



**DETERMINED
ADMISSIONS ARRANGEMENTS
FOR
ALL CAMBRIDGESHIRE MAINTAINED SCHOOLS AND
ACADEMIES**

FOR 2015 - 2016

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

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 are proposed to these arrangements are consulted on for a period of eight weeks which must start no earlier than 1 November and be completed by 1 March in the determination year. Determination of admission arrangements must take place no later than 15 April in the determination year.

1.2 Changes proposed for September 2015 were 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 School's Adjudicator.^{public}

1.3 This document details the determined arrangements.

2. 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 (2012) states that admission authorities are not required to consult on any proposed increase to the PAN. However, the PAN for a school should have regard to the capacity of the school.

2.3 Changes to the PAN have been determined where:

- a request has been received from the governing body, or the local authority as the admission authority for the school;
- a recalculation of the school capacity indicates a change of admission number;
- it is possible to have a more practical number;
- it is possible to remove surplus places; or
- changes are taking place in the provision of schools, e.g. amalgamations.

2.4 Views were sought on the following proposed changes, outlined in 2.5 to 2.10 below, which have all been requested by the governing body of the school concerned. The following changes have been determined and will apply to the intake cohort with effect from September 2015.

2.5 PAN changes:

- Bassingbourn Village College – decrease in PAN from 150 to 125;
- Benwick Primary School – increase in PAN from 15 to 20;
- Cavalry Park Primary School – increase in PAN from 48 to 60;
- Colville Primary School – reduction in PAN from 60 to 30;
- Coton C of E Primary School – increase in PAN from 16 to 20;
- Cottenham Primary School – increase in PAN from 80 to 90;
- Harston and Newton Primary School – increase in PAN from 21 to 25;
- Lionel Walden Primary School – decrease in PAN from 34 to 30;
- The Bellbird Primary School – increase in PAN from 40 to 45;
- Thomas Clarkson Academy – reduction in PAN from 300 to 270;
- Wilburton C of E Primary School – increase in PAN from 16 to 20;
- William Westley C of E Primary School – increase in PAN from 28 to 30;
- Witchford Village College – increase in PAN from 150 to 180

2.6 Views were also sought on a proposed catchment area change for children in Cambourne, which was requested by the governing bodies of Jeavons Wood, Monkfield Park, Hardwick and The Vine primary schools. This proposed change has also been determined and will remove the current catchment area definitions in relation to Cambourne for the individual schools and replace these definitions with one common definition as follows:-

The school will serve the whole of Cambourne.

2.8 Views were also sought on a proposed catchment area change, which was requested by the governing body of The Shade Primary School, Soham. The catchment area definition has been determined as follows:-

“The Shade Primary School serves the villages of Barway and Barcham and Soham town.”

- 2.9** Views were also sought on a proposed catchment area change which was requested by the governing body of The Weatheralls Primary School, Soham. The catchment area definition has been determined as follows:-

“The Weatheralls Primary School serves Soham town.”

- 2.10** Views were also sought on a proposed catchment area change which was requested by the governing body of St Andrews C of E Primary School. The catchment area definition has been determined as follows:

“St Andrew’s C of E Primary School serves the villages of Wicken, Upware and Padney and Soham town.”

- 2.11** Following the consultation period a request was received from the governing body of Robert Arkenstall Primary School requesting an increase in the PAN of the school from 38 to 40 in response to future planned housing within the catchment area of the school. This request was approved by the local authority, as the admission authority for the school.

3. CO-ORDINATED SCHEME

- 3.1** The application process and timetable will be dictated by the co-ordinated scheme. See the attached document.
- 3.2** From September 2012, for transfer to Year 7 and Year 9 (Gamlingay Village College pupils only), where an application has not been received for a child due to transfer they will not be offered a place in the appropriate year group, or at an appropriate school, as is the current practice.
- 3.3** Instead, on the National Offer Date, a letter will be sent to the parent/carer, advising them to complete and return an application form for the child.
- 3.4** Any Cambridgeshire child, for whom no application is received by 31 May, will be offered a place at the next nearest school to their home address on 1 June.

