

# Admissions Policy

## **Introduction**

Arbury Primary School has an admissions policy in line with the Cambridgeshire County Council guidelines. There is a planned admission number of 60 children each year. Parents are invited to contact the School Office and make an appointment for a tour of the school. The local authority admissions team manages all admissions to the school.

<http://www.cambridgeshire.gov.uk/admissions>

If you are requesting a place for your child to attend at the start of the reception year, then you will need and apply online through the admissions website having read the *First Steps* booklet

If you are applying for any other year group or for placement throughout the school year, you will need to complete *the In-Year application* form online through the admissions website.

Depending upon your circumstances, the admissions team may ask you for additional information. If you have recently moved, or will shortly be moving they will need to see proof of this address. Suitable proof would be a copy of your signed tenancy agreement or exchange of contracts letter or utility bill.

For further information, please visit the admissions website or contact the school for advice.

## **Oversubscription Criteria for Community and Voluntary Controlled schools**

Children who have a Statement of Special Educational Need (SEN) / Education Health and Care Plan (EHCP) that names the school will be admitted. NB. Those children with a statement of SEN / EHCP that does not name the school will be referred to the Statutory Assessment Team (SAT) to determine an appropriate place.

1. Children in Care (CIC) and Children who were previously in care (CIC) but ceased to be so by reason of adoption, a residence order (now known as a child arrangement order) or special guardianship order.
2. Children who appear to have been in state care outside of England and ceases to be in state care as a result of being adopted.
3. Children living in the catchment area with a sibling at the school (or partner infant/junior school) at the time of admission;
4. Children living in the catchment area;
5. Children living outside the catchment area who have a sibling at the school (or partner infant/junior school) at the time of admission;
6. Children of members of staff, providing that they have been employed for a minimum of two years and/or are recruited to fill a vacant post for which there is a demonstrable skills shortage.
7. 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.

## **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, you will need to complete an appeal form which is available from the admissions website.

Last Updated – July 2021