



Admissions Policy

Policy Number: POL-MAN-027

Issue: 05

Status: APPROVED

APPROVED	DATE	NAME	SIGNATURE
School	April 2025	A Gadsby	
Governing Body	April 2025	D Kingdon	

CHANGE HISTORY

Issue Number	Issued on	Next Review Due	List of changes
1	Not known		Original Version – not known when published
2	5 th April 2012	April 2013	Updated to reflect current practice.
3	3 rd Sept 2013	Sept. 2016	Review period updated to 3 years. Link to Cambridgeshire.gov.uk updated
4	April 2017	April 2020	Minor changes.
5	July 2020	July 2023	No changes
6	July 2023	April 2025	No changes
7	April 2025	April 2028	Change to admissions criteria

Aim of the Policy

The aim of this policy is to provide helpful information and guide parents/carers (hereafter referred to as just parents) through the school admission process. More detailed information can be found on government and county council websites, links shown at the end of this document.

Introduction

Every child aged between five and sixteen is entitled by law to a place at a state school. Each year schools will publish an admission number for the expected intake for the following academic year. This so called admission number is often referred to as a PAN and is determined solely by the Local Authority (LA). As an example, the PAN for Kettlefields in September 2012 was 20. The LA for Kettlefields is Cambridgeshire County Council (CCC). The decision is based on accommodation available at school which in turn is based on a national formula for deciding how many children can go to school without causing overcrowding.

Many schools receive more applications than there are places available. To decide which children to offer places to, a set of admission criteria is used. These are known as the school's oversubscription criteria.

Schools cannot admit above their PAN unless a parent has won a place through appeal.

Application Process

Parents will be notified by the LA when it is time to apply for a school place. Once notified, parents can apply on line or by paper application; either option has to be completed by a given date (typically around mid January). Parents will be given the option to specify up to three schools of their choice, however there is no guarantee that a place at their first choice school will be successful. Parents will be informed of the LA's decision around the beginning of May.

Kettlefields welcomes and invites parents to visit the school prior to applying for a place at Kettlefields. Please contact the school to arrange an appointment.

If your child has an Education Health Care Plan (EHCP) you will need to contact the Statutory Assessment and Resources Team (START) at CCC for information regarding the process you need to follow.

Changing your mind

Once the closing date for applications has been passed, local authorities are **not** permitted to allow parents to change their preference of school, prior to the offer date, unless there are genuine reasons for doing so, e.g. a recent house move.

Oversubscription Criteria for Community and Voluntary Controlled Schools

Where Kettlefields receives more applications than it has places available (i.e. where it is oversubscribed), the over-subscription criteria will be used to decide the order in which applicants will be offered places as follows:

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 and children who appear to have been in state care outside of England and ceases to be in state care as a result of adoption.
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 of members of staff, providing 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 skill shortage.
6. Children who live outside the catchment area, but nearest the school as measured by a straight line.

Children who have an Education Health Care Plan (EHCP) that names the school will be admitted. N.B. those children with an Education Health Care Plan that does not name the school will be referred to Student Assessment Team (SAT) to determine an appropriate place.

Appeals

All children who are refused a place in a Cambridgeshire school, including Kettlefields, have a right of appeal against the decision to an independent appeal panel. If you wish to appeal you must do this shortly after receiving the offer letter. For more detailed information please visit:

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

Admission for older children

Pupils may be admitted to Kettlefields at any time provided there are places available. Prospective parents should discuss their plans with the Head Teacher.

Starting School – All children will attend mornings only the first week, afternoons only the second week and then full time.

Further information

It may be helpful to parents to visit the following websites which offer detailed information on the Schools Admission Policy:

http://www.direct.gov.uk/en/Parents/Schoolslearning_and_development/ChoosingASchool/DG4016369

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

Child Protection Statement

At Kettlefelds Primary School the welfare of staff and children is paramount. Everyone in our school, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and sexual identity have the right to protection from abuse. All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately. All staff and volunteers in school have a responsibility to report any concerns regarding children or adults to one of the designated child protection officers. If the allegation involves a member of staff, it must be reported to the Headteacher, if it involves the Headteacher it should be reported to the Chair of Governors.

Equalities Impact Statement:

1. Has this policy fully considered the School's Equality objectives and statement agreed on 28th March 2012? (Yes)
2. Are there any impacts of the School's Equality objectives and statement on this policy? (No).
3. If "Yes" are these clearly described and their impact assessed within the policy document? (Yes/No) – delete as appropriate.