



BOTTISHAM COMMUNITY PRIMARY SCHOOL

ADMISSIONS POLICY

THIS POLICY WAS APPROVED:	SUMMER 2021
THIS POLICY WILL BE REVIEWED:	SUMMER 2022
MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW:	PRINCIPAL

Introduction

As a multi academy trust (MAT), Anglian Learning is the Admissions Authority for all its schools and has responsibility for establishing the admissions criteria for the College. However, it's schools continue to follow the Local Authority arrangements regarding over-subscription criteria and appeals.

Bottisham Community Primary School is a mixed academy providing primary education for pupils in the 3-11 age range. Its published admissions number is 24 in Nursery and 45 in Reception – Year 6.

The school is not selective in its intake and all pupils who are able to access the National Curriculum are entitled to a place. Due regard will be paid to the Equality Act 2010.

Most pupils are drawn from the catchment villages of Bottisham, Stow-cum-Quy and Lode, but each year a number of pupils apply to join the school from outside its defined catchment area. For more detailed information on the school's catchment area, parents may contact the Local Authority's Admissions Department.

For admission into Reception in September 2022, the Local Authority, on behalf of the Governing Body, will offer places to 45 children. Should there be applications above that limit, the following admissions criteria would be applied; it is important to note that all preferences will be treated equally.

Our Catchment area

The school's catchment area is defined as the villages of Bottisham, Stow-cum-Quy and Lode. [A link to a map on the Cambridgeshire County Council website can be found here.](#)

Oversubscription criteria

Children who have a statement of special educational needs that names the school will be admitted. NB. Those children with a statement of special educational needs or education health and care plan that does not name the school will be referred to the Statutory Assessment Team (SAT) Team to determine an appropriate place.

1. Children in care (CiC) and children who were in care but ceased to be so by reason of adoption, a resident order or special guardianship order. 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.
2. Children who live in the catchment area and who have a sibling at the school at the time of admission.
3. Children who live in the catchment area.
4. Children who live outside the catchment area and who have a sibling at the school at the time of admission.

5. Children who live outside the catchment area, but nearest the school as measured by a straight line.

In cases of equal merit, priority will go first to children living nearest the school according to the straight-line distance. The distance, for admissions purposes, is measured using the straight-line distance from the centre point of the home to the main pupil entrance to the school.

At other times of the year (all year groups)

Please contact the Admissions Team to check availability of numbers and to begin the admissions process. We are always very pleased to meet with parents/carers to discuss admission arrangements and to show you around our school in order to help you to make your decision.

Pupils living within the catchment area and more than three miles from the school are entitled to free travel on a local authority bus. If you live out of catchment, parents are responsible for transporting their children to and from school as no transport is provided.

These distances are produced by the LA Admissions team for the school. All measurements are calculated using a digital mapping system. For families who live outside the area covered by the system used in Cambridgeshire, both straight line distances and travel routes are determined using a combination of local maps and on-line resources.

Interviews for the purpose of admissions are not lawful and are therefore not included as part of the admissions procedures.

Nursery Admissions

In Cambridgeshire, a child is deemed to be of nursery age from the beginning of the term following their 3rd birthday until 31st August following their fourth birthday.

In line with Early Years Education Funding Term Dates, term dates in Cambridgeshire are determined as follows:

- Autumn Term 1 September – 31 December
- Spring Term 1 January – 31 March
- Summer Term 1 April – 31 August

The application for Nursery places is co-ordinated by the school. Parents should contact the school on office@bottishamprimary.org or 01223 811235 to access a Nursery admissions form. Applications for places can be made throughout the school year.

Places offered under this policy will be available to the child from the date the place is offered until 31st August following their fourth birthday.

Admissions for Reception

The application process for admissions into Reception is co-ordinated by Cambridgeshire LA, who acts on behalf of the Governing Body to offer places at the school. Parents should submit an application either online via www.cambridgeshire.gov.uk/admissions or on a paper application form, available from the LA Admissions Team, no later than the closing date of 15th January 2022. Offer letters will be issued by the LA on a provisional date of 19 April 2022. Late applications (those submitted after the closing date) will be handled by the Admissions Team. For further information and full details on how to apply, please see the booklet 'First Steps: Admission to Primary School';

a guide for parents 2022-23. This is available from the school or online at www.cambridgeshire.gov.uk/admissions.

In year admissions

To apply for a place after the start of the school year, or for any other year group, please contact the LA Admissions Team for an 'In-Year School Application Form' 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 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. Where the Admissions Team is unable to meet any preferences expressed a place will be offered at the next nearest alternative school with places available.

Any child who is refused a place at the school may appeal using an appeal form available from the LA Admissions Team. Further information is available from their website at www.cambridgeshire.gov.uk/admissions or by calling 0345 045 1370.