



Great schools at the heart
of our community

Admissions Policy

Park Lane Primary and Nursery School

2025

Policy reference:	A44
This policy is to be reviewed:	Annually
The next review date is:	February 2025
Review is the responsibility of:	Trust Board

Review History

Review ratified:	12 th July 2021, May 2022
Review ratified:	10 th Oct 2022
Review ratified:	6 th Feb 2023, 5 th Feb 2024

Authorised by: Full Trust Board

ADMISSIONS POLICY

The Board of Trustees of Aspire Learning Trust is the admission authority for Park Lane Primary and Nursery School. This means that the Board sets and applies the admissions policy for the school. The Board have appointed the Local Authority to provide an admissions and appeals service for the school.

Policy and numbers

Students will be admitted into Reception without reference to ability or aptitude. In 2025, the published admission number will be 60.

Admissions criteria to be applied if places are over-subscribed

All preferences are treated equally. Where applications for admissions exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit: All children whose statement of special educational needs (SEN) or Educational Health Care Plans (EHC) which names the school, must be admitted. Those children with a statement of special educational needs that does not name the school will be referred to Student Assessment to determine an appropriate place.

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 that does not name the school will be referred to STAR Team to determine an appropriate place.

1. Children in care, also known as Looked After Children (LAC), and children who were looked after but ceased to be so by reason of adoption, a Care Arrangements Order or special guardianship order;
2. Children who appear to the Trust to have been in state care outside of England and ceased to be in state care as a result of being adopted.
3. Children who have a sibling at the school at the time of admission;
4. Children living in the school's catchment area;
5. Children living outside of the catchment area of the school.

In cases of equal merit in each set of criteria, priority will go to children living nearest the school, as measured by a straight line.

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.

- a. Where a child lives normally during the school week with more than one parent at different addresses, the home address for the purposes of school admissions will be the one where the child spends the majority of term time. If a parent can show that their child spends an equal amount of time at both addresses during school term time, they can choose which address to use on the application.

- b. Applications based on future addresses can only be considered up to **6 teaching weeks** before the child is expected to take up the place and upon confirmation of a minimum of six-month tenancy agreement or exchange of contracts.
- c. A map showing the catchment area and/or further information can be obtained from the school.
- d. A sibling is defined as a brother or a sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent / carer's partner and in every case the child must be living in the same family unit at the same address. Every effort will be made to ensure that twins and those from multiple births can be admitted together.

¹ A looked after child is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions.

² A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society

How to apply for a place in Reception

The application process for admissions into Reception is co-ordinated by Cambridgeshire Local Authority (LA), which acts on behalf of Aspire Learning Trust to offer places at the school. Parents should submit a Common Application Form, available from the LA Admissions Team, no later than the national closing date. Offer letters will be issued by the LA. Applications can also be made online. For details please contact the LA Admissions Team on 0345 045 1370 or admissions@cambridgeshire.gov.uk

How places are offered

For admission into Reception 2025, the LA, on behalf of the Trust, will offer places to 60 children. This is the Published Admission Number (PAN) for that year group. In the event that more than 60 applications are received, the oversubscription criteria will be applied to determine priority for places. (See section 2). As part of the co-ordinated scheme for admissions, the LA Admissions Team will hold this reserve list on behalf of the Trust until 31st December 2025.

Parents should apply online at www.cambridgeshire.gov.uk/admissions or submit a Cambridgeshire Application Form, available from the LA Admissions Team, no later than the national closing date. Offer letters will be issued by the LA on the published offer date. Late applications will be handled by the Admissions Team.

How to apply for places after the start of term or for places in Years 1, 2, 3, 4, 5 and 6

To apply for a place after the start of term, or for a place in Year 1, 2, 3, 4, 5 and 6 in-year applications, please contact Cambridgeshire Local Authority (LA) Admissions Team, as above. All parents are advised to read the Local Authority booklet for parents on primary admissions.

Where it is not possible to offer a place immediately, the child's details will be held on a reserve list by the LA Admissions Team for a period of one term following the term of application. All in-year applications will be co-ordinated by the LA Admissions Team.

Parents wishing to visit the school prior to submitting an application are welcome to do so. However, this is not always possible to organise at short notice and visits are usually conducted in small groups. Visits are not interviews and do not affect any decision regarding the availability of a place.

Admission of children below compulsory school age and deferred entry to school

When a place has been offered to a child a place at Park Lane Primary:

- a. that child is entitled to a full-time place in the September following their fourth birthday;
- b. the child's parents can defer the date their child is admitted to the school until later in the school year, but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and,
- c. where the parents wish, children may attend part-time until later in the school year, but not beyond the point at which they reach compulsory school age.

On receipt of your child's school offer you may choose to take up this place:

- a. Immediately (from September 2025);
- b. On a part-time basis until the beginning of the term after their 5th birthday; or
- c. Defer your child's admission until the beginning of the term after their 5th birthday but not beyond the beginning of the final term of the school year for which it was made. This means, if your child is summer born they will need to start school in April 2026 to keep the place at the school offered. If your child does not start school in April 2025 you will need to apply in June 2026 for a Year 1 place with no guarantee of the same school being offered.

Parents must discuss these admission options with the school following receipt of their child's offer letter

Waiting lists

The Board, via the LGB of Park Lane Primary and Nursery School, will maintain a clear, fair and objective waiting list until at least 31st December of each school year of admission. Within that list, each added child will require the list to be ranked again in line with the published oversubscription criteria. Priority must not be given to children based on the date their application was received or their name was added to the list. Looked After Children, previously Looked After Children and those allocated a place at the school in accordance with a Fair Access Protocol, must take precedence over those on a waiting list.

Tie Breaker

In cases of equal merit in each set of criteria, priority will go to children living nearest the school as measured by a straight line. 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 both as determined by the Ordnance Survey (OS) Address Base Premium™. These distances are produced by the LA Admissions team for the school. For families who live outside the area covered by the Cambridgeshire mapping system, distances are determined using a combination of local maps and online resources. If the distance criterion is not sufficient to distinguish between two or more applicants for the last remaining place, then a lottery will be drawn by

an independent person, not employed by the school or working in People and Communities Directorate at the local authority.

Admission Appeals

If your child is refused a place at Park Lane Primary and Nursery School, you have a statutory right to appeal against that decision. All appeals are managed by the Local Authority admissions and appeals service. Please contact them for more information.

Appeal requests are required to be submitted to the Local Authority Appeals Team. Once the appeal form has been received, the Local Authority will arrange for an Independent Appeal Panel to hear the appeal. You will be given 10 school days' notice of the date, time and location of the appeal hearing. An 'Appeal Pack' will be collated and shared with all parties, in advance of the appeal hearing.

Further information can be found at: <https://www.cambridgeshire.gov.uk/asset-library/appeals-a-guide-for-parents.pdf>