, with the exception of roads which fall within the Mansio Place development; and children from a wider area on religious grounds.

Children who have a statement of special educational needs that names the school will be allocated places in either the religious or non-religious categories, as appropriate to information provided in their application, ahead of all other applicants in those categories. NB. 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.

Definitions applicable to all other applications

- 1 The term "parents" includes either or both parents, a sole parent and legal guardians. Where only one parent satisfies a criterion, the application will be treated with applications where the criterion is met by both parents.
2. The qualifying place of residence is where the applicant is living, as owner or tenant, on 1<sup>st</sup> December prior to September of the year of entry to the Reception class of the school, with a reasonable expectation they will remain in that residence until at least the end of the first term at school. For owners this would mean that the house is not for sale and already under offer, for tenants that the lease extends to December of the year of entry or beyond. For casual entries to other classes, or the Reception class at any other time of the year, it is where the applicant is living, as tenant or owner, at the time of application.
3. Siblings: as defined by the Local Authority.
4. The School has a Published Admission Number (PAN) of 30, which is the maximum number of children who will be offered a place in the Reception Class (initial year of entry at age 4+).

Applications on Religious Grounds

1. Up to a max. of 12 places will be allocated, in the following order of priority to:
  - R1. Looked After Children who meet any criterion in R2 or R3 below
  - R2. Children whose parents live in the ecclesiastical parish of Godmanchester, in the following order of priority to children whose parents:
    - (1) are worshipping members of the Church of England who attend the Parish Church of St Mary the Virgin, Godmanchester;
    - (2) attend a Trinitarian Christian Church, which is in membership of Churches Together in England, within the ecclesiastical parish of Godmanchester, or in the nearest church of that denomination if there is no church of that denomination in Godmanchester;
    - (3) are worshipping members of the Church of England who attend a church other than the Parish Church of St Mary the Virgin, Godmanchester.
  - R3. Children whose parents live outside the ecclesiastical parish of Godmanchester, in the following order of priority to children whose parents:
    - (1) are worshipping members of the Church of England who attend the Parish Church of St Mary the Virgin, Godmanchester;
    - (2) attend a Trinitarian Christian Church, which is in membership of Churches Together in England, within the ecclesiastical parish of Godmanchester;

- (3) are worshipping members of the Church of England who attend a parish church other than the Parish Church of St Mary the Virgin, Godmanchester.
  - (4) attend a Trinitarian Christian Church, which is in membership of Churches Together in England, if there is no church of that denomination in Godmanchester.
2. If there are more applicants than places available in the lowest applicable category, priority will be given to applicants in that category in the following order:
    - (1) Children with a sibling who will attend the school at the same time as the applicant;
    - (2) Children living within the published catchment area.
    - (3) All other children

In cases of equal merit in the lowest applicable category, priority will be given to applicants who live the shortest straight line distance, as calculated by the Local Authority, to the school.
  3. “Worshipping members” and “parents who attend church” are defined as attending divine worship or a public act of worship at least twice a month during the twelve months preceding 1<sup>st</sup> December prior to the year of entry to the Reception class of the school in September. For casual entries at any other time, it is twelve months prior to the date of application. A completed Supplementary Information Form, giving details of religious grounds, signed by a priest or minister of religion, will be required to confirm that the criteria are satisfied.
  4. The school welcomes applications from families of faiths other than those listed in paragraph 1 above. Such applications will be considered with applications which are not on religious grounds, using the selection criteria listed below.

Applications which are not on Religious Grounds and applications on Religious Grounds which were unsuccessful

1. All remaining places will be allocated in the following order of priority to:
  - N1. Looked After children
  - N2. children who live in the published catchment area.
  - N3. children who do not live in the published catchment area
2. If there are more applicants than places available in the lowest applicable category, priority will be given to applicants in that category in the following order:
  - (1) Children with a sibling who will attend the school at the same time as the applicant;
  - (2) All other children

In cases of equal merit in the lowest applicable category, priority will be given to applicants who live the shortest straight line distance, as calculated by the LA.

#### Procedures

1. The governing body of St Anne’s CE Primary School is the admission authority for the School. This means that the governors set and apply the admissions policy for the school. All decisions regarding admission of children to St Anne’s are made by a sub-committee of the governing body.
2. The School Brochure contains information about the school and a Supplementary Information Form for completion by a priest when parents wish to apply on religious grounds. Prospective applicants are encouraged to visit the school before applying but, for legal reasons, they will not be formally interviewed.

3. Cambridgeshire Local Authority (the LA) publishes annually, in September, a “Guide for Parents on Admissions to Primary Schools in Cambridgeshire” (the LA booklet), which contains information about entry, including definitions of ‘siblings’ and ‘distance between home and school’, to all primary schools in the LA’s area of responsibility in the following year, and a Cambridgeshire Application Form which must be used for applications for entry to all schools in the LA’s area of responsibility. Copies are available from the LA or any primary school. Parents may apply to two schools, but must declare their preference between the schools.
4. Parents wishing to apply for a place at St Anne’s should submit a Common Application Form (and a Supplementary Information Form, available from the school, if applying on religious grounds) to the school. Applications for a place in the Reception class should be submitted by the closing date in December, specified in the LA booklet. All preferences are treated equally, regardless of whether they are first or second.
5. The application process for admission to the Reception Class is co-ordinated by the LA, which acts on behalf of all schools in their area of responsibility to send out letters to applicants on the same date in April, specified in the LA booklet, to offer places at each school in the LA’s area of responsibility. Applications at any other time will be processed by the governing body.
6. If there are more applicants than places the governing body will send a letter to all unsuccessful applicants to:
  - a. explain why their application was unsuccessful;
  - b. inform them that the Education Act gives the parents the right to appeal to an independent appeal panel, consisting of three people arranged by the LA, but who are independent of the school’s governing body and the LA. The panel’s decision is binding on both the school and the parents;
  - c. inform them that their child’s name is automatically placed on a reserve list, in priority order of the admissions criteria.
7. The reserve list is held open until the end of the autumn term which includes the September start to the academic year, to take account of vacancies which arise after the initial allocation of places. If a vacancy arises in Reception before the end of the first week of the autumn term, the LA will allocate the place. The governing body will allocate places which arise after that date. If a place is refused for applications at any other time the child’s name will be held on a reserve list for one term following the term for which the place was refused.
8. Applications received after the initial allocation of places will be placed in the reserve list in the position appropriate to the admissions criteria, which may change the position of those already on the list.
9. Further information, e.g., definitions of ‘siblings’, ‘distance between home and school’ and ‘parish boundaries’, can be found in the LA booklet; by contacting the school office, telephone: 01480 375300, fax: 01480 375301, e-mail: [office@stannes.cambs.sch.uk](mailto:office@stannes.cambs.sch.uk); or by contacting the appropriate member of the LA admissions team (South), telephone: 01223 699200, or by email to [admissions@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.uk).

## St Bede's

All preferences will be treated equally, but first priority will be given to Looked After Children and any child with a Statement of Educational Needs. 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.

When the school is oversubscribed, students will be admitted in the order of priority stated below:

- 1 Children from Church of England/Roman Catholic families whose application is supported<sup>1</sup> by their priest or minister
- 2 Children from families belonging to other Churches that are members of 'Churches Together in Britain and Ireland' whose application is supported<sup>1</sup> by their priest or minister
- 3 Children from families belonging to other Christian churches whose application is supported<sup>1</sup> by their Church minister or leader
- 4 Children attending Roman Catholic (Aided) or Church of England (Aided or Controlled) primary schools
- 5 Children from families practising other world faiths whose application is supported by their spiritual leader
- 6 Children from other families in sympathy with the aims and ethos of this Christian school.
- 7 Any other children

Within each of the above categories priority will be given firstly to those children who at the time of admission have a sibling<sup>2</sup> at the school and secondly to those children who live nearest to the school<sup>3</sup>

A Supplementary Information Form must be completed in addition to the Cambridgeshire Application Form.

<sup>1</sup> Support is defined as the family's Christian commitment being recognised within the parish of the priest or minister. The school may seek further clarification from the priest or minister if such recognition is unclear.

<sup>2</sup> Sibling is defined as a child either living in the same home or blood related but living at a different address.

<sup>3</sup> Distance to school within Cambridgeshire is calculated by measuring a straight line from the centre point of the home to the main pupil entrance to the secondary school.

## St Helen's P

(subject to ratification by the governing body)

St Helen's Primary School (Foundation Status) primarily serves the villages of Bluntisham and Colne. The Governing Body of St Helen's is the admission authority for the School. This means that it is the Governing Body that sets and applies the admissions policy for the School. All decisions regarding the admission of children into the School are made by a sub-committee of the Governing Body. Children start School at the beginning of the academic year in which they are five, that is in the September of that year. After a gradual start to help the children settle in, admission is full time.

The application process for admissions into Reception (initial year of entry) is co-ordinated by Cambridgeshire Local Authority (LA), which acts on behalf of the Governing Body, to offer places at the School. Parents complete only one form - a Cambridgeshire Application Form - available from the School or from the LA Admissions Team, by the LA deadline in December 2008. Offer letters will be issued by the LA on the agreed offer date in April 2009. Late applications (those submitted between the LA deadline and the end of the first week of the autumn term) will be handled by the Admissions Team. Details of the deadline date and the offer date can be found in the LA's Admission to Schools in Cambridgeshire booklet or by contacting either the School or the LA Admissions Team.

