

## Admissions Policy 2025-26

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### Version Control Document

Date	Version No.	Reason for Change	Author
1.10.22	1	Update years from previous policy	Sarah Flack
18.04.22	2	Update years from previous policy	Sarah Flack
25.09.23	3	Update years from previous policy Change logo to Meridian trust Minor amendment to appendix to reflect where to obtain application form	Sarah Flack

# Sawtry Junior Academy Admissions

## 1. Introduction

1.1 The academy provides places for children aged 7 – 11.

## 2. Published Admission Number (PAN)

2.1 The current Published Admissions Number for Sawtry Junior Academy is 65 per year group.

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

Applications for admission to Sawtry Junior Academy should be made to the Local Authority. For details of deadlines please refer to the local authority guidelines.

Contact details for the Local Authority admissions team are:

[admissions@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.uk)

### Address:

Admissions Officer

Shire Hall

Castle Street

Cambridge

CB3 0AP

**Telephone:** 0345 045 1370

**Fax:** 01223 747221

**Email:** The email is [admissions@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.uk)

**Website:** [www.cambridgeshire.gov.uk/admissions](http://www.cambridgeshire.gov.uk/admissions)

3.1 Places will be offered by the Local Authority.

## 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

## Sawtry Junior Academy Admissions

- 5.1 Children who have an EHCP (Education Health Care Plan) which names Sawtry Junior 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 (LAC, CLA) 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 Order or 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 who live in the catchment area, attend the partner infant school and who have a sibling at the school (or partner infant school) at the time of admission.
- (iii) Children who live in the catchment area who have a sibling at the school (or partner infant school) at the time of admission.
- (iv) Children who live in the catchment area and who attend the partner infant school.
- (v) Children living in the catchment area
- (vi) Children who live outside the catchment area, but attend the partner infant school and have a sibling at the school (or partner infant school) at the time of admission.
- (vii) Children who live outside the catchment area, but have a sibling at the school (or partner infant school) at the time of admission.
- (viii) Children who live outside the catchment area, but who attend the partner infant school.
- (ix) Children living outside the catchment area who have applied but been unable to gain a place at their Cambridgeshire catchment area school because of oversubscription.
- (x) Children who live outside the catchment area, but nearest the school as measured by a single 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 county application form. Distances are measured using the council's Geographic Information System (GIS) 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/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 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 Sawtry Junior Academy should be made directly to Cambridgeshire admissions [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 admissions criteria.

## 8. Appeals

- 8.1 In the event of a place not being allocated, parents 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 appeal 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 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.

## 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 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.
  
- 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 proof is provided that 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).

## Sawtry Junior Academy Admissions

### **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.

## **Appendices**

### **Appendix 1**

#### **1. Admission process**

- 1.1 Once parents are offered a place from the Local authority, parents are also advised to fill in a Sawtry Junior Academy application form which is available from the academy office. These forms should be returned to the academy within 2 weeks.