

# Cambrai Primary School

## Admission Arrangements for 2019/2020



### Introductory statement

Cambrai Community Primary School is a non-faith, inclusive school for children aged 4-11. The school will open in September 2019.

Part of the Lingfield Education Trust, our vision is for a highly successful school where children are supported educationally, socially and practically to achieve their highest potential in school and life. We are determined to become the Trust that makes the biggest difference to the whole child, all our staff and our local community

### Admission number(s)

The school will initially have an admission number of 30 for entry in Reception.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Academy Trust will offer places at the school to all those who have applied.

### Application process

North Yorkshire County Council will process applications for Cambrai Primary School outside the normal Co-Ordinated Admission Arrangements. This means you will need to complete **two forms**, your LA Common Application Form (CAF) for all your other choices of school in addition to a separate application for this school.

Applications for this school should be sent to North Yorkshire County Council at the following address North Yorkshire County Council, Business Support Admissions, Transport and Welfare Team, Jesmond House, 31-33 Victoria Avenue, Harrogate, HG1 5QE or email [schooladmissions@northyorks.gov.uk](mailto:schooladmissions@northyorks.gov.uk)

The application form can be obtained from <https://www.northyorks.gov.uk/apply-primary-or-junior-school-place>

**The closing date for applications is 15<sup>th</sup> January 2019.**

Offers will be made on 16<sup>th</sup> April 2019 (National Offer day). If we have not entered into a funding agreement with the Secretary of State for opening the school by that date, they will be conditional offers and will be confirmed once we have a signed funding agreement. Parents should ensure that they also complete the local authority Common Application Form, to guarantee a school place and receive a firm offer of a place from the LA.

The application form can be obtained from <https://www.northyorks.gov.uk/apply-primary-or-junior-school-place>

## Oversubscription criteria

The criteria in this section apply to entry at all phases of the school.

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan or a Statement of Special Educational Needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.
2. Priority will next be given to children based on their exceptional medical or social needs. Each application must include evidence, from a medical specialist or social worker of the child's need and why they must attend this school rather than any other, based on those needs. If evidence is not submitted to the Local Authority with the application, a child's medical or social needs cannot be considered.
3. Priority will next be given to the siblings of pupils attending the school at the time the application is received [where an older sibling is in year 6 siblings will not be prioritised under this criterion]
4. Children who live nearest the school measured from the front door of the home address to the main school gate, by the shortest walking route. All distance measurements are based on the nearest route recognised by North Yorkshire Council Councils electronic mapping system from a child's home address to school. The measurement is made from a fixed point within the dwelling, as identified by Ordnance Survey, to the nearest school entrance using footpaths and roads.
5. All other children

## Tie-break

If there are not enough places for children in the priority groups, we will give priority first to those living nearest the school measured from the front door of the home address to the main school gate, by the shortest walking route. All distance measurements are based on the nearest route recognised by North Yorkshire County Council electronic mapping system from a child's home address to school. The measurement is made from a fixed point within the dwelling, as identified by Ordnance Survey, to the nearest school entrance using footpaths and roads.

If a tie-break is necessary to determine which child is admitted, random allocation undertaken by the local authority will be used as a tie-break to decide who will be admitted.

Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. We will admit them all, as permitted by the infant class size rules and exceed our PAN.

## Late applications

All applications received by the LA after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

## **Social / Medical Applications**

The Trust will use NYCC panel to make decisions regarding this applications. Further information on submitting evidence for the Social Medical Panel can be found on the North Yorkshire County Council website, frequently asked questions (FAQ's).

## **In-year Admissions**

To apply for a place in Reception during the course of the academic year, other than at the normal point of entry, you **MUST** contact the NYCC Schools Admissions Team for information on school places. Parents will be required to complete an in-year application form, as a formal request for a school place to be considered.

Parent/carers will be advised on the availability of place(s) and should a place(s) be provisionally offered, a start date will only be confirmed after a meeting with the Head Teacher has taken place.

Should a place at the school not be available, parents/carers will be informed about the appeals process.

## **Deferred entry for infants**

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

## **Admission of children outside their normal age group**

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested and the year group in which they wish their child to be allocated a place

When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.

## **Summer Born Children**

Children born in the summer term are not required to start school until a full year after the point at which they could first have been admitted – the point at which other children in their age range are beginning year 1. As noted above, admission authorities are required to provide for the admission of all children in the September following their fourth birthday, but flexibilities exist for children whose parents do not feel they are ready to begin school at this point.

If you feel that your summer born child is not ready to start school in the September following his/her fourth birthday, you should still submit your application for your child's normal age group at the usual time and at the same time submit a request for admission out of the normal age group directly to the local authority. You will be advised of the outcome of your request for delayed entry prior to the primary national offer date of 16 April 2019.

The DfE has issued non-statutory guidance, “Advice on the Admission of summer born children”, which can be accessed via <https://www.gov.uk/government/publications/summer-born-children-admission>

The DfE guidance states that:

- ‘It is reasonable for admission authorities to expect parents to provide them with information in support of their request – since without it they are unlikely to be able to make a decision on the basis of the circumstances of the case. This should demonstrate why it would be in the child’s interests to be admitted to reception rather than year one.
- In some cases parents may have professional evidence that it would be appropriate for them to submit, for example, when a child receives support from a speech and language therapist. However, there should be no expectation that parents will obtain professional evidence that they do not already have. Admission authorities must still consider requests that are not accompanied by professional evidence. In such cases the supporting information might simply be the parent’s statement as to why they have made their request.’

If your request is agreed, your application for the normal age group may be withdrawn before a place is offered. If your request is refused, you must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following your child’s fifth birthday.

Where your request is agreed, you must make a new application as part of the main admissions round the following year.

## Waiting lists

The school will operate a waiting list for Reception. Where the school receives more applications for places than there are places available, a waiting list will operate until the end of the academic year. This will be maintained by the Academy Trust and it will be open to any parent to ask for his or her child’s name to be placed on the waiting list, following an unsuccessful application.

Children’s position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

## Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code (<https://www.gov.uk/government/publications/school-admissions-appeals-code>)

Appellants should contact North Yorkshire County Council for information on how to appeal. Information on the timetable for the appeals process is on their website at <https://www.northyorks.gov.uk/school-admissions-appeals>

## Notes:

Home address

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration

from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.

### Sibling

'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.

### Medical and Social Need

'Social need' does not include a parent's wish that a child attends the school because of a child's aptitude or ability or because their friends attend the school.<sup>1</sup> 'Medical need' does not include mild medical conditions.