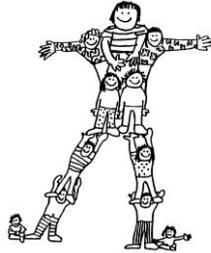


None of us is as good as all of us



Policy: Admission Arrangements for 2015/16

Revision History:

Date	Changes	Author(s)
01 September 2013	New policy	Steve Down
17 February 2014	Amended	Steve Down
04 September 2014	Minor Amendments	Steve Down
12 June 2015	Reviewed	Steve Down

Associated Policies:

Date Reviewed by Staff:

Date Discussed by Subject Coordinator and Link Governor:

Date Reviewed by Committee(s):

Date Ratified by Full Governing Body:

Next Review Date: (1 years unless otherwise advised)

St Luke's Church of England Aided Primary School serves pupils who live in the vicinity of the school. We have an accessibility plan that is published in the prospectus.

The Governing Body of St Luke's Primary School is the admission authority for the School. This means that it is the Governing Body that 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 in 2015 is co-ordinated by Cambridgeshire Local Authority (LA), which acts on behalf of the governing body to offer places at the School. Parents complete only one form - a Cambridgeshire Application Form - available from their child's primary school or from the LA Admissions Team, no later than the published national closing date in January of the year of entry. Offer letters will be issued by the LA on the national offer date in April in the year of entry. Late applications (those submitted between the closing date and the end of the co-ordinating period) will be handled by the Admissions Team. Details of the deadline date and offer date can be found in the LA's Admission to Schools in Cambridgeshire booklet or by contacting the school or LA admissions team.

To apply for a place after the start of the school year, or for any other year group, please contact the LA Admissions Team for an application form by contacting the Admissions Team on 0345 045 1370 , or by email to 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.

School Office Contact: Nicola Brunning 01223 566879

All parents are advised to read the LA booklet for parents on primary admissions.

How places are offered

For admission into Year R in each September, 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. Both preferences are treated equally, regardless of whether they are first or second preferences.

Oversubscription Criteria

Children who have a statement of special educational needs that names the school will be admitted.

N.B. 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.

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

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 living¹ in the catchment area with a sibling² 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 who live in the ecclesiastical Parish of the Ascension, Cambridge (see attached map)
6. Children of regular worshippers of a Christian church;
7. Children of regular worshippers of other World Faiths;
8. Children living outside the catchment area, but nearest the school according to the shortest safe walking route from their home to the school site.

In criteria 4 and 5, priority in a tie-break will be given to children living nearest the school according to the shortest straight line distance. The distance is measured using a straight line from the centre point of the home to the centre point of the school as determined by the Ordnance Survey(OS) AddressBase Premium™

For Years 1 to 6, 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.

¹ The home address is defined as the address of the adult with parental responsibility with whom the child normally lives and which applies at the time of application. Future addresses will be accepted only if the move is intended to take place within 6 teaching weeks of the application and upon confirmation of tenancy or exchange of contracts. For further details, please see the full definition in the LA admissions booklet for parents.

² A sibling is defined as another child of compulsory school age living in the same family home.

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 holds the initial reserve list on behalf of the governing body until the end of the first week of the autumn term in the initial year of intake. 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. 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. The governing body then manages the reserve list until the end of the autumn term.

Where mid-phase applications are received, children's details will be automatically placed on a reserve list for the year group, ranked according to the oversubscription criteria. Reserve lists will be held for a period of one term following the term for which the place was refused.

Appeals

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

Appeals for VA or F Primary School are currently arranged by *the LA Admissions Team on behalf of the Governing Body*. Further information and appeal forms are available from *the Admissions Team*.

Infant Class Size Review

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

Definitions

For the purpose of admission to the School, the Governing Body has adopted the LA's definitions of parent, sibling and home address. Details of these can be found at the back of the LA's admission booklet for parents.



Applications made under the religious criteria

All parents wishing to apply under the school's religious criteria must also *provide a letter from their parish priest, minister or religious leader confirming the family is known and involved in the life of the church or worshipping community.* This must be returned to the School by the LA application deadline or, for mid-phase applications, at the same time as the school's application form is submitted. This letter will define which admission group the child fits into (please see list above).

