



Thriplow Church of England Primary School Policy for Admissions Offer Year 2023/2024

1. Introduction

Thriplow School serves the County Parish of Thriplow (which includes Thriplow village, Thriplow Heath, Pepperslade, Hurdles Way, Heathfield, and Ringstone. Provided there are places and the school is working within its planned admission number PAN, (currently 20 children) the school is pleased to take any children whose parents choose to send them to Thriplow, irrespective of where they live.

The school welcomes visits from the parents of prospective pupils with their children. They should contact the school administrator to arrange a convenient time. It should be noted that neither children nor parents are interviewed as part of the admission or application process. Decisions on admission are made solely on the basis of the criteria set out in this policy.

As a Church of England Primary School the Governing Body is the admissions authority. This means that it is the Governing Body that sets and applies the Admissions Policy for the school. All decisions regarding admission of children into the school are made by a sub committee of the Governing Body.

2. Aims of the Policy

We aim to set out clear procedures for admissions to the school so that the system is seen as fair by prospective parents and all others involved

3. Admission Procedure for Reception children

Legally a parent must ensure that a child begins to receive full time education from the beginning of the term after his or her fifth birthday. However Thriplow C of E Primary School subscribes to the County Policy that all children should have an equal chance of starting school at the beginning of the academic year in which they have their fifth birthday. This means a child can start at Thriplow in the September after his or her 4th birthday.

The application process for admissions into Reception class at Thriplow C of E Primary School is co-ordinated by Cambridgeshire Local Authority, which acts on behalf of the governing body to offer places at the school.

Parents can make an application in two ways, either by;

- **Applying Online** via the Admissions website – www.cambridgeshire.gov.uk/admissions,

Or by,

- **Completing A Common Application Form** – this is available on line at www.cambridgeshire.gov.uk/admissions, or from the school office, or it can be found in the booklet “Admissions to Primary Schools-A Guide for Parents” which is supplied by the LA Admissions Team and must be completed and sent to the Admissions Team **no later than 15th January 2023**

Offer letters will be issued by the LA on the 17th April 2023. Late applications will be handled by the Admissions Team. To apply for a place after the start of term or in any other year group please contact the LA admissions team for an application form.

Contacts

Thriplow C of E Primary School: 01763 208213 or email: office@thriplow.cambs.sch.uk

LA Admissions Team: 01223 699200 or email admissions@cambridgeshire.gov.uk

4. How places are offered

For admission into Reception year in September 2023 the LA, on behalf of the governing body, will offer places to 20 children. This is the Published Admission Number for that year group. In the event that more than 20 applications are received, the following criteria will be applied to determine priority for places.

5. Criteria for Pupil Selection

Children who have a Statement of Special Educational Need (SEN) / Education Health and Care Plan (EHCP) in which Thriplow C of E Primary School is named will be admitted. Those children with a statement of SEN/EHCP that does not name the school will be referred to Student Assessment Team (SAT) to determine an appropriate place.

All preferences are treated equally, however in the event that there are more applications to attend Thriplow C of E Primary School than there are places available the following criteria will be applied in order of priority:

1. Children in Care, also known as Looked After Children (LAC) and children who were previously looked after 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 residing in the catchment area at the time of admission.
4. Children living outside the catchment area with a sibling at the school at the time of admission.
5. Children living outside the catchment area, with priority being given to those who live closest.

Catchment Area: Thriplow C of E Primary School catchment area comprises of the parish of Thriplow which includes Thriplow village, Thriplow Heath, Hurdles Way, Ringstone, Pepperslade and Heathfield.

If it becomes necessary to consider children who satisfy the same admission criteria, priority will be given to children who live nearest the school. The distance, for admission purposes, is measured using the straight line distance from the reference point of the home to the reference point of the school, both as determined by the National Land and Property Gazetteer (NPLG).

Sibling means having at least one parent in common or living in the same household as brother and sisters.

6. Reserve List

If an application to attend Thriplow C of E Primary School is unsuccessful, parents may request that their child be placed on a 'Reserve List'. Children's names are placed on this list in strict order of the 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 higher priority for a place at the school in line with the admissions 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, and unsuccessful applications will be automatically added to this list. The Governing Body then holds this list until the end of the autumn term. Where mid-phase applications are received, children's details will be held on the reserve list for a period of one term following the term for which the place was refused.

7. Admissions Committee

Each academic year the Full Governing Body shall appoint an Admissions Committee to consider matters of admission.

8. Informing Parents of the Decision

The offer date for primary admissions in September 2023 is 17th April 2023 and on that date the LA Admissions team will send out all offers.

If it is not possible to accept a child the letter will also inform parents of their right to appeal against the decision. Parents will continue to have the right of appeal against any refusal of a place and are able to reapply the following year.

Once an offer of a place 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 the parent, such as a false claim to one of the specified criteria.

9. Appeals Procedure

Parents may appeal to the admissions appeal 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 parents must abide by the decision it makes.

10. Government Early Years Education Scheme

Under the government's early year's programme, all four year olds are entitled to three terms of free part-time education from the term following their fourth birthday which is funded by a grant for each child. The LA funds places in Reception classes in state schools in addition to the grant to permit children to attend for a full school day. To ensure that no child receives more than their allocation of five sessions of grant-funded education, parents are required to complete a form confirming that they have registered their child at Thriplow School.

11. Admission arrangements for children outside the normal entry round.

To apply for a place after the start of term or in a year group other than Reception, please contact the school for an application form. Parents wishing to visit the school prior to submitting an application are welcome to do so. Visits are not interviews and do not affect any decisions regarding the availability of a place. Should space in the school become available, a place will be offered to the child at the top of the reserve list, provided the resulting class sizes are acceptable to governors. We will use the criteria in section 5. Children will not normally be admitted outside their natural year group.

12. Admission arrangements for disabled pupils.

The admission arrangements for disabled pupils are the same as for any other pupil and the school will endeavour to meet their specific needs. Prior to admission there will normally be a discussion with the parents, Headteacher and advisors to determine what these needs will be.

13. Home address

The address used for the purpose of admissions must be the child's usual home address. Applications based on 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. Parents are expected to notify the school of any changes of address as this may affect the allocation of a place at Thriplow C of E Primary School.

Ratified by Governors September 2022 and to be reviewed annually.