



# **Buckden CE Primary** **Academy**

## Admissions Policy

Signed by:

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Acting Headteacher  
Date: 21<sup>st</sup> November 2018

Signed by:

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Chair of Governors  
Date: 21<sup>st</sup> November 2018

Buckden Church of England Primary Academy has a service level agreement with Cambridgeshire County Council.

Therefore the school adopts the Admission Policies held by Cambridgeshire County Council:

**DETERMINED ADMISSIONS ARRANGEMENTS  
FOR  
ALL CAMBRIDGESHIRE MAINTAINED SCHOOLS  
(INCLUDING ADMISSION CRITERIA FOR ALL  
COMMUNITY SCHOOLS & VOLUNTARY  
CONTROLLED SCHOOLS)  
  
AND ACADEMIES  
  
FOR 2018 – 2019  
27<sup>th</sup> February 2017**

**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 31<sup>st</sup> January in the determination year.
- 1.2** Changes have been proposed for September 2018 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 2018/19 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 Views were 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 2018 entry.**

## **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 Student Assessment 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 resident 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.

## **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 <sup>TM</sup> to:

- **the reference point of the primary school** as determined by the Ordnance Survey (OS) AddressBase Premium <sup>TM</sup> ; 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 order<sup>1</sup>), 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 30<sup>th</sup> 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.

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<sup>1</sup> as amended in S.14 of the Children and Families Act 2014

## **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.
- 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<sup>nd</sup> or 34<sup>th</sup> 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 can be found in the attached separate document titled "In Year Admission Arrangements for all Maintained and Academy Schools for Academic Year 2017-2018."

## **12. SIXTH FORM ADMISSIONS**

- 12.1** Please see the sixth form website for any changes to their admissions arrangements.

## **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 Admission Scheme for 2018/2019

2. Determined Admission Arrangements for –2018/2019, including admission arrangements for all Community and Voluntary Controlled Schools
3. List of Published Admission Numbers for admission in 2018/2019
4. In Year Admission Arrangements for all Maintained and Academy Schools for Academic Year 2018/2018
5. Fair Access Protocol – for Academic Year 2017 – 2018
6. Admission Criteria for Voluntary-Aided, Foundation Schools and Academies in Cambridgeshire for 2018/2019
7. Supplementary Information Forms to be used by Voluntary Aided and Foundation Schools in Cambridgeshire for admission in 2018/2019
8. Schools with Sixth Form Admission Criteria for 2018/2019
9. Nursery Admissions Policy for 2018/2019

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

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/389388/School\\_Admissions\\_Code\\_2014\\_-\\_19\\_Dec.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/389388/School_Admissions_Code_2014_-_19_Dec.pdf)

## **15. CONTACT**

Admissions Team

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