DETERMINED ADMISSIONS ARRANGEMENTS
FOR
ALL CAMBRIDGESHIRE MAINTAINED SCHOOLS
AND ACADEMIES
FOR 2019 - 2020
1. INTRODUCTION

1.1 The Local Authority (LA), as the admission authority for community and voluntary controlled schools in the Cambridgeshire County Council relevant area, is responsible for ensuring that when changes were proposed to these arrangements they are subject to consultation for a period of six weeks which must start no earlier than 1 October and be completed by 31st January in the determination year.

1.2 Changes are being proposed for September 2019 as a result of the following:

- issues that have arisen throughout the last year with regard to the administration of applications;
- changes in the accommodation and organisation of certain schools;
- legislative changes; and
- as the result of a determination made by the Office of the Schools’ Adjudicator.

1.3 This document details the proposed arrangements for the 2019/20 academic year.

2. PUBLISHED ADMISSION NUMBERS & CATCHMENT AREAS

2.1 As part of the admission arrangements for a school, the admission authority must set an admission number for the “relevant age group” i.e. the age group at which pupils are, or will normally be admitted to the school e.g. Reception, or Year 7. This is known as the Published Admission Number (PAN).

2.2 The School Admissions Code (2014) states that admission authorities are not required to consult on any proposals to increase a school’s PAN. However, the PAN for a school should have regard to the capacity of the school.

2.3 Changes to the PAN are being proposed where:

- a request has been received from the governing body or academy trust
- the LA, as the admission authority for the school, considers a lower PAN would be more appropriate to reflect the circumstances of a particular school;
- a recalculation of the school capacity indicates a change would be appropriate;
- it is possible to have a more practical number;

2.3 Your views are sought on the following proposed changes, outlined in 2.5 to 2.8 below, which have all been requested by the governing bodies of the schools concerned. If approved these changes will apply to the intake cohort with effect from September 2019 entry

2.4 Proposed changes to the PAN, requested by the admission authority for the school include:

Increase to PAN
- Abbey College – increase of PAN from 180 to 210
- Bottisham Village College – increase of PAN from 210 to 240 to meet demographic growth projections with the college’s catchment area;
- Cambourne Village College – increase of PAN from 210 to 300 to meet demographic growth projections within the college’s catchment area.
- Babraham CofE Primary School – increase of PAN from 12 to 13;
- Bellbird Primary School – increase of PAN from 45 to 60
- Ermine Street Church Academy – increase of PAN from 20 to 30 to meet demand from housing growth; and
- Thriplow CofE (Aided) Primary School – increase of PAN from 15 to 20.
- Notification has been received, outside of our consultation process, from St Bede’s IC School that they will increasing their PAN from 160 to 180

Reduction to PAN
- Over Primary School – reduction of PAN from 40 to 30 to reflect changes in demographic forecasts for the school in future years.

2.6 The primary schools in the town of Whittlesey have recently concluded a public consultation to move from individual catchment areas for each of the three primary schools; Alderman Jacobs, New Road and Park Lane, to one combined catchment area for the town. The full details of these changes are shown in the individual policies which are published in “Admission Criteria for Voluntary Aided, Foundation Schools and Academies in Cambridgeshire – 2019 – 20”, published as part of this suite of documents.

3. CO-ORDINATED SCHEME

3.1 The application process and timetable will be dictated by the co-ordinated scheme. Full details are contained in the attached document.

4. OVERSUBSCRIPTION CRITERIA FOR VOLUNTARY CONTROLLED AND COMMUNITY SCHOOLS IN CAMBRIDGESHIRE

4.1 Criteria for Infant and Primary Schools:

Children who have a Statement of Special Educational Need (SEN) / Education Health and Care Plan (EHCP) that names the school will be admitted. NB. Those children with a statement of SEN / EHCP that does not name the school will be referred to the Statutory Assessment Team (SAT) to determine an appropriate place.

1. Children in Care, also known as Looked After Children (LAC), and children who were previously looked after but ceased to be so by reason of adoption, a residence order (now known as a child arrangement order) or special guardianship order.

