

# Welcome to Burwell Village College Primary School Admissions Policy

***Text in Bold Blue contain hyperlinks: Ctrl+ Click to follow the link.***

## **Cambridgeshire Local Authority guidance:**

The Admissions authority for Burwell Village College Primary School is Cambridgeshire Local Authority. This means that the admissions at Burwell Primary school is determined and run by Cambridgeshire County Council and requests must be made directly to them. All current admissions information is available online: [Cambridgeshire School Admissions Website/](#)

The admissions form and help & guidance is also available from the school office and links to the School's Admissions Service is on the school website.

## **The Cambridgeshire School Admissions service states:**

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, with the exception of sixth forms and colleges.

- All admissions to maintained schools, including Academies, must be made in accordance with the [School Admissions Code](#), which ensures that school places are allocated in an open and fair way.
- If you live in Cambridgeshire, all school admissions are managed by the School Admissions Team.
- All children must legally start school in the term following their 5th birthday. In Cambridgeshire places are offered in Reception from the September following your child's 4th birthday.
- Help is available with choosing a school from the [Parents School Preference Adviser](#).
- If you are in receipt of certain benefits your child may be entitled to [free school meals](#), saving you up to £400 a year on paying for school meals or [other financial help](#) associated with learning.

On the website you will find the latest guidance documents on:

- Admissions to primary school
- Admissions to secondary school
- In-year admissions guide and moving schools
- Catchment areas
- Admissions appeals
- Fair Access protocol
- Determined admission arrangements

## **Moving into Cambridgeshire**

If you are moving into Cambridgeshire from abroad or another county and your child requires a school place, you will need to make an in-year application. You can use the [school search](#) to find a list of schools in Cambridgeshire. You can also see which [catchment area](#) your house is in.

## **What if I want my child to start primary school a year early or a year late?**

It is Cambridgeshire County Council's policy to admit children to the Year group appropriate to their date of birth. You may seek a place outside your child's normal age group if, for example, your child is summer born, gifted and talented, or has experienced problems such as ill health. For more information on acceleration or deferrals, please contact the Admissions Team.

## **Contacting Admissions Team:**

Admissions Team

OCT1221

The Octagon

Castle Hill

Cambridge

CB3 0AP

Email: [admissions@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.uk)

Telephone: 0345 045 1370

Fax: 01223 727 941

## **Burwell Village College Guidance to parents:**

As a school we provide all of the following guidance which is available on the School Admissions tab of the school website: [http://burwell.eschools.co.uk/website/school\\_admissions/66846](http://burwell.eschools.co.uk/website/school_admissions/66846)

Parents can navigate to the relevant tab to find out more information regarding

- Reception Admission Arrangements
- In Year Admissions

However should parents have any queries that are not covered within these tabs then please call the school office on **01638 613103** and the office staff will gladly help you through the process. Alternatively you can email [office@burwellvillage.cambs.sch.uk](mailto:office@burwellvillage.cambs.sch.uk) with any queries.

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 make arrangements. All parents are advised to read the LA booklet for parents on primary admissions before submitting an application.

Please note that during the school holidays the office is not staffed however a member of our Office Team will be in contact with the Local Authority Admissions Team to support transitions in to school.

### **Applying for a place in Reception**

Cambridgeshire Local Authority (LA) manages the school admissions process for children who live within, or are moving into Cambridgeshire for all maintained schools, including academies. Places are allocated in accordance with the Government's School Admissions Code ([link](#)) which ensures that school places are allocated in an open and fair way. Although the Local Authority officially deals with admissions, any parents wishing to apply for a place for their children can contact the school office and they will be happy to help you with the process, arrange a visit or meeting with the Head.

All current admissions information is available online:- [Cambridgeshire School Admissions Website/](#)

The Local Authority website contains links to the latest Primary School Directory and Determined admission arrangements for each academic Year. In them you will find the admissions arrangements and over subscription criteria for all Cambridgeshire schools. These detail the order pupils will be taken if the Published Admissions number for each year group is exceeded.

