

ST PAUL'S C of E (VA) PRIMARY SCHOOL

St Paul's C of E Primary School

Life in all its fullness

Admissions Policy

Created: September 2019

Reviewed: November 2025

'Life in all its fullness' John 10:10

- *We nurture a passion for wisdom so everyone can realise their full potential*
 - *We respect and love everyone as individuals*
 - *We celebrate and serve our diverse community*

*The three core Christian values of **wisdom, love and welcoming community**, form the basis of work in our school community*

Introduction

We are a Church of England School founded to serve the local community. Our purpose is to provide quality education in partnership with parents and with the Church.

Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

➤ [School Admissions Code 2021](#)

➤ [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

National Closing Date – 15 January 2027

All applications must be received by this date. Applications received after the 15 January 2026 will not be considered until the second round of allocations (late applications).

Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

Home Address

The address used for the purpose of admission is the home address at the time of application, which is considered to be where he/she is resident for the majority of nights in a normal school week (Sunday to Thursday). 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 where the child is registered with the GP.

We use the LA's definition of home address, which can be found detailed in the *First Steps – Admissions guidance 2027-28* booklet. The family must expect to be resident at this address at the time of admission.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

Distance between Home and School

Distance within Cambridgeshire is calculated by measuring a straight line from the reference point of the home, as determined by OS AddressBase Premium TM, 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 a Council officer, independent of the Admissions Team.

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.

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.

Please note that siblings can only be considered where the child is actually attending the school by the relevant cutoff date.

Catchment Area

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

Admission procedure for the Reception Class – How to apply:

Applications must be for children who will have their 5th birthday during the Reception year.

Children will not be admitted outside of their normal age group unless a need has been identified.

Please see below **Requests for admission outside the normal age group** for details about how to apply for a place outside of your child's normal age group

The school has a catchment area, but also welcomes applicants from a wider area. Information about the catchment area is available from the school. <https://maps.cambridgeshire.gov.uk/?tab=2#zoomin>
There is also a map of St. Paul's CE VA Primary School catchment area on our school website.

All parents are advised to read the Local Authority (LA) *First Steps – Admissions guidance 2027-28* booklet on primary admissions carefully.

Parents wishing to visit the school are welcome to do so. Visits are not interviews and do not affect any decisions regarding the availability of a place.

Your child is eligible to start school the September following their 4th birthday, but legally must be accessing full time education from the term following their 5th birthday. On receipt of your child's school offer you may choose to take up this place:

- Immediately (from September 2027); or
- 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 2028 to keep the place at the school offered. If your child does not start school in April 2028 you will need to apply in June 2028 for a Year 1 place with no guarantee of the same school being offered. We recommend all parents discuss these admission options with the school following receipt of their child's offer letter.

You may seek a place outside your child's normal age group if, for example, your child is summer born, gifted and talented or has experienced problems such as ill health. For more information on acceleration or deferrals please contact AccDe AccDe@cambridgeshire.gov.uk

The application process for entry into the Reception Class is co-ordinated by Cambridgeshire Local Authority (LA), which acts on behalf of the Governing Body to offer places at the school.

Parents should apply online via the LA Admissions website:

<https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-&-learning/apply-for-a-school-place/primary-reception-junior-or-middle-school/> using the Citizen Portal by the National Closing Date of **15 January 2027**.

Parents applying on religious grounds **must also submit to the school a St Paul's Supplementary Information Form by the National Closing Date**.

Offer letters will be issued by the LA on the **National Offer Date of 17 April 2027**. Late applications (those submitted after the National Closing Date) will be handled by the Admissions Team. Details of the deadline and offer date can be found on the LA website, [Apply for a school place - Cambridgeshire County Council](#) in the LA's *First Steps – Admissions guidance 2027-28* booklet or by contacting the Cambridgeshire Admissions Team.

The LA, on behalf of the Governing Body, will offer places to **30 children** for admission into the Reception Class at the start of the academic year. This is the Published Admission Number for that year group. In the event that there are more than 30 applicants for places in the Reception Class, places will be offered in the order identified in our **Oversubscription criteria**.

All preferences are treated equally. Children who have an Education, Health and Care plan (EHC plan) that names the school will be admitted. NB. Those children with an EHC plan that does not name the school will be referred to the Student Assessment Team (SAT) to determine an appropriate place.

