



St Luke's Admission Policy 2022-2023

Date ratified	27th Sept 2021
Review Date	July 2022

Admission policy arrangements

This document sets out the admission arrangements for The Diocese of Ely Multi Academy Trust (DEMAT)

The Trust will comply with all relevant provisions of the Department for Education's schools admission code of practice 2014 (the admissions code) the school Admission Appeals code of practice 2012 (the appeals code) and law on admissions. Reference in the code to admissions authority shall be deemed to be references to the board of The DEMAT, the powers and functions or which may be delegated to the local governing body of the Academy.

All academies in The DEMAT will participate in coordinated admission arrangements by the local authority in the relevant geographical location and in respect of other arrangement specified in the admissions code.

Notwithstanding these arrangements the Secretary of State may direct the Academy to admit a named pupil to an academy on application from the LA. Before doing so the secretary of state will consult The DEMAT

How to Apply

The application process for admissions into Year R in 2022 is co-ordinated by Cambridgeshire Local Authority (LA), which acts on behalf of the Trust to offer places at the School. Parents complete only one form - a Cambridgeshire Application Form - available from their child's primary school or from the LA Admissions Team, no later than the published national closing date in January of the year of entry. Offer letters will be issued by the LA on the national offer date in April in the year of entry. Late applications (those submitted between the closing date and the end of the co-ordinating period) will be handled by the Admissions Team. Details of the deadline date and offer date can be found in the LA's Admission to Schools in Cambridgeshire booklet or by contacting the school or LA admissions team.

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 contacting the Admissions Team on 0345 045 1370 , 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.

Parents wishing to visit the school prior to submitting an application are welcome to do so, though it may not always be possible to organise this at short notice. Visits are not interviews and do not affect any decision regarding the availability of a place. Please contact the school to make arrangements.

School Office Contact: Nicola Brunning 01223 566879

All parents are advised to read the LA booklet for parents on primary admissions.

How places are offered

For admission into Year R in each September, the LA, on behalf of the Trust, will offer places to 30 children. This is the Published Admission Number (PAN) for that year group. In the event that more than 30 applications are received, the oversubscription criteria will be applied to determine priority for places. Both preferences are treated equally, regardless of whether they are first or second preferences.

Oversubscription Criteria

Children who have a statement of special educational needs that names the school will be admitted.

N.B. 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.

Where applications exceed the PAN, places will be allocated in order to:

1. Children in care, also known as Looked After Children (LAC), and children who were looked after but ceased to be so by reason of adoption, a resident order or special guardianship order;
2. 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.
3. Children living¹ in the catchment area with a sibling² 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 who live in the ecclesiastical Parish of the Ascension, Cambridge (see attached map)
7. Children of regular worshippers of a Christian church;
8. Children of regular worshippers of other World Faiths;
9. Children living outside the catchment area, but nearest the school according to the shortest safe walking route from their home to the school site.

¹ The home address is defined as the address of the adult with parental responsibility with whom the child normally lives and which applies at the time of application. Future addresses will be accepted only if the move is intended to take place within 6 teaching weeks of the application and upon confirmation of tenancy or exchange of contracts. For further details, please see the full definition in the LA admissions booklet for parents.

² A sibling is defined as another child of compulsory school age living in the same family home.

In criteria 4 and 5, priority in a tie-break will be given to children living nearest the school according to the shortest straight line distance. The distance is measured using a straight line from the centre point of the home to the centre point of the school as determined by the Ordnance Survey(OS) Address Base Premium™

For Years 1 to 6, the PAN is 30. If a place becomes available it will be offered to the child at the top of the reserve list for the year group or, if no reserve list exists, the place will be offered to the first child for whom an application is received.

Reserve Lists

When 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 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 first week of the autumn term in the initial year of intake. When 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. 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. The governing body then manages the reserve list until the end of the autumn term.

Where mid-phase applications are received, children's details will be automatically placed on a reserve list for the year group, ranked according to the oversubscription criteria. Reserve lists will be held for a period of one term following the term for which the place was refused.

Appeals

The parent of any child who is refused a place at a VA or VC Primary School 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 Education Authority. The panel will consider the circumstances of the case put before them and the Governing Body and parents must abide by the decision it makes.

Appeals for VA or F Primary School are currently arranged by *the LA Admissions Team on behalf of the Governing Body*. Further information and appeal forms are available from *the Admissions Team*.

Infant Class Size Review

Please note that where a child is refused a place in an infant class because of the requirement to limit class size to 30 children, parents have the right to have their decision reviewed. This process is very similar to an appeal, but the circumstances in which the panel can find in the parents favour are limited by law. For further information, please contact the school office or the LA Admissions Team.

Definitions

For the purpose of admission to the School, the Governing Body has adopted the LA's definitions of parent, sibling and home address. Details of these can be found at the back of the LA's admission booklet for parents.

Applications made under the religious criteria

All parents wishing to apply under the school's religious criteria must also *provide a letter from their parish priest, minister or religious leader confirming the family is known and involved in the life of the church or worshipping community*. This must be returned to the School by the LA application deadline or, for mid-phase applications, at the same time as the school's application form is submitted. This letter will define which admission group the child fits into (please see list above).

