

Bar Hill Primary School

Admissions policy for year of entry 2025-2026

1. Introduction

- 1.1 The academy provides places for children aged 4-11. Admissions to Early Years Foundation Stage EYFS is in the September term.
- 1.2 The catchment area that the academy serves is Bar Hill and Lolworth.

2. Admission Number

- 2.1 The planned admission number for the school for each of the reception intakes from September 2025 is 50.

3. Applications for the normal point of entry—Reception EYFS

- 3.1 Applications for admission to Bar Hill Primary School, for a child in their first year of school to enter EYFS reception class, should be made through the Cambridgeshire County Council coordinated admissions scheme. For details of deadlines please refer to the local authority guidelines

Details of how to apply can be found on the Cambridgeshire County Council website www.cambridgeshire.gov.uk

Contact details for the Local Authority admissions team:

admissions@cambridgeshire.gov.uk

Admissions Team

OCT1221

The Octagon

Shire Hall

Castle Street

Cambridge

CB3 0AP

Telephone: 0345 045 1370

Fax: 01223 727 941

Email: admissions@cambridgeshire.gov.uk

- 3.2 The closing date for applications for September 2025 entry is the date set by Cambridgeshire County Council admissions authority and can be found on the council website as above.
- 3.3 Places will be offered by email/post on the date specified by Cambridgeshire County Council.

4. Acceptance of an offer of a place

- 4.1 Where an offer of a place is made, the applicant should be notified that they have two weeks to accept the offer. Where an offer is not accepted, the Academy Council reserve the right to withdraw the offer and the offer of a place to be made to the next applicant on the waiting list.

5. Oversubscription criteria

- 5.1 Children who have an Education, Health and Care Plan (EHCP) which names Bar Hill Primary as the school will be admitted.

In the event of a number of applications received exceeding the Published Admission Number (PAN), priority for places will be allocated strictly against the following criteria in the order listed:

- (i) Children in Care, also known as Looked after Children (CIC, LAC, CLA) and 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, or children who are subject to a child arrangement order (residence order) or a 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.
 - (ii) Children living in the catchment area with a sibling at the school at the time of admission;
 - (iii) Children living in the catchment area;
 - (iv) Children living outside the catchment area who have a sibling at the school at the time of admission;
 - (v) Children living outside the catchment area who have applied and been unable to gain a place at their Cambridgeshire catchment area school because of over subscription;
 - (vi) Children who live outside the catchment area, but nearest the school as measured by a straight line
- 5.2 Where places are oversubscribed within any of the above groups, priority will be given to children living nearest to the academy. Measurements are carried out based on a straight line from the front door of the child's home address to the front door of the academy. The home address will be the address declared on the Common Preference Form. Distances are measured using the council's Geographic Information System (GIS) from the Ordnance Survey (OS) seed point located at the child's home address to the OS seed point for the academy using a straight line.
- 5.3 A sibling is defined as a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carers partner. In every case the child must be normally resident in the same family unit at the same address.

6. Waiting Lists

- 6.1 The school will operate a waiting list for each year group. Where in any year group the school receives more applications for places than there are places available, the places will be determined by ranking pupils according to the oversubscription criteria. The waiting list is maintained by Cambridgeshire County Council.
- 6.2 Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 3. Where places become vacant they will be allocated to children on the waiting list in accordance with the over subscription criteria.

7. In Year Admissions

- 7.1 Applications for in year admissions should be made directly to Cambridgeshire admissions team admissions@cambridgeshire.go.uk
- 7.2 Once an application form is received, Admissions will advise if there is a place available to be offered. If a place is not available to be offered, the child will be put on a waiting list in line with the oversubscription criteria.

8. Appeals

- 8.1 In the event of a place not being allocated, parents and relevant children will have the right of appeal to an independent appeal panel. The appeal panel will be independent of the academy. The arrangements for appeals will be in line with the School Admissions Code and the School Admission Appeals Code published by the Department for Education as it applies to Academies, Free Schools, Foundation and Voluntary Aided Schools. The determination of the appeals panel will be made in accordance with the School Admissions Code and the School Admission Appeals Code and the decision will be binding on all parties.
- 8.2 The academy uses Cambridgeshire County Council to manage its appeals, who will prepare guidance for parents and relevant children about how the appeals process will work and a named contact who can answer any enquiries parents may have about the process. Appeal forms are available from the County Council website.

9. Additional Information

- 9.1 Additional information regarding Cambridgeshire County Council's coordinated admissions process can be found online at: www.cambridgeshire.gov.uk.

10. Home Address

- 10.1 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. A fraudulent claim to an address may lead us to withdraw an offer of a school place.

10.2 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 a minimum of six month tenancy agreement or exchange of contracts. Places will not be allocated until the child is resident at the address.

GLOSSARY OF TERMS

This list explains some of the terms we use.

Admission Authority

This is the body which decides a schools admission arrangements. This is usually:

- The School Admissions Team for Community and Voluntary Controlled schools
- The School for Voluntary Aided, Foundation, Academy, UTC and Free Schools

Admission Number (PAN)

This is the number of places available at point of transfer or normal entry year group of a school.

Age Range

This means the ages of children educated at the different school phases.

Appeal Panel

This is an independent panel which hears appeals relating to school admissions decisions.

Children in public care (also known as Looked After Children), Looked After Children (LAC or CLA)

This is a 'looked after child' or a child who was previously 'looked after' but immediately after being 'looked after' became subject to adoption, residence or special guardianship order. A 'looked after' child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

Department for Education

This is the government department responsible for education.

DfE number

This is a unique identification number allocated to a school.

Oversubscription Admission Criteria

List of criteria that are used, in rank order, to decide which children will be allocated places at a school should that school be oversubscribed.

Published Admission Number (PAN)

The number of pupils it has been agreed can be allocated to each year of entry.

