Admissions Statement

Status: Approved March 2019

CHANGE HISTORY

<table>
<thead>
<tr>
<th>Issue Number</th>
<th>Issued On</th>
<th>Next Review Due</th>
<th>List of Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>26/01/2018</td>
<td>Upon changes/recommendations</td>
<td>Re-formatted</td>
</tr>
<tr>
<td>2</td>
<td>12/03/2019</td>
<td>Upon changes/recommendations</td>
<td>Consulted with CCC, no changes recommended</td>
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APPROVED

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<tr>
<th></th>
<th>Date</th>
<th>Name</th>
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<tbody>
<tr>
<td>School</td>
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<td>Governing Body</td>
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Icknield serves a catchment area comprising Sawston, east of a line extending to the northern boundary and passing through the water tower (Babraham Road) to Church Lane and also to the south not including High St. London Road developments, but also welcomes applicants from a wider area if spaces are available.

The Governing Body of Icknield School is the admission authority for the School which is delegated to the headteacher. This means that the Governing Body sets and applies the admissions policy for the School and the headteacher reports back to the governors. All decisions regarding the admission of children into the School are made by the headteacher and reported to the Governing Body.

The application process for admissions into the initial year of entry 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 at [www.cambridgeshire.gov.uk/admissions](http://www.cambridgeshire.gov.uk/admissions) or submit a Cambridgeshire Application Form, available from the school or from the LA Admissions Team, no later than the National closing date of 15th January. Offer letters will be issued by the LA on the published offer date.

To apply for a place after the start of term or for any other year group, the LA Admissions Team will co-ordinate all applications on behalf of the governing body. Please contact the school or the LA Admissions Team for an application form.

The School Office can provide details of how to contact the LA admissions team.

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. Please note that visits are not interviews and do not affect any decision regarding the availability of a place. Please contact the school to make arrangements. All parents are advised to read the LA booklet for parents on primary admissions before submitting an application.

The maximum number for the September Reception Intake is 30.
Admissions Criteria for Reception Classes

Children whose statement of special educational needs names the school take priority over all other applicants and will be admitted irrespective of whether there are places available in the year group. 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 an adoption or resident order or special guardianship order.
2. The child resides in the school’s catchment area with a sibling attending the school at time of admission.
3. The child resides in the school’s Catchment Area;
4. The child does not reside in the catchment area for the school but has a sibling attending the school at the time of admission.
5. The child does not reside in the Catchment Area.

In cases of equal merit, priority will go to the child closest to the school by the shortest straight line distance measuring from the centre of the child’s home to the centre point of the school as determined by the National Land and Property Gazetteer (NLPG).

A sibling is defined as a brother and/or sister and any child living in the family unit. i.e. half-brother/sister and/or step-brother/sister.

For Years R 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. The address used for the purpose of admission is the home address at the time of application. Applications based on future addresses can only be considered up to six teaching weeks before the child is expected to take up the place and upon confirmation of tenancy or exchange of contracts’.

As part of the co-ordinated scheme for primary admission, the LA Admissions Team hold the initial reserve list on behalf of the Governing Body until the end of the autumn term in the initial year of intake.
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.

Where in-year 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.

If your child is refused a place at the school you have a statutory right to appeal against that decision. 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 an Infant Class Size Appeal. The circumstances in which the panel can find in the parent’s favour are limited by law. For further information, please contact the school office or the LA Admissions Team.

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**Child Protection Statement**

At Icknield Primary School the welfare of the child is paramount. All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and sexual identity have the right to protection from abuse. All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately. All staff and volunteers in school have a responsibility to report any concerns to one of the designated child protection officers.

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**Equalities Impact Statement:**

1. *Has this policy fully considered the School’s Equality objectives and statement agreed?* Yes
2. *Are there any impacts of the School’s Equality objectives and statement on this policy* Yes
3. *If “Yes” are these clearly described and their impact assessed within the policy document?* Yes