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 applied and been unable to gain a place at their Cambridgeshire catchment area school because of oversubscription.

6. Children who live outside the catchment area, but nearest the school as measured by a straight line.
Under each criterion, in cases of equal merit, priority will go to children living nearest the school as measured by a straight line.

### 4.2 Criteria for Junior Schools:

Children who have a statement of Special Educational Need (SEN) / Education Health and Care Plan (EHCP) that names the school will be admitted. NB. Those children with a statement of SEN / EHCP that does not name the school will be referred to Statutory Assessment Team (SAT) to determine an appropriate place.

1. Children in Care, also known as Looked After Children (LAC), and children who were previously looked after but ceased to be so by reason of adoption, a residence order (now known as a child arrangement order) or special guardianship order.
2. Children who live in the catchment area, attend the partner infant school and who have a sibling at the school (or the partner infant school) at the time of admission.
3. Children who live in the catchment area who have a sibling at the school (or the partner infant school) at the time of admission;
4. Children who live in the catchment area and who are attending the partner infant school.
5. Children living in the catchment area.
6. Children who live outside the catchment area, but who are attending the partner infant school and have a sibling at the school (or the partner infant school) at the time of admission.
7. Children who live outside the catchment area, but have a sibling at the school (or the partner infant school) at the time of admission.
8. Children who live outside the catchment area, but who attend the partner infant school.
9. Children who live outside the catchment area and have been unable to gain a place at their catchment area school because of oversubscription.
10. Children who live outside the catchment area, but nearest the school as measured by a straight line.

Under each criterion, in cases of equal merit, priority will go to children living nearest the school as measured by a straight line.

### 5. DEFINITIONS

5.1 Unless otherwise stipulated by an academy, a foundation or voluntary-aided school governing body, the following definitions will apply for all schools in Cambridgeshire.

5.2 Distances within Cambridgeshire are calculated by measuring a straight line from the reference point of the home as determined by the Ordnance Survey (OS) AddressBase Premium™ to:

- the reference point of the primary school as determined by the Ordnance Survey (OS) AddressBase Premium™; or
the main pupil entrance to the secondary school, with the exception of Longsands Academy (please see their admission criteria).

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

In the event of (a) two or more children living at the same address point (eg children resident in a block of flats) or (b) two addresses measuring the same distance from the school, the ultimate tiebreaker will be random selection, witnessed by a Council officer, who is independent of the Admissions Team.

5.3 Home address – the address given on a child’s application should be the child’s permanent or main residence at the time school places are allocated. This should also be the address where the child will be residing when they start school in September 2018. A child’s application can only be considered from one home address. Therefore, their “main residence” must be the address at which they spend the majority of their school nights, and to which the child benefit is paid. An address used for before and after-school childcare arrangements will not be considered appropriate.

5.4 Shared responsibility – where more than one adult shares parental responsibility and they live at different addresses, it is important that agreement is reached, prior to making the application, on which schools will be named on the application form. If different applications are received, or the Admissions Team is made aware of a dispute between two parents, all applications will be placed on hold and will not be processed until such time that:

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

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

5.6 Moving House - If a family move address at any point during the admissions process, either within Cambridgeshire or into Cambridgeshire, it is their responsibility to immediately inform the Admissions Team, in writing, of this change, and provide proof of their new address. Failure to do this may invalidate a child’s application.

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

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

5.9 Looked after Children - a looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise...
of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

5.10 **Previously looked after children** - a child who was previously looked after but immediately after being looked after became subject to an adoption, residence (now known as a child arrangement order¹), or special guardianship order, under Section 46 of the Adoption and Children Act 2002.

6. **INFANT CLASS SIZE**

6.1 Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) must not contain more than 30 pupils with a single school teacher. Additional children may be admitted under very limited exceptional circumstances as “excepted pupils”.

6.2 With effect from admissions made from September 2016 these children will remain an “excepted pupil” for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.

