



At St Mary's we champion every child to be the **best that they can be**. Our knowledge-led curriculum therefore endeavours to develop our children's **character**, **core skills**, **creativity** and sense of **community**.

Supported by our school's vision, ethos and position as a junior school, we believe that our specialist knowledge of the Key Stage 2 age range ensures **improving outcomes, opportunities and experiences for all our children**. To achieve this, we are aspirational for our pupils, instilling high expectations, the passion, perseverance and stamina to succeed.

Admissions Policy

Ely St Mary's CofE Junior School

Written/reviewed by: Rebecca Gilpin-Davies

Date: 30th September 2021

Updates in red

Next review due by: September 2022

1. Introduction and aims

At Ely St Mary's we are an inclusive school and welcome families from all religious and cultural backgrounds as part of our commitment to provide fair access to education for all. Our catchment area comprises the ecclesiastical parishes of Ely, Chettisham and Stuntney (excluding the areas served by Ely St John's and the Lantern Community Primary). Children usually transfer from Spring Meadow Infant and Nursery School in the September following their seventh birthday.

This document sets out the admission arrangements for The Diocese of Ely Multi Academy Trust (DEMAT) and aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for locating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

2. Legislation and statutory requirements

Admission policy arrangements. This document sets out the admission arrangements for The Diocese of Ely Multi Academy Trust (DEMAT).

The DEMAT will comply with all relevant provisions of the Department for Education's schools admission code of practice 2014 (the admissions code) the school Admission Appeals code of practice 2012 (the appeals code) and law on admissions. Reference in the code to admissions

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authority shall be deemed to be references to the board of The DEMAT, the powers and functions or which may be delegated to the local governing body of the Academy.

All academies in The DEMAT will participate in coordinated admission arrangements by the local authority in the relevant geographical location and in respect of other arrangement specified in the admissions code. Notwithstanding these arrangements the Secretary of State may direct the Academy to admit a named pupil to an academy on application from the LA. Before doing so the secretary of state will consult The DEMAT. All academies in The DEMAT will participate in coordinated admission arrangements by the local authority in the relevant geographical location and in respect of other arrangement specified in the admissions code. Notwithstanding these arrangements the Secretary of State may direct the Academy to admit a named pupil to an academy on application from the LA. Before doing so the secretary of state will consult DEMAT.

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked after children are children who, at the time of making an application to a school, are:

- In the care of the local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

4. How to apply

Forms for admissions to Year 3 in September are available from our partner infant school (Spring Meadow Infant School) and must be returned to the Local Authority by the National Closing Date in January. Alternatively, applications may be made online via the County Council website: eee.cambridgeshire.gov.uk/admissions. **Please note that pupils attending Spring Meadow Infant School will not transfer automatically into Ely St Mary's Junior School. A separate application must be made for a place.**

Whilst pre-arranged visits to the school are always welcomed, formal interviews for the purposes of admission are not lawful and are not part of the admissions procedure. You will hear of allocated places on the National Offer Date, or next working day, where this falls at a weekend or Bank Holiday.

To apply for a place after the start of the school year, or for any other year group, please contact the LA Admissions In-Year Team for an application form by contacting them on 0345 045 1370 or by email to admissions@cambridgeshire.gov.uk. The application form must be returned to the LA Admissions Team who will then contact your preferred schools to determine the availability of a school place. The LA Admissions Team will then write to you to confirm the details of the school at which a place is to be offered and, where appropriate, a suitable start date. Where the Admissions Team is unable to meet any preferences expressed, a place will be offered at the nearest alternative school with places available.

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5. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. The 1998 School Standards and Framework Act gives parents the right of appeal if they are dissatisfied with an admissions decision. Appeals should be submitted to the Chair of Governors at the school address. The parents of any child who is refused a place at a school has a right of appeal to an independent Appeals Panel. The panel consists of three people who are independent of the school's Local Governing Body and the Local Authority. The panel will consider the circumstances of the case put before them and the Local Governing Body and parents must abide by the decision it makes. Appeals for the school are currently arranged by the LA Admissions Team on behalf of the Governing Body or the Chair of Governors.

The timetable for appeals is published on the school website by 28 February each year. Further information and appeal forms are available from the Admissions Team or school contact.

6. Reserve list

When an application is refused, the child's details are automatically placed on a reserve list for the year group, ranked according to the oversubscription criteria. As part of the co-ordinating scheme for primary admissions, the Local Authority Admissions Team holds the reserve list on behalf of the Local Governing Body until the end of the Autumn Term. Where an in-year application is refused, children's details will be held on the reserve list for a period of one term following the term for which the place was received.

Parents will be contacted by the LA Admissions Team 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.

7. Oversubscription Criteria

Children who have an Educational Health 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 Student Assessment to determine an appropriate place.

Parents who wish to have their children educated at Ely St Mary's C of E Junior School will have their requests for admission considered in the following order of priority:

1. Children who are Looked After (See Section 3 for definition)
2. Previously looked after children (See Section 3 for definition)
3. Children who live in the catchment area who have a sibling at this school at the time of admission.
4. Children with a sibling at this school at the time of admission.
5. Children who live in the catchment area.
6. Children with a sibling in attendance at this school or Spring Meadow Infant and Nursery School at the time of admission, and who have been in attendance for at least a term prior to application but who live out of catchment.
7. Children who live nearest to school by the shortest straight line distance.

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In the case of equal merit, priority will go to children living nearest to the school according to the shortest straight line distance.

NB:

- *The home address is defined as the address of the adult with parental responsibility with whom the child normally lives and which applies at the time of application. For further details, please see the full definition in the LA admissions booklet for parents.*
- *A sibling is defined as another child of compulsory school age living in the same family home.*
- *The distance, for admissions purposes, is measured using the straight line distance from the reference point of the home to the reference point of the school as determined by the Ordnance Survey (OS) AddressBase Premium™. These distances are produced by the LA Admissions team for the school.*

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