



Fen Ditton C. P. School

## ADMISSIONS POLICY

Policy Review Schedule	
Last Updated	Next Planned Review and Update
February 2018	February 2020
Governor Signature:	

## Admissions Policy

Fen Ditton Community Primary School serves the villages of Fen Ditton, Clayhithe and Horningsea. However, there are currently many children who do attend the school who live in the area of Fison Road, Thorpe Way and Dudley Road communities.

Cambridge Local Authority (LA) is responsible for setting the admissions policy and criteria for our school. Parents wishing to apply for a place in September should apply for a place online at [www.cambridgeshire.gov.uk/admissions](http://www.cambridgeshire.gov.uk/admissions) by the offer date for the following September. Parents will be informed in the April prior to admission whether a place is available. Late applicants will be handled by the LA Admissions Team.

Places will be allocated on the basis of the Published Admission Number (PAN) for the year group and the admissions criteria set by the LA

Age Range	4 - 11
PAN	25 pupils
Number on roll	175 pupils

### Admission criteria

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 that does not name the school will be referred to Student Assessment to determine an appropriate place.

1. Children in Care, also known as Looked After Children (LAC), and children who were looked after but ceased to be so by reason of adoption, a resident order or special guardianship order;
2. Children living in the catchment area with a sibling at the school at the time of admission;
3. Children living in the catchment area;
4. Children living outside the catchment area who have a sibling at the school at the time of admission;
5. Children living outside the catchment area who have been unable to gain a place at their catchment area school because of oversubscription;
6. Children who live outside the catchment area, but nearest the school as measured by a straight line;

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. The distance, for admissions purposes, is measured using the straight line distance from the centre point of the home to the centre point of the school as determined by the National Land and Property Gazetteer (NLPG). These distances are produced by the LA Admissions team for the school. For families who live outside the area covered by the Cambridgeshire mapping system, distances are determined using a combination of local maps and on-line resources

A sibling is defined as children, usually brothers or sisters, aged between 4 and 16, who live together in the same family unit

To apply for a place after the start of the school year or for Years 1 to 6, parents should contact the LA Admissions Team for an application form by contacting the Team 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 parents' preferred schools to determine the availability of a school place. The Admissions Team will then write to confirm the details of the school at which a place is to be offered and, where appropriate, a suitable start date.

Children are admitted full time to the Reception group at the beginning of the school year during which they attain the age of five years. The present admission limit is **25**. Over the last few years, demand for places has exceeded this figure.

We welcome visits from parents / carers of prospective pupils.

We are aware that starting school can be daunting for both parents and children. We hope to allay any anxieties that you may have. In the Summer term before your child starts school you and your child will be offered several opportunities to visit the school and meet the Reception teacher(s).

The Reception teacher will also visit those children who attend local nurseries to meet the children in surroundings that are familiar to them.

A parent's introduction meeting in the summer term will provide you with further information, an insight into school life and an opportunity for you to voice any concerns that you may have about your child starting school.

The Reception staff will also arrange to visit you at home at the beginning of the academic year to further foster relationships with you and your child

If you have any specific issues about which you require information please do not hesitate to contact the school office.