



## **Oakington Church of England (A) Primary School**

### **Admissions Policy**

The school accepts children primarily from Oakington and Westwick, but also accepts children from a wider area when places are available. Children who have a Statement of Special Educational Needs or Education and Health Care Plan that names the school will be admitted. NB: Those children with a Statement of Special Educational Needs or Education and Health Care Plan that does not name the school will be referred to Student Assessment to determine an appropriate place.

#### **How to Apply**

The application process for admissions into Year R is co-ordinated by Cambridgeshire LA which acts on behalf of the governing body to offer places at the school. Parents should submit a Cambridgeshire Application Form, available from their child's primary school or from the LA Admissions Team, no later than a deadline set by the LA. Offer letters will be issued by the LA on a date agreed in the spring. Late applications (those submitted after the deadline until the end of the autumn term) will be handled by the Admissions Team.

The oversubscription criteria are as follows:

1. Children in public care or Children with a Statement of Special Educational Needs
2. Children living in the parishes of Oakington and Westwick at the time of admission.
3. Children living outside Oakington and Westwick with a sibling at the school at the time of admission.
4. Children living outside Oakington and Westwick, with priority being given to those who live closest.

#### *Notes*

*The home address of a child is the address at which the child spends the majority of school nights. The address used for admission purposes is the home address at the time of application.*

*Sibling means having at least one parent in common or living in the same household as brothers and sisters.*

The total admission number for any year is 25, so that at Oakington C.E. (A) School seven year groups would give a total population of 175. Both preferences are treated equally, regardless of whether they are first or second preferences.

Children legally come to school the term after their 5<sup>th</sup> birthday. We have one admission date – the beginning of the autumn term. Therefore children will normally be offered a place for the September before their fifth birthday. To apply for a place after the start of term or in any other year group, please contact the School for an application form.

**School Office Contact: Mrs A. Lorimer 01223 232328**  
[office@oakington.cambs.sch.uk](mailto:office@oakington.cambs.sch.uk)

**LA Admissions Team Contact: 01223 699200 / 699201**  
[admissions@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.uk)

The school welcomes visits from the parents of prospective pupils with their children. They should contact the school secretary to arrange a convenient time. It should be noted that, in compliance with LA policy, neither children nor parents are interviewed as part of the admission or application process. Decisions on admission are made solely on the criteria set out in this policy.

## **Reserve Lists**

Where 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. As part of the coordinated scheme for primary admissions, the LA Admissions Team holds the initial reserve list on behalf of the governing body until the end of the first week of the autumn term in the initial year of intake. Where mid-phase applications are received, children's details will be held on the reserve list for a period of one term following the term of application.

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**

Any child who is refused a place at the school has a right of appeal to an Independent Appeals Panel. Any parent wishing to appeal should put their case in writing to the Chair of Governors, who will ask for an Independent Panel to be convened. The panel is made up of three people who are independent of the governing body and the local education authority. They will take into consideration all the circumstances of the case put before them and any decision they make is binding on the governing body and the parents concerned.

This policy will be reviewed annually.

**Home Address Definition: The Governing Body uses the Home Address definition used by the LA which can be found in the Glossary of terms at the back of the Admissions Booklet.**

**This policy was ratified by the Governing Body on September 27<sup>th</sup> 2018**

**Signed:**

**Headteacher *Sally Daggianti* Chair of Governors *Edmund Buss***