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

Criteria for infant and primary schools (excluding Monkfield Park and Hardwick Primary Schools and St Andrews CofE and The Weatheralls Primary School):

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

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1. Children in Care, also known as Looked After Children (LAC), and children who were looked after but ceased to be so by reason of adoption, a resident 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 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 reference point of the home to the reference point of the school both as determined by the Ordnance Survey(OS) AddressBase Premium TM . 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.

In the event of (a) two or more children living at the same address point (e.g. 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 the Council officer, independent of the Admissions Team.

4.2 Monkfield Park and Hardwick Primary School

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

1. Children in Care, also known as Looked After Children (LAC), and children who were looked after but ceased to be so by reason of adoption, a resident order or special guardianship order;
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;
4. Children living outside of the catchment area who have a sibling at the school at the time of admission;
5. Children living outside the catchment area who have been unable to gain a place at their catchment school because of over-subscription;
6. Children who live out of catchment.

In cases of equal merit, priority will go to children living nearest the school as measured by a straight line. The distance, for admissions purposes, is measured using the straight line distance from the reference point of the home to the reference point of the school both as determined by the Ordnance Survey(OS) AddressBase Premium TM . 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.

In the event of (a) two or more children living at the same address point (e.g. 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 the Council officer, independent of the Admissions Team.

4.3 St Andrew's C of E Primary School

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 Statutory Assessment and Resources (STAR) Team to determine an appropriate place.

- 1 Children in care, also known as Looked After Children (LAC), and children who were looked after but ceased to be so by reason of adoption, a resident order or special guardianship order;
- 2 Children who have a sibling at St Andrew's C of E Primary School at the time of admission;
- 3 Children living in the villages of Wicken, Upware and Padney and in the area to the south of Soham, known as Downfields¹ ;
- 4 Children living in Soham;
- 5 Children living outside of the catchment area of the school.

In cases of equal merit, priority will go to children living nearest the school as measured by a straight line. The distance, for admissions purposes, is measured using the straight line distance from the reference point of the home to the reference point of the school both as determined by the Ordnance Survey(OS) AddressBase Premium TM . 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.

In the event of (a) two or more children living at the same address point (e.g. children resident in a block of flats) or (b) two addresses measuring the same distance from the school, the ultimate tiebreaker will be random

¹ The Downfields area of Soham is defined as Fordham Road to the south of the mini roundabout where Fordham Road meets Orchard Row, Orchard Row, Centre Road, Mistral Close, Windmill Close, Cornmills Road and Military Road.

selection, witnessed by the Council officer, independent of the Admissions Team.

4.4 The Weatheralls Primary School

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 Statutory Assessment and Resources (STAR) Team to determine an appropriate place.

- 1 Children in care, also known as Looked After Children (LAC), and children who were looked after but ceased to be so by reason of adoption, a resident order or special guardianship order;
- 2 Children who have a sibling at The Weatheralls Primary School at the time of admission;
- 3 Children living in Soham;
- 5 Children living outside of the catchment area of the school.

In cases of equal merit, priority will go to children living nearest the school as measured by a straight line. The distance, for admissions purposes, is measured using the straight line distance from the reference point of the home to the reference point of the school both as determined by the Ordnance Survey(OS) AddressBase Premium TM . 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.

In the event of (a) two or more children living at the same address point (e.g. 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 the Council officer, independent of the Admissions Team.

4.5 Criteria for junior schools:

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

1. Children in Care, also known as Looked After Children (LAC), and children who were looked after but ceased to be so by reason of adoption, a resident 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;

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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.

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 reference point of the home to the reference point of the school both as determined by the Ordnance Survey(OS) AddressBase Premium TM . 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

In the event of (a) two or more children living at the same address point (e.g. 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 the Council officer, independent of the Admissions Team.

