

Admissions Policy



Mepal & Witcham Primary School
a part of Ely Diocese Multi Academy Trust

Approved by the Governing Body:	
Signed:	
Date:	

Date to be reviewed:

Link Governor:

Responsibility for Admissions

Cambridgeshire Local Authority (LA) is responsible for setting the admissions policy and criteria for this school. Parents wishing to apply for a Reception place for their child in September should ideally apply online at:

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

Confirmation of Successful Application and Appeals Process

Post application, parents/carers will be informed sometime in April whether an application is successful. You will be sent a letter with the decision about your child's school. If your child is refused a place, you can appeal against the decision. The letter will tell you how.

You must appeal against each rejection separately. You can only appeal once against each rejection.

Details regarding decision processes and appeal procedures can be accessed at:

School admissions: Appealing a school's decision - GOV.UK (www.gov.uk)

Mepal and Witcham Church of England Primary School

Mepal and Witcham Church of England primary School can be assessed in detail at My Cambridgeshire website.

Mepal and Witcham Church of England Primary School caters for pupils between the ages of 2 ½ and 11. The governors will admit up to the Admissions Number of 15 pupils in any one year.

Catchment

The school's catchment area is the village of Mepal and the village of Witcham.

Applying for a place at Mepal and Witcham Church of England Primary School

The academic year begins on the 1st September and ends on the 31st August. Children are admitted to School in the September of the academic year in which they become five years old.

All admissions are dealt with by the Local Authority Admissions team. Please contact them on 01223 699662 visit: www.cambridgeshire.gov.uk

If you need further details the school office will offer support.

The application process for **in-year applications** (e.g. moving schools) is the same as outlined above. Applications must be submitted to the Local Authority Admissions team.

Appeals Process for Mepal and Witcham Church of England Primary School

The parents of any child who is refused a place at Mepal and Witcham 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.

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 this decision reviewed. This process is very similar to an appeal, but 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.

For further information about admissions and appeals please go to the following link:

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

Or call 0345045130

Oversubscription criteria for Mepal and Witcham Church of England Primary School

Following the allocation of places to pupils who have an Education Health and Care Plan (EHCP) that names the school as the appropriate provision, when there are more applications for places than there are places available, priority will be given in the following order:

1. Children in Care (CIC) and Children who were previously in care (CIC) but ceased to be so by reason of adoption, a residence order (now known as a child arrangement 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 living in the catchment area with a sibling 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 living outside the catchment area who have applied and been unable to gain a place at their Cambridgeshire catchment area school because of oversubscription;
7. Children who live outside the catchment area, but nearest the school as measured by a straight line.

NB: those children with a statement of SEN / EHCP that does not name the school will be referred to the Statutory Assessment Team (SAT) to determine an appropriate place.

Where the School has more children applying than places remaining in any of the categories above, a distance tie break will be used to determine priority. Priority will be given to children living nearest the school by shortest straight line distance.

Monitoring and review of this policy

The Headteacher is responsible for monitoring the implementation, use and effectiveness of this policy and will report on these matters annually to the Governors or more frequently if necessary.

This policy will be reviewed by the Local Governing Body annually.

Glossary of terms:

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.

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

For further information, please refer to the glossary of terms in the County Council guide for Parents, "First Steps Admission to primary school: a guide for parents" available from the Cambridgeshire County Council website: <http://www.cambridgeshire.gov.uk/admissions>