To apply for a place after the start of term or in any other year group, please contact the School for an application form. Parents wishing to visit the School prior to submitting an application are welcome to do so. Please arrange a suitable time with the Headteacher. Visits are not interviews and do not affect any decision regarding the availability of a place. All parents are advised to read the LA booklet for parents on primary admissions. Prospectus are available from the School's website : [www.sthelensbluntisham.ik.org](http://www.sthelensbluntisham.ik.org). Catchment Area: Please contact the school for map details.

For admission into Reception in 2009, the LA on behalf of the Governing Body, will offer places to 46 children. This is the published Admission Number (PAN) for that year group. In the event that more than 46 applications are received, the oversubscription criteria will be applied to determine priority for places. Both preferences are treated equally.

### Oversubscription Criteria

Children who have a statement of special educational needs that names the school will be admitted. NB Those children with a statement of educational needs that does not name the school will be referred to Student Assessment to determine an appropriate place. Where applications exceed the PAN, places will be allocated in order to:

- 1 Children in Care, also known as Looked After Children (LAC);
- 2 Children living in the catchment area who have a sibling at the 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 at the time of admission;

## 5. Children living outside the catchment area.

In cases of equal merit priority will be given to children living nearest the School according to the shortest straight line distance; ie from home to the centre point of the school as determined by the National Land and Property Gazetteer (NLPG). Sibling is defined as a child living in the same house.

As part of the co-ordinated scheme for admissions, the LA Admissions Team holds the initial reserve list on behalf of the governing Body until the end of the first week of the autumn term in the initial year of intake. After this time the Governing Body, as the admissions authority for the school, will maintain the list for a minimum of one term. Where mid-phase applications are received, children's details will be held on the reserve list by the school for a period of one term following the term of application. All mid-phase applications should be co-ordinated with the LA Admissions Team.

The parents of any child who is refused a place at St Helen's Primary School has a right of appeal to an independent Appeals Panel. Letters should be addressed to the Chair of Governors.

The panel consists of three people who are independent of the School's Governing Body and the Local Authority. The panel will consider the circumstances of the cases put before them and the Governing Body and parents must abide by the decision it makes.

Please note that where a child is refused a place in an infant class because of the requirement to limit class size to 30 children, parents have the right to have this decision reviewed. This process is very similar to an appeal, but the circumstances in which the panel can find in the parent's favour are limited by law. For further information, please contact the school office or the LA Admissions Team.

Further information can be obtained from the Clerk to the Governors at St Helen's.

### Definitions

Please see the Admissions to Schools in Cambridgeshire Guide for definition of terms used in this policy.

## St Laurence P

St. Laurence Catholic Primary School is a Church aided school in the Diocese of East Anglia and is maintained by Cambridgeshire LA. This means that the members of St. Laurence Parish and the Diocese of East Anglia have contributed towards the cost of building the school and continue to care for its buildings and its people. The school provides distinctive Christ-centred, Catholic education for children aged 4+ to 11+ years, with priority being given to children who worship within the parish of St. Laurence. It is a Voluntary Aided School in which the Governing Body is responsible for admissions. It is guided in that responsibility by the requirements of law, by advice from the Diocesan Trustees and its duty to the Catholic community and the Common Good.

The Governors decide on admissions for each academic year in January/February of the year of admission. Late and mid year applications are considered by the Governing Body in liaison with the LA. The policy of the Governors is to admit up to a maximum of 35 children in each year group, which is the admission intake limit (PAN no). Children are admitted into the school's Early Year/Reception class in one full-time intake at the beginning of the term in September.

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.

### Catholic Children

- 1 Baptised Catholic "Looked After Children"
- 2 Baptised siblings of children, in the school at the time of admission, of practising Catholic parent(s) within the Catholic Parish of St. Laurence, Cambridge. The Governors will require from the parish priest evidence of the child's baptism and the family's \*regular attendance at Sunday Mass.
- 3 Baptised children of practising Catholic parent(s) within the Catholic Parish of St. Laurence, Cambridge. The Governors will require from the parish priest evidence of the child's baptism and the family's \*regular attendance at Sunday Mass.
- 4 Baptised siblings of practising Catholic parent(s) living outside the boundaries of the parish of St. Laurence, Cambridge. Priority will be give to those living closest to the school. Where a tie-break situation occurs, distance will be measured by a straight line drawn on an Ordinance Survey map between home and school. The Governors will also require from the parish priest evidence of the child's baptism and the family's \*regular attendance at Sunday Mass.
- 5 Baptised children of practising Catholic parent(s) living outside the boundaries of the parish of St. Laurence, Cambridge. Priority will be given to those living closest to the school. Where a tie-break situation occurs, distance will be measured by a straight line drawn on an Ordinance Survey map between home and school. The Governors will require from the parish priest evidence of the child's baptism and the family's \*regular attendance at Sunday Mass.
- 6 Other baptised children of Catholic parent(s).

\* the term "regular" refers to attendance of at least once a month

#### Children of Other Christian Denominations (Non-Catholics)

- i) All other Children in Care, also known as “Looked After Children” (LAC)
- ii) Baptised children with a sibling attending the school at the time of admission and whose parents \*regularly attend a Christian church. The Governors will require evidence of baptism and Church membership or attendance.
- iii) Other siblings who are not baptised but from a Christian family
- iv) Children whose parent(s) are members of another Christian Denomination and are \*regular worshippers. The Governors will require evidence that parents attend the church of commitment.
- v) Other children of Christian parent(s).

#### Other Children and Children of Other Faith Traditions

- i) Siblings of children presently attending who are of a Non - Christian Faith tradition
- ii) Other siblings
- iii) Children from families of other faith traditions who request a Christian environment and education
- iv) Other applicants who make St. Laurence School their choice

When oversubscription exists, the above categories will be taken into consideration to prioritise a waiting list. In cases of equal merit, after the above categories are considered, priority will go to children living nearest the school. 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 living outside the area covered by the Cambridgeshire mapping system, distances are determined using a combination of local maps and on-line resources.

Parents and Guardians who wish to apply for a place for their child should do so as early as possible in the preceding academic year. School Information Forms are available from the school together with the LA booklet - Admission to Primary Schools in Cambridgeshire: A Guide to Parents', which contains the Cambridgeshire Application Form and details of the SIF (School Information Form) criteria. Application forms should be returned to the Cambridgeshire LA by the deadline date in December 2009. Visits from prospective parents are very welcome and appointments can be made through the school office. Visits are not classed as interviews and therefore do not affect the outcome of an application.

Decisions on those gaining admission will be made by the Governing Body and parents will be notified by the LA, on behalf of the Governing Body, of acceptance on the agreed offer date in April 2010. Details of Cambridgeshire Primary Co-ordinated Admissions Scheme are included in the above mentioned booklet. Details of the deadline date and offer date can be found in the LA's Admissions to Schools in Cambridgeshire booklet or by contacting either the school or the LA Admissions Team. When considering the applications, the Governing Body will treat all preferences equally.

When applying for a place after the start of term or in any other year group, the school needs to be contacted for an application form. The Governing Body will respond in writing to all applications within 10 school days. The waiting list for mid

phase applications will be held during the term the application is received plus one extra term.

The LA Admissions South Team can be contacted on 01223 699200 or [admissions@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.uk)

The child's ordinary place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to the school.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week, including weekends. Future addresses will be accepted only if the move is intended to take place within 6 teaching weeks of the application and upon confirmation of tenancy or exchange of contracts. For further details, please see the full definition in the LA admission s booklet for parents.

Late applications and all applications throughout the year will be considered by the Headteacher, in liaison with the Admissions Committee and the local Education Authority, having regard to this Admissions policy and to the availability of places.

As part of the co-ordinated scheme for primary admissions, the LA Admissions Team holds the initial reserve list on behalf of the governing body until the end of the first week of the autumn term in the initial year of intake. The Governing Body then holds this list until the end of the autumn term. A vacancy only arises in the Reception class when the number of offers to the school falls below the Published Admission Number. The waiting list is determined according to the Governing Body's priority of admission over-subscription criteria.

Where the Governing Body has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application from a parent, which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn and the LA informed.

Where a child starts attending the school on the basis of fraudulent and intentionally misleading information they may be withdrawn by the Governing Body, depending on the length of time that the child has been at the school. The Governing Body will seek advice also from the LA before making their final decision. Where a place or an offer has been withdrawn, the application will be reconsidered, by the Governing Body in liaison with the LA, and a right of independent appeal offered if the place is refused.

Applications outside of the normal admissions round

Where a place is available within a year group and the parent has confirmed their address and religion having completed the SIF, a place will be offered after the Admissions Committee has been informed and the school has informed the LA. Where the school is unable to offer a place as the class has reached its PAN, a refusal letter will be sent to the parent within a maximum of 10 working days from date of receipt, explaining the reasons why a place could not be offered, and the school will inform the LA.

Appeals against the Governing Body's decision to refuse admission

If a place is not available, parents have the right of appeal. Such appeals against non admission will be heard by an Independent Appeals Panel formed in accordance

with the DCSF Code of Practice. Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal within 21 days of receiving the refusal letter. Details will be given in the letter of refusal. The LA Admissions Team will act on behalf of the Governing Body. Normally, appeal hearings will be held within six weeks of the closing date for receiving the notice of appeal.

Please note that where a child is refused a place in an infant class because of the requirement to limit class size to 30 children, parents have the right to have this decision reviewed. This process is very similar to an appeal but the circumstances in which the panel can find in the parent's favour are limited by law. For further information, please contact the school office or the LA Admissions Team.