Requests for admission outside the normal age group

You may seek a place outside your child's normal age group if, for example, your child is summer born, gifted and talented or has experienced problems such as ill health. For more information on acceleration or deferrals please contact AccDe@cambridgeshire.gov.uk

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

Oversubscription criteria for the Reception Class

- 1 Children in care: those who are a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. Children who appear to the Admission Authority to have been in state care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society) outside of England but ceased to be so as a result of being adopted only.
- 2 Children normally living in the catchment area, who have a sibling attending St Paul's CE VA Primary School at the time of admission.
- 3 Children normally living in the catchment area. Places will be offered in this category until either a total of 27 places (due to oversubscription criterion 4) have been taken by children with Education, Health and Care plans or in accordance with criteria 1 to 3 or when all applicants in this category have received an offer.
- 4 Children applying for a Church place. **(NB: A Supplementary Information Form must be submitted by the National Closing Date)**
Up to three Church places will be offered to children of families who have applied on religious grounds.
- 5 Other children normally living in the catchment area (and not included in criteria 3).
- 6 Children not living within the catchment area who have a sibling at St Paul's at the time of admission.
- 7 Children applying for a Church place (and not already offered a place in criteria 4).
- 8 Any remaining applicants.

Priority, Definitions and Eligibility Priority

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school. Distance will be measured in a straight line from the child's home address to the school's front door on Coronation Street, Cambridge. These distances are produced by the Admissions Team for the school. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

Evidence of eligibility in any of the categories may be required. In particular, evidence of residency may be sought. Applications based on future addresses can only be considered upon confirmation of tenancy or exchange of contracts. The condition of residency also applies on the first day the child is due to attend the school.

All parents wishing to apply for a church place must also submit a **Supplementary Information Form (SIF)** showing evidence of Christian commitment and practice confirmed by a church leader. These **must be returned to the School** by the National Closing Date or, for mid-phase applications, at the same time as the application is submitted. All Church place applications with a completed **Supplementary Information Form (SIF)** submitted by the National Closing Date will be given priority over those SIFs submitted later.

Informing parents of the decision

Offer letters will be issued by the Local Authority on the National Primary Offer Date. Parents not accepting a place will be asked to reply to this letter by a specific date in 2027. Any places available by this date will be offered to the next applicant in the order of priority as detailed above.

When an application is refused, the child's details are automatically placed on a waiting list for the Reception year group. Parents may appeal against the decision.

Once an offer of a place has been made and accepted, it may only be withdrawn in very limited circumstances. This may include the offer being made on the basis of fraudulent information being supplied by the parent, such as a false claim to one of the specified criteria.

In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

To apply for a place after the start of the academic year, for any year group, please contact the In-Year Admissions Team by email at admissions@cambridgeshire.gov.uk or by calling 0345 045 1370.

Further details of how to apply can be found via the website at:

<https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-&-learning/apply-for-a-school-place/in-year-admissions/>

Once you have submitted your application, the Admissions Team will contact your preferred schools to determine the availability of a school place. The Admissions Team will then write to you to confirm the details of the school at which a place is to be offered. 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.

If there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

The Waiting List

Children are placed on the list according to the school's over-subscription criteria rather than by the date the application was made. Your child will remain on a waiting list until **31 December 2027**, unless one of the following occurs:

- you are offered a place at the school by an independent appeal panel;
- a place becomes available;
- you are offered a place at a school you have ranked as a higher preference but were previously refused due to oversubscription; or
- you submit a new application that does not name the school as a preference or ranks it as a lower preference than a school we are able to offer you a place at.

For the Reception Class, as part of the co-ordinated scheme for primary admissions, the Admissions Team holds the initial waiting list on behalf of the Governing Body until the end of the autumn term (**31st December**) in the initial year of intake.

If the LA is to continue with in-year admissions, the LA will hold the waiting list for completeness, not the school. Where an in-year application is received, the child's details will be held on a waiting list by the Admissions Team on behalf of the Governing body for a minimum of one term following the term of application after this if a parent wishes their child to remain on the waiting list then they will need to re-apply.

Appeals

Parents who are dissatisfied with the admission decision should appeal in writing to the Clerk of the Governing Body. The Governing Body will first ensure that the admissions procedures have been correctly followed. The Clerk will then arrange for the Local Authority Admission Team to set up an appeal hearing by an independent Appeals Panel. The panel consists of three people who are independent of the school and Local Authority. The Governing Body and parents must abide by the decision it makes.

Information on appealing a school place will be included with your offer of a school place. You can also find out all about the appeals process on the Local Authority appeals page

<https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-learning/apply-for-a-school-place/admission-appeals>

Useful contact information

Cambridgeshire Admissions Team

Postal address: ALC2605, New Shire Hall, Emery Crescent, Enterprise Campus, Alconbury Weald, PE28 4YE

Office hours: Monday to Thursday, 9:00 to 17:00hrs, Friday: 9:00 to 16:30hrs

Email: admissions@cambridgeshire.gov.uk

Website: <http://www.cambridgeshire.gov.uk/admissions>

Tel: 0345 045 1370