### **Oversubscription Criteria for Community and Voluntary Controlled schools**

When the number of applications received exceeds the Published Admission Number (PAN) of 90, places will be allocated according to the following oversubscription criteria: *(please ensure you check Local Authority website for current criteria)*

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 now called SENDIASS to determine an appropriate place. (see SEN section below)

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 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 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, priority will go to the child closest to the school by the shortest straight line distance from the reference point of the home to the reference point of the school both 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.

Sibling is usually defined as children, usually brothers or sisters, aged between 4 and 16, who live together in the same family unit.

The October before your child is due to start school you should receive a letter from the local authority. This will tell you how to apply for a place at primary school.

The admission process is completed on line and sent to the Admissions service. This has to be completed before the deadline date in January. In April / May parents will be informed which school they have been offered by email and letter. You will be asked to confirm directly with the school if you wish to take up or decline the place. If you wish to appeal the decision then the procedures are available on their website or by contacting the Admissions Team.

The school will then invite parents to an Induction Evening where prospective parents will meet the staff, receive a school information pack and are informed of school routines and the induction procedures for September.

Places are allocated by the LA on the basis of the

- From September 2017 the Published Admission Number (PAN) for Burwell Reception is 90 or three classes of 30 per year group. For all pre-existing classes the PAN will remain at 60 per year group.
- In the event of over-subscription (there being too many applicants for the number of available spaces) the Local Authority uses the admissions criteria to determine priority for places. This is set out on their website.

Although the Local Authority deals entirely with the Admissions process the school office is always willing to offer support and advice to parents.

### **Pupils with Special Educational Needs.**

If your child has Special Educational Needs you should already be getting support from your pre-school setting and help applying to Primary School.

If your child has any Special Educational needs whether they be developmental, academic, social, emotional, behavioural, medical including speech & hearing then we would advise that that you come and talk to the school as soon as possible so that we can make appropriate arrangements to help make the transition to school as effective and smooth as possible. Please contact the school office for further advice or to arrange a visit or meeting with the Special Educational Needs Coordinator (SENCo).

The following information is also available on the school website:

- Special Educational Needs Information Report and Local Offer
- Equality & community cohesion policy including accessibility plan.

If your child has an Educational Health Care Plan (EHCP) then you may already be receiving support from the SENDIASS team who will be helping you.

If your child has Special Educational Needs or Disabilities (SEND) and you need advice on school admissions, you can contact:

**SEND Information, Advice and Support Service (SENDIASS)**  
**Email: [pps@cambridgeshire.gov.uk](mailto:pps@cambridgeshire.gov.uk)**  
**Telephone: 01223 699 214**

### **Pre-School Liaison**

During the summer term pre-school visits will be arranged for all children who will be starting school in September. The children will be able to experience a relaxed friendly afternoon in the Reception Classes where they can join in with any activities and get to know the other children and staff. Teachers visit pre-school settings prior to children's pre-school visits. There is also an opportunity for pre-school children to attend Key Stage 1 Christmas performance, Reception Class Assembly and Sports Day.

### **Reserve Lists**

When an application is refused, the child's details are automatically placed on a reserve list for the year group, ranked according to the oversubscription criteria. The LA Admissions Team holds a reserve list on behalf of the school until the end of the autumn term in the initial year of intake.

Where in-year applications are received, children's details will be held on the reserve list, held by the LA Admissions Team on behalf of the school, for a period of one term following the term for which the place was refused.

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.

### **School Admissions Appeals**

If a place is not available, parents have the right of appeal. Such appeals will be heard by an Independent Appeals Panel formed in accordance with the School Admission Appeals Code. Unsuccessful applicants who wish to appeal should contact the LA Admissions Team for further information regarding this process. Advice on [School Admission appeals](#) and an appeals leaflet is available on the Cambridgeshire website.

## **In-Year Admissions**

To apply for a place

- after the start of the school year in Reception
- or for Year 1 to 6

Parents will have to contact Cambridgeshire Local Authority Admissions Team and complete an **In-Year Application Form**. Current information is available on their website. They manage the school admissions process for children who live within, or are moving into Cambridgeshire for all maintained schools, including academies. This includes pupils who live or about to live in Burwell catchment area; those pupils living outside of the catchment and wish to attend Burwell Primary or those pupils currently at another local school whose parents wish them to change school.

