



Warboys Primary
Academy



Policy:	Admissions
Owner:	Stuart Mallott
Approving Board:	Academy Committee/TDET
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ADMISSIONS POLICY

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

Warboys Primary Academy catchment area takes children from the villages of Warboys, Old Hurst, Woodhurst and Warboys Fen. Although children from outside of these villages do attend our school. Provided there are places, we are pleased to welcome any children whose parents wish to send them to Warboys, irrespective of where they live.

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.

How to apply

The normal process for admissions into reception is co-ordinated by Cambridgeshire Local Authority (LA), which acts on behalf of the academy to offer places. All parents are advised to read the LA booklet for parents on primary admissions before making their application. Parents should apply online at [Cambridgeshire Admissions Website](#) or submit a Cambridgeshire Application Form available from the school or from the LA Admissions Team, no later than the National Closing Date of the 15th 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 of 16th April or next working day where this is a weekend or a bank holiday.

Visits to the academy

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 academy office to book a place.

How places are offered

For admission into Reception year each year, the LA on behalf of the Academy, will offer up to 60 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. Warboys Primary Academy 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 Warboys in September if his/her birthday falls on or before 31st 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 5th birthday, or defer your child's admission to the school until the beginning of the term after their 5th birthday, when they must legally start school.

If your child is '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 school in a different year group. 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 15th 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.

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Criteria for allocation of school places

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

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 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 at the time of admission.
6. Children living outside the catchment area who have been unable to gain a place in their catchment area school because of oversubscription.

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 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.

Informing parents of the decision

Offer letters will be issued by the LA for all applications on National Offer Day (16 April). 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 Warboys 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 Warboys will be removed and offered to someone else.

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 Academy 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 Academy and the Local Authority. The panel will consider the circumstances of the case put before them and the Academy Committee and parents must abide by the decision it makes. Appeals are currently arranged by the LA. Further information can be found on the Cambridgeshire County Council School Admissions website. Parents should note that Reception Year and Years 1 and 2 are covered by the Infant Class Size legislation that limits any class to a maximum of 30 pupils.

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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 school places will be allocated. You will receive an offer of a school place approx. 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.

In-Year applications

If you would like your child to change schools during the school year, or you are seeking a new school place outside the normal admissions round (Reception Year), this is usually treated as an 'In-Year Admission'. You will be asked to complete an In Year admission form online (if in Cambridgeshire). If you are thinking of moving your child from their current school, please contact the Cambridgeshire County Council Admissions Team to discuss this.

Transport

Free school transport is provided for children living in Woodhurst, Old Hurst and on the Fen. Children over 8 years and travelling by bus within 3 miles of the school will have to pay transport fees. All children who travel on CCC's transport will receive confirmation in writing from Cambridgeshire County Council. Applications for free transport can be made online with Cambridgeshire County Council (see below) If you require further information please call the number below.

Contact Information

ADMISSIONS

Please follow [this link](#) to Cambridgeshire County Councils webpage. They can also be contacted by:

Post to:

Admissions Team
CC1206, Castle Court
Castle Hill Cambridge
CB3 0AP

Telephone: 0345 045 1370

Email: admissions@cambridgeshire.gov.

SCHOOL TRANSPORT

The transport department also have a [webpage](#) on the County's website but can also be contacted on 0345 045 5208 or by email to: edtransport@cambridgeshire.gov.uk

WARBOYS PRIMARY ACADEMY

Telephone: 01487 822317

Email: office@wpa.education