



Petersfield Church of England Aided Primary School Admissions Policy

Version	2018 Update of previous policy
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Discussed by staff	February 2018
Approved by the Headteachers	February 2018
Adopted by the FGB	February 2018 following consultation Autumn 2017
Next Review	2019

The total admission number for any year is 30, so that at Petersfield C.E. Primary School seven years of 30 would give a total population of 210. As a Voluntary Aided school the Governing Body is the admissions authority.

The catchment area is defined as the ecclesiastical parishes of Arrington, Croydon, Orwell, Tadlow, Whaddon, Wimpole. Applications are welcome to this Church of England (Aided) School from all children, regardless of religious affiliation.

How to apply

The application process for admissions into Year Reception (the initial year of entry) is co-ordinated by Cambridgeshire Local Authority, which acts on behalf of the governing body to offer places at the School. Parents should submit a Common Application Form, available from their child's primary school or from the LA Admissions Team, no later than **the national closing date on 15th January each year**. Offer letters will be issued by the LA on the national offer date. Late applications (those submitted after the national closing date) will be handled by the Admissions Team. Details of the offer date can be found on the LA's *Admission to Schools in Cambridgeshire* booklet or by contacting the admissions team.

Parents wishing to visit the school prior to submitting an application are welcome to do so, though it may not always be possible to organise this at short notice. Please note that visits are not interviews and do not affect any decision regarding the availability of a place. Please contact the school to arrange a visit.

Older children may be admitted to Petersfield at any time provided there are places available. Prospective parents should discuss their plans with the Headteacher. To apply for a place after the start of the school year, or for any other year group, please contact the LA Admissions Team for an application form by phoning **0345 045 1370** or by email to admissions@cambridgeshire.gov.uk, or by contacting the school:

School Office contact: 01223 207382 Mrs Helen Sutton and Mrs Vimi Ahuja (School secretaries). Co-Headteachers – Mrs Karen Gwynn and Mrs Laura Penrose.

The application form must be returned to the LA Admissions Team who will then contact your preferred schools to determine the availability of a school place. The LA Admissions Team will then write to you to confirm the details of the school at which a place is to be offered and, where appropriate, a suitable start date.

How places are offered

For admissions into Year Reception from 2013, the LA on behalf of the Governing Body will offer places to 30 children. In the event of more than 30 children applying for September admission from within the catchment area, the following oversubscription criteria will apply:

Oversubscription Criteria

Children who have an education and health care plan (EHP) or statement of special educational needs that names the school will be admitted.

NB: Those children with an education and health care plan (EHP) or 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 looked after children (LAC), and children who were looked after but ceased to be so by reason of adoption, a resident order or 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 who live nearest the school as measured by a straight line.

Children from outside the catchment area will be admitted if the number of places allocated under criterion 1 - 3 above is less than 30. The following criteria will be applied to determine those places:

1. Children living outside the catchment area with a sibling at the school at the time of admission.
2. Children of parents who attend Christian Churches which are members of Churches Together in England.
https://www.cte.org.uk/Groups/234690/Home/About/Membership_of_CTE/Member_Churches_of/Member_Churches_of.aspx. This needs to be substantiated in the form of a letter from their priest or minister who confirms regular church attendance.
3. Children who live nearest the school as measured by straight line.

Notes

The home address of a child is the address at which the child spends the majority of school nights. The distance, for admissions purposes, is measured using the straight line distance from the reference point of the home to the reference point of the school, both as defined by the Ordnance Survey (OS) AddressBase Premium™. 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.

Sibling is defined as another child of compulsory school age living in the same family home.

Reserve List

If an application to attend Petersfield is unsuccessful, the child's details are automatically placed on a reserve list of the year group, ranked according to the admissions criteria. As part of the co-ordinated scheme for primary admission, the LA Admissions Team hold the initial reserve list on behalf of the Governing Body until the end of the autumn term in the initial year of intake.

Where an in-year application is received, the child's details will be held on a reserve list by the LA Admissions Team on behalf of the Governing Body for a minimum period of one term following the term of application.

Parents will be contacted immediately if a place becomes available for their child, but should be aware that their child's place on a reserve list may change if an application is subsequently received that meets a higher criterion than their own.

Appeal

The parents of any child who is refused a place at Petersfield has a right of appeal to an independent Appeals Panel. The panel consists of three people who are independent of the school's Governing Body and Local Authority. The panel will consider the circumstances of the case put before them and the Governing Body and parents must abide by the decision it makes.

Appeals for Petersfield are currently arranged by the LA Admissions Team on behalf of the Governing Body. Further information and appeals forms are available from the Admissions Team. Notice of Appeal should be made, in writing, to the Governing Body in the first instance.

Please note that where a child is refused a place in an infant class because of the requirement to limit the class size to 30 pupils, parents have a right to an Infant Class Size Appeal. The circumstances in which the panel can find in the parents' favour are limited by law. For further information please contact the school or the LA Admissions team.