

## **Dry Drayton CE (C) Primary School Admissions Arrangements**

Cambridgeshire County Council, the local authority (LA), is the Admissions Authority for Dry Drayton CE (C) Primary School.

We welcome applications from all students and strive to provide the highest standard of education commensurate with each student's age, interests and abilities.

Dry Drayton CE (C) Primary School has determined that the physical accommodation and facilities of its campus allows for 10 students to be admitted to each new Reception cohort. This figure is the Published Admission Number (PAN).

In exceptional circumstances, at the request of either the school or the LA, an adjustment to the Published Admission Number (PAN) may be made to accommodate a particular Reception cohort.

### **Admission Arrangements for future reception children**

Our catchment area is defined as children living in Dry Drayton.

The LA administers the process of admission to Reception. Parents are advised to consult the LA produced guide "First Steps Admission to Primary School: a guide for parents" which contains relevant dates and deadlines and the required application form. The LA will offer places to students up to the Published Admission Number (PAN) or agreed variation to it (see above).

The LA will treat all application preferences equally and when determining the allocation of places, the LA will not discriminate between preferences expressed. Also, interviews for the purpose of admission are not lawful and, therefore, are not part of the admissions process.

### **Oversubscription Criteria**

Children who have a statement of special educational needs that names the school will be admitted. NB. 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.

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 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.

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 determined by the National Land and Property Gazetteer (NLPG). These distances are produced by the LA Admissions team for the school.

In the event of (a) two or more children living at the same address point (e.g. children resident in a block of flats) or (b) two addresses measuring the same distance from the school, the ultimate tie-breaker will be random selection, witnessed by a Council officer, independent of the Admissions Team.

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

Parents and other interested parties are advised to contact Cambridgeshire LA for further detail regarding the catchment areas of the primary schools identified above.

### **How to apply for a school place in any other year group or after the start of the school year**

To apply for a place after the start of the school year, or for any other year group, parents should contact the LA Admissions Team for an application form by contacting the Team on 01223 699662 or by email to [admissions@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.uk).

The application form must be returned to the LA Admissions Team who will then contact parents preferred schools to determine the availability of a school place. The Admissions Team will then write 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.

### **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. The LA Admissions Team holds a reserve list for reception places until the end of the autumn term in the initial year of intake.

Where in-year applications are received, children's details will be held on the reserve list by the LA Admissions Team for a period of one term following the term for which the place was refused.

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 and Reserve List**

As Admissions Authority, the LA are responsible for ensuring an appropriate Appeals mechanism and, if required, a properly administered Reserve List.

In the event of an unsuccessful application, applicants have the right to appeal to an independent Appeals Committee. Unsuccessful applicants who wish to appeal should contact Cambridgeshire LA (Admissions).

### **The role of the Governing Body in monitoring this policy**

The Governing Body is required to formally review and determine the PAN and admission arrangements for the school annually. It is at this review that any request and/or suggestion to vary the PAN will be considered.

### **Definitions applicable to this policy**

#### **Parent**

A person who is either the child's birth or adoptive parent, has parental responsibility for the child or an adult who has delegated responsibility for the child, for which confirmation will be requested.

#### **Siblings**

Children, usually brothers or sisters, aged between 4 and 16, who live together in the same family unit. Unless otherwise stated, children who are in attached nursery or sixth form provision are not included.

#### **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 the definition in Section 22(1) of the Children Act 1989).

#### **Previously looked after children**

A child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order, under Section 46 of the Adoption and Children Act 2002.

### **Home address**

The address given on a child's application should be the child's permanent or main residence at the time school places are allocated. This should also be the address where the child will be residing when they start school in September 2014. A child's application can only be considered from **one** home address. Therefore, their "main residence" must be the address at which they spend the majority of their school nights, **and** to which the child benefit is paid. Parents are also made aware that an address used for before and after-school childcare arrangements will **not** be considered

### **Shared responsibility**

Where more than one adult shares parental responsibility and live at different addresses, it is important that agreement be reached, prior to making the application, on which schools to apply for. If different applications are received, or the Admissions Team is made aware of a dispute between two parents, all applications will be placed on hold and will **not** be processed until such time that:

- one joint application is made; or
- written agreement is provided from **both** parents; or
- a court order is obtained confirming which parents' application carries precedence.

Summer Term 2015  
FPP Committee

To be reviewed - Summer Term 2016