



# Elton C of E Primary School

## Admissions Policy

Date policy last reviewed: 01/09/2025

Signed by:

\_\_\_\_\_ Headteacher                      Date: \_\_\_\_\_

\_\_\_\_\_ Chair of governors                      Date: \_\_\_\_\_



## The Elton Church of England Primary School of the Foundation of Frances and Jane Proby Admission Policy 2025

*Notes applicable to all sections: Reference to parents includes either both or a sole parent. Where only one parent satisfies a criterion, the application will be treated as if both parents meet it. The term 'parents' includes legal guardians.*

### **Introduction**

Elton Church of England Primary School serves a catchment area comprising the parishes of Alwalton, Chesterton, Elton, Haddon, Stibbington and Water Newton as well as a wider area on religious grounds. Provided there are places, we are pleased to welcome any children whose parents choose to send them to Elton, irrespective of where they live. The school particularly welcomes parents who wish to send their children to a church school.

### **Aims of the policy**

Through this policy we aim to set out clear procedures for admissions to the school so that the system is seen to be fair by prospective parents and all others involved. We have paid particular note of the status of our school as a 'Voluntary Aided' Church of England Primary School which means that the Governing Body is the admission authority for the school. The Governing Body therefore sets and applies the admission policy, and all decisions regarding the admission of children into the school are made by the Governing Body, following consultation with staff and the Local Authority (LA) being Cambridgeshire County Council.

### **How to apply**

The application process for admissions is co-ordinated by the LA, which acts on behalf of the governing body to offer places at the school. All parents are advised to read the LA booklet for parents on primary admissions before making their application. Parents should apply online at [www.cambridgeshire.gov.uk/admissions](http://www.cambridgeshire.gov.uk/admissions) or submit a Cambridgeshire Application Form available from the school or from the LA Admissions Team, no later than the National Closing Date, 15 January, or next working day where this is a weekend or bank holiday. Offer letters will be issued by the LA on the National Offer Date, 16 April or next working day where this is a weekend or a bank holiday.

LA Admissions Team contact: 0345 045 1370

[admissions@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.uk)

School Office contact: 01832 280314

[office@elton.cambs.sch.uk](mailto:office@elton.cambs.sch.uk)

### **Visits to the school**

We welcome visits from parents of prospective pupils with or without their children. We hold open days throughout the autumn term in each academic year. Please contact the school office to book a place.

### **How places are offered**

For admission into the Reception year each year, the LA on behalf of the Governing Body will offer up to 20 places. This is the Published Admission Number (PAN) for that year group. We cannot admit above our PAN unless a parent has won a place through appeal or there are very exceptional circumstances. It is not an option for us to admit over the PAN in one year to compensate for a low number in another year.

### **Admission procedure for admission into Reception Year**

Legally a parent must ensure their child begins full-time education from the beginning of the term after his/her fifth birthday.

Elton Church of England Primary School subscribes to the LA policy that all children should have an equal chance of starting school at the beginning of the academic year in which they have their fifth birthday. This means children can start at Elton in September if his/her birthday falls on or before 31<sup>st</sup> August in the same academic year.

On receipt of the offer of a school place you can choose to take up this place immediately, take up this place on a part-time basis until the beginning of the term after their 5<sup>th</sup> birthday, or defer your child's admission to the school until the beginning of the term after their 5<sup>th</sup> birthday, when they must legally start school.

If your child is a 'summer born' and you prefer to delay admission to the following September, your child would normally be considered for admission into Year 1 rather than the Reception Year. In exceptional circumstances, summer born children may be admitted to the following year's reception intake. This is usually due to concerns in relation to a child's development. If you are considering requesting to delay your summer born child's admission to Reception Year to the following school year, please read the guidance provided by Cambridgeshire County Council (search for 'Delayed Admissions leaflet').

You need to make an application for a school place in the normal way and by the closing date of 15 January (as your request may not be agreed to). You should include a letter of request to delay entry into school (along with supporting evidence) sent to the LA School Admissions Team.

### **Criteria for allocation of school places**

If there are more applications to attend Elton Church of England Primary School than there are places available, the following criteria will be applied in order to determine priority for places. All preferences are treated equally.

