



Caldecote Primary School

Admissions Policy

Introduction

Caldecote School has an admissions policy in line with The School Admissions Code 2021 which has been issued under Section 84 of the School Standards and Framework Act 1998, and follows guidelines laid down by Cambridgeshire County Council.

In Cambridgeshire children are offered school places to begin from September following their fourth birthday. Legally, children need not attend school until the term after their fifth birthday, although if you leave it until this stage there may be no places available.

Most children find starting school very tiring, particularly those admitted to school before their 5th birthday. All children in Reception classes in Cambridgeshire are entitled to full-time education after autumn half term. Cambridgeshire Local Authority has produced guidance to schools stating that “The law says that you may defer entry into the Reception Year to any point in the year up to the date on which your child is legally obliged to start school. The place which has been offered must be held open for your child up to this time.”

Caldecote Primary School operates equality monitoring processes to ensure all selection processes are fair and equitable to pupils from all ethnic groups.

Admissions Limit

Under the Cambridgeshire Local Authority admission policy the published admission number for each year group is currently 30.

The LA co-ordinates all applications and allocates places.

For in year admissions only, the LA may admit over PAN in KS2 (up to 34) for pupils in catchment where the admission of another child would not prejudice the provision of efficient education or efficient use of resources.

Applications:

The LA co-ordinates all applications for Reception places. All applications should be made online at

www.cambridgeshire.gov.uk/admissions

or by submitting the Cambridgeshire Common Admissions Form which can be obtained from the school.

We warmly welcome visits from parents who are considering sending their child to Caldecote School. These can be arranged by contacting the school office.

System of allocating places*:

The criteria used to allocate places in the event of oversubscription are:

Children who have an Education, Health and Care Plan EHCP that names the school will be admitted. NB. Those children with an EHCP that does not name the school will be referred to Student Assessment to determine an appropriate place.

1. Children in Care, also known as Looked After Children (LAC).
2. Children living in the catchment area with a sibling 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 living outside the catchment area who have been unable to gain a place at their catchment area school because of oversubscription.
6. Children who live outside the catchment area, but nearest the school as measured by a straight line.

In cases of equal merit in each set of criteria, priority will go to children living nearest the school as measured by a straight line.

Staggered entry of Reception children

Caldecote County Primary School operates a staggered entry in the Reception year in order to facilitate the settling in of pupils starting school

Appeals

A parent has the right of appeal if their child is not offered a place at any of their preferred Cambridgeshire Schools. If this is the case then you will need to complete an appeal form which is available from the Admissions Team directly. This can be requested by email or phone. Further information is available via the website at www.cambridgeshire.gov.uk/admissions.

If your application was considered in the second round of applications, it is important that you submit your appeal request form as quickly as possible, although the team cannot guarantee the appeal will be heard before the end of the summer term. They will, however, ensure that it is heard within 30 school days of receiving your appeal form.

An independent appeal panel will hear the admission authority's case for not giving your child a place at your preferred school. During the appeal hearing the admission authority will explain why your preference was not met and why it is not possible to offer your child a place at your preferred school. You will then be given the opportunity to explain your reasons for wishing your child to attend your preferred school.

It is possible for your appeal to be heard in your absence if you would prefer not to present your case in person. These appeals are considered only on the written information that you provide. It is, therefore, important that you consider whether you should attend the appeal in person or not.

The clerk to the appeal panel will let you know the decision in writing within five working days.

The appeal panel's decision is legally binding on both yourselves as the appellant and the admission authority. It is not possible to have another appeal for the same school within the same academic year, unless there has been a significant change in your circumstances. Your options will be either to accept the school place that has been offered to you or, alternatively, submit a new application.

Overseas Admissions

If you are moving from overseas either on a temporary or permanent basis your child may be eligible for a Cambridgeshire primary school place. In order to be eligible your child must be:

- Between the ages of 4 and 11
- Resident in Cambridgeshire for 6 teaching weeks or longer
- In possession of either a settlement or dependency Visa

Please note that a Visitors' Visa does not entitle your child to education.

If your child does not meet the above criteria they will not be eligible for education in Cambridgeshire and your application will **NOT** be considered.

www.cambridgeshire.gov.uk/admissions.