



Hatton Park Primary School

Admissions Policy

2026/27

1. Introduction

- 1.1 Hatton Park Primary School provide places for children aged 4 – 11.

2. Published Admissions Number (PAN)

- 2.1 The current PAN for Hatton Park Primary School is 60.

3. Applications

- 3.1 Applications for admission to Hatton Park Primary School should be made to the Local Authority (LA). For details of deadlines, please refer to the Cambridgeshire County Council guidelines at www.cambridgeshire.gov.uk/admissions.
- 3.2 Contact details for the Cambridgeshire County Council Admissions team are as follows:

**Admissions Officer
Shire Hall
Castle Street
Cambridge
CB3 0AP**

Telephone: **0345 045 1370**
Email: **admissions@cambridgeshire.gov.uk**
Website: **www.cambridgeshire.gov.uk/admissions**

- 3.3 Places will be offered by Cambridgeshire County Council Admissions.

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 school 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 an EHCP (Education Health Care Plan) which names Hatton Park Primary School will be admitted.
- 5.2 In the event of the number of applications received exceeding the PAN, priority for places will be allocated strictly against the following criteria in the order listed below:
- a) 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 (now known as a child arrangement order), or a Special Guardianship. Children in Care (CIC) 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 only.

- b) Children who live in the catchment area with a sibling at the school at the time of admission.
 - c) Children living in the catchment area.
 - d) Children living outside of the catchment area who have a sibling at the school at the time of admission
 - e) Children living outside of the catchment area who have applied and been unable to gain a place at their Cambridgeshire catchment area school because of oversubscription.
 - f) Children who live outside the catchment area, but nearest the school as measured by a straight line.
- 5.3 In cases of equal merit in each set of criteria, priority will go to children living nearest the school as measured by a straight line from the front door of the child's home address to the front door of the school. The home address will be the address declared on the county application form. Distances are measured using the council's Geographic Information System (GIS) using a straight line.
- 5.4 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 primarily resident in the same family unit at the same address.

6. Waiting Lists

- 6.1 Individual schools 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 5. 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 should be made directly to Cambridgeshire Admissions: 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 admissions criteria.

8. Appeals

- 8.1 In the event of a place not being allocated, parents/carers have the right of appeal to an independent appeal panel. The appeal panel will be independent of the school. 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. The purpose of these codes is to ensure that the admission appeal panel is independent and that appeals are conducted in a fair, transparent, and lawful way.
- 8.2 Hatton Park Primary School uses Cambridgeshire County Council Admissions to manage its appeals, who will prepare guidance for parents/carers about how the

appeals process will work and a named contact who can answer any enquiries parents/carers may have about the process. Appeal forms are available from the Cambridgeshire County Council Admissions website.

9. Home address

- 9.1 The home address is defined as the address of the adult with parental responsibility with whom the child primarily 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
- 9.2 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 proof is provided that the child is resident in the address.

10. Admission Process

- 10.1 Once parents/carers are offered a place from Cambridgeshire County Council Admissions, they are also required to fill in an application form for the actual school. The forms are available from the school office.

School	Contact Number	Email address
Hatton Park Primary School	01223 491620	office@hattonpark.org