6.3 The exceptional circumstances cover:

   a) children with statements of special educational needs admitted outside the normal admission round;
   b) looked after children and previously looked after children admitted outside the normal admission round;
   c) children admitted, after initial allocation of places, because of a procedural error, made by the admission authority or local authority in the original application process;
   d) children admitted after an independent appeals panel upholds an appeal;
   e) children who move into the area outside the normal admission round for whom there is no other available school within a reasonable distance;
   f) children of UK service personnel admitted outside the normal admission round;
   g) twins and children from multiple births when one of the siblings is the 30th child admitted;
   h) children with SEN who are normally taught in an SEN unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.

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

7.1 On occasion it is not possible to meet parental preference for a child’s catchment primary school, and the child is directed to the next nearest alternative school with a place available. When this situation arises, parents will often wish to place siblings at the same school.

7.2 In this situation, once the child has started at the alternative school, applications received for their siblings will be processed as if the siblings were in-catchment siblings.

¹ as amended in S.14 of the Children and Families Act 2014
7.3 Parents, applying for school places for siblings in such circumstances, will be required to bring this to the Admission Team’s attention when completing the application form.

8. **LOCAL PROTOCOL ON CLASS SIZES WITHIN KS2 IN CAMBRIDGESHIRE MAINTAINED PRIMARY SCHOOLS**

8.1 As there is no statutory size limits on Key Stage 2 classes (Years 3-6), LA currently seeks agreement with head teachers of maintained or academy primary schools to admit up to 32 children in mixed-age classes and up to 34 children in single year group classes.

8.2 Exception to this will be sought, in discussion with the school and its governing body, where twins and children of multiple births apply for a place at a school and one of the siblings would be either the 32\textsuperscript{nd} or 34\textsuperscript{th} to be admitted.

9. **ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP**

9.1 Parents of summer born, gifted and talented children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group.

9.2 Where a child is already attending a school a decision will be made based on the individual circumstances of the case following a discussion between the headteacher and the parent.

9.3 When a parent is seeking the accelerated or deferred admission of their child to Year 7, their application must be received by 1 October in the academic year in which they will become a Year 6 pupil for review and decision by the LA’s Accelerations and Deferrals Panel.

9.4 When a parent is seeking the accelerated or deferred admission of their child to Reception, their application must be received by 1 December in the academic year in which they will reach the age of 4 for review and decision by the LA’s Accelerations and Deferrals Panel.

9.5 Full details of how to make an application to the Acceleration and Deferral Panel can be found on the Council’s website. Information leaflets are also available for parents on request.

10. **RESERVE LISTS**

10.1 The LA will maintain reserve lists for schools in accordance with the Service Level Agreement between the governing body and the Admissions Team.

10.2 Where a reserve list is maintained by the Admissions Team, parents will;

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

10.4 Where a place becomes available and can be offered to a child on a reserve list, the parent will be given up to either 10 days in which to indicate whether they wish to accept the place, where they have been notified of this place by letter or email, or 5 days where they have been notified by telephone. If no response is received within the specified time period, the offer is void and the child’s details will be removed from the reserve list.

11. IN YEAR ADMISSION ARRANGEMENTS

11.1 Full details of the In-Year admission arrangements and the Cambridgeshire Fair Access Protocol will be consulted on separately in the Spring Term 2018.

12. SIXTH FORM ADMISSIONS

12.1 We have received no Sixth Form Admission Policies for consultation on this occasion.

13. NURSERY ADMISSIONS

13.1 See separate policy.

14. WHERE TO FIND FULL VERSIONS OF THE DOCUMENTS

14.1 The following documents can be found on the County Council’s website after completion of this annual consultation:

1. Determined Co-ordinated Secondary Admission Scheme for 2019/20
2. Determined Co-ordinated Primary Admission Scheme for 2019/20
3. Determined Admission Arrangements for 2019/20, including admission arrangements for all Community and Voluntary Controlled Schools
4. List of Published Admission Numbers for admission in 2018/2019
6. Supplementary Information Forms to be used by Voluntary Aided and Foundation Schools in Cambridgeshire for admission in 2019/20

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


15. CONTACT

Admissions Team
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