

# BOURN CHURCH OF ENGLAND PRIMARY ACADEMY

## ADMISSIONS POLICY



**HR/Admin & Communications**  
**September 2019**

### 1. Introduction

- 1.1 Bourn Primary serves the villages of Bourn, Caxton, Longstowe and Kingston and, where places are available, the School welcomes children from a wider area. We are an inclusive School that welcomes children from all backgrounds and abilities. As an Academy, the Governing Body is the admissions authority, but the application process for admissions is co-ordinated by the Cambridgeshire Local Authority (LA), which acts on behalf of the Governing Body.

### 2. How to Apply

#### 2.1 Reception Places

- 2.1.1 To apply for a place in Reception parents should submit a Cambridgeshire application form, available from your current pre-school or apply on-line at [www.cambridgeshire.gov.uk/admissions](http://www.cambridgeshire.gov.uk/admissions), no later than the national closing date in January. Offer letters will be issued by the LA on the Cambridgeshire Primary offer date. Late applications (those submitted after the national closing date) will be handled by the LA Admissions Team.

#### 2.2 Non-reception Places or During the School Year

- 2.2.1 To apply for a place after the start of the School year, or for any other year group, please contact the LA Admissions Team.

LA Admissions Team      Tel: 01223 699662  
Email: [admissions@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.uk)

- 2.2.2 The application form must be returned to the LA Admissions Team, who will then contact the School to determine the availability of a School place. The LA Admissions Team will then write to parents to confirm the details of the School at which a place is to be offered.

- 2.2.3 The School welcomes visits from the parents of prospective pupils and they should contact the School Administrator to arrange a convenient time. Visits are not interviews and do not affect any decision regarding the availability of a place.

School Administrator      Tel: 01954 719282  
Email: [office@bourn.cambs.sch.uk](mailto:office@bourn.cambs.sch.uk)

### **3. How Places are Offered**

- 3.1 The Published Admission Number (PAN) for the Reception year in Bourn Primary is 28. In the event that more than 28 applications are received, the oversubscription criteria will be applied to determine priority for places. All preferences are treated equally.

### **4. Oversubscription Criteria**

- 4.1 Children who have an Education, Health and Care Plan (EHCP) that names the School will be admitted. Please note that those children with an EHCP that do not name the School will be referred to the Student Assessment service to determine an appropriate place.
- 4.2 In the event of oversubscription, places will be offered in the following order:
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 resident order or special guardianship order.
  2. Children living in the School's catchment area with a sibling (child living in the same home) at the School at the time of admission.
  3. Children living outside the catchment area with a sibling (child living in the same home) at the School at the time of admission.
  4. Children living in the catchment area.
  5. Children of staff where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made.
  6. Other children whose parents have expressed a wish for their child to attend Bourn Primary.

### **5. Reserve List**

- 5.1 Where an application is refused, the child's details are automatically placed on a reserve list by the Local Authority. A child's position on the reserve list is determined by their priority under the admission criteria and not by when the application was received. As part of the coordinated scheme for primary admission, the LA Admissions Team holds the initial reserve list on behalf of the Governing Body. As previously mentioned, for the Reception year the PAN is 28. If a place becomes available it will be offered to the child at the top of the reserve list for the year group or, if no reserve list exists, the place will be offered to the first child for whom an application is received.

### **6. Appeals**

- 6.1 The parent of any child who is refused a place at Bourn Primary has a right of appeal to an Independent Appeals panel. The panel consists of three people who are independent of the School's Governing Body and the Local Authority. The Local Authority currently arranges any such appeals.

### **7. Review**

- 7.1 This policy is reviewed annually by the Governing Body.