

Date	September 2025
Ratified	22 nd September 2025
Review date	September 2026



Elsworth CE (A) Primary School
Admissions Policy
September 2025

Introduction

Elsworth C of E Primary School serves a catchment area comprising the villages of Boxworth, Conington, Elsworth and Knapwell, see catchment area map. We also acknowledge that we attract applicants from a wider area. The school will admit pupils of all abilities and of all faiths and none, though it will prioritise admissions from its catchment area.

The Governing Body is the admissions authority for the school. This means that it is the Governing Body that sets and applies the admissions policy for the school. All decisions regarding the admission of children into school are made by the Finance & Personnel Committee of the Governing Body.

We encourage all parents, including those outside of the catchment area, to visit the school and these can be arranged through the school office. It is important to note that interviews for the purpose of admission are not lawful hence not included as a part of our admission procedures. All parents are advised to read the Local Authority primary admissions booklet for parents.

The Published Admission Number (PAN) for a year group in the school is 20. In the event that more than 20 applications are received, the oversubscription criteria will be applied to determine priority for places. Preferences are treated equally, regardless of whether they are first, second or third preferences and applications will be ranked a) in order of the oversubscription criteria and b) by using straight line distance measurements.

Oversubscription Criteria:

The school will admit any pupils with an Education, Health and Care plan naming the school.

Priority will then be given to those children who meet the criteria set out below, in order:

1. Children in Care (CIC), and Children who were previously in care (CIC), but ceased to be so by reason of adoption, a child arrangement order (resident 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 cease to be in state care as a result of being adopted.
3. Children living in the catchment area¹ prioritised in the order:
 - (i) those with a sibling² at the school at the time of admission
 - (ii) other children living in the catchment.
4. Children living outside of the catchment area prioritised in the order:
 - (i) those who have a sibling² at the school at the time of admission,
 - (ii) other children

Priority will go to children living nearest the school as measured by a straight line from the reference point of the home to the nodal point of the school, which is the reception front door.

Tie-break

In the event of distances being the same for two or more children where this would determine the final place to be allocated, a random allocation will be carried out and supervised by a person independent of the school. Under random allocation, names will be entered into a 'hat' and the required number of names will be drawn out.

How to Apply:

Children are admitted into Reception in the September of the academic year in which their fifth birthday occurs. To apply for a place, including pupils who wish to apply for classes in any other year group and those applying after the start of the year should contact the school or the Local Authority Admissions team for an application form by contacting the Admissions Team on 01223 699200 or 01223 699662 or by email to admissions@cambridgeshire.gov.uk.

Applications based upon 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.

¹ please see catchment area map

²A sibling is defined as:

- (a) a full brother or full sister living as one family unit at the same address or living at separate addresses;
 - (b) a half brother or half sister living as one family unit at the same address or living at separate addresses;
 - (c) an adoptive brother or adoptive sister living as one family at the same address or living at separate addresses;
 - (d) a foster brother or foster sister living as one family unit at the same address;
 - (e) a step brother or step sister living as one family unit at the same address.
- The sibling priority will also be applied to children who, at the time of application, have a sibling (as defined in the bullet points above) who has been offered and accepted a place at the school, even if the sibling has not yet started attending.

Application process

The application process for admissions into Reception is co-ordinated by Cambridgeshire Local Authority, which acts on behalf of the Governing Body to offer places at school. Parents should submit a single Common Application Form, available from the school office or from the LA Admissions Team no later than the national closing date. Offer letters will be issued by the LA in accordance with the co-ordinated scheme on an agreed published offer date. Late applications (those submitted after the national closing date) will be dealt with by the admissions team.

In Year Applications

To apply for a place after the start of the school year, or for any other year group, please contact the LA Admissions Team for an application form by phoning 01223 699200/699662 or by email to 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.

Reserve Lists

As a part of the co-ordinated scheme for primary admissions, the LA Admissions Team holds the initial reserve list on behalf of the Governing Body until the end of the autumn term in the initial year of intake (Reception).

