

Hartford Junior School



Admissions Policy

Written: May 2019

Next Review: May 2020

Chair of Governor Signature:

Date:

Revision and edition Log

Written 20 th May 2019	SLT
Approved	FGB



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1. Introduction

1.1 Hartford Junior School became an Academy on 1st January 2017 and joined The Cam Academy Trust. As an Academy we have the ability to set our own admissions criteria. We have chosen to adhere to the Cambridgeshire Local Authority Admissions Policy and the framework known as 'First Steps Primary' and retain the same admissions policies and criteria which pre-dated conversion to an Academy. The Local Authority retains responsibility for the administration of applications.

1.2 This policy will be reviewed annually by the Local Governing Body, in consultation with the CAM Academy Trust.

1.3 If parents or carers require further information about this policy they should contact either the school office or the Local Authority Admissions Team. That team is available via telephone on 0345 0451370 or via email at admissions@cambridgeshire.gov.uk

2. Definitions of terms

Catchment area: A defined geographical area surrounding a school from which it will usually take the majority of its pupils.

Distance Between School and Home: Distance within Cambridgeshire is calculated by measuring a straight line from the reference point of the home, as determined by OS AddressBase Premium™, to the reference point of the school. For families who live outside of Cambridgeshire, straight line distances are determined using a combination of local maps and on-line resources. Distances for transport purposes are measured by the shortest available route. 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 tiebreaker will be random selection, witnessed by the Council officer, independent of the Admissions Team.

Home Address: Is considered to be a 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 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 tiebreaker will be random selection, witnessed by the Council officer, independent of the Admissions Team. Where a child's time is divided between more than one address, their "main residence" will be taken from where they spend the majority of their school nights (Sunday to Thursday), and to which the child benefit is paid. An address used for before and after-school childcare arrangements will not be considered. Places cannot be allocated on the basis of intended future changes of address, unless the move has been confirmed and the relevant proof can be provided;

- a letter from your solicitor confirming exchange of contracts and completion date,
- a copy of a rental agreement for at least 12 months signed by both the tenant and the landlord

If the move is a return to a property currently tenanted a copy of the notice to quit will be required. Parents must inform the Admissions Team of any change of address between the time of application and when the child is due to start at the new school. Failure to do this may result in the offer of a place being withdrawn.

Looked After Children: A 'looked after child' is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function (see definition in section Section 22(1) of the Children Act 1989) at the time of making an application to a school.

Oversubscription criteria: The priority order by which school places are allocated when a school is oversubscribed, i.e. there are more applicants than places available.

Parent: A person who is either the child's birth or adoptive parent or who has parental responsibility for the child.

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.

3. Admission and Over Subscription Arrangements

3.1 Catchment Area:

All those roads including and within the area outlined as part of the 'First Steps Primary' documents on the Cambridgeshire Local Authority website.

3.2 Over Subscription Criteria:

Oversubscription Criteria: Children who have a statement of special educational needs or Education Health and Care Plan (EHCP) that names the school will be admitted. NB. Those children with a statement of special educational needs or EHCP that does not name the school will be referred to STAR Team 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 who live in the catchment area, attend the partner infant school and who have a sibling at the school (or partner infant school) at the time of admission.
- 3.** Children who live in the catchment area who have a sibling at the school (or partner infant school) at the time of admission.
- 4.** Children who live in the catchment area and who attend the partner infant school.
- 5.** Children living in the catchment area.
- 6.** Children who live outside the catchment area, but attend the partner infant school and have a sibling at the school (or partner infant school) at the time of admission.
- 7.** Children who live outside the catchment area, but have a sibling at the school (or partner infant school) at the time of admission.
- 8.** Children who live outside the catchment area, but who attend the partner infant school.
- 9.** Children who live outside the catchment area and who have been unable to gain a place at their catchment area school because of oversubscription.
- 10.** 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 LA apply distance criteria in situations of over subscription.