



ADMISSIONS ARRANGEMENTS

FOR

ALL CAMBRIDGESHIRE MAINTAINED SCHOOLS AND
ACADEMIES

FOR 2013/14

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

1. INTRODUCTION

The Local Authority (LA) is responsible for co-ordinating the annual statutory consultation on admissions and for determining admission arrangements for community and voluntary controlled schools. It must consult annually as to whether those arrangements are satisfactory before determining or varying any of them. Consultation must take place for a period of 8 weeks and must start no earlier than 1st November and be completed by 1st March in the determination year. Determination of admission arrangements must take place no later than 15th April in the determination year.

Consultation took place in January and February 2012 for 2013 as a result of the following:

- issues that have arisen throughout the last year with regard to the administration of applications;
- net capacity reassessments and/or changes in the accommodation of certain schools;
- changes to the admission process proposed under the draft School Admissions Code, which was published on 2nd November 2011, which will apply to admission arrangements determined in 2012 for admission in the school year 2013/14.

This document details the agreed changes.

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).

The School Admissions Code states that admission authorities are not required to consult on any proposed increase to the PAN.

The admission number of a school will usually only be changed if the net capacity changes. In general, changes to the 2012 Published Admission Number (PAN's) are where:

- a recalculation of the net area formula indicates a change of admission number in line with the school capacity;
 - it is possible to have a more practical number;
 - it is possible to remove surplus places or rationalise the distribution of infant class size funding; or
 - changes are taking place in the provision of schools, e.g. amalgamations.
- 2.2 Views were sought on the following changes which have been requested by the governing body of the school, or the local authority as the admission

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authority for the school. These will now apply to the intake cohort with effect from September 2013.

- Bourn C of E Primary School – Increase PAN from 22 to 28
- Comberton Village College – Reduce PAN from 300 to 240 linked to the planned opening of a new 750 place secondary school to serve the community of Cambourne
- Gamlingay First School – Increase PAN from 45 to 48
- Girton Glebe Primary School – Increase PAN from 30 to 40 to increase capacity to meet the demand for school places in the village of Girton
- Payne Primary School - Increase PAN from 13 to 15 to increase capacity to allow better class organisation across the school
- Sawtry Infant School – Reduce PAN from 70 to 60 to bring total capacity at school in line with the Net Capacity Assessment completed based on current accommodation.
- Teversham C of E Primary School – Increase PAN from 25 to 30
- Netherhall School – Reduce PAN from 240 to 210 to improve whole school organisation and to reduce surplus places at the school

Below are details of changes approved by Cabinet to be made to Published Admission Numbers for schools which take effect for admissions to the schools from September 2012.

- Grove Primary School – Increase in PAN from 30 to 60.
- Thongsley Fields Primary and Nursery School – Increase in PAN from 45 to 60.
- Hardwick Primary School – Increase in PAN from 45 to 105. The catchment area of the school will now service the village of Hardwick and the catchment areas served by Jeavons Wood Primary School and The Vine Inter-Church Primary School.

In addition, a new secondary school is being planned for Cambourne to open in 2013. It will serve the community of Cambourne. The school will operate with a PAN of 150. In 2013/14, places will only be available for pupils transferring into Year 7.

- 2.3 Views were also sought on the following possible catchment area changes which had been requested by the governing body of the school, or the local authority as the admission authority for the school.

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These will apply to the intake cohort with effect from September 2013.

- Children currently designated as living in the catchment area of Payne Primary School who live in Back Road, Murrow, will now be designated as living within the catchment area of Murrow Primary School for admission to school in Reception Year in September 2013. Those children whose siblings were admitted to Payne Primary School prior to 2013, and who currently attend this school, will be considered as catchment siblings for the purposes of admissions.
- The catchment area for Hardwick Primary School will now serve the village of Hardwick and the catchment areas served by Jeavons Wood Primary School and The Vine Inter-Church Primary School.
- The Governing Body of Sir Harry Smith Community College, have determined an expansion to the catchment area of the school to include children living in the catchment area of Heritage Park Primary School, a Peterborough City Council school. This change also means that Heritage Park will become a feeder primary school to the school for admissions in September 2013.