The PAN has been calculated according to the capacity of the school, which the law defines and has been agreed with Cambridgeshire LA

For the sibling criteria, one of the following conditions must exist:

A brother or sister is permanently resident at the same address and attends the school.

A stepbrother and / or stepsister is permanently resident at the same address and attending the school (to include half brothers / sisters)

Churches Together in England and Ireland include:

The Baptist Union of Great Britain	Independent Methodist Churches
Cherabim and Seraphim Council of Churches	Jt Council for Anglo-Caribbean Chs
Church of England	Lutheran Council of Great Britain
Church of Scotland	Methodist Church
Congregational Federation	Moravian Church
Council of African and Afro-Caribbean Churches	New Testament Assembly
Council of Oriental Orthodox Christian Churches	Religious Society of Friends
Free Churches' Council	Roman Catholic Church
Greek Orthodox Church	Russian Orthodox Church
Salvation Army	Ichthus Christian Fellowship
United Reform Church	International Ministerial Council (GB)
Wesleyan Holiness Church	

## St Luke's P

St Luke's Church of England Aided Primary School serves pupils who live in the vicinity of the school. Some children from outside the area may also be considered on religious grounds. We have an accessibility plan that is published in the prospectus. The Governing Body of St Luke's Primary School is the admission authority for the School. This means that it is the Governing Body that sets and applies the admissions policy for the School. All decisions regarding the admission of children into the School are made by a sub-committee of the Governing Body.

The application process for admissions into Year R is co-ordinated by Cambridgeshire Local Authority (LA), which acts on behalf of the governing body to offer places at the School. Parents complete only one form - a Cambridgeshire Application Form - available from their child's primary school or from the LA Admissions Team, no later than the published closing date in December prior to the year of entry. Offer letters will be issued by the LA on the published date in April in the year of entry. Late applications (those submitted between the closing date and the end of the co-ordinating period) will be handled by the Admissions Team. Details of the deadline date and offer date can be found in the LA's Admission to Schools in Cambridgeshire booklet or by contacting the school or LA admissions team.

To apply for a place after the start of term or in any other year group, please contact the School for an application form. The Governing Body aims to respond in writing to all applications within 10 school days. Parents wishing to visit the school prior to submitting an application are welcome to do so, though it may not always be possible to organise this at short notice. Visits are not interviews and do not affect any decision regarding the availability of a place. Please contact the school to make arrangements. School Office Contact: Nicola Brunning 01223 566879. LA Admissions Team Contact: *South Team: 01223 699200* or [admissions@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.uk)

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

For admission into Year R in each September, the LA, on behalf of the Governing Body, will offer places to 37 children. This is the Published Admission Number (PAN) for that year group. In the event that more than 37 applications are received, the oversubscription criteria will be applied to determine priority for places. Both preferences are treated equally.

### Oversubscription Criteria

Children who have a statement of special educational needs that names the school will be admitted. N.B. Those children with a statement of special educational needs that does not name the school will be referred to Student Assessment to determine an appropriate place.

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

- 1 Children in Care, also known as Looked After Children (LAC);

- 2 Children living<sup>18</sup> in the catchment area with a sibling<sup>19</sup> at the 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 at the time of admission;
- 5 Children who live in the ecclesiastical Parish of the Ascension, Cambridge;
- 6 Children of regular worshippers of a Christian church;
- 7 Children of regular worshippers of other World Faiths;
- 8 Children living outside the catchment area, but nearest the school according to the shortest safe walking route from their home to the school site.

In cases of equal merit, priority will go to children living nearest to the school according to the shortest safe walking route from their home to the school site. This distance is calculated by measuring a straight line from the centre point of the home to the centre point of the school as determined by the National Land and Property Gazetteer (NLPG). For Years 1 to 6, the PAN is 37. If a place becomes available it will be offered to the child at the top of the reserve list for the year group or, if no reserve list exists, the place will be offered to the first child for whom an application is received.

When an application is refused, the child's details are automatically placed on a reserve list for the year group, ranked according to the oversubscription criteria. As part of the co-ordinated scheme for primary admissions, the LA Admissions Team holds the initial reserve list on behalf of the governing body until the end of the first week of the autumn term in the initial year of intake.

When an application is refused, the child's details are automatically placed on a reserve list for the year group, ranked according to the oversubscription criteria. Parents will be contacted immediately if a place becomes available for their child, but should be aware that their child's place on a reserve list may change if an application is subsequently received that meets a higher criterion than their own. The governing body then manages the reserve list until the end of the autumn term.

Where mid-phase applications are received, children's details will be automatically placed on a reserve list for the year group, ranked according to the oversubscription criteria. Reserve lists will be held for a period of one term following the term for which the place was refused.

The parent of any child who is refused a place at a VA or F Primary School has a right of appeal to an independent Appeals Panel. The panel consists of three people who are independent of the school's Governing Body and the Local Education

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<sup>18</sup> The home address is defined as the address of the adult with parental responsibility with whom the child normally lives and which applies at the time of application. Future addresses will be accepted only if the move is intended to take place within 6 teaching weeks of the application and upon confirmation of tenancy or exchange of contracts. For further details, please see the full definition in the LA admissions booklet for parents.

<sup>19</sup> A sibling is defined as another child of compulsory school age living in the same family home.

Authority. The panel will consider the circumstances of the case put before them and the Governing Body and parents must abide by the decision it makes.

Appeals for VA or F Primary School are currently arranged by the LA Admissions Team on behalf of the Governing Body. Further information and appeal forms are available from the Admissions Team.

Please note that where a child is refused a place in an infant class because of the requirement to limit class size to 30 children, parents have the right to have their decision reviewed. This process is very similar to an appeal, but the circumstances in which the panel can find in the parents favour are limited by law. For further information, please contact the school office or the LA Admissions Team.

For the purpose of admission to the School, the Governing Body has adopted the LA's definitions of parent, sibling and home address. Details of these can be found at the back of the LA's admission booklet for parents.

Applications made under the religious criteria

All parents wishing to apply under the school's religious criteria must also provide a letter from their parish priest, minister or religious leader confirming the family is known and involved in the life of the church or worshipping community. This must be returned to the School by the LA application deadline or, for mid-phase applications, at the same time as the school's application form is submitted. This letter will define which admission group the child fits into.

## St Mary's P

Provided there are places, the school is pleased to take any children whose parents choose to send them to St Mary's, irrespective of where they live. The school particularly welcomes parents who wish to send their children to a Church school. The school welcomes visits from the parents of prospective pupils with their children. They should contact the school secretary to arrange a convenient time.

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

The PAN indicates the maximum number of children the school can admit for a particular year group. Each year the school reviews and consults on whether the PAN is still appropriate for the school and changes are agreed 18 months before they come into force. Schools cannot admit above their PAN unless a parent has won a place through appeal or there are very exceptional circumstances. It is not an option for a school to admit over the PAN in one year to compensate for a low number in another year. St Mary's PAN is 30.

Legally a parent must ensure that a child begins to receive full time education from the beginning of the term after his or her fifth birthday. St Mary's School subscribes to the County Policy that all children should have an equal chance of starting school at the beginning of the academic year in which they have their fifth birthday. This means that a child can start in September if his or her 4<sup>th</sup> birthday falls on or before 31<sup>st</sup> August in the same year.

The application process for admissions into Reception is co-ordinated by Cambridgeshire LA, which acts on behalf of the governing body to offer places at the school. Parents should submit a Cambridgeshire Application Form available from their child's primary school or from the LA Admissions Team, no later than the published closing date in the year preceding entry. Offer letters will be issued by the LA on published date in the year of entry Late applications (those submitted between the published closing date and the end of the first week of the autumn term) will be handled by the Admissions Team.

To apply for a place after the start of term or in any other year group, please contact the school for an application form. School office Contact: 01480 398048. LA Admissions Team North Contact: 01223 699662 or by email at: [admissions@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.uk)

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

For admission into reception in September 2010, the LA on behalf of the Governing Body, will offer places to 30 children. This is the Published Admission Number (PAN) for that year group. In the event that more than 30 applications are received, the oversubscription criteria will be applied to determine priority for places. Both preferences are treated equally, regardless of whether they are first or second preferences.

In the event that there are more applications to attend St Mary's School than there are places available the following criteria will be applied in order of priority. 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. Reference to parents includes either or both parents or a sole parent. Where only one parent satisfies a criterion the application will be treated as if both parents meet it. The term "parents" includes legal guardians.

- 1 Children who are Looked After;
- 2 Children who qualify on religious grounds (in accordance with the trust deed of the school) and live within the catchment area<sup>1</sup>;
- 3 Children of regular worshipping members of the Church of England and are commended by their priest;
- 4 Children of regular worshipping members of a non-Anglican Christian Church and are commended by their priest or minister;
- 5 Children who may not be blood relatives, but who live in the same family home as children who are already attending the school at time of entry and live<sup>2</sup> within the catchment area;
- 6 Children who live within the catchment area of the school.
- 7 Children who qualify on religious grounds (in accordance with the trust deed of the school) and live outside the catchment area.
  - i) Children of regular worshipping members of the Church of England and are commended by their priest.
  - ii) Children of regular worshipping members of a non-Anglican Christian Church and are commended by their priest or minister.
- 8 Children who may not be blood relatives, but who live in the same family home as children who are already attending the school at time of entry and live outside the catchment area.
- 9 Children of parents, who, if not worshipping members of the Christian Church, nevertheless wish their child to attend a Church of England (aided) School because of its specifically religious emphasis.
- 10 Those living closest to the school measured according to the shortest straight line distance. 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.