Children with an EHCP naming the school will automatically be allocated a place irrespective of the school's Published Admission Number. Those children with an EHCP that does not name the school will be referred to Statutory Assessment and Resources (STAR) Team to determine an appropriate place.

- i) Children who are in care and children who appear to the Admissions Authority to have been in state care (ie in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society) outside of England but ceased to be so as a result of being adopted only
- ii) Children living in the catchment area who are regular worshipping members of the Church of England \*
- iii) Children living in the catchment area and who are regular worshipping members of a non-Anglican Christian Church \*
- iv) Children living in the catchment area
- v) Children who have siblings already at the school at the time of admission (this includes children who are not blood relatives but live in the same family unit)
- vi) Children of a member of staff where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made
- vii) Children not living in the catchment area but who are regular worshipping members of the Church of England \*
- viii) Children not living in the catchment area but who are regular worshipping members of a non-Anglican Christian Church\*
- ix) Children whose parents wish their children to attend a Church of England Primary School because of its special religious emphasis
- x) Children living nearest the school according to the shortest distance.

For all the above criteria, the distance from the school to the home address will be used to rank applications. Distance from the school to the home address (which is the child's current permanent residential address and is the address of the parent with whom the child normally lives from Monday to Friday) is measured using the Local Authority's LLPG mapping system. If the distance to the last place to be offered is exactly the same as the next application, a lottery will be used to make the allocation.

All parents wishing to apply under the school's religious criteria (\*) must also request a Supplementary Information Form from the school office and have this completed by their Priest/Minister of Religion. "Regular worship" is defined as attending worship or junior church at least once a month over the period of at least a year. This form 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.

Siblings – that is brothers and sisters - include:

- Full and half brothers and sisters
- Adopted brothers and sisters
- Stepbrothers and sisters

but they must be living in the same household at the time of application.

In the case of siblings in the same year group or those from multiple births where there is only one place available, the school may go above its admission number as necessary to admit all the children.

### **Informing parents of the decision**

Offer letters will be issued by the LA for all applications on National Offer Day. Parents will be required to respond to the offers to confirm acceptance of the place by a specified date. Failure to do so, may mean that the offer of a place is withdrawn. If you have been offered a place at our school as your second or third choice school and are happy to accept the place and now do not want to be offered a place at your first or second choice school, you must tell the Local Authority to remove your name from the waiting list(s) of your higher school choice(s) or, if a higher choice school place becomes available, you will be offered that and your place at our school will be removed and offered on to someone else.

Following the offer letter, the Headteacher will also write to all those who have accepted a place at Elton Church of England Primary School.

Once an offer of a place has been made and accepted it may only be withdrawn in very limited circumstances. This may include the offer being made on the basis of fraudulent information being supplied by the parent, such as a false claim to one of the specified criteria.

### **Other Information**

Reserve/Waiting Lists - 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.

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 the school have 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 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 are currently arranged by the LA. Further information is available on the [Cambridgeshire County Council School Admissions website](#)

Late applications - You can still apply for a school place after the closing date. However, your application will not be dealt with in the first round of allocations where almost all of the school places will be allocated. You will receive an offer of a school place approximately 4 weeks later; however, it will be more difficult to allocate you a place at your preferred school(s) at this time.

Moving to a new house - If you move to a new house after the closing date for applications (15 January) you may be able to alter your application up until allocation. You will need to contact the LA. Proof of address will be required in the form of a mortgage offer or a rental agreement.

Admission arrangements for older children (in-year admissions)

Pupils may be admitted to our school at any time provided there are places available in the relevant year group. To apply for a place after the start of the school year please contact Cambridgeshire Admissions Team.

If a place is available, prospective parents are invited to make an appointment to visit our school and discuss their plans with the Head Teacher. Please note, a visit is not an interview and will not affect any decision regarding the availability of a place.

Fair Access Protocol

The school is committed to the In-Year Fair Access Protocols managed by the Local Authority. Should a vulnerable child meeting these protocols require a place at the school, they will take precedence over any child on the waiting list.

Review

This policy is reviewed annually by the Governing Body. Ratified and signed copies of this policy are held under the school's portal on Governorhub.