

## **Stapleford Community Primary School 2021-2022**

### **Admissions Criteria for Reception Class PAN 30    Nursery Class PAN 26**

Children whose statement of special educational needs or Education, Health and Care Plan (EHCP) names the school take priority over all other applicants and will be admitted irrespective of whether there are places available in the year group. Those children with a statement of special educational needs / EHCP that does not name the school will be referred to Student Assessment to determine an appropriate place.

Where applications exceed the Pupil Admissions Number (PAN), places will be allocated in order to:

- 1 Children in Care, also known as Children Looked After; 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 A child who resides in the school's catchment area with a sibling attending the school at time of admission;
- 3 A child who resides in the school's catchment area;
- 4 A child who does not reside in the school's catchment area but has a sibling attending the school at the time of admission;
5. A child who does not reside in the Catchment Area.

In cases of equal merit, priority will go to the child closest to the school by the shortest straight line distance measuring from the centre of the child's home to the centre point of the school as determined by the National Land and Property Gazetteer. A sibling is defined as a brother and/or sister and any child living in the family unit. i.e. half- brother/sister and/or step-brother/sister.

For admission to the Nursery class, ( 3-4 year olds) the PAN is 26. In cases of equal merit for the Nursery class, priority will go to the term of birth, and the oldest will take priority, ie autumn term oldest first. Contact the school directly for admissions to the nursery.

For Years R to 6, the PAN is 30. 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. The address used for the purpose of admission is the home address at the time of application. Applications based on future addresses can only be considered up to six teaching weeks before the child is expected to take up the place and upon confirmation of tenancy or exchange of contracts.

As part of the co-ordinated scheme for primary admission, the LA Admissions Team hold the initial reserve list on behalf of the Governing Body until the end of the autumn term in the initial year of intake.

Where an in-year application is received, the child's details will be held on a reserve list by the LA Admissions Team on behalf of the Governing Body for a minimum period of one term following the term of application.

If your child is refused a place at the school you have a statutory right to appeal against that decision. 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. For further information, please contact the school office or the LA Admissions Team.  
01223 699200/699662 or by email to [admissions@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.uk)