Parents applying under the church criterion should have a reference from their religious leader. Priority will be given to members of St Mary's Parish Church.

For Reception to Y6, the PAN is 30. If a place becomes available it will be offered to the child at the top of the reserve list for the year group or, if no reserve list exists, the place will be offered to the first child for whom an application is received.

#### Admission Procedure for Nursery children

Children can attend daily 2 1/2 hour sessions from the term after they are three.

(This may be subject to change of hours in September 2009 according to Government guidelines depending on the decision of the Governing Body).

Applications should be on the L A Nursery Admissions Form available from the school office. Registration of interest may take place any time but parents must formally apply for a place as follows:

By 4th December 2009 for places Spring 2010

By 4<sup>th</sup> December 2009 for Summer 2010

By 12<sup>th</sup> March 2010 for places in Autumn 2010

Parents will be informed by letter of their place.

Where school places are remaining, later admissions will be possible up to the agreed admission limit. However, places cannot be reserved for children who may move into the area later in the year.

The parent of any child who is refused a place has a right of appeal to an Independent Appeals Panel. The panel consists of three people who are independent of the school's Governing Body and the Local Education Authority. The panel will consider the circumstances of the case put before them and the Governing Body and parents must abide by the decision it makes. Further information and appeals forms are available from the admissions team or from the school office.

When an application is refused, the child's details are automatically placed on a reserve list for the year group, ranked according to the oversubscription criteria. As part of the co-ordinated scheme for primary admissions, the LA Admissions Team holds the initial reserve list on behalf of the governing body until the end of the first week of the autumn term in the initial year of intake. The Governing Body then holds this list until the end of the autumn term. Where mid-phase applications are received, children's details will be held on the reserve list for the period of one term following the term for which the place was refused.

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

## St Paul's P

Subject to ratification at the Full Governing Body meeting

We are a Church of England School founded to serve the local community. Our purpose is to provide quality education in partnership with parents and with the Church.

Applications must be for children who will have their 5<sup>th</sup> birthday during the Reception year. There is an expectation that all children will be full time from the half-term of the Autumn Term. Children will not be admitted outside their date of birth year natural group unless an exceptional need has been identified. The school has a catchment area, but also welcomes applicants from a wider area. Information about the catchment area is available from the school. All parents are advised to read the Local Authority (LA) Admission to Schools in Cambridgeshire booklet on primary admissions carefully. Parents wishing to visit the school are welcome to do so. Visits are not interviews and do not affect any decisions regarding the availability of a place.

The application process for entry into the Reception Class is co-ordinated by Cambridgeshire Local Authority (LA), which acts on behalf of the Governing Body to offer places at the school. Parents should complete a Cambridgeshire Application Form, available from the school or from the LA Admissions Team, by the LA deadline in December 2009 and submit this to the Cambs Local Authority. Parents applying on religious grounds must also submit to the school a St Paul's Supplementary Information Form (see 3b). Offer letters will be issued by the LA on the agreed Offer Date in April 2010. Late applications (those submitted between the LA deadline and the end of the first week of the autumn term) will be handled by the Admissions Team. Details of the deadline and offer date can be found in the LA's Admission to Schools in Cambridgeshire booklet or by contacting the school or the LA Admissions Team.

For Admission into the Reception Class in September 2010, the LA, on behalf of the Governing Body, will offer places to 30 children. This is the Published Admission Number for that year group. In the event that there are more than 30 applicants for places in the Reception Class, places will be offered in the following order until all places are filled. All preferences are treated equally. 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.

### Oversubscription criteria

- 1 Children who are in Public Care;
- 2 Children normally living<sup>1</sup> in the catchment<sup>2</sup> area, who have siblings<sup>3</sup> attending St Paul's at the time of admission;
- 3 Children normally living<sup>1</sup> in the catchment<sup>2</sup> area.

Places will be offered in this category until either a total of 27 places have been filled from criteria 3.1 to 3.3 or else all applicants in this category have received an offer;

- 4 Children applying for a Church place  
Up to 3 Church places will be offered to children of families who specifically wish their children to be educated at a Church of England school. Parents applying on religious grounds must also submit a St Paul's Supplementary Information Form.

These places will be prioritised in the order of those:

- i) at the heart of their church
- ii) attached to their church
- iii) known to their church

Within each of these categories applicants will be prioritised as follows:

- a) St Paul's Church; the Parish Church.
- b) St Barnabas' Church; the daughter church of St Paul's and also within the school catchment area.
- c) other Church of England Churches.
- d) other Christian Churches.

- 5 Any remaining children normally living in the catchment area (not included in 3.3).
- 6 Children not living within the catchment area who already have siblings at St Paul's.
- 7 Children applying for a Church place (and not already offered a place in 3.4).
- 8 Any remaining applicants.

Definitions: <sup>1</sup>the address used for the purpose of admission is the home address at the time of application. We use the LA's definition of home address, which can be found detailed in the Admission to Schools in Cambridgeshire booklet. The family must expect to be resident at this address at the time of admission.

<sup>2</sup>Information about the catchment area is available from the school.

<sup>3</sup> We define siblings as children who are blood related or living as part of the same family unit. The sibling must be already attending St Paul's and still doing so at the time of admission

<sup>4</sup>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.

Eligibility: Evidence of eligibility in any of the categories may be required. In particular, evidence of residency may be sought. Applications based on future addresses can only be considered upon confirmation of tenancy or exchange of contracts. The condition of residency also applies on the first day the child is due to attend the school.

All parents wishing to apply for a church place must also submit a Supplementary Information Form (SIF) showing evidence of Christian commitment and practice confirmed by a church leader. These must be returned to the School by the LA application deadline or, for mid-phase applications, at the same time as the application for is submitted to the school.

Offer letters will be issued by the Local Authority in April 2010. Parents not accepting a place will be asked to reply to this letter by a specific date. Any places available by this date will be offered to the next applicant in the order of priority given. When an application is refused, the child's details are automatically placed on a reserve list for the Reception year group. Parents may appeal against the decision. Once an offer of a place has been made and accepted, it may only be withdrawn in very limited circumstances. This may include the offer being made on the basis of fraudulent information being supplied by the parent, such as a false claim to one of the specified criteria.

To apply for a place after the start of term or in a year group other than Reception, please contact the school for an application form and Supplementary Information Form. Parents wishing to visit the school prior to submitting an application are welcome to do so. Visits are not interviews and do not affect any decisions regarding the availability of a place. Should a space in the school become available, a place will be offered to the child at the top of the reserve list, provided the resulting class sizes are acceptable to governors. We will use the criteria in Section 3, filling the smallest class first. Children will not be admitted outside their date of birth year natural group unless an exceptional need has been identified.

If an application to attend St Paul's is unsuccessful, the child's name will be placed on the Reserve list, ranked according to the oversubscription criteria. A new request from another parent for a child's name to be placed on the list can result in other children being moved further down the list if this child has higher priority for a place in line with the school's admissions criteria. For the Reception Class, as part of the co-ordinated scheme for primary admissions, the LA Admissions Team holds the initial Reserve list on behalf of the Governing Body until the end of the first week of the autumn term in the initial year of intake. It will then be held by the school. If a child on the Reserve list (Reception or mid-phase) has not been offered a place by 31<sup>st</sup> March, parents must re-apply for a place on the reserve list. If a child is offered a place and it is turned down, the child's name will be removed from the reserve list.

Parents who are dissatisfied with the admission decision should appeal in writing to the Clerk of the Governing Body. The Governing Body will first ensure that the admissions procedures have been correctly followed. The Clerk will then arrange for the Local Authority Admission Team to set up an appeal hearing by an independent Appeals Panel. The panel consists of three people who are independent of the school and Local Authority. The Governing Body and parents must abide by the decision it makes.

## **St Peter's Junior**

We are an inclusive school that welcomes children from all backgrounds and abilities. The governing body of St. Peter's Church of England (Aided) Junior School applies the regulations on admissions fairly and equally to all those who wish to attend this school.

St Peter's Church of England (Aided) Junior School serves the area of Wisbech enclosed by but not including Clarkson Avenue in the south; Lynn Road even numbers 100 and above to the Norfolk border in the west and north; and by the Norfolk border to and including Chapnall Road and roads leading off; Stow Road numbers 1 – 80; and the roads north of Staithe Road but not including Staithe Road. By agreement the school also serves the north side of East Walsoken. Priority will be given to children who live in the designated catchment area. The Governors will therefore consider applications for any remaining places from parents who live outside the catchment area but who wish their children to be educated in a Church of England School.

For admission into Year 3 in September the Governing Body will offer places to 70 children. This is the Published Admission Number (PAN for that year group). In the event that more than 70 applications are received, the over subscription criteria will be applied to determine priority for places. All preferences are treated equally.

### **Over subscription Criteria**

Children who have a statement of special educational needs that names the school will be admitted. N.B. Those children with a statement of special educational needs that does not name the school will be referred to Student Assessment to determine an appropriate place.

Where applications exceed the PAN:

- 1 Children in Care, also known as Looked After Children (LAC).
- 2 Children of regular worshippers of the Church of England who live in the catchment area. The Governors would need a letter of confirmation from the incumbent that the applicant is a regular worshipper.
- 3 Children living in the catchment area with a sibling at the school or a partner (junior school) at the time of admission;

The home address is defined as the address of the adult with parental responsibility with whom the child normally lives and which applies at the time of application. Future addresses will be accepted only if the move is intended to take place within 6 teaching weeks of the application and upon confirmation of tenancy or exchange of contracts. For further details, please see the full definition in the LA admissions booklet for parents.

