Hemingford Grey SCHOOL

Admissions Policy

Date policy was last reviewed and approved:	**October 2018**

HEMINGFORD GREY PRIMARY SCHOOL

ADMISSIONS POLICY

Introduction

Hemingford Grey School has an admissions policy in line with the 1998 School Standards and Framework Act, and follows guidelines laid down by Cambridgeshire County Council. Cambridgeshire County Council co-ordinates the admissions to all maintained (state) schools and academies in the county and aims to make the process
fair and transparent for all. Full details can be found on their website at:
https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-&-learning/apply-for-a-school-place/

Your child is eligible to start school the September following their 4th birthday, but legally must start the term following their 5th birthday.

If your child was born between 1 September 2014 and 31 August 2015 you will need to submit your application between 1 November 2018 and 15 January 2019.

On receipt of your child's school offer you may choose to take up this place:
- Immediately (from September 2019);
- On a part-time basis until the beginning of the term after their 5th birthday; or
- Defer your child's admission until the beginning of the term after their 5th birthday but not beyond the beginning of the final term of the school year for which it was made. This means, if your child is summer born they will need to start school in April 2020 to keep the place at the school offered. If your child does not start school in April 2020 you will need to apply in June 2020 for a Year 1 place with no guarantee of the same school being offered.

Admissions Limit

Under the Cambridgeshire Local Authority admission policy each year group has a published admission number. These numbers are as follows:

Year of entry	PAN
2019-2020	45
2018-2019	45
2017-2018	45
2016-2017	45
2015-2016	45
2014-2015	45
2013–2014	45
2012–2013	30

The LA co-ordinates all applications and allocates places.

Applications:

The deadline of admission applications is the 15th January preceding the start of the next school year. It is vital that applications are made on time as applications made after this time will be treated as late and parents are much less likely to be offered a place at their preferred school. Applications should be made directly to the Local Authority. There are two ways to make the application for a school place; it can be done either;

- On a paper application, copies of which are available at the school office, from the admissions team or as a download from the LA website.
- Online via the Local Authority website: www.cambridgeshire.gov.uk/admissions

No information about allocation of places is available prior to the offer date. The local authority will send out letters of school place offers on 16 April 2019 using 2nd class post. If you apply online you will be able to view the offer by logging onto the online facility and you will receive an e-mail outlining the offer on 16 April 2019.

Parents who are considering sending their child to this school may visit, by making an appointment to see the Headteacher.

Criteria:

The priority in allocating spaces within the school is as follows:

1. Children who have a statement of special educational needs that names the school will be admitted. NB Those children with a statement of special educational needs that does not name the school will be referred to STAR Team to determine an appropriate place.

2. Children in Care, also known as Looked After Children, and children who were looked after but ceased to be so by reason of adoption, a resident order or special guardianship order.

3. Children living in the school's 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 at their catchment area school because of over subscription.

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 school catchment area is available from the Local authority in *First Steps - Admissions to Primary School – A Guide for Parents.*

Staggered entry of Reception children

Hemingford Grey County Primary School operates a staggered entry in the Reception year in order to facilitate the settling in of pupils starting school. All children are in school full time by the end of September.

Appeals

A parent has the right of appeal if their child is not offered a place at any of their preferred Cambridgeshire Schools. If this is the case then you will need to complete an appeal form which is available from the Admissions Team directly. This can be requested by email or phone. Further information is available via the website at: www.cambridgeshire.gov.uk/admissions.

Most appeals will be heard throughout June and July. However you must submit your appeal request form to the Admissions team by 15 May 2019 if you wish to have the appeal heard before the end of the summer term.

If your application was considered in the second round of applications, it is important that you submit your appeal request form as quickly as possible, although the team cannot guarantee the appeal will be heard before the end of the summer term. They will, however, ensure that it is heard within 30 school days of receiving your appeal form.

An independent appeal panel will hear the admission authority's case for not giving your child a place at your preferred school. During the appeal hearing the admission authority will explain why your preference was not met and why it is not possible to offer your child a place at your preferred school. You will then be given the opportunity to explain your reasons for wishing your child to attend your preferred school.

It is possible for your appeal to be heard in your absence if you would prefer not to present your case in person. These appeals are considered only on the written information that you provide. It is, therefore, important that you consider whether you should attend the appeal in person or not.

The clerk to the appeal panel will let you know the decision in writing within five working days.

The appeal panel's decision is legally binding on both yourselves as the appellant and the admission authority. It is not possible to have another appeal for the same school within the same academic year, unless there has been a significant change in your circumstances. Your options will be either to accept the school place that has been offered to you or, alternatively, submit a new application.

Information from Cambridgeshire County Council's First Steps - Admissions to Primary School – A Guide for Parents.

Overseas Admissions

If you are moving from overseas and will be resident in Cambridgeshire for 6 teaching

weeks or longer your child may be eligible for a primary school place. You must submit your application by the request deadline and provide proof of your residency in Cambridgeshire.

Information from Cambridgeshire County Council's First Steps - Admissions to Primary School – A Guide for Parents.

In Year Applications

If you are moving your child from another school mid-year and will be resident in Cambridgeshire, you must submit your application to Cambridgeshire County Council's admissions department. The Local Authority co-ordinates these applications and allocates places dependent on spaces available at the School.