

Friday 26<sup>th</sup> September 2025

**Re: Consultation on Changes to Park Street CofE Primary School's Admissions Policy for September 2027 Entry**

Dear Parents, Carers and Members of the Community,

We are proposing a change to the oversubscription criteria in our school's admissions policy. This change will apply to school applications for September 2027 entry onwards.

**What is changing?**

We are proposing to swap the order of two existing oversubscription criteria. We have also re-worded them for clarity. Current order and wording:

- (b) Children whose home address<sup>2</sup> is in the catchment area for the school, as defined by <https://maps.cambridgeshire.gov.uk/mycambs.aspx>
- (c) Children who have siblings<sup>1</sup> already at Park Street CofE Primary School

Proposed order and wording:

- (b) Children who have siblings<sup>1</sup> already at Park Street CofE Primary School
- (c) Children whose home address<sup>2</sup> is in the catchment area for the school<sup>3</sup>

This change gives higher priority to families with a child already at the school. We believe it's important that siblings can attend the same school wherever possible. As our catchment area covers the city centre—where relatively few families live—this change also better reflects how places are used in practice.

**Will this affect who gets a place?**

In reality, we are usually able to offer places to all children who list Park Street as their first choice, so this change is unlikely to affect admissions outcomes. It simply reflects our commitment to supporting families with children already at the school.

**How to take part**

The consultation will run from 1st October 2025 to 1st January 2026. Please view the full draft 2027 admissions policy below.

You are invited to send any comments by email to [office@parkstreet.cambs.sch.uk](mailto:office@parkstreet.cambs.sch.uk) with the subject line "Admissions Consultation."

### Who are we consulting?

We are consulting with:

- Parents and carers
- Nearby schools and nurseries
- The Local Authority
- The Diocese of Ely
- The Church Schools of Cambridge
- The wider local community

The governing board will consider all responses before finalising the policy, which will be published by 28 February 2026.

If you have any concerns about the final policy once it's published, you can raise them with the Schools Adjudicator. The deadline for doing so is 15 May 2026. You can find more information at [www.gov.uk/government/organisations/office-of-the-schools-adjudicator](https://www.gov.uk/government/organisations/office-of-the-schools-adjudicator).

Thank you for your time and input.

Yours sincerely,

Laura Kirsop  
Chair of Governors  
Park Street CofE Primary School

# Admission Arrangements

(2027 admissions)

Author: Laura Kirsop (Chair, FGB)  
Approved by: Approved for consultation by FGB on 24/09/25  
Version: 1.0  
Date: 25/09/2025

Park Street CofE Primary School is a Church of England school. It draws its ethos from the life, faith and teachings of the Christian Church. It lives in close relationship to the Diocese of Ely and its mother church, Ely Cathedral.

1. Park Street CofE Primary School has a PAN (Published Admission Number) of 18.
2. All school places are administered and offered on behalf of the school by the Local Authority which is **Cambridgeshire County Council**. Full details are available online, and applications can be made at <https://www.cambridgeshire.gov.uk/admissions> . Alternatively, you can contact the admissions team using any of the means below:
  - Admissions Team, OCT2605, New Shire Hall, Emery Crescent, Enterprise Campus, Alconbury Weald, Huntingdon, PE28 4YE
  - [admissions@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.uk)
  - 0345 045 1370 (0900 – 1700, except Fridays 0900 – 1630)
3. Children who have an Education Health and Care Plan (EHCP) which names the school will be admitted. Children with an Education Health and Care Plan (EHCP) which does not name the school will be referred to Statutory Assessment to determine an appropriate place.
4. If there are more applications than places (oversubscription), then applications will be considered in the following order. These refer to both new entrants in reception, and for entry into other year groups.
  - a) Children who are in care, also known as Looked After Children (LAC), and children who were LAC but ceased to be so by reason of adoption, a resident order or a special guardianship order. Also, 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.
  - b) Children who have siblings<sup>1</sup> already at Park Street CofE Primary School.
  - c) Children whose home address<sup>2</sup> is in the catchment area for the school<sup>3</sup>.
  - d) Children who live outside of the designated catchment area, but whose parents/carers regularly attend public worship at another Christian church. Parents/carers applying for a place under this criterion must complete a supplementary information form (SIF, attached) verified by the minister of religion, who should normally be the minister in charge of their parish, confirming that they attend public worship regularly<sup>4</sup> within the Church of England or within another Christian church<sup>5</sup>. All successful applications in this criterion will be treated equally
  - e) Children who live nearest the school as measured by the shortest straight line as defined by the Local Authority.
5. Parents/carers whose child is refused a place have a right of appeal to an independent appeals panel. The panel comprises three people independent of the Local Authority and of the Governing Body. They will take into consideration all the circumstances put before them; the decision they make is binding both on the parents/carers and on the Governing Body. Details of deadlines for appeals are available on the Cambridgeshire County Council website

