

Bury Church of England Voluntary Aided Primary School

Admission Arrangements 2019-2020

Bury Primary School primarily serves the catchment area of the Parish of Bury, but also welcomes applicants from further afield on religious grounds.

The Governing Body of Bury School is the admission authority for the School. The Governing Body sets and applies the admissions policy for the School. All decisions regarding the admission of children into the School are made by a sub-committee of the Governing Body.

How to Apply

The application process for admissions into Year R (initial year of entry) is co-ordinated by Local Authority (LA), which acts on behalf of the Governing Body to offer places at the School. Parents should submit a Cambridgeshire Application Form, available from the catchment school or from the Admissions Team, no later than 15th January 2019. Offer letters will be issued by the LA. Late applications (those submitted between the deadline and the end of the first week of the autumn term) will be handled by the Admissions Team.

To apply for a place after the start of the school year, or for any other year group, please visit <http://www.cambridgeshire.gov.uk> to download an application form. Contact details for the Admissions Team are: Telephone: 0345 045 1370 Email: 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."

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. 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.

How places are offered

For admission into Year R in September 2019, the LA, on behalf of the Governing Body, will offer places to 30 children. This is the Published Admission Number (PAN) for that year group. In the event that more than 30 applications are received, the oversubscription criteria will be applied to determine priority for places. All preferences are treated equally.

Oversubscription Criteria

Children who have a Statement of Special Educational Need (SEN) / Education and Health Care Plan (EHCP) that names the school will be admitted.

NB – Those children with a statement of SEN / EHCP that does not name the school will be referred to Statutory Assessment Team (SAT) to determine an appropriate place.

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

1. Children in Care, also known as Looked After Children (LAC), and children who were previously looked after but ceased to be so by reason of adoption, a residence order (now known as a child arrangement order) or special guardianship order.
2. Children living in catchment¹ who have siblings³ attending the school at the time of admission;
3. Children living in catchment¹ who normally attend a church in Churches Together in Britain and Ireland², and whose parents are practising members of that church and attend at least monthly;

¹ Details of your catchment school can be found via <http://my.cambridgeshire.gov.uk>. The address used for the purpose of admission is the home address at the time of application. Application based on future addresses can only be considered up to 6 teaching weeks before the child is expected to take up the place and upon confirmation of tenancy or exchange of contracts.

² Parents applying on religious grounds must complete a supplementary information form – available from the school, confirming – membership of the church, the family's general attendance, length and degree of involvement in the life and work of the church and the parents' commitment to a Christian upbringing of their children. This form must be countersigned by the church leader.

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

⁴ Distance is calculated by measuring a straight line from the centre point of the home to the centre point of the primary school as determined by the National Land and Property Gazetteer (NLPG)

4. Children living in catchment¹ ;
5. Children living outside catchment¹ who normally attend Bury Church², and whose parents are practising members of that church and attend at least monthly;
6. Children living outside catchment¹ who normally attend a church in Churches Together in Britain and Ireland², and whose parents are practising members of that church and attend at least monthly;
7. Children living outside catchment¹ who have siblings³ attending the school at the time of admission;
8. Children living outside catchment¹, but nearest the school according to the shortest straight line distance⁴.

In cases of equal merit, priority will go to children living nearest the school according to the shortest straight line distance⁴.

For Year 1 & 2, the PAN is 30. If a place becomes available it will be offered to the child at the top of the reserve list for the year group or, if no reserve list exists, the place will be offered to the first child for whom an application is received.

For Years 3 to 6, the PAN is 30. The Local Governing Body may admit over the PAN in exceptional circumstances. Such exceptions would only be made in Key Stage 2 and to a maximum of 32 children per class.

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.

As part of the co-ordinated scheme for primary admissions, the LA Admissions Team hold the initial reserve list on behalf of the Local 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 reserve list by the LA Admissions Team on behalf of the Local 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 reserve list may change if an application is subsequently received that meets a higher criterion than their own.

Appeals

The parents of any child who is refused a place at Bury Primary School have a right of appeal to an independent Appeals Panel. The panel consists of three people who are independent of the school's Local Governing Body and the Local Education Authority. The panel will consider the circumstances of the case put before them and the Local Governing Body and parents must abide by the decision it makes.

Appeals are arranged by the Clerk to the Governing Body. Further information and appeals information are available from the school office.

Please note that where a child is refused a place in an infant class because of the requirement to limit class size to 30, parents have the right to have this decision reviewed. This process is very similar to an appeal but the circumstances in which the panel can find in the parent's favour are limited by law. For further information, please contact the school office or the LA Admissions Team.