



Park Street Church of England Primary School

Admissions Policy 2018-19

1. Park Street admits in the reception year 18 children; its PAN is 18.

Class One (containing all reception and some year one children) and Class Two (containing some year one and all year two children) have, in accordance with government guidelines, not more than 30 children each. Numbers in Class Three (containing years three and four) and Class Four (containing years five and six) fluctuate in numbers; each is capped at 34.

2. The school's catchment contains areas both sides of the Cam. South of the river are the Park Street area itself and the City centre; north is the Castle Hill area.

At the north-east corner is Fort St George. Next south are 2-22 Maids Causeway, 1-5 Fair Street and Willow Walk north side. The line then goes down Emmanuel Road, turning south-west across Emmanuel College to St Andrew's Street. The buildings between St Andrew's Street and Downing Place are included; then the line goes west along Downing Street, north up Free School Lane and west across King's College to King's bridge. It then goes down river, crossing St John's College backs to emerge on Northampton Street east of and excluding 32-38. On Madingley Road Westminster College is included; on Mount Pleasant Lucy Cavendish College as far west as the end of Lady Margaret Road and St Edmund's College are included. The line then takes in Castle Court, Shire Hall and the buildings down the hill, turning east on Chesterton Lane to include on its north side the Colony of Clare College but nothing east of that and on its south side Magdalene College and Jubilee Gardens. The river is then the boundary back to Fort St George. A full street listing is available from the Local Authority.

3. Prospective parents/carers wishing to see the school are welcome if notice is given. A visit will be just that: there will be no interview by the school of them. If they seek a place for a child because they like the idea of a small school, they should be aware that the school is small not only in overall numbers but also in size: its classrooms are small, numbers in each class are usually at a maximum and facilities such as playground space are of limited extent.

4. Places in Reception are offered on behalf of the school by the Local Authority which is Cambridgeshire County Council. The Authority issues each year a booklet called *First Steps Admission to Primary School: a guide for parents*. This booklet may be obtained free of charge from the Authority

or, better, from the catchment school. With it comes the *Cambridgeshire Application Form*. Parents/carers should submit their application by the National Closing Date. Offers of places are made on the date published in the Guide. Late applications are handled by the Authority.

To apply for a place after the start of the school year or for a place in any other year group please contact the Cambridgeshire Admissions team for an application form by telephoning 01223 699200 or 699662 or by e-mail to <admissions@cambridgeshire.gov.uk>.

The application form must be returned to the Admissions team; they will contact your preferred school(s) to see if a place is available; they will then write to you to confirm details of the school at which a place can be offered.

5. Children who have an Education Health and Care Plan (EHCP) which names Park Street school will be admitted. Children with an Education Health and Care Plan (EHCP) which does not name the school will be referred to Student Assessment to determine an appropriate place.

6. If more applications are received for Reception than PAN allows, places are offered according to the following order of priorities to:

- 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;
- b) Children whose home address¹ is in catchment.

If Reception is oversubscribed from catchment, priority will go to children in catchment

- c) who have siblings² already at Park Street;
- d) whose parents/carers wish them to attend Park Street school as a Church of England school because of their own religious practice and because Park Street is their nearest Church of England school. Such parents/carers must send with their application form a letter from their minister of religion, who should normally be the minister in charge of their parish, confirming that they are either practising members of the Church of England or practising members of another Christian denomination;
- e) who live nearest the school as measured by the shortest straight line as defined by the Local Authority.

7. If Reception is undersubscribed from catchment, places will be offered to children from elsewhere in accordance with criteria c) to e) above in that order. There is no discrimination against applicants whose school of first preference is another. All preferences are treated equally against the criteria.

Please note that

- a) the school operates staggered entry and part-of-the-day classes at the start of the autumn term for new children so that they become familiar with the school and its routines in small groups and so that year one children who are still in Class One from the previous year are taught as is appropriate for them, but all Reception children attend full time by

- the end of September unless you ask for a longer period of part-time attendance for yours and it is granted;
- b) the order of admission in September will be decided by the Head; the date proposed for your child's admission may be discussed with the Head in the summer term preceding;
 - c) if your child's birthday is later than 31st March and you decide to defer admission to September year, the child will be admitted to year one and not to Reception.
8. Places other than Reception places will be offered only if available and according to the criteria in section 6 in that order.
9. 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.
10. As part of the co-ordinated scheme for Primary School admissions, the Admissions team holds the initial reserve list on behalf of the Governing Body until the end of the first autumn term of that year's intake. If an application is received during the school year, the child's details will be held on a reserve list by the team on behalf of the Governing Body for a period of not less than one term following the term in which the application was made.

¹ The home address is defined as the address of the adult with parental responsibility and with whom the child normally lives and which applies at the time of application. A future address will be accepted only if the move to it is intended to take place within six teaching weeks of the application and upon confirmation of tenancy or exchange of contracts. For further details, please see the full definition in the Authority's guide for parents.

² A sibling is defined as another child of compulsory school age living in the same family home.

This policy was agreed by the Governing Body 18th October 2018