



Admissions Policy

Spaldwick Primary School

Person Responsible: Headteacher, Governors

Review Date: September 2024

Distribution to: Staff and Governors

Updated and Adopted by Governors February 2024

Spaldwick Primary School is part of the ACES Academies Trust. Spaldwick School governors agree to accept the Admission Policy guidelines produced by Cambridgeshire County Council.

Children are admitted to school at the beginning of the school year (September - August) in which they are 5. The online application process opens in November and closes in January. Parents are advised if they have been successful in securing a place in April. Applications should be made via Cambridgeshire Admissions Team (Tel. 0345 045 1370 admissions@cambridgeshire.gov.uk). Further information on applying for a school place in Cambridgeshire is available from the Local Authority website: [Cambridgeshire County Council](#)

Admission Number

PAN (Pupil Admission Number) The PAN which has been determined for Spaldwick Primary School is 24. This is the number of pupils which can be accepted for each class unless Cambridgeshire Admissions determine otherwise, usually following an appeal.

Catchment Area

The villages of Spaldwick, Barham, Easton, Ellington, Grafham and Stow Longa.

Oversubscription Criteria

When Spaldwick Primary is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.
2. Children who have been in state care outside of England and ceased to be in state care as a result of being adopted.
3. Children living in the catchment area with a sibling at the school at the time of admission.
4. Other children living in the catchment area.
5. Children living outside the catchment area who have a sibling at the school at the time of admission.
6. Other children.

A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

Tie-break

If in categories 2-5 above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. 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 academy both as determined by the Ordnance Survey (OS) Address Base Premium™. These distances are produced by the Cambridgeshire LA Admissions team for the school.

Random allocation will be used as a tie-break to decide who has highest priority for admission if the distance between a child's home and the academy is equidistant in any case.

However, if children of multiple birth (twins and triplets) are tied for the final place, those siblings will be admitted over PAN as permitted by infant class size rules.

Deferred Entry for Infants

Parents offered a place in Foundation (EYFS) for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.]

Admission of Children Into Year Groups Other Than Their Normal Age Group

Parents may request that their child is admitted outside their normal age group (for instance, a reception child to be admitted into year 1 or a year 2 child into year 3).

When such a request is made, Spaldwick Primary School will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Headteacher and any supporting evidence provided by the parent.

The process for requesting such an admission is as follows:

- Parents apply for a place at the normal time;
- Request at the same time that the child is admitted to a year group other than their chronological year group;
- Provide any evidence parents wish to provide in support of your request.

Information should be sent to: Chair of Governors: lcundy@sps.acesmat.uk

The school will then consider the request and inform the parent of their decision before offers of places are made in April.

Applicants can ask that their child is admitted to a higher year group than his/her chronological age group or a lower year group. If the academy agrees the request, the child will be admitted into the agreed year group if the child has priority for admission when the admission criteria are applied. If the academy does not agree the request, the child will be considered for a place in his/her normal chronological year group.

Waiting Lists

Spaldwick Primary School will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until the end of the academic year. This will be maintained by Cambridgeshire LA Admissions team, in consultation with Spaldwick Primary School, and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact the Local Authority Admissions Appeals Team who are contracted to run appeals on behalf of the Academy Trust. Information on appeals can be found via the link below:

http://www.cambridgeshire.gov.uk/info/20059/schools_and_learning/363/apply_for_a_school_place/8

Definitions:

Home address – is the address of the parent with whom the child normally lives. Where children spend time with parents at more than one address, the address used to allocate a school place will be the one at which the pupil spends the majority of school nights (Sunday to Thursday). Where children spend equal amounts of school nights with both parents, the address used will be the one most advantageous to the application. The home address is that which applies at the time of an offer of a school place.

Future House Moves – With the exception of service personnel and crown servants returning from overseas, places cannot be allocated on the basis of an intended future change of address, unless the new address has been confirmed by exchange of contracts and with confirmation of an anticipated completion date, for a house purchase or the signing of a formal lease agreement. Places cannot be allocated any more than 6 teaching weeks before the child is expected to take up the place.

Where the parents are service personnel with a confirmed posting to the area, or crown servants returning from overseas to live in the area, we will accept a Unit postal address or quartering area address in the UK when considering the application against the oversubscription criteria, in advance of the family moving to the area.

Parent - A person who is either the child's birth or adoptive parent, has parental responsibility for the child or an adult who has delegated responsibility for the child, for which confirmation will be requested.

Siblings – Children, usually brothers or sisters, aged between 4 and 10, who live together in the same family unit. This will include adopted and foster siblings.