



# **Admissions Policy**

Approved by the Governing Body in:

**Autumn 2014**

# 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 2015 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 2015. Parents will be informed by the Local Authority on 16<sup>th</sup> April 2015 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 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 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 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 shortest straight line distance.

4. Where families with primary aged children intend to move to Cambourne, places will not be allocated at the school until either:-
  - i) contracts have been exchanged in respect of the purchase of a house, and a completion date is known; or
  - ii) a lease or rental agreement has been signed.

Further information about admissions can be found in the LA primary admissions guide for parents.