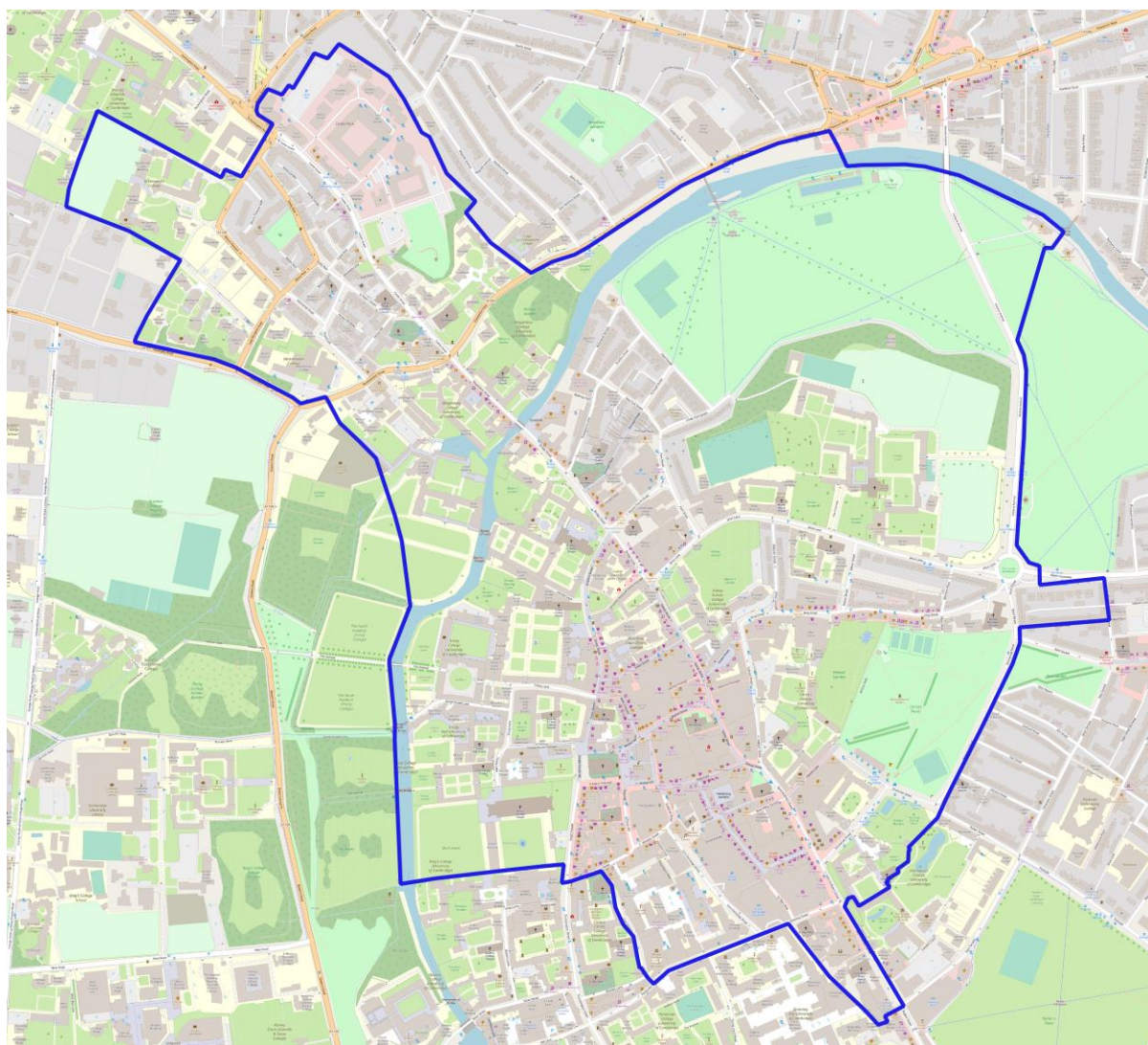
here: <https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-learning/apply-for-a-school-place/admission-appeals>

## Definitions

<sup>1</sup> A sibling is defined as another child of compulsory school age living at the same home address as defined below.

<sup>2</sup> The home address is defined as the address of the adult with parental responsibility and with whom the child spends the majority of their school nights (Sunday – Thursday) and which applies at the time of application. If you wish for the school offer to be based on a future house move (to take place by September 2027), you will need to submit your application form by 15 January 2027, noting the move on your form, and provide proof of the new address before 31 January 2027 in order for it to be considered. Where there is shared parental responsibility, further evidence will need to be provided to the Local Authority to identify the child's home address.

<sup>3</sup> The catchment area is as defined by Cambridgeshire County Council. It is viewable on <https://maps.cambridgeshire.gov.uk/mycambs.aspx> and in the image below.



<sup>4</sup> We define 'regularly attend public worship' as a family member attending public worship with the applying child at least monthly for a duration of one year prior to the national admissions deadline.

<sup>5</sup> For these admission arrangements, the definition of 'Christian Church' means a church which is designated as such, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a member of Churches Together in England, or affiliated to the Evangelical Alliance, or a Partner Church of Affinity.



**PARK STREET**  
CHURCH OF ENGLAND  
PRIMARY SCHOOL

## SUPPLEMENTARY INFORMATION FORM

### School Admissions – Church Attendance Form

Parent / Carer Name		
Contact Telephone Number		
Email Address		
Child's Name		
Child's Date of Birth		
Year of Admission		
Name of Church Attended		
How often do you attend public worship?	a Fortnightly	
	b Monthly	
	c Other	
How long has this been your practice?		

**Please ask your Vicar or Church leader to verify this information**

*(Obtaining this signature is the responsibility of the Parent/Carer)*

I am satisfied to the best of my knowledge that this family have attended public worship for a minimum period of one year prior to the National Admissions Deadline with the frequency indicated above.

<b>Name of Church</b>	
<b>Contact Details</b>	
<b>Signature of Priest-in-charge / Minister / Religious Leader</b>	

#### **Parent / Carer Declaration**

I declare this information to be true.

<b>Name</b>	
<b>Signed (Parent / Carer)</b>	
<b>Date</b>	