

<b>Policy</b>	<b>Admissions Policy</b>
<b>Ratification date</b>	<b>08.03.2023</b>
<b>Last reviewed on</b>	<b>February 2023</b>
<b>Next review date</b>	<b>February 2030</b>
<b>Signatories</b>	 <b>Head Teacher</b>  <b>Chair of Governors</b>

This policy is reviewed annually. Any changes will be consulted on, where no changes are made, consultation is required at least every 7 years. The full governing body or a committee of the governing body will approve.

## **Wheatfields Primary School – Admissions Policy**

Wheatfields Primary School is a Foundation School, maintained by Cambridgeshire County Council. This means that the Governing Body is the admission authority, responsible for setting and applying 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.

The School primarily serves a catchment area comprising that part of St. Ives to the north of St. Audrey's Lane and east of Ramsey Road from its junction with the A1123, except the area to the north bounded by Ramsey Road, Albemarle Road, the footpath leading to Burleigh Centre and Marley Road. However, applications are welcome from all parents, regardless of where they live.

The School caters for children aged 4 to 11 (Reception up to Year 6). At the age of 11, children transfer to secondary school. Although there is no guarantee of a place, children living in the catchment area and/or attending Wheatfields Primary are given priority for admission to St. Ivo School.

### **How to Apply**

The application process for admissions into Reception (initial year of entry) is co-ordinated by the Local Authority (LA), which acts on behalf of the governing body to offer places at the School. Parents should submit a Cambridgeshire Application Form, available from their child's primary school or from the Local Authority Admissions Team, no later than the published national closing date. Offer letters will be issued by the Local Authority on the published offer date. Late applications (those submitted after published national closing date) will also be handled by the 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 phoning [0345 045 1370](tel:03450451370) or via the website at [https://cambridgeshire-self.achieveservice.com/service/Make an enquiry](https://cambridgeshire-self.achieveservice.com/service/Make_an_enquiry)

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 before submitting an application are welcome to do so, though it may not always be possible to organise this at short notice. Please note that visits are not interviews and do not affect any decision regarding the availability of a place. Please contact the school to make arrangements. All parents are advised to read the Local Authority booklet for parents on primary admissions before submitting an application.

### **How places are offered**

For admission into Reception in September the Local Authority, on behalf of the Governing Body, will offer places to 60 children. This is the Published Admission Number (PAN) for that year group. In the event that more than 60 applications are received, the oversubscription criteria will be applied to determine priority for places. All preferences are treated equally.

### **Oversubscription Criteria**

Where applications exceed the PAN, children who have a statement of special educational needs that names the school will be admitted. 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.

Places will then 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 living in the catchment area<sup>1</sup> with a sibling<sup>2</sup> 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, but nearest the school according to the shortest straight line distance.

In cases of equal merit, priority will go to the children living nearest the school according to the shortest straight line distance. 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 school, both as defined by the Ordnance Survey (OS) AddressBase Premium. These distances are produced by the LA Admissions team for the school. For families who live outside the area covered by the Cambridgeshire mapping system, distances are determined using a combination of local maps and on-line resources.

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<sup>1</sup> A map and/or further information is available from the school office.

<sup>2</sup> 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 admission, the LA Admissions Team hold the initial reserve list on behalf of the Governing Body until the end of the autumn term in the initial year of intake. Where an in-year application is received, the child's details will be held on a reserve list by the LA Admissions Team on behalf of the Governing Body for a minimum period of one term following the term of application.

All in-year applications should be co-ordinated with the LA Admissions Team.

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.

### **Appeals**

The parents of any child who is refused a place at Wheatfields Primary School have a right of appeal to an independent Appeal Panel. The panel consists of three people who are independent of the school's Governing Body and the Local 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 Wheatfields Primary School are currently arranged and administered by the Local Authority on behalf of the Governing Body. Further information and appeal forms are available from the Admissions Team or the school office.

### **Definitions**

For the purposes of admission to Wheatfields, the Governing Body has adopted the Local Authority's definitions of parent, sibling and home address. Details of these can be found towards the back of the Local Authority's admissions booklet for parents.