



**ST PETER'S SCHOOL HUNTINGDON  
POLICY FOR ADMISSION OF STUDENTS  
FOR SEPTEMBER 2018**

**Date of review: September 2017**

**Date of next review: September 2018**

**Reviewer: Mike Gregory**

**Date of Governing Board ratification: 26<sup>th</sup> September 2017**

Document Control		
Edition	Issued	Changes from previous
1	17/10/16	No changes apart from dates
Policies/Documents referred to in this policy		Post holders/Persons named in this policy
This policy <b>links to other school policies</b> on: Attendance Equality and Diversity		

Students will be admitted at age 11 without reference to ability or aptitude. The number of intended admissions for the year commencing each September will be 277.

The policy for In Year Admissions (or Mid phase transfers) is the same. Parents/carers should contact the Admission team at Cambridgeshire County Council in the first instance.

**1 Oversubscription**

Children who have an Education, Health and Care plan that names the school will be admitted.

NB: Those children with an Education, Health and Care plan that does not name the school will be referred to Student Assessment to determine an appropriate place.

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit. All preferences are treated equally, regardless of whether they are first, second or third preferences.

- a) Children who are in care, also known as Children Looked After (CLA), and children who were looked after but ceased to be so by reason of adoption, a resident order or special guardianship order;
- b) Children living in the catchment area, attending primary schools within the catchment area and who have a sibling at the school at the time of admission; (see notes 1 and 2);
- c) Children living in the catchment area with a sibling at the school at the time of admission;
- d) Children living in the catchment area;
- e) Children living outside the catchment area, attending primary schools within it and who have a sibling at the school at the time of admission;
- f) Children living outside the catchment area who have a sibling at the school at the time of admission;

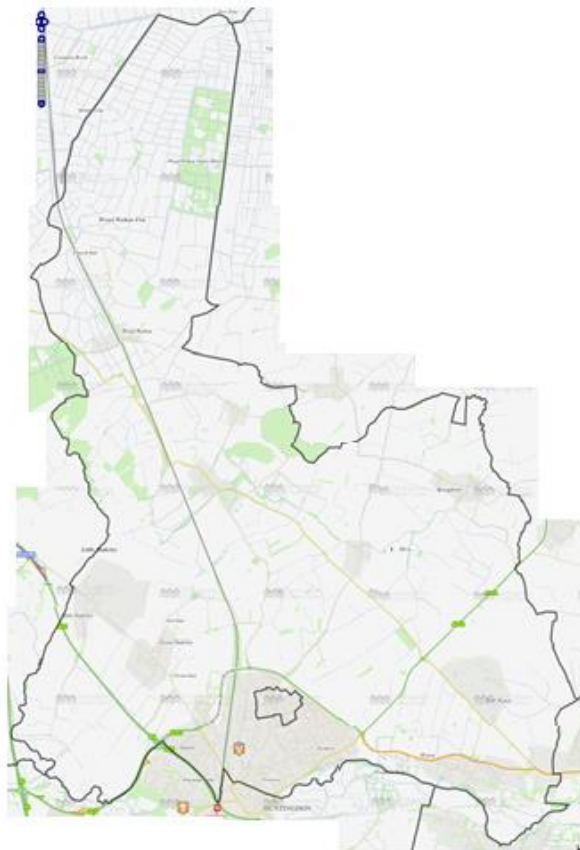
- g) Children living outside the catchment area who attend the primary schools within the catchment area;
- h) Children living nearest the school according to the shortest straight line distance.

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

## **NOTES**

### **The Catchment Area**

St Peter's catchment area includes Hartford, Houghton, Wyton, RAF Wyton, the area served by Abbots Ripton Primary School, Green Tiles Road/Robertson Way, Sapley (including Tower Fields), Great Stukeley, Stukeley Meadows, Huntingdon north and east of Ermine Street and the following streets: The Whaddons, Buttsgrove Way, California Road, Aspen Close, Byron Close, Tennyson Close, Shelley Close, Milton Close, Spring Close, Sandwich Close, Thackray Close, Chestnut Close, Poplar Close, Silverbirch Close, Bradshaw Close, Maule Close, Bernard Close, Saunders Close, Elm Close, Ash Close, Beech Close, Sallowbush Road, Bevan Close, Asplin Close and Thongsley.



## **2 SIBLINGS**

A sibling will be defined as a brother or sister living in the same home.

## **3 HOME ADDRESS**

The address used for the purpose of admission is the child's usual address. Applications based on future addresses can only be considered up to six teaching

weeks before the child is expected to take up the place and upon confirmation of tenancy or exchange of contracts. Parents are expected to notify the school of any changes of address as this may affect the allocation of a place.

#### **4 RESERVE LISTS**

As part of the co-ordinated scheme for admissions, the LA Admissions Team holds the initial reserve list on behalf of the Governing Body until the end of the first week of the autumn term in the initial year of intake. After this time the Governing Body, as the admissions authority for the school, will maintain the list for a minimum of one term. Where mid-phase applications are received, children's details will be held on the reserve list by the school for a period of one term following the term of application. All mid-phase applications should be co-ordinated with the LA Admissions Team.

#### **5 APPLICATIONS FOR A PLACE**

The application process for admissions into Year 7 is co-ordinated by Cambridgeshire Local Authority (LA) which acts on behalf of the Governing Body to offer places at the school. Parents should apply online at [www.cambridgeshire.gov.uk/admissions](http://www.cambridgeshire.gov.uk/admissions) or submit a Cambridgeshire application form available from their child's primary school or from the LA Admissions Team, no later than the National Closing date of 31<sup>st</sup> October. Offer letters will be issued by the LA on the National Offer Date (1<sup>st</sup> March or first working day after). Late applications (those submitted between the November deadline and the end of the co-ordination period) will be handled by the Admissions Team.

To apply for a place after the start of the school year, or for any other year group, please contact the LA Admissions Team for an application form by telephone on 0345 045 1370 , or by email to [admissions@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.uk)

The application form must be returned to the LA Admissions Team who will then contact your preferred schools to determine the availability of a school place. The LA Admissions Team will then write to you to confirm the details of the school at which a place is to be offered and, where appropriate, a suitable start date.

Where the Admissions Team is unable to meet any preferences expressed a place will be offered at the next nearest alternative school with places available.

#### **6 PROOF OF IDENTITY**

All new In Year applicants will need to provide a copy of their birth certificate and passport at the admission meeting.

#### **7 THE RIGHT OF APPEAL**

The parents of any child refused a place at the school have the right of appeal to an Independent Appeals Panel. The panel is made up of three people who are independent of the governing body and the local education authority. They will take into consideration all the circumstances of the case put before them and any decision they make will be binding on the governing body and the parents concerned

#### **8 CONTACT FOR FURTHER INFORMATION**

For further information on this policy, please contact the school on 01480 459581. For further information and specific dates, please refer to the full scheme for secondary co-ordination, available from the LA Admissions Team or from the website, [www.cambridgeshire.gov.uk/admissions](http://www.cambridgeshire.gov.uk/admissions).