

## Downham Feoffees Primary Academy Admissions Policy for year of entry 2025-2026

Approved by the Academy Council: September 2023  
Review Date: September 2024 for year of entry 2026-2027

### Version Control Document

Date	Version	Description of Change	Author

#### 1. Introduction

- 1.1 The academy provides places for children aged 4 – 11. Admission to our Reception class is in September.
- 1.2 The catchment area that the Academy serves is Little Downham and Pymoor.

#### 2. Admission Number

- 2.1 The planned admission number for the academy for the Reception intake from September 2025 is 30.

#### 3. Applications for the normal point of entry – Reception

Applications for admission to Downham Feoffees Primary Academy, for a child in their first year of school to enter the Reception class, should be made through Cambridgeshire County Council (CCC) 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:

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

Contact details for the Local Authority admissions team: [admissions@cambridgeshire.gov.uk](mailto: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](mailto:admissions@cambridgeshire.gov.uk)

## Downham Feoffees Primary Academy Admissions

3.1 The closing date for applications for entry September 2024 is the date set by Cambridgeshire County Council admissions authority and can be found on the county council website as detailed above.

3.2 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 reserves 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 a statement of special educational needs or an Education, Health and Care plan (EHCP) which names Downham Feoffees Primary Academy as the school will be admitted.

In the event of the 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 were looked after but ceased to be so by reason of adoption, a child arrangement order (residence order) or a special guardianship order

(ii) 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;

(iii) Children whose home address is in the catchment area for the Academy with a sibling on role;

(iv) Children whose home address is in the catchment area for the Academy;

(v) Children with an older brother or sister continuing at the school at the time of admission of the younger child;

(vi) Other children.

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, stepbrother or sister, or the child of the parent/carer's 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 Academy 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. This 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 oversubscription criteria.

### 7. In Year Admissions

7.1 Applications to move a child from another school, or for children new to the area to Downham Feoffees Primary Academy should be made directly to Cambridgeshire admissions team. [admissions@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.uk)

7.2 Once an application form is received, the Academy will inform Cambridgeshire admissions of the decision as to whether or not a place is able to be offered. If a place is not offered, the child will be put on a waiting list for a place when one becomes available. Places on the waiting list are allocated in line with the oversubscription criteria.

## Downham Feoffees Primary Academy Admissions

### 8. Appeals

- 8.1 In the event of a place not being allocated, parents/carers 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 (DfE) 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 appeal code and school admissions appeal code and the decision will be binding on all parties.

The academy uses Cambridgeshire County Council to manage its appeals who will prepare guidance for parents/carers 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 Cambridgeshire County Council website.

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

### 9. Additional Information

- 9.1 Additional information regarding Cambridgeshire County Council's coordinated admissions process can be found online at [www.cambridgeshire.gov.uk](http://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 in the address.

## Glossary of terms

This list explains what some of the terms we use.

### Admission Authority

This is the body which decides a school's 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 or 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 an 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 (DfE)

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.