

CAVALRY PRIMARY SCHOOL

An Academy with The Elliot Foundation Academies Trust

Admissions Policy

Statutory Background

The Statutory background to Primary School admission is set out in the Education Acts 1996 and 1998 and supplemented by Interim Guidance 1998.

The Local Authority is the “Admission Authority” for our school. The LA deals with admissions, places and organises parental appeals.

The day to day management of admissions is delegated to the Head Teacher.

The Admission Policy for our school will be implemented initially by the Head Teacher. Should a place be available for a particular child under the terms of these criteria the Head Teacher will liaise with the Local Authority Admission Team and accept that child. However, should the child require a place in a year group which is deemed to be full, and the overall capacity of the school has been reached or is expected to be reached during the pupils anticipated time in school, the head teacher will refuse admission and refer the parent to the relevant officer of the LA.

The allocation of places in the Reception class is organised by the LA.

ADMISSIONS PROCEDURE

Once a child has been offered and has taken up a place at a particular school, that place is secure until the child leaves. In the case of over subscription Cambridgeshire County Council has a policy which allocates places within each school and organises parental appeals when parental preferences for their child to join a particular school cannot be met. Two figures are used by the authority in determining the number of children a school can accommodate. The first is the published admissions limit, (PAL), which in the case of Cavalry Primary School is 60. This is the maximum number of children who would normally be offered a place within any year group. The second figure is the capacity of the school, which in the case of Cavalry Primary School is 420.

A school is deemed to be full, and thus a pupil may be refused admission, if both:

- a) the admissions limit for a particular year group has been reached and
- b) the overall capacity of the school has been reached or is expected to be reached during the pupil’s anticipated time in school.

If this situation exists, then each application for a place will be examined against the criteria below in the following order:

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

Thereafter, the criteria used to allocate places in the event of over subscription are:

1. Children in Care, also known as Looked After Children.
2. Children living in the catchment area with a sibling at the school at the time of admission.
3. Children living in the catchment area.
4. Children living outside the catchment area who have a sibling at the school at the time of admission
5. Children living outside the catchment area who have been unable to gain a place at their catchment area school because of oversubscription.
6. Children living outside the catchment area, but the 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.

If a parent is refused admission for their child owing to a school having reached its published admissions limit and capacity, the parents have a right of appeal to an independent appeals committee. This appeals committee can allow a place for the child even if the school is full, if the committee believes that the child's or the family's case is sufficiently strong.

Cavalry School Nursery Admissions Policy

Our nursery operates in the private, voluntary and independent sector and as such the Local Authority has no role in arranging admissions. The admissions policy for the nursery is agreed by the governing body and administered by the Headteacher.

Admissions Policy

Our nursery can accommodate up to 48 children aged 3 to 4 during the morning session and the same number in the afternoon session. We also have capacity for a small number of additional children who require one to one support, and in this case our maximum capacity is 52. Children become entitled to 15 hours of free early years education from the start of the term after their third birthday, therefore they may start at nursery at the beginning of each school term, i.e. September, January or April. Parents may choose to pay for additional sessions so that their child can attend for more than 15 hours. If additional sessions are requested, we require to parents to pay for 4 weeks in advance, which is refunded to them when the child leaves nursery.

All payments for additional sessions must be paid in advance or the school may withdraw the additional sessions.

Some families where both parents work may be entitled to 30 hours of free childcare from September 2017. Cavalry Nursery will provide 30 hours for these children, providing parents can produce evidence that they meet the funding criteria by visiting the government website.

Places are allocated on a 'first come, first served basis'. If we are oversubscribed, a waiting list is held in the school office including date of birth and date of application and places are allocated according to the following criteria *when a place becomes available*:

- ❖ Children who already attend nursery and wish to increase or change their sessions
- ❖ children who have a sibling already attending Cavalry Primary School or with a confirmed place to attend
- ❖ Children who will start school in the following academic year i.e. they have one year left of pre-school
- ❖ By date of application to the school office i.e. 'first come, first served'

This policy is reviewed by the governing body annually.

It was agreed at a meeting of the full governing body on 13th November 2017.