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

- 4 Children living in the catchment area;
- 5 Children living outside the catchment area who have a sibling at the school (or a partner junior school) at the time of admission;

- 6 Children living outside the catchment area who have been unable to gain a place at their catchment area school because of over subscription;
- 7 Children living outside the catchment area, but nearest the school according to the shortest straight line distance.

In cases of equal merit, priority will go to children living nearest the school, from the centre point of the home to the centre point of the school, according to the shortest straight line distance.

For Years 3 to 6, the PAN is 70. If a place becomes available it will be offered to the child at the top of the reserve list for the year group or, if no reserve list exists, the place will be offered to the first child for whom an application is received. The application process for admissions into Year 3 is coordinated by Cambridgeshire Local Authority (LA) which acts on behalf of the governing body to offer places at the School. Parents complete only one form – a Cambridgeshire Application Form – available from their child's school or from the LA Admissions Team. To apply for a place after the start of term or in any other year group, please contact the School for an application form. The Governing Body aims to respond in writing to all applications within 10 school days. School Office Contact No: 01945 583570  
LA Admissions Team Contact: North Team 01223 699662 or [admissions@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.uk)

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

When an application is refused, the child's details are automatically placed on a reserve list for the year group, ranked according to the over subscription criteria. As part of the co-ordinated scheme for primary admissions, the LA Admissions Team holds the initial reserve list on behalf of the governing body until the end of the first week of the autumn term in the initial year of intake. The Governing Body then holds this list until the end of the autumn term. Where mid-[phase applications are received, children's details will be held on the reserve list for a period of one term following the term for which the place was refused. Parents will be contacted immediately if a place becomes available for their child, but should be aware that their child's place on a reserve list may change if an application is subsequently received that meets a higher criterion than their own.

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

Appeals for St. Peter's V.A. Junior School are currently arranged by the Governing Body. Further information and appeal forms are available from the school.

Offer letters will be issued by the LA. Parents will be required to reply to this letter to confirm their acceptance of the place by a specified date. If it is not possible to accept a child the letter will also inform parents of their right to appeal against the decision.

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

This policy will be reviewed annually by the Governing Body in consultation with the Local Education Authority in the light of any changed circumstances in our school or the local area.

## **St Peters Secondary School**

(Subject to ratification by the Full Governing Body)

Students will be admitted at age 11 without reference to ability or aptitude. The number of intended admissions for the year commencing each September will be **277**. The number of intended admissions to Year 12 from outside the school's own Year 11 is **12**.

### Oversubscription

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

1. Children who are in Public Care;
2. Children living in the catchment area, attending primary schools within the catchment area and who have a sibling at the school at the time of admission; (see notes 1 and 2)
3. Children living in the catchment area with a sibling at the school at the time of admission;
4. Children living in the catchment area;
5. Children living outside the catchment area, attending primary schools within it and who have a sibling at the school at the time of admission;
6. Children living outside the catchment area who have a sibling at the school at the time of admission;
7. Children living outside the catchment area who attend the primary schools within the catchment area;
8. Children living nearest the school according to the shortest straight line distance.

In cases of equal merit, priority will go to children living nearest the school. 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.

### The Catchment Area

St Peter's catchment area includes Hartford, Houghton, Wyton, RAF Wyton, the area served by Abbots Ripton Primary School, Sapley, Great Stukeley, Stukeley Meadows, Huntingdon north and east of Ermine Street and the following streets: The Whaddons, Butts Grove Way, California Road, Byron Close, Tennyson Close, Shelley Close, Milton Close, Spring Close, Sandwich Close, Thackray Close, Chestnut Close, Poplar Close, Silverbirch Close, Bradshaw Close, Maule Close, Bernard

Close, Saunders Close, Elm Close, Ash Close, Beech Close, Sallowbush Road, Bevan Close and Thongsley.

### Siblings

A sibling will be defined as a brother or sister living in the same home.

### Home Address

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

### Reserve Lists

As part of the co-ordinated scheme for admissions, the LA Admissions Team holds the initial reserve list on behalf of the governing Body until the end of the first week of the autumn term in the initial year of intake. After this time the Governing Body, as the admissions authority for the school, will maintain the list for a minimum of one term. Where mid-phase applications are received, children's details will be held on the reserve list by the school for a period of one term following the term of application. All mid-phase applications should be co-ordinated with the LA Admissions Team.

### Applications for a place

The application process for admissions into Year 7 is co-ordinated by Cambridgeshire Local Authority (LA) which acts on behalf of the Governing Body to offer places at the school. Parents should apply online at [www.cambridgeshire.go.uk/admissions](http://www.cambridgeshire.go.uk/admissions) or submit a Cambridgeshire application Form available from their child's primary school or from the LA Admissions Team, no later than the LA deadline in November. Offer letters will be issued by the LA on the National Offer Date (1<sup>st</sup> March or first working day after). Late applications (those submitted between the November deadline and the end of the co-ordination period) will be handled by the Admissions Team.\*

Applications for casual admissions for all year groups during the school year should be made directly to the school. Applications for admission to the sixth form should be made directly to the school. Interviews for the purpose of admissions are not lawful and are therefore not included as part of the admissions procedure. Applications for school places outside the normal admissions round. The school will consider applications without delay and inform parents of the decision as soon as possible. The same statutory reasons for refusing admissions made during the normal admissions round will be considered.

The parents of any child refused a place at the school have the right of appeal to an Independent Appeals Panel. The panel is made up of three people who are independent of the governing body and the local education authority. They will take into consideration all the circumstances of the case put before them and any decision they make will be binding on the governing body and the parents concerned. Appeals for the school are currently arranged by the Governing Body's Student Committee. Further information and appeal forms are available from Sandra Allen at the school, using the contact number below.

For further information on this policy, please contact Sandra Allen on 01480 459581.

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

## St Phillip's P

By working together in an exciting, creative and supportive Christian environment, we will challenge and inspire every child to achieve academically, creatively and socially to become a good citizen.

The application process for admissions into reception is co-ordinated by Cambridgeshire County Council (the Local Authority or LA), which acts on behalf of the governing body to offer places at St Philip's. Parents should submit a Cambridgeshire Application Form, available from the school or from the LA Admission Team, by the published LA deadline in December prior to the year of admission. Offer letters will be issued by the LA on the agreed offer date in April of the year of admission. Late applications (those submitted between the LA deadline and the end of the first week of the autumn term) will be handled by the Admissions Team. Details of the deadline date and offer date can be found in the LA's Admission to Schools in Cambridgeshire booklet or by contacting either the school or the LA Admissions Team. To apply for a place in any other year group, please contact the school for an application form. St Philip's School Office, 2 Vinery Way, Cambridge CB1 3DR 01223 508707. For the LA Admissions Team (South): Tel: 01223 699200 or e-mail: [admissions@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.uk)

For admission into reception in September 2010, the LA on behalf of the Governing Body will offer places to 45 children, this is the Published Admissions Number (PAN) for that year group, St Philip's PAN is currently 45. In the event that more than 45 applications are received, the criteria below will be applied in order to determine priority for places. All preferences, as expressed on the Cambridgeshire Application Form, will be treated equally, regardless of whether they are first or second preference.

Applications for places in other year groups or for a place in reception after September 2010 should be sent to the school. The governing body has delegated decisions on such admissions to the school, up to the PAN, to the headteacher; admissions over the PAN will be referred to the governing body. Interviews do not form part of the admission procedure as it is not lawful for them to do so. All parents are advised to read the LA booklet for parents on primary admissions.

### Oversubscription Criteria

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

- 1 Looked after children (i.e. those in Local Authority care);
- 2 Children living<sup>20</sup> within the catchment area (i.e. within the bounds of the London to King's Lynn railway line, the Cambridge to Ipswich railway line and

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<sup>20</sup> A child is considered to live at the home address of the adult with parental responsibility with whom the child normally lives at the time of the application. This is the home address that should be used for the application, applications based on future

Mill Road/Brookfields/The Tins but also including Nuttings and Uphall Roads and St Philip's Vicarage) who have a sibling<sup>21</sup> who will be a pupil at the school at the time of admission;

- 3 Children living in the catchment area (as defined at 2. above) without a sibling who will be a pupil at the school at the time of admission;
- 4 Children living outside the catchment area (as defined at 2) who have a sibling who will be a pupil at the school at the time of admission;
- 5 Children will be admitted from a wider area on religious grounds. These grounds are that the parents or carers of the child are members, as defined by the discipline of the relevant church or faith, of:

St Philip's and St Stephen's Church.  
Other Anglican Churches.  
Non-Anglican Christian Church  
Other world faiths.

Governors will require a letter of support from the parent or carer's incumbent or other religious leader for applications under this criterion, these letters should indicate which of the criteria above is met. Governors will assess these letters on how they meet criteria (a) to (d) and may contact the religious leader if further clarity is required;

- 6 Children living outside the catchment area.

Within each category, if there are too many children, preference shall be given to those living nearest to the School according to the shortest straight line distance. 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.

Any child who is refused a place at St. Philip's has the right of appeal against the decision not to offer a place. All appeals are heard by an appeals panel that is independent of the school and its governing body. Parents should submit their appeal in writing to the Chair of Governors. Further information about the appeals process is available from the school.

