

Hartford Infant School and Hartford Junior School



Admissions Policy 2025-2026

Lead person: Mrs Rae Lee
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1. Introduction

Hartford Infant and Preschool and Junior School became an Academy on 1st January 2017 and joined The Cam Academy Trust. As an Academy we can set our own admissions criteria. We have chosen to adhere to the Cambridgeshire Local Authority Admissions Policy and the framework known as 'First Steps Primary' and retain the same admissions policies and criteria which pre-dated conversion to an Academy. The Local Authority retains responsibility for the administration of applications.

This policy will be reviewed annually by the Local Governing Body, in consultation with the CAM Academy Trust.

If parents or carers require further information about this policy they should contact either the school office or the Local Authority Admissions Team. That team is available via telephone on 0345 0451370 or via email at admissions@cambridgeshire.gov.uk

2. Policy and Numbers

Pupils will be admitted without reference to ability or aptitude. The published admission number (PAN) for **Reception, Year 1, Year 2, Year 3, Year 4, Year 5, and Year 6** will be **60**. This can sometimes be changed if the school have requested an 'operational PAN' for a year group. Paragraph 1.4 of the 2021 Admissions Code states 'The PAN only applies to the relevant age group. This means that admission authorities may not refuse admission to other age groups on the grounds that they have already reached their PAN. They may, however, refuse admission where the admission of another child would prejudice the provision of efficient education or efficient use of resources.'

3. Definitions of terms

Catchment area: A defined geographical area surrounding a school from which it will usually take the majority of its pupils.

Distance Between School and Home: Distance within Cambridgeshire is calculated by measuring a straight line from the reference point of the home, as determined by OS AddressBase Premium TM, to the reference point of the school. For families who live outside of Cambridgeshire, straight line distances are determined using a combination of local maps and on-line resources. Distances for transport purposes are measured by the shortest available route. In the event of (a) two or more children living at the same address point (e.g. children resident in a block of flats) or (b) two addresses measuring the same distance from the school, the ultimate tiebreaker will be random selection, witnessed by the Council officer, independent of the Admissions Team.

Home Address: Is a child's permanent or main residence at the time school places are allocated. This should also be the address where the child will be residing when they start school. In the event of (a) two or more children living at the same address point (e.g. children resident in a block of flats) or (b) two addresses measuring the same distance from the school, the ultimate tiebreaker will be random selection, witnessed by the Council officer, independent of the Admissions Team. Where a child's time is divided between more than one address, their "main residence" will be taken from where they spend most of their school nights (Sunday to Thursday), and to which the child benefit is paid. An address used for before and after-school childcare arrangements will not be considered. Places cannot be allocated on the basis of intended future changes of address, unless the move has been confirmed and the relevant proof can be provided:

- a letter from your solicitor confirming exchange of contracts and completion date,
- a copy of a rental agreement for at least 12 months signed by both the tenant and the landlord

If the move is a return to a property currently tenanted a copy of the notice to quit will be required. Parents must inform the Admissions Team of any change of address between the time of application and when the child is due to start at the new school. Failure to do this may result in the offer of a place being withdrawn.

Looked After Children: A 'looked after child' is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function (see definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

Oversubscription criteria: The priority order by which school places are allocated when a school is oversubscribed, i.e. there are more applicants than places available.

Parent: A person who is either the child's birth or adoptive parent or who has parental responsibility for the child.

Siblings: Children, usually brothers or sisters, aged between 4 and 16, who live together in the same family unit. Unless otherwise stated, children who are in attached nursery or sixth form provision are not included.

4. Admission and Over Subscription Arrangements

Catchment Area:

All those roads including and within the area outlined as part of the 'First Steps Primary' documents on the Cambridgeshire Local Authority website.

Over Subscription Criteria for the Infant School:

Children who have an Education Health and Care Plan (EHCP) that names the school will be admitted. NB. Those children with an EHCP that does not name the school will be referred to START Team to determine an appropriate place.

1. Children in Care (CIC) and children who were previously in care (CIC) but ceased to be so by reason of adoption, a residence order (now known as a child arrangement order) or special guardianship order;
2. 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.
3. Children living in the catchment area with a sibling at the school (or partner junior school) at the time of admission;
4. Other children living in the catchment area;
5. Children who live outside the catchment area who have a sibling at the school (or partner junior school) at the time of admission;
6. Children who live outside the catchment area, but nearest the school as measured by a straight line.

Over Subscription Criteria for the Junior School:

1. Children in Care (CIC) and children who were previously in care (CIC) but ceased to be so by reason of adoption, a residence order (now known as a child arrangement order) or special guardianship order;
2. Children who appear to have been in state care outside of England and ceases to be in state care as a result of being adopted.
3. 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.
4. Children who live in the catchment area who have a sibling at the school (or partner infant school) at the time of admission.
5. Children who live in the catchment area and who attend the partner infant school.
6. Children living in the catchment area.

7. 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.
8. Children who live outside the catchment area, but have a sibling at the school (or partner infant school) at the time of admission.
9. Children who live outside the catchment area, but who attend the partner infant school.
10. Children living outside the catchment area who have applied and been unable to gain a place at their Cambridgeshire catchment area school because of oversubscription.
11. 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 LA apply distance criteria in situations of over subscription.

5. How to apply for places in Years 1 - 6

For applications for places in Years 1, 2, 3, 4, 5 & 6 at any time of the year, a Local Authority 'in-year' application form must be completed and returned to the Local Authority Admissions team.

See website www.cambridgeshire.gov.uk/admissions

In the event of over-subscription, the criteria set out above in Section 2, will be applied and places offered in accordance with those criteria.

6. Reception Intake

As part of the co-ordinated scheme for primary admissions, the LA Admissions team holds the initial reserve list on behalf of the governing board until the end of the autumn term in the initial year of intake.

Parents will be contacted immediately if a place becomes available for their child but should be aware that their child's place on a reserve list may change if an application is subsequently received that meets a higher criterion than their own.

Parents wishing to remain on the list should contact the Local Authority.

7. Mid Phase Applications

Parents whose applications are not immediately successful will be held on the reserve list for that year group by the LA Admissions team, on behalf of the governing body, for a period of one term following the term of application. All mid-phase applications should be co-ordinated with the LA Admissions team.

Applications will be ordered on the list according to the over-subscription criteria and when places become available, they will be offered accordingly. Parents should be aware that their place on the reserve list may vary if applications are subsequently received which meet a criterion higher on the list than their own.

Parents wishing to remain on the list should contact the Local Authority.

8. Appeals

The parent of any child who is refused a place at the school has a right of appeal to an independent Appeals Panel. The panel consists of three people who are independent of the school's Governing Board and the Local Authority. The panel will consider the circumstances of the case put before them. Both the Governing Board and the parents must abide by the decision it makes. Arrangements will comply with the Schools Admission Appeals Code found on the Cambridgeshire County Council website.

Please go to the link below for further information:

<http://www.cambridgeshire.gov.uk/childrenandfamilies/education/primary/applyforprimaryschool/primaryadmissionappeals.htm>