



# Abbey College Ramsey

# Admissions Policy 2025

**Policy Developed by:** Gemma Craig  
**Reviewing committee:** Full Governing Body  
**Frequency of Review:** Annually  
**Date last reviewed:** March 2024  
**Date Approved:** 19<sup>th</sup> March 2024  
**To be reviewed:** March 2025 for the 2026/27 academic year

## 1. Introduction

- 1.1 As an Academy, the Governing Body are responsible for establishing the Admission Criteria and Oversubscription Criteria; the Governing Body have agreed to follow the Admissions and Oversubscription Criteria set by Cambridgeshire County Council. These criteria have not been changed by the Governing Body following the establishment of the Academy. The responsibility for the administration of the Admissions process remains with the Local Authority (LA).
- 1.2 Please note that the address used for the purpose of admission is the child's usual place of residence. 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 with details of the proposed completion date. Parents are expected to notify the Academy of any changes of address as this may affect the allocation of a place. Further guidance on this issue is available from the Academy.

## 2. Admissions into Year 7 for September 2025

- 2.1 Catchment Area: Children living in the area served by the following primary schools fall within the catchment area:
- Ramsey Junior School
  - Bury CofE Primary School
  - Warboys Community Primary School
  - Ashbeach Primary School
  - Upwood Primary School
  - Somersham Primary School
  - Earith Primary School
  - St Helens Primary School Bluntisham
- 2.2 In the event that applications to Abbey College exceed the PAN (Published Admission Number) of 210, students will be allocated a place on the basis of the Academy's published over subscription criteria. (See point 4).
- 2.3 If you would like to enrol your child at Abbey College for Year 7 from September then applications can be made online at <http://www.cambridgeshire.gov.uk/admissions> or please contact:

The Admissions Team  
Cambridgeshire County Council  
ALC2605, PO Box 761  
Huntingdon  
PE29 9QR

Tel: 0345 045 1370  
Email: [admissions@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.uk)

There is no automatic transfer to a secondary school, an application must be made. Offer letters will be issued by the LA on the National Offer Date (1 March 2025). Late applications, i.e. those submitted between 1 November 2024 and 31 March 2025, will be processed on 1 April 2025. For further information and specific dates, please refer to the full scheme for secondary co-ordination, available from the LA Admissions Team

All admissions information can be found in the 'Next Steps: Admission to secondary school' booklet available at <http://www.cambridgeshire.gov.uk/admissions>.

- 2.4 Parents wishing to visit the academy prior to making an application are welcome to do so. An Open Evening will be held in October for prospective Year 6 students, details of which can be found on the Academy website.
- 2.5 Visits during the academy day are also available, by appointment only. However, such visits may not be possible to organise at short notice and it should be emphasised that such visits are not interviews and do not affect any decision regarding the availability of places. Please contact the Academy to make arrangements.

### **3. In-Year admissions**

If you are applying for an In-Year place, i.e., you want a place at Abbey College for any student after a September start, you must follow the procedures on the Cambridgeshire County Council website:

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

### **4. Over subscription**

- 4.1 In the event that more than 210 applications are received for 2025, or in-year admissions do not exceed the operational admission then Abbey College follows the oversubscription criteria as set out in our policy below:
  1. Children who are in care, also known as Children in Care (CiC) and children who were in care 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 who live in the catchment area and have a sibling who currently attends the academy and will still be attending the academy on the proposed admission date. For the purpose of these criteria, siblings are defined as children living in the same home and includes students in the sixth form.
  4. Children who live in the catchment area who attend the primary schools within it.
  5. Children who live in the catchment area.
  6. Other children having a sibling who currently attends the academy and will still be attending the academy on the proposed admission date. For the purpose of these criteria, siblings are defined as children living in the same home and includes students in the sixth form.
  7. Children who live outside the catchment area who have a sibling at the academy at the time of admission.
  8. Children who live outside the catchment area, but nearest the school as measured by a straight line.
- 4.2 In cases of equal merit in each set of criteria, priority will go to children living nearest the academy as measured by a straight line. The distance, for admissions purposes, is measured using the straight line distance from the centre point of the home to the main pupil entrance to the academy. These distances are produced by the LA Admissions team for the academy. 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.

