



Great schools at the heart
of our community

Determined Admission Arrangements for 2026

New Road Primary and Nursery School Park Lane Primary and Nursery School Sir Harry Smith Community College

Policy reference:	A68
This policy is to be reviewed:	Annually
The next review date is:	February 2026
Review is the responsibility of:	Trust Board

Review History

Review ratified:	July 2021, May 2022
Review ratified:	10 th Oct 2022, 6 th Feb 2023,
Review ratified:	5 th Feb 2024, 3 rd Feb 2025

Authorised by: Full Trust Board



NEW ROAD PRIMARY AND NURSERY SCHOOL

The Published Admission Number (PAN) in Reception is 60

Catchment Area

Flag Fen, Whittlesey town and the area of the parish as far east as and including 311 Eastrea Road and Lattersley Hill Farm.

Oversubscription criteria

If fewer applications than the stated PAN are received all applicants will be admitted. If the school is oversubscribed, after the admission of pupils with an Education Health and Care Plan where the school is named in the plan*, priority for admission will be given to those children who meet the criteria set out below, in order:

1. Child in Care [CIC) or children who were 'previously in care' but immediately after being looked after became subject to an adoption, residence, or special guardianship order. Proof will be required (see notes a and b).
2. Children who appear to the Trust 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 with a sibling at the school (see note c)
4. Children living in the school's catchment area (see note d)
5. Any other children



PARK LANE PRIMARY AND NURSERY SCHOOL

The Published Admission Number (PAN) in Reception is 60

Catchment Area

Kings Dyke as far west as Horsey Toll, Pondersbridge as far south as and including Oilmills Road, Whittlesey town and the area of the parish as far east as and including 311 Eastrea Road and Lattersley Hill Farm.

Oversubscription criteria

If fewer applications than the stated PAN are received all applicants will be admitted. If the school is oversubscribed, after the admission of pupils with an Education Health and Care Plan where the school is named in the plan*, priority for admission will be given to those children who meet the criteria set out below, in order:

1. Child in Care [CIC) or children who were 'previously in care' but immediately after being looked after became subject to an adoption, residence, or special guardianship order. Proof will be required (see notes a and b)
2. Children who appear to the Trust 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 with a sibling at the school (see note c)
4. Children living in the school's catchment area (see note d)
5. Any other children



SIR HARRY SMITH COMMUNITY COLLEGE

The Published Admission Number (PAN) in YEAR 7 is 240

Catchment Area

Children living in the catchment areas served by the following primary schools: New Road Primary and Nursery School, Park Lane Primary and Nursery School, Alderman Jacobs Primary School, Coates Primary School, Duke of Bedford Primary School and Heritage Park Primary School.

Oversubscription criteria

If fewer applications than the stated PAN are received all applicants will be admitted. If the college is oversubscribed, after the admission of pupils with an Education Health and Care Plan where the college is named in the plan*, priority for admission will be given to those children who meet the criteria set out below, in order:

1. Child in Care [CIC) or children who were 'previously in care' but immediately after being looked after became subject to an adoption, residence, or special guardianship order. Proof will be required (see notes a and b)
2. Children who appear to the Trust 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. Proof will be required (see notes a and b)
3. Children living in the catchment area and who attend one of the schools listed above and who have a sibling at the college (see notes c and d)
4. Children living in the catchment area and who have a sibling at the college (see notes c and d))
5. Children living in the catchment area and who attend one of the schools listed above (see note d)
6. Children living in the catchment area (see note c)
7. Children who attend one of the schools listed above and who have a sibling at the college (see note c)
8. Children of staff (see note g)
9. Children with a sibling at the college (see note c)
10. Children who attend one of the schools listed above
11. Any Other Children

FOR ALL SCHOOLS

* Those children with an Education Health and Care Plan that does not name the school will be referred to the Statutory Assessment Team to determine an appropriate place.

Tiebreaker:

If applying these criteria results in there being more children within any of the above categories than the number of available places, the tiebreak will be the distance the pupil lives from the school with those living closer to the school receiving the higher priority.

Distances within Cambridgeshire are calculated by measuring a straight line from the reference point of the pupil's home address (see note e), as determined by OS Address Base Premium TM, to the reference point of the primary schools and the main pupil entrance of the secondary school. For families who live outside of Cambridgeshire, straight line distances are determined using a combination of local maps and online resources.