Places are allocated in accordance with the Government's School Admissions Code, which ensures that school places are allocated in an open and fair way. Whilst the Local Authority is responsible for dealing with admissions, any parents wishing to apply for a place for their children can contact the school office and they will be happy to help you with the process, arrange a visit or meeting with the Head.

The application form must be returned to the LA Admissions Team who will then contact parents' preferred schools to determine the availability of a school place. The Admissions Team will then write to confirm the details of the school at which a place is to be offered and, where appropriate, a suitable start date. Where the Admissions Team is unable to meet any preferences expressed a place will be offered at the next nearest alternative school with places available.

All current admissions information is available online: [Cambridgeshire School Admission website](#)

Our current PAN is 60 per Year or 30 per class and if you meet the admissions criteria and a place is available the Local Authority and the School will endeavour to get your children in school as soon as possible. From September 2017, and each subsequent year, our PAN for Reception classes will rise to a maximum of 90, or three classes of 30. For all pre-existing years it will remain at 60.

### **The current Oversubscription Criteria for Community and Voluntary Controlled schools**

The Local Authority website contains links to the Primary School Directory and Determined Admission Arrangements for each academic Year. In them you will find the admissions arrangements and oversubscription criteria for all Cambridgeshire schools.

When the number of applications received exceeds the Published Admission Number (PAN) for the year group, places will be allocated according to the following oversubscription criteria: *(please ensure you check Local Authority website for **current** criteria)*

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 now called SENDIASS (see SEN section below) 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;
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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.

### **My child has Special Educational Needs.**

Please speak to the school office and we will help you through the process. We are more than happy to meet you and discuss the education, care and health of your children to make the admissions process as smooth as possible. If your child has an Educational Health Care Plan (EHCP) then you may already be receiving support from the SENDIASS team.

If your child has Special Educational Needs or Disabilities (SEND) and you need advice on school admissions, please contact:

**SEND Information, Advice and Support Service (SENDIASS)**

**Email: [pps@cambridgeshire.gov.uk](mailto:pps@cambridgeshire.gov.uk)**

**Telephone: 01223 699 214**

The following SEN information is also available on the school website:

- Special Educational Needs Information Report and Local Offer
- Equality & community cohesion policy including accessibility plan.

If your child has Special Educational needs whether they be developmental, academic, social, emotional, behavioural, medical including speech & hearing then the school's Special Educational Needs Coordinator (SENCO) will gladly meet you, before your child starts school, to discuss the transition in to school and arrange any support which is required.

### **I am moving in to Burwell and wish my children to go to Burwell Primary School:**

Parents seeking places because they have moved or intend to move in to the catchment area of Burwell Primary School, can apply at any time.

Again any parents wishing to apply or view the school are free to contact the school office who will be happy to help you with the process. You will need to prove that you have exchanged contracts or have a signed tenancy agreement.

### **I live outside Burwell (but still live in Cambridgeshire) and wish my child to change school:**

If you live out of catchment and wish to move from another Cambridgeshire school you will once again need to apply to the Cambridgeshire Admissions Team.

The procedure is to complete an **In-year Application Form** which will need to be shown to the Head of your **current** school. Whilst we welcome all pupils we would encourage you to discuss your reasons for moving and any concerns you have with your current school first. A parent wishing to apply to move school can contact the Burwell school office and they will be happy to help you with the process and arrange a visit to the school or meeting with the Head.

### **I live outside Burwell and live outside Cambridgeshire (Suffolk) and wish my child to change school:**

Please contact Cambridgeshire Admissions Team for information and advice but it is likely that if you continue to live in another county (often Suffolk) you must contact and apply through your current Local Authority. Please contact the Burwell school office and they will be happy to help you with the process and arrange a visit to the school or meeting with the Head.

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If a place is not available, parents have the right of appeal. Such appeals will be heard by an Independent Appeals Panel formed in accordance with the School Admission Appeals Code. Unsuccessful applicants who wish to appeal should contact the LA Admissions Team for further information regarding this process. Advice on [School Admission appeals](#) and an appeals leaflet is available on the Cambridgeshire website.