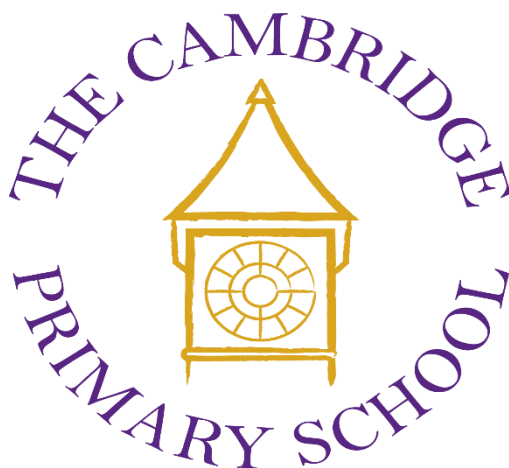


# THE CAMBRIDGE PRIMARY SCHOOL

## ADMISSIONS POLICY

**2019 - 2020**



<b>Date of Approval:</b>	
<b>Date of Next Review:</b>	
<b>Signed: Headteacher</b>	
<b>Signed: Chair of Governors</b>	

The Cambridge Primary School  
Queens Avenue, Wellesley  
Aldershot, Hampshire GU11 4AA



## The Cambridge Primary School

### Admissions Policy

#### Admissions 2019-2020

This policy will apply to all admissions from 1 September 2019, including in-year admissions. The school will participate in the co-ordinated admission arrangements operated by the Hampshire County Council and the local Fair Access Protocol, which will be applied alongside the policy to secure the admission of vulnerable pupils from specific groups. It will be used during 2018/19 for allocating places for September 2019 as part of the main admission round for Year R.

Engage Enrich Excel Academies is the admission authority for all of its schools. The admission arrangements are determined by the Trust, after statutory consultations.

The guiding principles of the Admissions Policy are that the school serves its local community; that siblings as far as possible can attend school together; and that children can benefit from continuity between schools serving the same community. The policy aims to be clear, fair and objective and complies with all relevant legislation. This policy will apply to all admissions from 1 September 2019, including in-year admissions.

It will be used during 2018-19 for allocating places for September 2019 as part of the main admission rounds for Year R. The published admission number (PAN) at The Cambridge Primary School for Year R in 2018-2019 is 60.

The Trust will consider first all those applications received by the published deadline of midnight on Monday 15 January 2019. Notifications to parents offering a primary or infant school place will be sent by the County Council on 16 April 2019.

Applications made after midnight on 15 January 2019 will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications.

For the normal admission round, all on time preferences will be considered simultaneously and ranked in accordance with the admission criteria. If more than one school can offer a place, the parent's highest stated available preference will be allocated.

#### Admission Criteria

If the school is oversubscribed, places will be offered up to the PAN in the following priority order:

1. Looked after children or children who were previously looked after (*see (i) in Definitions*).
2. (*For applicants in the normal admission round only*) Children or families who have a serious medical, physical or psychological condition which makes it essential that the child attends The Cambridge Primary School rather than any other. (Appropriate medical or psychological evidence must be provided in support.)

The Cambridge Primary School  
Queens Avenue, Wellesley  
Aldershot, Hampshire GU11 4AA



3. Children of staff (*see (ii) in Definitions*) who have been recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Children living **in** the catchment area of The Cambridge Primary School (*see (iii) in Definitions*) who at the time of application have a sibling (*see (iv) in Definitions*) on the roll of The Cambridge Primary School who will still be on roll at the time of admission.
5. Other children living **in** the catchment area of The Cambridge Primary School.
6. Children living **out** of the catchment area of The Cambridge Primary School who at the time of application have a sibling (*see (iii) in Definitions*) on the roll of The Cambridge Primary School who will still be on roll at the time of admission.
7. Other children.

## Definitions

(i) Looked after children are defined as those who are (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). Previously looked after children are those who were looked after but ceased to be so because they became subject to an adoption order, child arrangements order or special guardianship order. An adoption order is an order under section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

(ii) 'Staff' includes all those on the payroll of the school. 'Children of staff' refers to situations where the staff member is the natural parent, the legal guardian or a resident step parent.

(iii) The child's permanent residence is where they live, normally including weekends and during school holidays as well as during the week, and should be used for the application. The permanent address of children who spend part of their week with one parent and part with the other, at different addresses, will be the address at which they spend most of their time.

(iv) 'Sibling' refers to brother or sister, half brother or half sister, adoptive brother or adoptive sister, foster brother or sister, step brother or step sister living as one family unit at the same address. It will also be applied to situations where a full, half or adopted brother or sister are living at separate addresses. Categories 3 and 6 include children who at the time of application have a sibling for whom the offer of a place at the preferred school has been accepted, even if the sibling is not yet attending.

