

North Cambridge Academy

ADMISSION ARRANGEMENTS FOR 2027/28

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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.

*See section 14 for contact details for Cambridgeshire County Council Admissions

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.

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 Late applicants will not receive an offer of a school place by the local authority on National Offer Day (1st March or the next working day). Late applications will be processed in the subsequent rounds of allocations between April and July (for more details, refer to the local authority's timescales in their co-ordinated scheme on their website*).

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.

*See section 14 for contact details for Cambridgeshire County Council Admissions

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;
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, Orchard Park and Chesterton Primary School. [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 are advised to contact 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. In year applications should be made online to Cambridgeshire County Council*.

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.

*See section 14 for contact details for Cambridgeshire County Council Admissions

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 Requests for admission outside the normal age group

9.1 Parents/carers may seek a place for their child out of their normal age group. They must make a formal request in writing (an email is sufficient) directly to the school in the first instance.

9.2 The admission authority of the school will consider the request and make a decision on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

- the parent's/carer's views
- information about the child's academic, social and emotional development
- where relevant, the child's medical history and the views of a medical professional
- whether the child has previously been educated out of their normal age group
- whether the child may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the Head teacher of the school concerned

9.3 The admission authority of the school will set out clearly for parents the reasons for their decision about the year group a child should be admitted to.

9.4 Parents/carers do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

9.5 Once the year group has been agreed, an application for that year group can be processed.

10 Appeals

10.1 The procedures for appeals relating to admissions will be in accordance with all relevant legislation. They are independent and organised by the County Council Legal Services Section and entirely separate from the admission system. The decision of the independent appeal panel is binding on all parties. Details of Cambridgeshire County Council's Appeals procedure can be found here:

[School admission appeals - Cambridgeshire County Council](#)

11 Fraudulent or Misleading Applications

11.1 As an admission authority Meridian Trust and North Cambridge Academy have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example a false address was given which denied a place to a child with a stronger claim.

11.2 We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.

12 Conflicting Applications

12.1 The Local Authority can only process one application. Where more than one adult shares parental responsibility and if the adults live at different addresses, it is important that an agreement be reached on which schools to apply for, prior to making the application.

12.2 If multiple applications are received for the same child with conflicting address and/or preferences, or the School Admissions Team is made aware of a dispute between two parents, all applications will be placed on hold and will not be processed until:

- a new single application is made, signed by all parties; or
- written agreement is provided from both parents indicating which application they have agreed on; or
- a court order is provided confirming which parent's application carries precedence.

12.3 If no agreement can be made, parents are recommended to seek legal advice. If an agreement cannot be reached before the closing date, this may affect the chances of your child being allocated a place at your preferred school/s.

13 Children of UK service personnel (UK Armed Forces)

13.1 In order to meet the government's military covenant aimed at helping Service personnel, and Crown Servants returning from abroad the local governing body have adopted the following arrangements.

13.2 For late applications to the normal intake year and mid-year applications the local governing body aim to remove any disadvantage to UK service personnel (UK Armed Forces) by applying the school's oversubscription criteria to their address.

13.3 The Academy Council will check to see if the address is within the distance of the last child admitted in the last admission round that was oversubscribed on offer day.

13.4 If the address is within the distance the Academy Council will consider admitting providing all children in public care and siblings have already been admitted and there is no child with higher priority under the oversubscription criteria on the reserve list.

13.5 This will be irrespective of the fact that the school has had appeals or appeals are scheduled.

13.6 It may be that the Academy Council still cannot admit because of organisational or curriculum difficulties within the school.

13.7 The Academy Council will need the notice of posting or official government letter and posting address before considering an application under these arrangements.

14 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:03450451370)

Admissions Website Link: [Apply for a School place CCC](#)

Fair Access Protocol

Local authorities are required to have Fair Access Protocols in order to make sure that unplaced children who live in the home local authority, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to schools that are already full.