



## Lingfield Education Trust

# Admissions Policy for Cambrai Primary School

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Policy prepared by (name and designation)	Nick Blackburn CEO
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## **Lingfield Education Trust Admissions Policy for Cambrai Primary School**

### **Admission Number**

All schools within the Trust have a published admission number (i.e. the number of places available).

For September 2023 the Published Admissions Numbers into Reception Year for Cambrai Primary School is: 30

### **Admissions Oversubscription Criteria**

If there are more applications than the number of places available in Cambrai Primary School, then the school is deemed oversubscribed. When stating a preference parents are entitled to state a reason for doing so. However, the only criteria used to allocate places are detailed below.

**After the admission of children with special educational needs where the school is named on the Education Health Care Plan (EHCP),** and where the number of applicants is greater than the published admission number, applications will be considered against the criteria set out below, in the following order:

#### **Priority 1 - Looked After & Previously Looked After Children (including Children previously in state care outside of England)**

(see appendix 1) Children who have been in state care outside of England and ceased to be in care as a result of being adopted. By Children previously in state care outside of England, we mean children that have been looked after outside of England by a public authority, a religious organisation or other provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings.

#### **Priority 2 - Medical Reasons**

Children with very exceptional medical factors directly relating to school placement. Applications under this criterion should be supported by written evidence from a professional practitioner (see further explanation).

#### **Priority 3 - Family Links**

Children who have a brother or sister already attending Cambrai Primary School and are expected to be on roll at Cambrai Primary School at the time of admission (see definition).

#### **Priority 4 – Distance**

Children who live nearest Cambrai Primary School. To remain consistent all distance measurements are based on the nearest route recognised by North Yorkshire County Council's (NYCC) electronic mapping system from a child's home address to school. The measurement is made from a fixed point within the dwelling, as identified by Ordnance Survey, to the nearest school entrance using footpaths and roads. The routes measured to determine the allocation of school places will be those recognised by the electronic mapping system used by NYCC.

### **Admission at the Normal Point of Entry**

The Trust will consider all preferences for Cambrai against the relevant oversubscription criteria and will liaise with NYCC as part of the co-ordinated admissions process.

In determining admissions, priority will be given to those applications where the Common Application Form (CAF) is received by the published deadline. Applications received after the deadline ('late' applications) will then be considered.

### **Consideration of late applications**

If parents/carers believe that there are exceptional/individual circumstances which prevented submission of an application form by the stated deadline e.g. families who have moved in to the area after the closing date or if they are a single parent and have been ill for some time or have been dealing with the death of a close relative, then they must provide clear evidence for the LA.

The LA will then consider each application on an individual basis subject to verification. If the LA decides that the reason given is unacceptable then the application will be considered after the applications received by the deadline and the decision of the LA will be final.

These applications will be considered up to and including the stated deadline in January in the Guide for Parents. Further applications received after the January deadline will only be considered once the process for allocation has been applied to those applications received by the deadline.

### **Offer Day**

NYCC will inform parents/carers of the offer of a school place on 16<sup>th</sup> April of the year of entry (or the next working day to this date).

### **Appeals Process**

The LA will issue appeals papers if requested to a parent/carer who has been unsuccessful in their application to gain a place at their preferred school(s) as stated on their form for their child(ren).

### **Admission of Children outside Their Normal Age Group and Delayed Entry**

If a parent seeks a place in a year group outside their normal age group they should contact the school admissions team at NYCC who will provide them with the relevant information to make an application. **It is then the decision of the Admission Authority as to whether to agree to this.** The LA will inform parents of the decision in writing, **on behalf of the Admission Authority**, and setting out the reasons for such.

Parents of summer born children can also make a request to apply for their child to start school in the next academic year after they reach five and should follow the same process but should start the process in the September of the year prior to the year of entry.

