



# **Admissions Policy**

Approved by the Governing Body in:

**Autumn 2018**

## **Admissions Policy**

**Cambridgeshire Local Authority (LA) is responsible for setting the Admissions Policy and criteria for this school.**

1. This school has been established to serve the whole of Cambourne. Priority for places will go to those children living in the school's catchment area. The Published Admission Number (PAN) for each year group is 60.
2. Parents wishing to apply for a Reception place for their child in September 2019 can apply online [www.cambridgeshire.gov.uk/admissions](http://www.cambridgeshire.gov.uk/admissions) or contact the school for a copy of the Local Authority's admissions guide for parents, "First Steps Admission to primary school: a guide for parents". The application form must be completed and returned to the school or the Local Authority Admissions Team no later than 15<sup>th</sup> January 2019. Parents will be informed by the Local Authority on 16<sup>th</sup> April 2019 whether a place is available for their child.
3. Foundation Class places will be allocated on the basis of the PAN for the year group and the admissions criteria set by the LA. In the event of over-subscription, the following criteria will be used to determine priority for places:-

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 an 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 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 applied and been unable to gain a place at their Cambridgeshire catchment area school because of over-subscription;
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.

Further information about admissions can be found in the LA primary admissions guide for parents, known as 'First Steps'.