Please note that where a child is refused a place in an infant class because of the requirement to limit class size to 30 children, parents have the right to have this decision reviewed. This process is very similar to an appeal, but the circumstances in which the panel can find in the parent's favour are limited by law. For further information, please contact the school office or the LA Admissions Team.

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

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addresses can only be considered up to 6 teaching weeks before the child is expected to take up the place and upon confirmation of tenancy or exchange of contracts. Please see the LA admissions booklet for further information.

<sup>21</sup> A sibling is defined as another child of compulsory school age living at the same address as part of the same family unit

Beyond this date, the governors will hold a reserve list for the remainder of the autumn term, ranked according to the criteria set out above, and not to the date at which the application was made, children's names will remain on this list until the end of the reception year for those children. If a place becomes available, it will be offered to children on the waiting list in accordance with the criteria above. Where mid-phase applications are received i.e. not for reception but for another school year, children's details will be held on a reserve list for a period of one term following the term of application. Parents will be contacted immediately if a place becomes available for their child, but should be aware that their child's place on a reserve list may change if an application is subsequently received that meets a higher criterion than their own,

## Swavesey VC

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.

## Teversham P

The total admission number for this year of entry is 25, so that at Teversham C.E. (A) School, seven classes of 25 would give a total population of up to a maximum of 175 children. The catchment area is defined by the governing body as the ecclesiastical parish of Teversham<sup>22</sup>. Applications are welcome to this Church of England (Aided) School from all children, regardless of religious affiliation. The Local Authority (LA), when determining which children are eligible for home to school transport, uses a different definition, which encapsulates a smaller area. Please contact the LA Admission Team for further information.

The Governing Body of a Voluntary Aided Primary School is the admission authority for the School. This means that it is the Governing Body that sets and applies the admissions policy for the School. All decisions regarding the admission of children into the School are made by a sub-committee of the Governing Body.

The application process for reception admissions in 2010 is coordinated by Cambridgeshire Local Authority (LA), which acts on behalf of the governing body to offer places at the School. Parents should submit an Application Form, available from their child's primary school or from the LA Admissions Team, by the LA deadline in December 2009. Offer letters will be issued by the LA on the agreed offer date in April 2010. Late applications (those submitted between the LA deadline and the end of the first week of the autumn term) will be handled by the Admissions Team. Details of the deadline date and offer date can be found in the LA's *Admission to Schools in Cambridgeshire* booklet or by contacting either the school or the LA Admissions Team.

To apply for a place after the start of term or any other year group, please contact the School for an application form. School Office contact: 01223 293357. Email [office@teversham.cambs.sch.uk](mailto:office@teversham.cambs.sch.uk) LA Admissions Team (South) Contact: 01223 699200 or e-mail [admissions@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.uk)

A School Open Day is held in November for parents to visit the school. All parents are advised to read the LA booklet for parents on admissions.

For admission into the Foundation class in September 2010, the LA, on behalf of the Governing Body, will offer places to 25 children. This is the Published Admission Number (PAN) for the year group. In the event that more than 25 applications are received, the over subscription criteria will be applied to determine priority for places. All preferences are treated equally. Catchment area: a map and/or further information is available from the school. Parents and carers wishing to visit the school prior to submitting an application are welcome to do so, though it may not always be possible to organise this at short notice. Please note that visits are not interviews and do not affect any decision regarding the availability of a place. Please contact the school to make arrangements.

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<sup>22</sup> Please note that for the purpose of providing alternative places or home to school transport, the Local Authority defines the catchment area as a smaller area of 'Teversham parish which excludes the following streets; Caribou Way, Gazelle Way, Eland Way, Dolphin Close, Panther Way, Buffalo Way, Antelope way, Impala Drive, Mandrill Close, Capuchin Court, Sable Close, Roe Deer Close, Fulbourn Old Drift (excluding odds 1-33, evens 2-12) Rush Grove, Sunmead Walk (nos 23 and above), James Nurse Close, Tamarin Gardens, Fennec Close, Loris Court, Lemur Drive, The Lynx, Newmarket Road (evens 736 and above), Meadowlands Road odds, Thetford Terrace, Lucerne Close (200-236 evens excluding 210, 224-236 evens, 136-150 evens, 98-102 evens, 68-72 evens), Speedwell close - two blocks of flats (36-82 evens and 73-95 odds) are divided by the parish boundary, within the parish are nos 53-71 odds, 74-96 even and 152-198'

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

### **Oversubscription Criteria**

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

- 1 Children who are 'looked after';
- 2 Children who live in the catchment area with a sibling at the school at the time of admission;
- 3 Children living in the catchment area whose parents are members<sup>23</sup>, as defined by the discipline of the relevant faith, of:
  - a) All Saints' Church, Teversham;
  - b) Other Anglican Churches;
  - c) Non-Anglican Christian Churches that are members of Churches Together in Britain, the Federation of Independent Evangelical Churches or the Evangelical Alliance;
  - d) Other world faiths;
- 4 Children in the catchment area;
- 5 Children outside the catchment area with a sibling at the school at the time of admission;
- 6 Children living outside the catchment area whose parents are members, as defined by the discipline of the relevant faith, of:
  - a) All Saints' Church, Teversham;
  - b) Other Anglican Churches;
  - c) Non-Anglican Christian Churches that are members of Churches Together in Britain, the Federation of Independent Evangelical Churches or the Evangelical Alliance;
  - d) Other world faiths;
- 7 Children who live nearest the school according to the shortest straight line distance<sup>24</sup>.

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

In Year 1 the PAN is 25, and in Years 2 – 6, it is 22. If a place becomes available it will be offered to the child at the top of the reserve list for the year group or, if no reserve list exists, the place will be offered to the first child whom an application is received.

### **Reserve Lists**

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<sup>23</sup> The Governing Body requires a letter from the parent's incumbent or other religious leader for applications under the church criteria. These letters should indicate which of the criteria is met.

<sup>24</sup> Distances are measured using the Local Authority-defined start and end points. See Local Authority admissions booklet for parents for further information.

When an application is refused, the child's details are automatically placed on a reserve list for the year group, ranked according to the oversubscription criteria. As part of the co-ordinated scheme for admissions, the LA Admissions Team holds the initial reserve list on behalf of the Governing Body until the end of the first week of the autumn term in the initial year of intake. After this time the Governing Body, as the admissions authority for the school, will maintain the list for a minimum of one term. Where mid-phase applications are received, children's details will be held on the reserve list by the school for a period of one term following the term of application. All mid-phase applications should be co-ordinated with the LA Admissions Team.

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

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

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

Please note that where a child is refused a place in an infant class because of the requirement to limit class size to 30 children, parents have the right to have this decision reviewed. This process is a form of appeal, but the circumstances in which the panel can find in the parent's favour are limited by law. For further information, please contact the school office or the LA Admissions Team.

Please note that unless specified in this policy, definitions of specific terms, such as home address and sibling, are those determined by the Local Authority. Please refer to the Admissions Team for further details.

This policy is reviewed annually. By law, an eight week consultation period must be completed by 1 March. The Governing Body must then determine the policy by 15 April and inform all consultees within 14 days of determination.

## Thomas Clarkson CC

Children living in the area of the following primary schools fall within the catchment area: Elm, Elm Road, Friday Bridge, Gorefield, Kinderley, Leverington, Murrow, Orchards, Payne, Peckover, Ramnoth, St Peter's, Wisbech St Mary. The Published Admission Number (PAN) is 300. Children who have a statement of special educational needs who choose Thomas Clarkson as their chosen school will be admitted. NB Those children with a statement of special educational needs who do not choose Thomas Clarkson as their chosen school will be referred to Student Assessment to determine an appropriate place.

Priority for places will be allocated strictly against the following criteria in the order listed:

- 1 Children in Care, also known as Looked After Children (LAC);
- 2 Children who live in the catchment area or who attend primary schools within the catchment area and who have a sibling at the college at the time of admission;
- 3 Children who live in the catchment area with a sibling at the college 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 college at the time of admission;
- 7 Children who live outside the catchment area who have a sibling at the college 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 nearest the college according to the shortest straight line distance.

In cases of equal merit, priority will go first to children who are looked after and then to those living nearest the college according to the shortest straight line distance. The distance, for admissions purposes, is measured using the straight line distance from the centre point of the home to the main pupil entrance to the school. These distances are produced by the LA Admissions team for the school. 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.

## Thriplow P

Subject to ratification by the Full Governing Body

Thriplow School serves the County Parish of Thriplow (which includes Thriplow village, Thriplow Heath, Pepperslade, Hurdles Way, Heathfield, and Ringstone. Provided there are places and the school is working within its planned admission number PAN, (currently 15 children) the school is pleased to take any children whose parents choose to send them to Thriplow, irrespective of where they live. The school particularly welcomes parents who wish to send their children to our Church school because of its distinctive Christian ethos.

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

As a Voluntary Aided Church of England Primary School the Governing Body is the admissions authority. This means that it is the Governing Body that sets and applies the Admissions Policy for the school. All decisions regarding admission of children into the school are made by a sub committee of the Governing Body. We aim to set out clear procedures for admissions to the school so that the system is seen as fair by prospective parents and all others involved. We have paid particular attention to our status as a Church of England (Aided) School as published in our 'School Statement of Purpose'. (See School Brochure)

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

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

A Cambridgeshire Application Form – this is available from the school office, or it can be found in the booklet "Admissions to Primary Schools-A Guide for Parents" which is supplied by the LA Admissions Team and must be completed and sent to the school office or to the Admissions Team by the published deadline in December of the year prior to entry

A Thriplow School Supplementary Information Admission Form – this is available from the school office and must be completed and returned to the school office by the published deadline in December of the year prior to entry

Offer letters will be issued by the LA on the published deadline in the year of entry. Late applications (those submitted after the published deadline and the end of the first week of the autumn term) will be handled by the Admissions Team. To apply for a place after the start of term or in any other year group, please contact the school office, or the LA admissions team for an application form.

