

# Great and Little Shelford CE (A) Primary School

## Procedure for managing admissions to the school in 2018

This school welcomes all pupils equally. The only criteria used to select pupils are those outlined below under "Priorities for Admission".

### Admissions to the Reception Class

- Names of children seeking admission to the Reception class in the September of the academic year in which they will be 5 are taken at any time. The person placing the child's name on the enquiry list will be informed that this does not constitute an application, and does not, therefore, guarantee a place.
- The parent(s)/carers are welcome to look around the school and meet with the Headteacher at any mutually convenient time.
- In mid November of the year prior to the proposed admission year, the school will write to all those who have placed a child's name on the enquiry list. The parents of the prospective applicants are invited to visit the school for a tour and to collect the Local Authority (LA) Primary Admissions Booklet "First Steps" (including the common application form). This form must be returned to the school or the Local Authority by the national closing date, **15th January 2018**. Alternatively, applications may be made online via the County Council website ([www.cambridgeshire.gov.uk/admissions](http://www.cambridgeshire.gov.uk/admissions)). Notices issued by the LA inviting applications to schools will be displayed in the local press and sent to pre-school providers at this time.
- Applications based on the religious character of the school cannot be considered unless a supplementary information form (SIF) has been completed; this is available from the school, or the county council website. This SIF should be returned to the **school** by the application deadline.
- On the National Primary Admissions Offer Date, **16th April 2018**, or next working day, letters offering places will be sent by post to those for whom this applies. Where the number of applicants has exceeded 30, a letter will also be sent to those not offered a place explaining the reason and giving details of how to appeal against that decision.
- The names of those children for whom a place is not available will be placed on a reserve list until 31st December in the initial year of intake. Parents need to be aware that their child's place on a reserve list may change if an application is subsequently received for a child who meets a higher criterion than their own.
- Letters of acceptance/refusal should be received by the school 2 weeks after the place was offered.
- Parents/carers will receive information about the pre-school induction programme and an invitation to the New Parents Evening both of which take place in the second half of the summer term.
- All Staff and Governors attend the New Parents Evening when possible. Representatives from the Health Service and School Meals Service are also invited. At this meeting parents/carers receive a copy of the school handbook.
- Children are invited to spend one session in school before the end of the summer term.
- The place for your child will be offered to you from the September following their 4<sup>th</sup> birthday. On receipt of this offer you can choose to take up this place immediately, take up this place on a part-time basis until the beginning of the term after their 5<sup>th</sup>

birthday, or defer your child's admission to the school until the beginning of the term after their 5<sup>th</sup> birthday, when they must legally start school. Children will normally attend school full-time from September. Part-time attendance may be appropriate for some children for the first half term, after which we prefer all children to attend full time. Please note that should your child be born after 1<sup>st</sup> April, and you decide to defer your child's admission to the school until the following September, your child will be admitted to the school according to their date of birth. This means that they would be admitted into Year 1, not Reception.

### **Priorities for admission**

The published admission number for the school is 30. If the number of children applying for entry exceeds the available 30 places in a year group, we apply the criteria set out below in order to determine whether a child will be offered a place or not. Although it is our wish to allow parents/guardians the right to have a place at the school of their choice this is not always possible. All preferences are treated equally.

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 Student Assessment to determine an appropriate place.

In the event of oversubscription, places will be offered in the following order:

- 1) Children in care, also known as Looked After Children (LAC)<sup>1</sup>, 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 parishes of Great and Little Shelford using the following criteria in order:
  - a) The attendance of a brother or sister<sup>2</sup> at the time of admission.
  - b) Children whose families are involved in the life and work of St Mary's Church, Great Shelford or All Saints Church, Little Shelford in the following order of priority:
    - i) Families at the heart of their church.
    - ii) Families attached to their church.
    - iii) Families known to their church.
  - c) Children whose families are involved in the life and work of any other Christian church in the following order of priority:
    - i) Families at the heart of their church.
    - ii) Families attached to their church.
    - iii) Families known to their church.
  - d) Children living closest to the school according to the shortest straight line distance<sup>3</sup>.
- 3) Children applying from outside Great and Little Shelford using the same criteria and order as in 2) above.

Under criteria 2 and 3 above, applications made under sub-sections b) and c) must be supported by the completion of the school's Supplementary Information Form.

## Notes

<sup>1</sup> Under the Children Act 1989 a child is looked after by a local authority if he or she is in their care or is provided with accommodation for more than 24 hours by the authority. They can be subject to a full care order or accommodated by the local authority under a voluntary agreement with their parents.

<sup>2</sup> The school adopts the LA definition, which defines brother or sister as children living in the same home.

<sup>3</sup> 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 determined 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.

In the event of (a) two or more children living at the same address point (e.g. children resident in a block of flats) or (b) two addresses measuring the same distance from the school, the ultimate tiebreaker will be random selection, witnessed by the Council officer, independent of the Admissions Team.

## Admissions to other classes

Parents/carers seeking admission to the school for their child/ren after the start of the school year, or for any other year group, will be invited to visit the school and sent a school brochure, or given one when they visit.

The governing body has decided that they wish the LA to continue to co-ordinate all in-year applications after September 2015. Therefore to apply for a place after the start of the school year, or for any other year group, parents/carers should contact the Local Authority Admissions Team for an application form by contacting them on 0345 045 1370 or by email to [admissions@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.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.

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.

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 need to be aware that their child's place on a reserve list may change if an application is subsequently received for a child who meets a higher criterion than their own.

When a place is allocated to a child s/he will be invited to spend a day with their prospective new class prior to admission.