

# CROMWELL ACADEMY

## ADMISSIONS POLICY

### **Introduction**

We are a community school founded to serve the local community of Hinchingsbrooke. Our purpose is to provide quality education in partnership with parents, carers and the community. The school has a catchment area. A definitive list of streets and house numbers is available at the school or from Cambridgeshire County Council Admissions Team, Castle Court, Shire Hall, Cambridge, CB3 0AP.

### **Capacity**

The school has an overall agreed capacity of 210 pupils. The admission number for the school is 30. The school is organised with single year group classes, accommodating children within Key Stages. Class sizes will be limited to 30 for Reception and Key Stage One classes and a maximum number of pupils in Key Stage Two classes as outlined by the Local Authority will apply to other Year groups up to the overall capacity of the school. In September 2009 and 2011, following consultation with the Local Authority, an additional Reception Class Intake was admitted over PAN.

### **Admission procedure for Reception Year**

Applications for a place in the Reception Class are received after 1 November in the year preceding the year of admission. The closing date for applications is a specified date in January in the same year of admission and parents will be offered a place on a specified date in April.

All children will be initially admitted into the Reception class in the September after their fourth birthday.

Parents/Carers can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year. Parents can request that their child attend part-time until the child reaches compulsory school age.

Where a place has been offered to a child, the school will hold this place open and not offer it to another child. The parent would not, however, be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

In practice, this means that if a child chooses to defer for the whole academic year, they will then start school in the following academic year in Year 1 depending on availability.

## **Admission criteria for Reception Class**

In the event that there are more applicants for places in the Reception Class than there are places available, places will be offered in the accordance with the guidelines set out by the Local Authority.

## **Informing parents of the decision**

On a specified date in April, the Local Authority will write to the parents/carers of all the pupils who have applied to Cromwell Academy to tell them whether it has been possible to allocate a place for their child. Parents/Carers will be required to reply to this letter by a specific date to signify their acceptance of the place offer. If it has not been possible to accept a child the parents/carers will be notified in the letter of their right to appeal against this decision. Once an offer has been made, it may only be withdrawn in very limited circumstances. This may include the offer being made on the basis of fraudulent information being supplied by a parent, such as a false claim to one of the specified criteria.

## **Applications for admissions at other times**

Applications for a place in Year One to Six should be made via the Local Authority Admissions Team. Children are offered places at Cromwell Academy according to the school and Local Authority's policies. (These can be obtained from the school). Where more children apply for places than are available then children are admitted according to the following admissions criteria:

- Children with a statement of Special Educational Need which names the school
- Children living in the catchment area with a sibling at the school at the time of admission
- Children living in the catchment area
- Children living outside the catchment area who have a sibling at the school at the time of admission
- Children living outside the catchment area who have been unable to gain a place at their catchment school because of over subscription
- Children living outside the catchment area

If an application to attend Cromwell Academy is unsuccessful, parents may request that their child's name be placed on the reserve list. Children's names are placed on this list in strict order of admissions criteria. A new request from another parent for a child's name to be placed on the list can result in other children being moved further down the list if this child has a higher priority for a place in line with the school's admission criteria. This list is held by the Local Authority.

## **Appeals**

Parents/Carers who are dissatisfied with the admission decision have the right to appeal. Information on how to appeal is sent at the time of offer by Local Authority Admissions Team.