### **Admission of Children Below Compulsory School Age**

Schools within NYCC have a single point of entry in September each year for pupils starting school in Reception. However, children may attend part-time or parents can defer the date their child is admitted until later in the school year but not beyond the term following their fifth birthday.

## **Appendix 1 - Definitions / Explanations**

### **Looked After 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 section 22 (1) of the Children Act 1989):
- An **adoption order** is an order under section 46 of the Adoption and Children Act 2002.
- A **child arrangement order** is an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989.
- A **special guardianship order** is an order appointing one or more individuals to be a child's special guardian or guardians.

### **Home Address**

The address is used for applying the admissions criteria. This means that when you state your school preferences you must give the home address at the time of application. You must not give the address of child-minders or other family members who may share in the care of your child. For parents/carers who may have more than one property, reference should only be made to the property in which they and the child(ren) mainly reside (Monday to Friday).

Where parents/carers are separated and the child lives for periods with both, then the home address will be that of the parent that receives the Child Benefit. If Child Benefit is not being claimed then the LA will ask both parents to agree which address should be used as the home address.

If the main address has changed temporarily, for example where a parent/carer resides with extended family during a period of sickness or takes up temporary accommodation due to building works/renovation, then the home address remains that at which the parent/carer was resident before the period of temporary residence began. However, if you have sold your property and move into temporary accommodation, you will be required to provide evidence of your situation and a decision will be made based upon the evidence provided.

### **Tiebreak**

In the event of a tie-break in any criteria, distance will be the deciding factor. The Authority will carry out a thorough investigation, which may involve an Officer walking the route using a measuring wheel.

### **Multiple Births**

For multiple births where only 1 place remains, infant classes will be allowed to exceed the statutory limit where the 31<sup>st</sup> child is a twin or from multiple births. The 'excepted' pupil will be allowed for the time in Key Stage 1 or until the class numbers fall back to current class size limit.

### **Medical Criterion**

If a parent states their highest preference for a school and indicates their reason for doing so is 'medical', then they will be required to send a supporting letter from a professional practitioner. The supporting evidence should set out the particular reasons why the school in question is the only school which can meet your child's needs and the difficulties it would cause if the child had to travel to another school.

It is your responsibility to make sure you have sent in all the required evidence along with your application in accordance with the closing date. We can only consider your application based on the evidence you have submitted and will not chase you for additional information.

### **Family Links**

Children have a family link if:

- They are half or full brother or sister.
- They are adoptive brother or sister.
- Their carers are married/co-habiting and children live together in the same household.
- They are children of the same household (e.g. carers have special Guardianship/child arrangement order).

### **Waiting Lists**

A child's position on a waiting list(s) will be determined by the oversubscription criteria. If a parent wishes for their child's name to be added to a waiting list then they must contact the admissions team at NYCC.

The LA holds waiting lists only for schools within North Yorkshire and names can be added to a waiting list at any time. When pupil numbers fall below the published admission number, children will be admitted from the waiting list in accordance with the oversubscription criteria. The Local Authority does not take into account the length of time on the waiting list, nor whether the application was received by the closing date or thereafter.

Vacancies often arise at short notice and those on the waiting list should be prepared to accept a place as soon as it occurs. Places will not be held for later consideration. Thereafter, normal transfers/in-year admission arrangements will operate. Waiting lists for Reception Year at Cambrai Primary School will be held until the end of December in the year of entry, it will then be at the discretion of Cambrai Primary School to decide whether they continue to hold a list.

### **In-Year Admissions**

Families who move to the area who require a place(s) at a North Yorkshire school must contact the Schools Admissions Team at Jesmond House, Harrogate (01423 533679). Parents/carers will be sent a Common Application Form (CAF) and directed to the Council's website for a copy of the Guide for Parents. Should a place be available at the chosen school, the school will get in touch with the parent/carer to discuss a start date. Should however a parent/carer request a place at a school that has no places available, then NYCC will inform them of the appeals process and the availability of alternative school places.