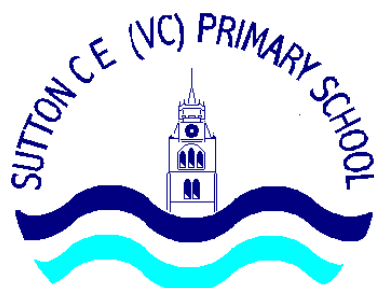


SUTTON CE (VC) PRIMARY SCHOOL



ADMISSIONS POLICY

Version 2018:1

Approved by Governors 30.1.18

To be reviewed annually

SUTTON CE (VC) PRIMARY SCHOOL ADMISSIONS POLICY

Introduction

As a voluntary controlled school, Sutton CE (VC) Primary School follows the Admissions Guidelines as outlined by the Local Authority (LA). The Local Authority's centrally operated scheme for primary admissions was approved by all the primary schools and the Admissions Forum in 2005 with minor amendments proposed and agreed for the September 2006 to 2008 entries. From 2009 the schemes for secondary and primary schools were amalgamated into one and further minor amendments made in the light of the experiences of the previous rounds.

Aims of the Scheme

- To meet the statutory requirements of the Education Act 2002 in respect of co-ordinated admission arrangements
- To ensure that the needs of the child and the wishes of the parent(s) are the prime considerations
- To ensure that as many parents as possible gain a place for their child at one of their preferred schools
- To ensure that every child living in Cambridgeshire who has applied for a school place in the normal admissions round is issued an offer letter on the agreed offer date
- To specify how late applications should be addressed and also how applications which fall outside the normal admission round (casual admissions and mid-year transfers) will be handled
- To ensure, within the limitations of the legislation, that the scheme minimises the administrative demands on schools and enables effective communications with them and neighbouring Local Authorities

Main Requirements

The scheme shall:

- Provide a single application form enabling a parent living in Cambridgeshire to apply to a Cambridgeshire primary school, whether they live in the Local Authority's (LA) area or not and to give reasons for that application
- Ensure that in relation to any application made in the course of the normal admission round, so far as is reasonably practicable, each pupil in Cambridgeshire shall receive a single offer of a school place
- Specify the criteria by which the LA shall determine whether a child is to be granted or refused admission to a school in Cambridgeshire in any case where it appears that the child eligible to be granted admission to more than one preferred school, or is not eligible to be granted admission to any school listed as a preference

- Communicate on a chosen date each year a single offer of a primary school place by the LA to the parent of every child living in Cambridgeshire who has applied for a Cambridgeshire primary school
- Stipulate timetables of events for primary, middle and secondary co-ordination
- Set out a procedure for determining any application made other than in the course of a normal admission round, or where it is for admission during the normal round, any application submitted after the application deadline stipulated by the scheme.
- Specify whether, in determining if a pupil is to be granted or refused a place at a school in Cambridgeshire, the LA will have regard to any information provided by another LA as to whether that pupil is to be granted a place in the LA's area

This scheme will apply to all children (whether or not it is their age appropriate cohort) whose parents are seeking a place at Sutton CE (VC) Primary School during the academic year 2018-2019 and at the start of the Autumn Term 2018.

There will be a single online or paper application form available, these forms will be the only forms issued in Cambridgeshire. Individual schools must not ask parents or children to complete a separate form. For Reception applications the forms will be available for parents of Reception applicants to pick up from the school. It is also available as a download from the County Council website. The application form asks for the basic child/parent data required by Cambridgeshire and neighbouring LAs to process admissions. This will include the child's name, date of birth, address, telephone number, applicant details, sibling details and whether or not the child is a Looked After or has a statement of SEN. The application form allows the parents to express a preference for up to two primary schools, to rank those preferences in order and to provide reasons for their preferences.

Processing Applications

The LA co-ordinate all applications and the offer of places for all Cambridgeshire maintained schools. Once an application has been received any amendments to the form will be treated as a new late application. No parent will be allowed to have more than two live primary preferences at any point in time during co-ordination prior to the offer date. The LA, using preference and admission criteria rankings, will allocate places according to each parent's ranking.

Applications submitted after the deadline will be accepted where a parent can demonstrate a valid reason for not meeting the closing date in accordance with recommendations within the Code of Practice. Those, whose forms are received after the closing date, but before the agreed offer date, will be considered alongside those who applied on time until such time as it no longer becomes practicable to do so ie when further change would have a domino effect on the places and require an additional cycle of communication with schools.

Where relevant, offer letters will provide parents with the reasons for refusing their child a place at either of their preference school(s) and will explain their right of appeal against those refusals. Parents will be asked to contact the Admissions Team if they do not wish to take up the offered place. When this happens the LA will reallocate the place from the reserve list in accordance with the school's admission

criteria. The LA will continue to co-ordinate the admissions process until the end of September. The LA will maintain reserve lists (where necessary) for all schools until this time and continue to allocate places from the reserve lists if spaces become available

Casual Admissions and Mid-Phase Transfers

When a parent approaches the school regarding a place for their child, the school must ask the parent to apply for the place through the LA. This ensures that all parents are informed of their right of appeal, that the child is added to the reserve list and that a suitable alternative is offered. Where the Cambridgeshire Admissions Team receives an application, the admissions officer will consult with the school about their ability to offer a place to the child.

Monitoring and Review

The Governing Body will review the admissions process during the school year through the Headteacher's reports to the Governing Body. The policy will be reviewed on an annual basis.

Appendix 1

The admissions criteria for Local Authority maintained and voluntary controlled schools operate in the following priority order:

1. Children with a statement of special educational need which names the school or for whom this is the only school that can meet their long-term medical needs.
2. Children living in the catchment area with a sibling at the school (or a partner junior 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 (or partner junior school) at the time of admission.
5. Children living outside of the catchment area who have been unable to gain a place at their catchment area school because of over subscription.
6. Children who live outside of the catchment area, but nearest the school according to the shortest available, safe walking route.