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 TM to:

- **the reference point of the primary school** as determined by the Ordnance Survey(OS) AddressBase Premium TM ; 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 (e.g. 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 the Council officer, 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 2015. 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. Parents are also made aware that an address used for before and after-school childcare arrangements will **not** be considered
- 5.4 Shared responsibility** – where more than one adult shares parental responsibility and live at different addresses, it is important that agreement be reached, prior to making the application, on which schools to apply for. 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 parents’ 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 an anticipated completion date, for a house purchase or the signing of a formal lease agreement. Places cannot be allocated any more than 6 teaching weeks before the child is expected to take up the place.
- 5.6 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 your 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, 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 "excepted pupils".
- 6.2** With effect from admissions made in September 2013 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 excepted children will be:
- 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 ON NON-STANDARD TRANSFER GROUPS

- 7.1** The LA will continue with the protocol put in place in September 2005, which made special arrangements for Cambridgeshire children required to transfer from a maintained school at Years 5 and 9.
- 7.2** The protocol aims to ensure that Cambridgeshire children transferring out of Gamlingay First School and Gamlingay Village College receive the same level of service as those in the main transfer groups.
- 7.3** Applications from children due to transfer at the end of year 4 and year 8 will be considered in the normal admissions round where the school place applied for is a point of entry for that school, ie.; a middle or upper school. Where the application does not express a preference for a school where year 5 and year 9 is the point of entry, the application will be considered as an in year application in accordance with "In Year Admission Arrangements for all Maintained and Academy Schools September 2014".
- 7.4** Reserve lists for places at any school will be held as usual, with no differentiation between the transfer group children and other casual applicants.

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

- 8.1** 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.
- 8.2** 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.
- 8.3** 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.

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

- 9.1** Infant Class Size legislation restricts Key Stage 1 classes (Reception, Year 1 and Year 2) to 30 children to one teacher. There is no statutory size limit on other classes.
- 9.2** The 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 in Key Stage 2 (Years 3-6).
- 9.3** 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 is the last child who can be admitted.

10. ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP

- 10.1** Parents of 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.
- 10.2** Where a child is already attending a school this discussion will take place between the headteacher and the parent, and will be decided on the individual circumstances of each request.
- 10.3** When a parent is seeking the accelerated, or deferred, admission of their child to Year 7, their application must be received by the Accelerations and Deferrals Panel by 1 October in the academic year in which they become a Year 6 pupil.
- 10.4** When a parent is seeking the accelerated, or deferred, admission of their child to Reception, their application must be received by the Acceleration and Deferrals Panel by 1 December in the academic year in which they reach the age of 4.
- 10.5** Full details of how to make an application to the Acceleration and Deferral Panel can be found in the LA leaflets which are available for parents on request.

11. RESERVE LISTS

- 11.1** The LA will maintain reserve lists for those schools in accordance with the Service Level Agreement between the governing body and the Admissions Team.
- 11.2** Where a reserve list is maintained by the Admissions Team, parents will;

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- continue to have the right of appeal against any refusal of a place and be able to reapply for a place the following year; and
- have their children automatically placed on the reserve list for a school or schools ranked as higher preferences than the school offered.

11.3 Where a place becomes available and can be offered to a child on a reserve list, the parent will be given up to 10 days in which to indicate whether they wish to accept the place, where they have been notified of this place by letter or email, or five 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.

12. IN YEAR ADMISSION ARRANGEMENTS

12.1 Full details of the In-Year admission arrangements can be found in the attached separate document titled "In Year Admission Arrangements for all Maintained and Academy Schools for Academic Year 2014 – 2015"

13. SIXTH FORM ADMISSIONS

13.1 See separate policy.

14. NURSERY ADMISSIONS

14.1 See separate policy.

15. WHERE TO FIND FULL VERSIONS OF THE DOCUMENTS

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

1. Co-ordinated Admission Scheme for 2015;
2. Admission Arrangements for –2015 - 2016, including admission arrangements for all Community and Voluntary Controlled Schools;
3. List of Published Admission Numbers for admission in 2015 - 2016;
4. In Year Admission Arrangements for all Maintained and Academy Schools for Academic Year 2014 – 2015;
5. Fair Access Protocol – for Academic Year 2014 – 2015;
6. Admission Criteria for Voluntary-Aided, Foundation Schools and Academies in Cambridgeshire for 2015 – 2016;
7. Supplementary Information Forms used by Voluntary Aided and Foundation Schools in Cambridgeshire for 2015 – 2016;
8. Schools with Sixth Form Admission Criteria for 2015 - 2016;
9. Nursery Admissions Policy 2015 - 2016.

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

<https://www.gov.uk/government/publications/school-admissions-code>

16. CONTACT

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