

William Westley CE Primary School

Admissions Policy



Children at the heart of our school;
our school at the heart of the community.

William Westley School Values

kindness self-worth positivity self-control respect celebration

February 2022

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Admissions Policy

Date of Full Implementation: 8th February 2022

Review date: 7th February 2023

Introduction

William Westley CE Primary School primarily serves the catchment area of the Parish of Whittlesford, but also welcomes applicants from further afield.

Cambridgeshire Local Authority (the LA) is responsible for setting the admissions policy and criteria for this school. Places for Reception will be allocated based on the Published Admission Number (PAN) for the year group and the admissions criteria set by the LEA. The PAN is currently 30.

How to Apply

The application process for admissions into Year R (initial year of entry) is co-ordinated by Local Authority (LA), which acts on behalf of the Governing Body to offer places at the School. Parents should submit a Cambridgeshire Application Form, available from the catchment school or from the Admissions Team, no later than 15th January 2021. Offer letters will be issued by the LA. Late applications (those submitted between the deadline and the end of the first week of the autumn term) will be handled by the Admissions Team.

To apply for a place after the start of the school year, or for any other year group, please visit:

<http://www.cambridgeshire.gov.uk> to download an application form.

Contact details for the Admissions Team are:

Telephone: 0345 045 1370 Email: admissions@cambridgeshire.gov.uk

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

Parents wishing to visit the school prior to submitting an application are welcome to do so, though it may not always be possible to organise this at short notice. Visits are not interviews and do not affect any decision regarding the availability of a place. Please contact the school to make arrangements.

All parents are advised to read the LA booklet for parents on primary admissions.

How places are offered

For admission into Year R in September 2021, the LA, on behalf of the Governing Body, will offer places to 30 children. This is the Published Admission Number (PAN) for that year group. In the event that more than 30 applications are received, the oversubscription criteria will be applied to determine priority for places. All preferences are treated equally.

Oversubscription Criteria

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. Where applications exceed the PAN, places will be allocated in the following order to:

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 (or partner infant/junior 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 (or partner infant/junior school) at the time of admission;
6. Children of members of staff, providing that 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 skills shortage.
7. 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 Governing body will aim to support applications from children living within Whittlesford.

1 Details of your catchment school can be found via <http://my.cambridgeshire.gov.uk>. The address used for the purpose of admission is the home address at the time of application. Application based on future addresses can only be considered up to 6 teaching weeks before the child is expected to take up the place and upon confirmation of tenancy or exchange of contracts.

2 A sibling is defined as another child of compulsory school age living in the same family home.

3 Distance is calculated by measuring a straight line from the centre point of the home to the centre point of the primary school as determined by the National Land and Property Gazetteer (NLPG)

The PAN for each year group is 30. If a place becomes available, it will be offered to the child at the top of the reserve list for the year group or, if no reserve list exists, the place will be offered to the first child for whom an application is received.

Appeals

Before the appeal

Please note that where a child is refused a place in an infant class because of the requirement to limit class size The admission authority for the school must allow you at least 20 school days to appeal from when they send the decision letter.

The admission authority will set a deadline for submitting information and evidence to support your appeal. If you submit anything after the deadline, it might not be considered and may result in delays to your hearing.

[Coram Children's Legal Centre](#) may be able to give you advice about appeals.

When will the hearing be?

The admission authority must give you at least 10 school days' notice of the hearing.

Appeals must be heard within 40 school days of the deadline for making an appeal.

What happens at the appeal hearing?

There's a panel of 3 or more people at the appeal hearing. The panel must be independent and must follow the [school admission appeals code](#).

Please see the School's admissions code link below:

<https://www.gov.uk/government/publications/school-admissions-code--2>