



Elm C of E Primary School

Admissions Policy 2018-19

Applying for a school place

It is your responsibility as a parent / carer to make an application for a school place.

School admissions in Cambridgeshire are managed by the County Council's School Admissions Team. They deal with applications for places in all school year groups. Please select an option below for more information.

Applying for a primary school place in our Reception class

The first round for primary school applications will open on Thursday 1 November 2018.

If your child was born between 1 September 2014 and 31 August 2015, they are due to start primary school in September 2019.

You must make an application for your child's primary school place. You will need to apply online using our online Citizen Portal system.

Before you apply

Before applying for a primary school place, we recommend that you read the First Steps booklet found on our website. This will explain the application process from start to finish. The booklet also contains a list of all the primary schools in Cambridgeshire, along with their catchment areas and allocation criteria.

Completing the Application

To apply for a primary school place, please log into the Citizen Portal (follow the link below). If you don't already have an existing portal account, you can register for a new account.

The first round of applications will open on Thursday 1 November 2018 and close on Tuesday 15 January 2019. Please view our timetable below.

	Dates applications will be accepted from	Closing date for applications	Date offers will be made
First round of applications	Thursday 1 November 2018	Tuesday 15 January 2019	Tuesday 16 April 2019
Second round of applications	Wednesday 16 January 2019	Thursday 2 May 2019	Monday 13 May 2019

Over subscription Criteria

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 an Educational Health Care Plan that does not name the school will be referred to Student Assessment to determine an appropriate place.

Where applications exceed the PAN, places will be allocated in order to:

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: 1 in the catchment area, 2 with a sibling, 3 at the school (or a partner junior school) at the time of admission; **for definitions of measurement please see the glossary of terms in the County Admissions booklet.**
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, but nearest the school according to the shortest straight line distance.

1 The home address is defined as the address of the adult with parental responsibility with whom the child normally lives and which applies at the time of application. For further details, please see the full definition in the LA admissions booklet for parents.

2 A map of the catchment area is available from the school or the LA Admissions Team.

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

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

Moving schools

You can apply to change schools at any point in the school year. Please see our Website for links to the In Year Application Form to move your child's school.

The Admissions Team aim to process applications within 20 working days from when we receive a complete and valid application. Once you have made an online application, you can log into your Citizen Portal account to see status updates.

How to appeal a school place decision

In Cambridgeshire, the Admissions Team administer admissions appeals on behalf of all maintained schools, including academies. All appeals are held in accordance with the Department for Education's School Admissions Code and the School Admissions Appeal Code.

The purpose of these codes is to ensure that the admission appeal panel is independent and that appeals are conducted in a fair, transparent and lawful way.

You are legally entitled to appeal against the admission authority's decision to refuse a place at your preferred school(s). Accepting a place at an alternative school does not affect your child's place on the reserve list for your preferred school(s), or your right of appeal.

Your appeal will be heard by an independent school admission appeals panel. The panel's decision is binding on all parties: the school, the admission authority and you.