



Admissions Policy

Approved by the Governing Body in:

Autumn 2017

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 2018 can apply online 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 15th January 2018. Parents will be informed by the Local Authority on 16th April 2018 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 proof of address has been received, either by cross referencing information held by your child's current (Cambridgeshire maintained) school or by requesting that you provide proof of the address. This proof may be requested at any point during the admissions process, including after your application has been submitted, and may include one or more of the following documents:
 - a copy of your child's benefit statement issued no more than three months earlier;
 - a council tax notification, that covers the national offer date, 16 April 2018;
 - a letter from your solicitor confirming exchange of contracts on a property you are purchasing. This letter **must** confirm the exact date for completion of the purchase and a postal address for the property;
 - a copy of a rental agreement for at least 6 months signed by both the tenant and the landlord;
 - a copy of the notice to quit (if returning to a property you own, that is currently tenanted);
 - a utility bill issued no more than three months earlier;
 - a bank statement issued no more than three months earlier;
 - a registration letter from your child's doctor;
 - a copy of your photocard driving licence.

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