The Cambridge Primary School  
Queens Avenue, Wellesley  
Aldershot, Hampshire GU11 4AA



(v) 'Displaced' refers to a child who was refused a place at the catchment school in the normal admissions round having named it in the application and was not offered a higher named preference school.

### **Tie-breaker**

If the school is oversubscribed from within any of the above categories, straight line distance will be used to prioritise applications; applicants living nearer the school have priority.

Distances will be measured from the Ordnance Survey home address point to the school address point using Hampshire County Council's Geographic Information Systems (GIS).

Distances to multiple dwellings will give priority to the ground floor over the first floor and so on. On individual floors, distances will be measured to the stairs leading to the communal entrance. Where two or more applicants are equidistant, random allocation will be used to allocate the place. An explanation of the random allocation procedure is available on the County website.

### **Additional Information**

#### **1. Pupils with an education, health and care plan or statement of SEN**

The governors will admit any pupil whose final education, health and care plan or statement of special educational needs names the school. Where possible such children will be admitted within the PAN.

#### **2. Multiple births**

Where a twin or child from a multiple birth is admitted to a school under this policy then any further twin or child of the same multiple birth will be admitted, if the parents so wish, even though this may raise the number in the year group above the school's PAN.

#### **3. Fair Access placements by the local authority**

The local authority must ensure that, outside the normal admission round, all children, especially the most vulnerable, are placed in school as quickly as possible. It may therefore sometimes be necessary for a pupil to be placed by the local authority, or a local placement panel acting on behalf of the authority, in a particular school even if there is a waiting list for admission. Such placements will be made in accordance with the provisions of the local authority's Fair Access Protocol. The Protocol is based on legislation and government guidance.

#### **4. School Closures**

In the event of a school closure, pupils from the closing school may be given priority for any school nominated as the receiving school. Specific arrangements will be determined by the Local Authority in accordance with the School Admissions Code and will be published at the time for the specific schools affected.

The Cambridge Primary School  
Queens Avenue, Wellesley  
Aldershot, Hampshire GU11 4AA



## 5. Right of Appeal

In accordance with the 1998 Education Act, parents whose children are refused admission to the school may appeal against the decision of the Board of Directors. The appeal should be made in writing within 21 days of receiving the letter of refusal. Information on the Appeal Procedure together with an Appeal Form is available from the School's Admissions Officer.

The completed Appeal Form should be sent to:

Clerk to the Appeals Committee  
c/o The Cambridge Primary School  
Queens Avenue  
Wellesley  
Aldershot  
Hampshire GU11 4AA

who will arrange an independent Appeal Hearing.

## 6. Waiting List

The School operates a waiting list for unsuccessful applicants. If a child is refused admission, parents / carers must write to the school requesting for their child to be placed on the waiting list.

Any places that become available will be allocated according to the criteria of the Admission Arrangements. The waiting list will be maintained for the whole of the academic year. Each added child will require the list to be ranked again, in line with the published oversubscription criteria. Priority will not be given to children based on the date their application was received. Any child looked after or previously looked after and those allocated a place in accordance with the Fair Access Protocol will take precedence over those on the waiting list.

Letters will be sent to everyone on the waiting list at the end of each year asking for parents to confirm if the child should remain on the waiting list for the following academic year. If no reply is received, the child will be removed from the list.

## 7. Starting school

### Deferment

The School normally admits children to reception classes at the start of the school year. Parents / carers have the right to defer entry within the same school year until the start of the term following the child's fifth birthday. Parents can request that their child attends part-time until he/she reaches compulsory school age. Parents of children with birthdays between 1<sup>st</sup> April and 31<sup>st</sup> August 2015 (inc), whose child has not started in a Year R class during the 2019-20 school year, may wish to request admission to Year R in September 2020 rather than admission to Year 1. In these circumstances, all relevant factors will be considered in assessing the request; parents would be expected to state clearly why they felt admission to Year R was in their child's best interests. It is recommended that parents considering such a request contact the school in the Autumn term of 2018 to ensure that an informed decision is made.

In all other year groups parents may wish to seek a place for their child outside of their normal age group, for example if the child has experienced problems such as ill health. If an application is received

The Cambridge Primary School  
Queens Avenue, Wellesley  
Aldershot, Hampshire GU11 4AA



for a place outside of the child's normal year group then a decision on an offer of a place (on an individual basis) will be made, subject to professional assessment by the school and within the oversubscription criteria for 2019/20.

### **8. Admission of children outside their normal age group**

Parents can seek places outside their normal age group. Decisions will be made on the basis of the circumstances of each case; parents may be offered a place in another year group at the school.

### **9. Legislation**

This policy takes account of all Equalities legislation, together with all relevant regulations and the School Admissions Code (published by the DfE in 2014).