- 4.3 A full definition appears in the LA admission booklet for parents. All preferences are treated equally. For families who live outside the area covered by the Cambridgeshire mapping system, distances are determined using a combination of local maps and on-line resources.
- 4.4 The application form must be returned to the LA Admissions Team who will then contact parents preferred schools to determine the availability of a school place. The Admissions Team will then write to confirm the details of the school at which a place is to be offered and, where appropriate, a suitable start date.
- 4.5 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.

## **5. Reserve Lists and Appeals Admissions Policy 2025**

For transfer to secondary school, as part of the co-ordinated scheme for secondary admission, 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. The LA Admissions Team holds this reserve list on behalf of the governing body until the end of the autumn term.

- 5.2 Where an In-Year application is refused the child's details will be held on the reserve list for the appropriate year group, by the LA Admissions Team on behalf of the Governing Body for a period of one term following the term for which the place was refused.
- 5.3 The parent of any child who is refused a place at the academy has a right of appeal to an independent Appeals Panel. The academy follows the published appeals procedure set out by the LA:  
<https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-learning/apply-for-a-school-place/admission-appeals>  
Appeal forms are available on request from the LA Admissions team.

## **Admissions Post 16**

Applications for Admissions to Ramsey Gatehouse Sixth Form (Years 12 and 13) should be through MyChoice16 platform. The academy offers the following courses in the Sixth Form:

- 3 A levels
- 1 AAQ (vocational) and 2 A Levels

For more specific details please see the prospectus via the website:

<https://www.abbeycollege.cambs.sch.uk/gatehouse/> or by contacting the Sixth Form directly at [office@ramseygatehouse.co.uk](mailto:office@ramseygatehouse.co.uk)

## **Entry Requirements**

All students who wish to join Ramsey Gatehouse Sixth Form must meet a minimum entry requirement of five grade 5s or above (including English and Maths), with further specific course entry requirements being set by the department (these can be found in the prospectus).

If better than predicted GCSE grades are achieved, the subject package offered may be reviewed. Conversely, if GCSE grades are lower than anticipated then a meeting with the Head of Sixth Form must be arranged before the start of the Autumn term in September.

Entry will not be determined by a formal interview, but an informal guidance meeting will be held to advise students on appropriate course selections and expectations. A written reference will be sought from an applicants' current school as to the suitability of the course or level being considered. Those who have a statement of special educational needs and fulfil the entrance requirement will be admitted.

#### Admission number

Please note that admission to Ramsey Gatehouse Sixth Form is not the same as admission onto individual courses, which may be full, or have not run as they failed to attract sufficient numbers. In such cases, applicants will be advised of alternative options.

Entry will **not** be determined by a formal interview, but an informal guidance meeting will be held to advise students on appropriate course selections and expectations. For external students a written/oral reference will be sought from an applicants' current school as to the suitability of the course or level being considered. Those who have a statement of special educational needs and fulfil the entrance requirement will be admitted.

Where required the oversubscription criteria below will be applied. Priority will be given in the following order:

- Students 'looked after' by a LA under the provision of the Children Act 1989 and children who were looked after but ceased to be so by reason of adoption, a resident order or special guardianship order
- 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.
- Students already on roll at the academy
- Students with a sibling at the academy at the time of admission
- Students in a Cambridgeshire school not offering the courses requested
- Students in a Cambridgeshire school without Years 12 & 13

Priority will be given to students living nearest the school as measured by a straight line. The distance, for admissions purposes, is measured using the straight line distance from the reference point of the home to the main pupil entrance to the academy. These distances will be produced by the LA Admissions team for the academy.

Parents and students have a right to appeal against any decision refusing a Sixth Form place at the Academy. Appeals must be addressed to the Headteacher and will be heard by an independent panel within 40 school days of the appeal being lodged.