Where an in-year application is received, the child's details will be held on a reserve list by the LA Admissions Team on behalf of the Governing Body for a minimum period of one term following the term of application

Appeals:

The parents of any child who is refused a place has a right of appeal to an independent Appeals Panel. The panel consists of three people who are independent of the school's Governing Body and the Local Authority. The panel will consider the circumstances of the case put before them and the Governing Body and the parents must abide by the decision it makes. Appeals for Elsworth C of E Primary School are currently arranged by the Admissions Team on behalf of the Governing Body. Further information is available from the school.

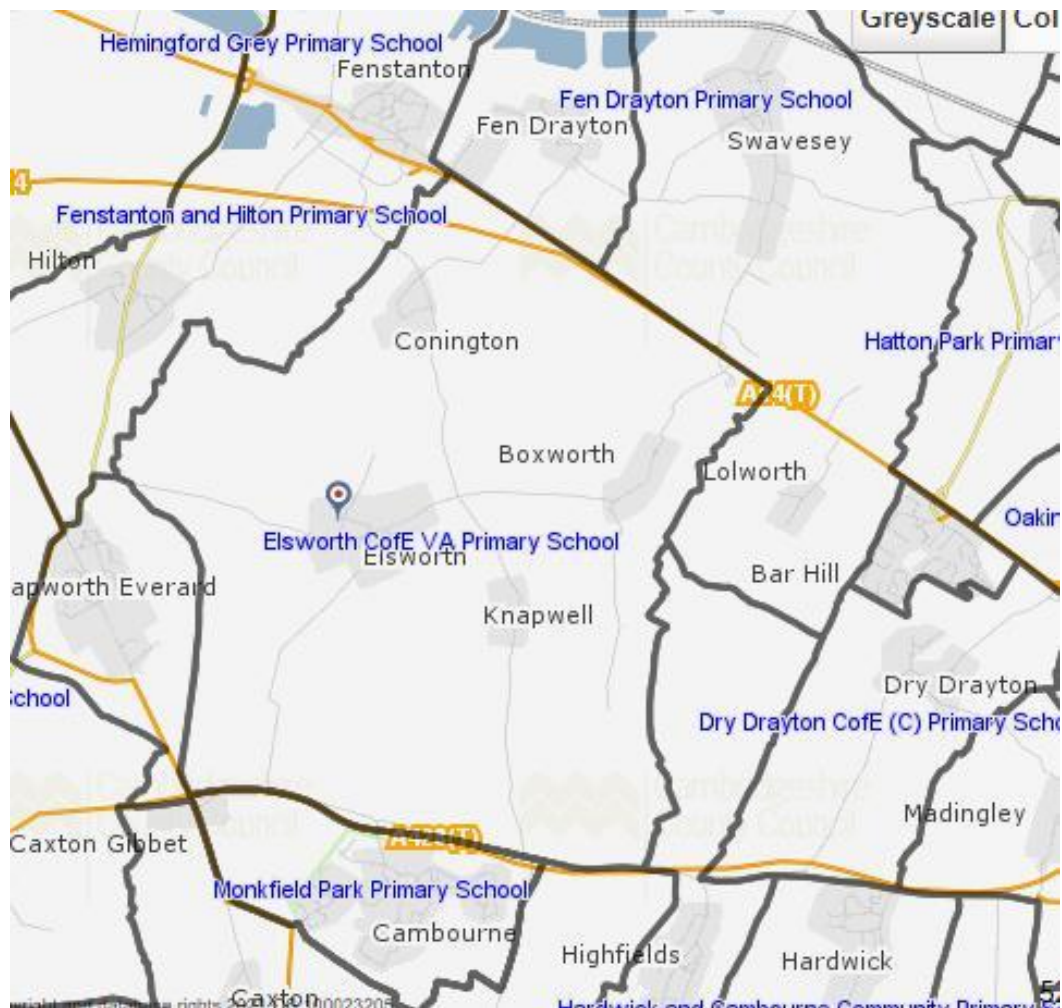
For any clarification please contact either of the following:

The school office office@elsworth.cambs.sch.uk

The Local Authority Admissions Team:
01223 699200/ 699662
admissions@cambridgeshire.gov.uk

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.

Catchment area map



Catchment is the immediate grey line surrounding the Elsworth C of E Primary School.