Where there is one remaining place available, but the next measured distance is shared equally by more than one applicant, the ultimate tiebreaker will be random selection, witnessed by the Council officer, independent of the Admissions Team. Where there is one remaining place available and the next child to be considered for admission is one of a multiple birth group, all multiple birth siblings will be admitted even if this exceeds the PAN.

Admissions Process

Normal Admissions

Normal admissions to the schools (that is to Reception at the two primary schools and Year 7 at the secondary school) are arranged through the co-ordinated scheme operated by Cambridgeshire County Council and all applications must therefore be made to them on their standard application form, preferably online at: www.cambridgeshire.gov.uk/admissions

Parents not living in Cambridgeshire should contact their own home Local Authority for details on how to apply.

If your child has an Education, Health and Care Plan, you should not make your application directly to School Admissions. You will receive information from your child's SEN Casework Officer regarding the specific application process for your child.

Waiting list

Waiting lists are maintained for Normal admissions until the end of the Autumn term in the year of entry. Children not offered a place are kept on the relevant waiting list which has been prioritised according to the oversubscription criteria rather than by the date the application was made. The waiting list will be re-prioritised according to the oversubscription criteria each time a child is added.

Casual (in-year) Admissions

Requests for admission into other year groups should be made to the Cambridgeshire County Council who, by agreement, manages these requests for admission on behalf of the schools.

Appeals

Parents who have not been allocated a place for their child will have the right of appeal to an independent panel. Details of how to exercise this right will be included in the notification letter from the local authority following either the coordinated admissions process or applications for casual admission.

Admission Outside Normal Age Group

In exceptional circumstances the ALT Trust Board will consider agreeing to the admission of a child to a year group other than is applicable to their chronological age. This may be appropriate, for example, where premature birth has led to children falling into a year group other than would have been the case had they been carried to full term. Similarly, where decisions to allow out of age group education have been taken by previous schools it will normally be appropriate for children to remain with their established year group. Other circumstances will be considered on their merits and in all cases, decisions will be taken in the best interests of the child.

All such requests should be made directly to the school at the time of application including any supporting evidence. If they are made as part of the coordinated admissions process the application form should also be completed and submitted to the local authority. If the request is approved the application will be processed in the normal way. Applications outside that process will be considered as casual admissions.

If a request is denied a place may be offered in the age-appropriate year group.

Notes

- a. 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 Section 22(1) of the Children Act 1989) at the time of making an application to a school.
- b. A **'previously looked after'** child is one who immediately after being 'looked after' became subject to an adoption, residence, or special guardianship order (now known as child arrangement order). Evidence must be provided to be considered under this criterion:
- Adoption certificate/orders that reference Section 12 of the Adoption Act or Section 46 of the Children's Act;
 - Any CAO (Child Arrangement Order);
 - Any SGO (Special Guardianship Order) that mentions Section 14a;
 - Any Residence Order issued prior to 22.4.14;
 - Written confirmation from an involved Council employee (ideally the assigned Social Worker) stating they are current 'looked after' or were formerly in public care.
- c. A **sibling** refers to children, usually brothers or sisters, aged between 2 and 16, who live together in the same family unit. This includes children who are in attached nursery or sixth form provision. The sibling must be in the school at the time of the application and be likely to remain in the school at the proposed date of admission.
- d. The catchment area is a defined geographical area surrounding a school from which it will usually take the majority of its pupils. Parents may contact Cambridgeshire County Council if they are uncertain whether or not they reside in the catchment area.
- e. A pupil's **home address** is considered to be the 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.

Where a child's time is divided between more than one address, their "main residence" will be taken from where they spend the majority of their school nights (Sunday to Thursday), **and** to where the child is registered with the GP.

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.

- f.** Pupils who have an Education, Health and Care Plan are required to be admitted to the school which is named on the plan, even if the school is full. Those children with an Education Health and Care Plan that does not name the school will be referred to the Statutory Assessment Team to determine an appropriate place.
- g.** Staff are defined as those having a contract of employment with the Aspire Learning Trust and working at the school for which the admission application is being considered. The staff member must have been employed to work at this school two or more years at the time at which the application for admission to the school is made or has been recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.