



Petersfield Church of England Aided Primary School Admissions Policy

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Next Review	2024

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

Reception Year

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, usually 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.

In Year Admissions

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 secretary via the office on 01223 207382 or via email: office@petersfield.cambs.sch.uk

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.

ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP

Accelerated, or Deferred Entry to Reception Year, or Year 7

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.

Where a child is already attending a school a decision will be made based on the individual circumstances of the case and determined by the school following a discussion between the headteacher and the parent.

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.

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.

Full details of how to make an application to the Acceleration and Deferral Panel can be found on the Council's website.

Admission to other year groups following in-year admission

All in-year admission offers will be made according to the child's chronological age. When a parent believes that their child should be educated in a higher, or lower, year group, this must be discussed in the first instance with the Headteacher of the school. The Headteacher is responsible for the decision.

Delayed Admission to Reception Year

The School Admission Code requires that all admission authorities **must** provide for the admission of all children in the September following their fourth birthday. This means that where a child is offered a Reception Year place at the school, as part of the normal admissions round:

- a) that child is entitled to a full-time place in the September following their fourth birthday;
- b) the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and
- c) where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age. **How places are offered**

For admissions into Year Reception 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 (EHCP) or statement of special educational needs that names the school will be admitted. NB: Those children with an education and health care plan (EHCP) 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 child arrangement order or special guardianship order;
2. Children who appear to the admission authority of the school and the local authority in which the school is situated, to have been in state care, outside of England, and ceased to be in state care as a result of being adopted¹
3. Children living in the catchment area with a sibling at the school at the time of admission.
4. Children living in the catchment area.
5. Children living outside the catchment area with a sibling at the school at the time of admission.
6. Children living outside the catchment area whose parents 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 will determine what regular attendance is in their opinion given the context of the parish.
7. Children living outside the catchment area who live nearest the school as measured by straight line.

In cases of equal merit priority will go to children living nearest the school by shortest straight line distance.

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.

Siblings - children aged between 4 and 16, living together in the same family unit, who have a sibling on the roll of the school at the time of application and admission to the school. Sibling includes:

- brother, or sister;
- half-brother, or sister;
- adopted brother, or sister;
- child of the parent/carer or their partner;
- children looked after, or previously looked after. This doesn't include children temporarily living in the same household - for example a looked a child in short-term, or interim, foster placement.

In every case, the sibling must be living permanently in the same family home (at least Monday to Friday) and must be on the roll of the school, or have been offered and accepted a place at the school at the time of application and when the child starts.

Continuing Interest (CI) List

¹ A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

If an application to attend Petersfield is unsuccessful, the child's details are automatically placed on a CI 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 CI 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 CI 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 CI 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.