3. CO-ORDINATED SCHEME

3.1 The application process and timetable will be dictated by the co-ordinated scheme. See the attached document.

3.1.1 Pupils that transfer to Year 7 and Year 9 (Gamlingay Village College pupils only), where an application is not 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.

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.

Any Cambridgeshire child, for whom no application is received by 31st May, will be offered a place at the next nearest school to their home address on 1st June.

4. OVERSUBSCRIPTION CRITERIA

4.1 Criteria for infant and primary schools (excluding Monkfield Park 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 centre point of the home to the centre point of the school as determined by the National Land and Property Gazetteer (NLPG). 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

4.3 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;
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;

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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 centre point of the home to the centre point of the school as determined by the National Land and Property Gazetteer (NLPG). 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

4.4 Criteria for The Netherhall 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 who live in the catchment area, are attending primary schools within the catchment area and who have a sibling at the school at the time of admission;
3. Children who live in the catchment area with a sibling at the school at the time of admission;
4. Children who live in the catchment area who are attending the primary schools within it;
5. Children who live in the catchment area;
6. Children who live outside the catchment area, who are attending primary schools within it and who have a sibling at the school at the time of admission;
7. Children who live outside the catchment area who have a sibling at the school at the time of admission;
8. Children who live outside the catchment area who are attending the primary schools within the catchment area;
9. 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 centre point of the home to the main pupil entrance to the school. 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.

4.5 Monkfield Park 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 with a sibling at the school at the time of admission and who live in the catchment area;
3. Children with a sibling at the school at the time of admission and who live in Cambourne;
4. Children living in the catchment area;
5. Children living in Cambourne who have been unable to gain a place at their catchment area school because of oversubscription;
6. Children living in Cambourne;
7. Children living outside Cambourne who have a sibling at the school at the time of admission;
8. Children living outside Cambourne.

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 centre point of the home to the centre point of the school as determined by the National Land and Property Gazetteer (NLPG). 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.

5. DEFINITIONS

5.1 Unless otherwise stipulated by a foundation or voluntary-aided school governing body, the following definitions will apply for all schools in Cambridgeshire.

5.2 Distance within Cambridgeshire is calculated by measuring a straight line from the centre point of the home to

- the centre point of the primary school as determined by the National Land and Property Gazetteer (NLPG); or
- the main pupil entrance to the secondary school.

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 route.

- 5.3 Home address** – the address of the parent with whom the child normally lives. Where children spend time with parents at more than one address, the address used to allocate a school place will be the one at which the pupil spends the majority of school nights (Sunday to Thursday). Where children spend equal amounts of school nights with both parents, the address used will be the one most advantageous to the application. The home address is that which applies at the time of an offer of a school place.
- 5.4 Future House Moves** - Places cannot be allocated on the basis of an intended future changes 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.
- 5.5 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.
- 5.6 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.
- 5.7 Looked after Children** – Previously looked after children means children who were adopted (or subject to residence order or special guardianship orders) immediately following having been looked after.

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;

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- 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 for September 2005, which made special arrangements for children attending LA schools transferring to year groups that are not the usual for Cambridgeshire transfers.
- 7.2 The protocol aims to ensure that Cambridgeshire children transferring out of:
 - Gamlingay First School;
 - Gamlingay Village College;all receive the same level of service as those in the main transfer groups.
- 7.3 All children attending these schools who submit an application will be offered a place in the requested year group on the relevant offer date. Schools other than the catchment receiver schools will have children allocated to them according to the availability of places in January (between deadline and offer dates). Later in-year applications will be considered in light of the places already allocated to children expecting to join in September.
- 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 ON IN-YEAR OVERADMISSION

- 8.1 Following careful consideration of the responses to last year's consultation, the circumstances in which it is considered permissible for a Cambridgeshire admission authority to admit beyond a school's PAN, have been extended. Please see the separate document entitled In Year Fair Access Protocol regarding In Year Fair Access arrangements.