Contacts:

Thriplow C E (A) Primary School: 01763 208213 or email:  
[office@thriplow.cambs.sch.uk](mailto:office@thriplow.cambs.sch.uk)

For admission into Reception year in September 2010, the LA, on behalf of the governing body, will offer places to 15 children. This is the Published Admission Number for that year group. In the event that more than 15 applications are received, the following criteria will be applied to determine priority for places.

#### Criteria for Allocation of School Places

Children with a Statement of Special Educational Needs in which Thriplow School is named will be admitted. Those children with a Special Statement of Educational Need that does not name the school will be referred to Student Assessment to determine an appropriate place. All preferences are treated equally, however in the event that there are more applications to attend Thriplow School than there are places available the following criteria will be applied in order of priority:

- 1 Children in Care, also known as Looked After Children (LAC);
- 2 All children residing in the parish of Thriplow which includes Thriplow village, Thriplow Heath, Hurdles Way, Ringstone, Pepperslade and Heathfield;
- 3 Siblings of those on the roll at the time of admission. For the purpose of the admissions policy sibling is defined as *a child or children who live in the same family home*;
- 4 Children whose families are involved in the work and worship of St George's Church, Thriplow, or St Mary's Church, Fowlmere, and who may also live outside the parish of Thriplow. (A letter from the parish priest may be required to confirm a family's involvement in the life and work of a church.) It is recognized that some families do not live, work and worship in the same place;
- 5 Those children who are baptized and whose parents are active members of any Christian Church and for whom this is the nearest Church of England (Aided) School (A letter from the parish priest may be required to confirm a family's involvement in the life and work of a church);
- 6 Children whose parents, if not worshipping members of a Christian Church, nevertheless wish their child to attend a Church of England (Aided) School because of its specifically religious emphasis;
- 7 Children who live outside the catchment area, but for whom Thriplow school is the nearest school as measured by a straight line\* (see below);
- 8 Children who live outside the catchment area but who have been unable to gain a place at their catchment area school because of oversubscription.

\*'Distance from home to school' within Cambridgeshire is measured as the distance from home to school as a straight line from the centre point of home to the centre point of school, as defined by the National Land and Property Gazetteer (NLPG)

Within each of the above categories priority will be given to those children who live nearest to the school.

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

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

The offer date for primary admissions in September 2010 is in April of the year preceding entry to the school and on that date the LA Admissions team will send out all offers. If it is not possible to accept a child the letter will also inform parents of their right to appeal against the decision. Parents will continue to have the right of appeal against any refusal of a place and are able to reapply the following year. Once an offer of a place has been made it may only be withdrawn in very limited circumstances. This may include the offer being made on the basis of fraudulent information being supplied by the parent, such as a false claim to one of the specified criteria.

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

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

Admission arrangements for children outside the normal entry round.

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

Admission arrangements for disabled pupils

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

### Home address

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

## (The) Vine P

The Governing Body of The Vine Inter-Church Primary School is the admission authority for the School. This means that it is the Governing Body that sets and applies the admissions policy for the School. All decisions regarding the admission of children into the School are made by a sub-committee of the Governing Body.

The application process for admissions into the initial year of entry is co-ordinated by Cambridgeshire Local Authority (LA), which acts on behalf of the governing body to offer places at the School. Parents should apply online at [www.cambridgeshire.gov.uk/admissions](http://www.cambridgeshire.gov.uk/admissions) or submit a Cambridgeshire Application Form, available from the school or from the LA Admissions Team, no later than the LA deadline in December. Offer letters will be issued by the LA on the offer date in April. Late applications (those submitted between the December deadline and the end of the co-ordination period) will be handled by the Admissions Team.<sup>25</sup>

To apply for a place after the start of term or in any other year group, please contact the school for an application form. The Governing Body aims to respond in writing to all applications within 10 school days. The Vine Inter-Church School: 01954 719630 or [office@thevine.cambs.sch.uk](mailto:office@thevine.cambs.sch.uk) LA Admissions Team Contact: Admissions Team South 01223 699200 or [admissions@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.uk)

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

For admission into Reception Class each September, the LA, on behalf of the Governing Body, will offer places to 60 children. This is the Published Admission Number (PAN) for that year group. In the event that more than 60 applications are received, the oversubscription criteria will be applied to determine priority for places. Both preferences are treated equally, regardless of whether they are first or second preferences.

### Oversubscription Criteria

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

- 1 Children in Care, also known as Looked After Children (LAC);
- 2 Children with a sibling<sup>26</sup> at the school at the time of admission and who live<sup>27</sup> in the catchment area<sup>28</sup>;

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<sup>25</sup> For further information and specific dates, please refer to the full scheme for primary co-ordination, available from the LA Admissions Team or from the website, [www.cambridgeshire.gov.uk/admissions](http://www.cambridgeshire.gov.uk/admissions)

<sup>26</sup> A sibling is defined as another child of compulsory school age living in the same family home.

<sup>27</sup> The home address is defined as the address of the adult with parental responsibility with whom the child normally lives and which applies at the time of application. Future addresses will be accepted only if the move is intended to take place within 6 teaching weeks of the application and upon confirmation of

- 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 according to the shortest straight line distance. 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.

As part of the co-ordinated scheme for primary admissions, the LA Admissions Team holds the initial reserve list on behalf of the governing body until the end of the first week of the autumn term in the initial year of intake. The Governing Body then holds this list until the end of the autumn term. When an application is refused, the child's details are automatically placed on a reserve list for the year group, ranked according to the oversubscription criteria. Parents will be contacted immediately if a place becomes available for their child, but should be aware that their child's place on a reserve list may change if an application is subsequently received that meets a higher criterion than their own.

Where mid-phase applications are received, children's details will be automatically placed on a reserve list for the year group, ranked according to the oversubscription criteria. Reserve lists will be held for a period of one term following the term for which the place was refused.

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

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

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tenancy or exchange of contracts. For further details, please see the full definition in the LA admissions booklet for parents

<sup>28</sup> A map and/or further information is available from the school

Appeals for VA or F Primary School are currently arranged by the LA Admissions Team on behalf of the Governing Body. Further information and appeal forms are available from the Admissions Team.

Please note that where a child is refused a place in an infant class because of the requirement to limit class size to 30 children, parents have the right to have this decision reviewed. This process is a type of appeal, but the circumstances in which the panel can find in the parent's favour are limited by law. For further information, please contact the school office or the LA Admissions Team.

## Wheatfields P

Wheatfields Primary School is a Foundation School, maintained by Cambridgeshire County Council. This means that the Governing Body is the admission authority, responsible for setting and applying the admissions policy for the School. All decisions regarding the admission of children into the School are made by a sub-committee of the Governing Body.

The School primarily serves a catchment area comprising that part of St. Ives to the north of St. Audrey's Lane and east of Ramsey Road from its junction with the A1123, except the area to the north bounded by Ramsey Road, Albemarle Road, the footpath leading to Burleigh Centre and Marley Road. However, applications are welcome from all parents, regardless of where they live.

The School caters for children aged 4 to 11 (Reception up to Year 6). At the age of 11, children transfer to secondary school. Although there is no guarantee of a place, children living in the catchment area and/or attending Wheatfields Primary are given priority for admission to St. Ivo School.

The application process for admissions into Reception (initial year of entry) is coordinated by Local Authority, which acts on behalf of the governing body to offer places at the School. Parents should submit a Cambridgeshire Application Form, available from their child's primary school or from the Local Authority Admissions Team, no later than the published closing date in December of the year prior to entry. Offer letters will be issued by the Local Authority in April of the year of entry. Late applications (those submitted after the published closing date in December will also be handled by the Admissions Team.

To apply for a place after the start of term or for any other year group, please contact the School for an application form. Most applications can be responded to, in writing, within 10 school days. If the School is unable to offer a place, you should contact the Local Authority Admissions Team for advice.

Contacts: School Office: 01480 466919 or [office@wheatfields.cambs.sch.uk](mailto:office@wheatfields.cambs.sch.uk)  
Local Authority Admissions Team North: 01223 699662 or  
[admissions@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.uk)

Parents wishing to visit the School before submitting an application are welcome to do so, though it may not always be possible to organise this at short notice. Please note that visits are not interviews and do not affect any decision regarding the availability of a place. Please contact the school to make arrangements. All parents are advised to read the Local Authority booklet for parents on primary admissions before submitting an application.

For admission into Reception in September 2010, the Local Authority, on behalf of the Governing Body, will offer places to 60 children. This is the Published Admission Number (PAN) for that year group. In the event that more than 60 applications are received, with Wheatfields listed as either 1<sup>st</sup> or 2<sup>nd</sup> choice of school, the oversubscription criteria will be applied to determine priority for places. All preferences are treated equally.

### Oversubscription Criteria

Where applications exceed the PAN, children who have a statement of special educational needs that names the school will be admitted. Those children with a statement of special educational needs that does not name the school will be referred to Student Assessment to determine an appropriate place.

