



Linton CE Infant School

Policy for:

Admissions 2025

Agreed by: Full Governing Body

Date: November 2023

Review Date: November 2024

Linton CE Infants where happiness and achievement go hand in hand

Linton CE Infant School: where happiness and achievement go hand in hand

The staff and governors at Linton C.E. Infant School provide an environment where children and all school members can be happy, healthy and safe and achieve their full social and intellectual potential.

We do this by:

- creating a caring, Christian environment,
- creating happy, stimulating and exciting opportunities for learning,
- developing positive relationships based on respect of self and others,
- supporting a creative approach to personal development and growth.

We work in partnership with parents and our community to fully equip children for their future.

Admissions Policy

The school year runs from September 1st to August 31st and children are admitted into school in line with the Admissions Policy as stated below.

Our school has an agreed overall capacity of 170. Class sizes will be limited to 30 in each of the 3 Year Groups, in accordance with Government legislation. Each year the school may admit up to 50 children. The school would only go over 30 as a result of a successful appeal by the parent/carer.

How to Apply

The application process for admissions into the initial year of entry is co-ordinated by Cambridgeshire Local Authority (LA), which acts on behalf of the governing body to offer places at the School. Parents should apply online at www.cambridgeshire.gov.uk/admissions or submit a Cambridgeshire Application Form, available from the school or from the LA Admissions Team, no later than the National Closing date. Offer letters will be issued by the LA on the National offer date. Late applications (those submitted between the January deadline and the end of the co-ordination period) will be handled by the Admissions Team.¹

To apply for a place after the start of term or for any other year group, please contact the Admissions team for an application form.

In-Year Admissions Team Contact: 0345 045 1370 or admissions@cambridgeshire.gov.uk

Parents wishing to visit the school prior to submitting an application are welcome to do so, though it may not always be possible to organise this at short notice. Please note that visits are not interviews and do not affect any decision regarding the availability of a place. Please contact the school to make arrangements.

All parents are advised to read the LA booklet for parents on primary admissions before submitting an application.

How places are offered

For admission into Reception each September, the LA, on behalf of the Governing Body, will offer places to 50 children. This is the Published Admission Number (PAN) for that year group. In the event that more than 50 applications are received, the oversubscription criteria will be applied to determine priority for places. All preferences are treated equally.

¹ For further information and specific dates, please refer to the full scheme for primary co-ordination, available from the LA Admissions Team or from the website, www.cambridgeshire.gov.uk/admissions

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Oversubscription Criteria

Children who have an 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.

In the event of over-subscription, the school uses the following criteria in priority order:

1. Children in care, (CIC) and children who were looked after 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 living within the catchment area with a sibling (i.e. a child living in the same home) attending the school (or Linton Heights Junior School) at the time of admission;
3. Children living within the catchment area;
4. Children whose families are involved in the life and work of St Mary's Church Linton or St Mary's Church Bartlow, but who live outside the catchment area. (A letter from the Team Rector will be required to confirm a family's involvement in the life and work of St Mary's Churches Linton or Bartlow, along with regular attendance at public worship and any positive responses under this criterion will be treated equally)
5. Children living outside the catchment area with a sibling (i.e. a child living in the same home) attending the school (or Linton Heights Junior School) at the time of admission;
6. Children living nearest to the school measured by the shortest straight line distance.

In cases of equal merit, in each set of criteria, priority will go to children living nearest the school measured by a straight line from the reference point of the home address to the reference point of the primary school. (Using the Ordnance Survey(OS) AddressBase Premium (tm))

These criteria will be used for admission into any year group.

Appeals

Any child who is refused a place at the school has a right of appeal to an Independent Appeals Panel. The panel is made up of three people who are independent of the Governing Body and the Local Authority. They will take into consideration all the circumstances of the case put before them. Any decision they make is binding on the Governing Body and the parents concerned.

Appeals for the school are currently arranged by the LA Admissions Team on behalf of the Governing Body. Further information and appeal forms are available from the LA Admissions Team, or from Cambridgeshire County Council website, www.cambridgeshire.gov.uk/admissions

Infant Class Size Appeals

Please note that where a child is refused a place in an infant class because of the requirement to limit class size to 30 children, parents have the right to an Infant Class Size Appeal. The circumstances in which the panel can find in the parent's favour are limited by law. For further information, please contact the LA Admissions Team.

Reserve Lists

As part of the co-ordinated scheme for primary admissions, the LA Admissions Team holds the initial reserve list on behalf of the Governing Body until the end of the autumn term in the initial year of intake. 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. Parents will be contacted immediately if a place becomes

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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.

Where in-year applications are received, children's details will be automatically placed on a reserve list for the year group, ranked according to the oversubscription criteria. Reserve lists will be held for a period of one term following the term for which the place was refused.

Transfer to Junior School

At the end of Year 2, in the September following their 7th birthdays, children usually transfer to Linton Heights Junior School. This is dependent upon places being available for all who apply. We must point out that an offer of a place here does not automatically secure a place at Linton Heights Junior School or Linton Village College.

Definitions

For the purposes of admission to the School, the Governing Body has adopted the LA's definitions of parent, sibling and home address. Details of these can be found towards the back of the LA's admissions booklet for parents.