9.0 IN YEAR ADMISSION ARRANGEMENTS

- 9.1 There is no longer a statutory duty on the LA to co-ordinate in-year applications for all maintained schools in Cambridgeshire.

- 9.2 However, the LA will continue to co-ordinate in-year applications for all community and voluntary controlled schools, as the admission authority for these schools.
- 9.3 It will be for the governing body of own admission authority schools to decide whether they wish the LA to continue to co-ordinate all in-year applications after September 2013. The LA will be offering in-year co-ordination for all own admission authority schools, who wish to buy-back this service under a Service Level Agreement.
- 9.4 Full details of the in-year admission arrangements can be found in the attached separate document titled "In Year Co-ordinated Admission Arrangements for All Maintained Schools"

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

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.

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.

The LA Admissions Team will identify, through the database, those children for whom we have not been able to meet parental preference for a catchment school. However, there is an expectation that parents, applying for school places for siblings in such circumstances, will bring this to the admission team's attention when completing the application form.

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

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.

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).

Exception to this will be sought, in discussion with the school and its governing body, in the following circumstances:

- 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.

12.0 ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP

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.

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.

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 1st October in the academic year in which they become a Year 6 pupil.

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 1st December in the academic year in which they reach the age of 4.

Full details of how to make an application to the Acceleration and Deferral Panel can be found in the LA leaflets which will be available for parents in 2012.

13.0 RESERVE LISTS

The LA will maintain reserve lists as follows:

- until the end of the autumn term only, in the initial year of entry to a school;
- for a term following the term of refusal, in the case of in-year applications, where the LA continues to co-ordinate this process on behalf of the school.

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;
- will only have their children automatically placed on the reserve list for a school or schools ranked as higher preferences than the school offered;
- may request to have their children added to the reserve list for a school that was a lower preference than the school offered;
- may request to remain on a reserve list beyond the period stipulated above.

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 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.

14.0 SIXTH FORM ADMISSIONS

The School Admissions Code requires the following information to be provided within the admission criteria for secondary schools who operate a sixth form and admit children from other schools at age 16.

- An admission number must be published which refers to the number of children to be admitted to the school for the first time.
- The admission arrangements must give details of any entry requirements (such as minimum entry qualifications, which can include a level of attainment at GCSE and must be the same for both external and internal applicants).
- Oversubscription criteria to be applied to those who are eligible for a place when applications exceed the number of places available.
- Looked after children and previously looked after children who meet the academic entry criteria must be given highest priority in any oversubscription criteria for entry to the school sixth form.
- Any meetings held to discuss options and courses must not form part of the decision process on whether to offer a place.
- Entry **must not** be dependent on attendance, behaviour record, or perceptions of attitude or motivation.
- Where the admission authority has not admitted up to its published admission number, it cannot refuse to admit applicants who have met the minimum entry requirements for the school sixth form but whose chosen course (or courses) are full. In these cases, the admission authority must offer a place whilst offering alternative course options.

15.0 NURSERY ADMISSIONS

See separate policy.

16.0 WHERE TO FIND FULL VERSIONS OF THE DOCUMENTS

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

1. Co-ordinated Admission Scheme for 2013;
2. Admission Arrangements for 2013 – 2014, including admission arrangements for all Community and Voluntary Controlled Schools;
3. List of Published Admission Numbers;

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4. In Year Admissions – Co-ordinated Scheme 2013;
5. In-Year Fair Access Protocol 2013.

16.2 In addition, several documents are available via the Admissions Team for the guidance and information of headteachers and governing bodies. These include:

1. Annual guidance for schools;
2. Guidance for Headteachers on Pupil Registration;
3. Guidance for governing bodies on changing status;
4. Admissions Service Level Agreement for aided and foundation schools;
5. Admissions Service Level Agreement for Academies.

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

<http://www.education.gov.uk/schools/adminandfinance/schooladmissions>

17. CONTACT

Sam Surtees, Manager Admissions, Transport and Education Welfare Benefits

sam.surtees@cambridgeshire.gov.uk or 01223 699388