Places will then be allocated in order to:

- 1 Children in Care, who are also known as Looked After Children (LAC)
- 2 Children living in the catchment area<sup>29</sup> with a sibling<sup>30</sup> at the 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 at the time of admission;
- 5 Children living outside the catchment area, but nearest the school according to the shortest straight line distance.

In cases of equal merit, priority will go to children living nearest the school according to the shortest straight line distance. Distance within Cambridgeshire is calculated by measuring a straight line from the centre point of the home to the centre point of the School as determined by the National Land and Property Gazetteer (NLPG).

When an application is refused, the child's details are automatically placed on a reserve list for the year group, ranked according to the oversubscription criteria. As part of the co-ordinated scheme for primary admissions, the Local Authority Admissions Team holds the initial reserve list on behalf of the governing body until the end of the first week of the autumn term in the initial year of intake. After this time the Governing Body, as the admissions authority for the school, will maintain the list for a minimum of one term. Where mid-phase applications are received, children's details will be held on the reserve list for a period of one term following the term of application. All mid-phase applications should be co-ordinated with the LA Admissions Team.

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

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

Appeals for Wheatfields Primary School are currently arranged by the Chair of Governors. Further information and appeal forms are available from the Admissions Team or the school office.

For the purposes of admission to Wheatfields, the Governing Body has adopted the Local Authority's definitions of parent, sibling and home address. Details of these

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<sup>29</sup> A map and/or further information is available from the school office.

<sup>30</sup> A sibling is defined as another child of compulsory school age living in the same family home.

can be found towards the back of the Local Authority's admissions booklet for parents.

## William de Yaxley Junior

The William de Yaxley Junior School primarily serves a catchment area comprising that part of Yaxley South of Broadway, but also welcomes applicants from a wider area. As a Church school we welcome all applicants irrespective of background and encourage pupils and parents alike to share in building a distinctively Christian community. The Governing Body of the School is the admission authority. This means that it is the Governing Body that sets and applies the admissions policy for the School. All decisions regarding the admission of children into the School are made by a sub-committee of the Governing Body.

The application process for admissions into Year 3 is co-ordinated by Cambridgeshire LA, which acts on behalf of the Governing Body to offer places at William de Yaxley. Parents should submit a Cambridgeshire Application Form, available from their child's primary school or from the Local Authority Admissions Team, no later than the LA closing date in December. Offer letters will be issued by the LA on the offer date in April. Late applications (those submitted between the closing date and the end of the first week of the autumn term) will be handled by the Admissions Team.

To apply for a place in any other year group or for admission to Year 3 after the start of term or in any other year group, please contact the School for an application form. School Office Contact: Janet Rossin Tel 01733 240323  
LA Admissions Team Contact: 01223 699662,  
Admissions [@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.uk)

Parents wishing to visit the school prior to submitting an application are welcome to do so. Please contact the school to make arrangements. Parents of children currently in year 2 at Yaxley Infants School will be contacted through the school regarding opportunities to visit the school. Visits are not interviews and do not affect any decision regarding the availability of a place.

For admission into Year 3, the LA on behalf of the Governing Body will offer places to 64 children. This is the Published Admission Number (PAN) for that year group. In the event that more than 64 applications are received, the oversubscription criteria will be applied to determine priority for places. All preferences are treated equally, regardless of whether they are first, or second preferences.

### Oversubscription Criteria

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

- 1 Children in Care, also known as Looked After Children (LAC);
- 2 Children living<sup>31</sup> in the catchment area<sup>32</sup> with a sibling<sup>33</sup> at the school at the time of admission;

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<sup>31</sup> The Governing Body uses the definition of home address as described by the LA in the admissions booklet for parents.

<sup>32</sup> A map and/or further information is available from the school.

<sup>33</sup> A sibling is defined as another child of compulsory school age living in the same family home.

- 3 Children of regular worshipping members of St Peter's Church, Yaxley who live within the catchment area;<sup>34</sup>
- 4 Children of families within the catchment area who are regular worshipping members of a Christian Church;
- 5 Children living in the catchment area;
- 6 Children living outside the catchment area who have a sibling at the school at the time of admission;
- 7 Children of regular worshipping members of St Peter's Church, Yaxley who live outside the catchment area;
- 8 Children of families outside the catchment area who are regular worshipping members of a Christian Church;
- 9 Children living outside the catchment area.

In cases of equal merit, priority will go to children who have attended Yaxley Infant School and then to children living nearest the school according to the shortest straight line distance. The distance, for admissions purposes, is measured using the straight line distance from the 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.

For Years 3 to 6, the PAN is 64. If a place becomes available it will be offered to the child at the top of the reserve list for the year group or, if no reserve list exists, the place will be offered to the first child for whom an application is received.

When an application is refused, the child's details are automatically placed on a reserve list for the year group, ranked according to the oversubscription criteria. As part of the co-ordinated scheme for primary admissions, the LA Admissions Team holds the reserve list on behalf of the governing body until the end of the first week of the autumn term in the initial year of intake. Where mid-phase applications are received, children's details will be held on the reserve list for a period of one term following the term of application. Parents will be contacted immediately if a place becomes available for their child, but should be aware that their child's place on a reserve list may change if an application is subsequently received that meets a higher criterion than their own.

Any child who is refused a place at the school has a right of appeal to an Independent Appeals Panel. This panel is made up of three people who are independent of the Governing Body and the Local Education Authority. They will take into consideration all the circumstances of the case put before them and any decision they make is binding on the Governing Body and the parents concerned. Any parent wishing to appeal should put their case in writing to the Chair of Governors, who will ask for an Independent panel to be convened.

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<sup>34</sup> To be considered under criteria 3, 4, 7 or 8, you must enclose with your application a completed Supplementary Information Form. Please note that school and not your priest will determine whether or not these criteria are met.

## Wisbech St Mary P

Wisbech St Mary School primarily serves a catchment area comprising the village of Wisbech St Mary and the surrounding area. Provided there are places, the school is pleased to take any children whose parents choose to send them to Wisbech St Mary irrespective of where they live. The school particularly welcomes parents who wish to send their children to a Church school. The Governing Body of VA Primary School is the admission authority for the School. This means that it is the Governing Body that sets and applies the admissions policy for the School. All decisions regarding the admission of children into the School are made by a sub-committee of the Governing Body.

The application process for admissions into Year R (initial year of entry) is co-ordinated by Cambridgeshire Local Authority (LA), which acts on behalf of the governing body to offer places at the School. Parents complete only one form - a Cambridgeshire Application Form - available from their child's primary school or from the LA Admissions Team, no later than the LA closing date in December. Admissions booklets will be in school and a copy given to all parents who contact the school for a reception place. Offer letters will be issued by the LA on the LA offer date in April. Late applications (those submitted between the December deadline and the end of the first week of the autumn term) will be handled by the Admissions Team.

To apply for a place after the start of term or in any other year group, please contact the School for an application form. School Office Contact: Miss C Davis Head Teacher Telephone 01945 410312. LA Admissions Team Contact: North Team: 01223 699662 or by email to [admissions@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.uk)

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

For admission into reception, the LA, on behalf of the Governing Body, will offer places to 20 children. This is the Published Admission Number (PAN) for that year group. In the event that more than 20 applications are received, the oversubscription criteria will be applied to determine priority for places. All preferences are treated equally.

### Oversubscription Criteria

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

- 1 Children who are Looked After;

- 2 Children living<sup>35</sup> in the catchment area<sup>36</sup> with a sibling<sup>37</sup> at the school (or a partner junior school) at the time of admission; for definitions of measurement please see the glossary of terms in the County Admissions booklet;
- 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, but nearest the school according to the shortest straight line distance;

In cases of equal merit, priority will go to children living nearest the school according to the shortest straight line distance. The distance, for admissions purposes, is measured using the straight line distance from the 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.

For Years 1 and 2 PAN is 20 Y3 to 6, the PAN is 22. If a place becomes available it will be offered to the child at the top of the reserve list for the year group or, if no reserve list exists, the place will be offered to the first child for whom an application is received.

#### Admission Arrangements for Older Children

Pupils may be admitted to Wisbech St Mary at any time provided there are appropriate places available. Perspective parents should discuss their plans with the Head Teacher.

#### Admission Arrangement for Disabled Pupils

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

When an application is refused, the child's details are automatically placed on a reserve list for the year group, ranked according to the oversubscription criteria. As part of the co-ordinated scheme for primary admissions, the LA Admissions Team holds the initial reserve list on behalf of the governing body until the end of the first week of the autumn term in the initial year of intake. The Governing Body then holds this list until a place becomes available. Where mid-phase applications are received, children's details will be held on the reserve list for a period of one term following the term for which the place was refused.

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

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<sup>35</sup> The home address is defined as the address of the adult with parental responsibility with whom the child normally lives and which applies at the time of application. For further details, please see the full definition in the LA admissions booklet for parents.

<sup>36</sup> A map of the catchment area is available from the school or the LA Admissions Team.

<sup>37</sup> A sibling is defined as another child of compulsory school age living in the same family home.

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

Please note that where a child is refused a place in an infant class because of the requirement to limit class size to 30 children, parents have the right to have this decision reviewed. This process is very similar to an appeal, but the circumstances in which the panel can find in the parent's favour are limited by law. For further information, please contact the school office or the LA Admissions Team.

Appeals for VA or F Primary School are currently arranged by the LA Admissions Team on behalf of the Governing Body. Further information and appeal forms are available from the Admissions Team.