

ADMISSION ARRANGEMENTS FOR 2026/27

1 Introduction

- 1.1 These arrangements are established in accordance with Annex 1 of the Academy's Supplemental Funding Agreement.
- 1.2 The Academy provides for pupils aged 11-16 and has a single Normal Point of Entry, at the start of the Year 7 school year. Applications for admission at the normal point of admission will be co-ordinated by Cambridgeshire County Council* in accordance with its common application procedures and Paragraphs 3, 4, 5, 6 and 7 below. Arrangements for late admission into Year 7 and for admission to other year groups will be co-ordinated by the Academy Council in accordance with paragraphs 7, 8 and 9 below.

2 Admission Number

- 2.1 The Academy's Published Admission Numbers is set at 150, and at least 150 pupils will be admitted each year to Year 7 at the Normal Point of Entry provided sufficient eligible applications have been received. Where fewer than 150 applications have been received, all applicants will be admitted.

3 Ordinary Applications for the Normal Point of Entry

- 3.1 Application for admission to Year 7 should be made to the local authority in whose area the applicant is normally resident by the closing date of October 31st of the preceding year.
- 3.2 Applications will be co-ordinated by Cambridgeshire County Council* who will consult as required with the Academy Council.
- 3.3 Places will be offered to all successful applicants by Cambridgeshire County Council* by March 1st. Where the Academy is oversubscribed, places will be awarded on the basis of the oversubscription criteria set out in Paragraph 6 below.

4 Late Applications for the Normal Point of Entry

- 4.1 Applications received after the closing date and before the Normal Point of Entry will be dealt with by Cambridgeshire County Council* in accordance with its procedures for late applications, after places have been awarded to ordinary applications.

*See section 9 for contact details for Cambridgeshire County Council Admissions

4.2 Where the Academy is oversubscribed as a result of late applications, these applications will be judged according to the oversubscription criteria.

4.3 Places will be offered to successful applicants by March 1st or as soon as possible thereafter and in any case before September 1st.

5 Acceptance of Offer of a Place

5.1 Where an offer is made, the applicant should be notified that they have four weeks in which to accept the offer. Where an offer is not accepted by the applicant in writing within four weeks, 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.

6 Oversubscription Criteria

6.1 Children who have a statement of special educational needs that names the school will be admitted. NB. Those children with a statement of special educational needs or education health and care plan that does not name the school will be referred to the Statutory Assessment Team (SAT) to determine an appropriate place.

6.2 Oversubscription Criteria:

1. Children in Care, (CiC) and children who were in care but ceased to be so by reason of adoption, a resident order or a special guardianship order.
2. Children who appear to have been in state care outside of England and cease to be in state care as a result of being adopted.
3. Children living in the catchment area, who attend one of the schools listed above and who have a sibling at the school at the time of admission; Parents may contact the Local Authority if they are uncertain whether or not they reside in the catchment area.
4. Children living in the catchment area and who have a sibling at the school at the time of admission;
5. Children living in the catchment area and who attend one of the schools listed above
6. Children living in the catchment area;
7. Children who live outside the catchment area, who attend primary schools within it and who have a sibling at the school at the time of admission;
8. Children who live outside the catchment area who have a sibling at the school at the time of admission.
9. Children who live outside the catchment area who attend the primary schools within the catchment area;

*See section 9 for contact details for Cambridgeshire County Council Admissions

10. Children who live outside the catchment area

In cases of equal merit priority will go to children living nearest the school by shortest straight-line distance.

6.3 Oversubscription Definitions:

- a. The catchment area is defined as children living in the catchment areas of the following primary schools: The Grove, Kings Hedges, Shirley and Orchard Park. [View school and catchment area on a map](#)
- b. 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/carer's partner, and in every case the child must be normally resident in the same family unit at the same address.

7 Waiting List

7.1 Where the Academy is oversubscribed for the Normal Point of Admission, all unsuccessful applicants will be placed on the waiting list which will be administered by Cambridgeshire County Council* up to the Normal Point of Admission and thereafter by the Academy Council, their position in the waiting list determined by application of the oversubscription criteria.

7.2 When a vacancy arises it will be offered to the next applicant on the waiting list. Paragraph 5 will apply in respect of acceptance of any places offered in this way.

7.3 Parents of children remaining on the waiting list at December 31st in the case of Year 7 or August 31st in any case will be contacted by Cambridgeshire County Council* to clarify whether they wish to remain on the list.

8 Within-Year Applications for Admission

8.1 Throughout the period September to December inclusive during Year 7, and at the start of the school year for all other year groups, the Academy will continue to offer places to applicants until the roll reaches 150.

8.2 At other times – that is, for applications received during the course of the academic year – where there are fewer than 150 pupils on roll in the relevant year group, the Academy Council will determine the maximum number of pupils that can be admitted to that year group for the remainder of the year, taking into account the size of teaching groups, the efficient use of available resources and any Fair Access Protocol agreed by the Academy with Cambridgeshire County Council*.

*See section 9 for contact details for Cambridgeshire County Council Admissions

8.3 If the Year Group is oversubscribed a waiting list will be created. If a place becomes vacant it will be allocated according to the criteria outlined in 6.2 above.

8.4 Information from previous schools will be requested for all applicants.

8.5 Should this information cause concern to the Principal, they will present the case to the Academy Council. Where the Academy Council does not wish to admit a child with challenging behaviour outside the normal admissions round, even though places are available, it will refer the case to the local authority for action under the Fair Access Protocol. A letter will be sent withdrawing the place, and offering the opportunity to appeal against this decision. This will not apply to a looked after child, a previously looked after child or a child with a statement of special educational needs naming the school in question, as these children **must** be admitted.

9 Definitions

'Looked after' children

A 'looked after' child is a child in the care of a local authority as defined by Section 22 of the Children Act 1989. In relation to school admissions legislation a 'looked after child' is a child in public care at the time of application to a school.

Previously 'looked after' children

A previously 'looked after' child is a child who was 'looked after' but ceased to be so because they were adopted or became subject to a child arrangements order or a special guardianship order.

'Looked after' children from Outside of England

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

Cambridgeshire County Council address and contact details

Post: School Admissions – ALC2605, PO Box 761 Huntingdon PE29 9QR

Customer Service Telephone Number : [0345 045 1370](tel:0345 045 1370)

*See section 9 for contact details for Cambridgeshire County Council Admissions