



# Admissions Policy 2021/22

Longsands Road, St Neots, PE19 1LQ

## Admission Authority

Astrea Academy Trust is the admission authority for the school.

## Admission Numbers

The school has an admission number of **300** for entry into Year 7.

The school also accepts admissions to Year 12, subject to the criteria published on the sixth form's website each year.

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

The numbers above are often the indicative admission number for subsequent year groups. From time to time, however, the true capacity of these year groups might vary and the Trust is entitled to limit the indicative admission number to a number below 300 where there are clear grounds to do so.

## Application Process and Timeline

Normal Round (for entry into Year 7 in September)

- Applications made during the main round for a place at the school are administered through Cambridgeshire County Council. Parents resident in Cambridgeshire can apply online at: <https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-learning/apply-for-a-school-place/secondary-school> [please also follow this link for clarification of the catchment areas referred to in the oversubscription criteria]

- Parents in other local authority areas must apply through their home local authority.
- The Local Authority's timetable will be used for all normal round applications each year.
- The deadline for an application for a place in Year 7 is **31<sup>st</sup> October** in the year before your child will start school.
- Offers will be made by the Local Authority, on behalf of the school, on **1<sup>st</sup> March** or the next working day.

"In-year" admissions:

- Applications for a place outside the main round are known as "in-year" applications. For example, if a Year 8 child moves into the area, an in-year application will be made.
- Astrea Academy Trust reserves the right to administer in-year admissions to the school. However, by agreement with the Local Authority, the LA will administer these applications and parents should use the link provided above.

### **Oversubscription criteria**

When the school receives more applications than places available, 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** looked after children and all previously looked after children, including those children who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.<sup>1</sup>
- 2. Children of staff** who have been employed at the school for two or more years at the time of application or have been recruited to fill a vacant post for which there is a demonstrable skill shortage.
- 3. Children living in the village catchment area and Hail Weston, attending village primary schools in the catchment area and who have a sibling** at the school at the time of admission.
- 4. Children living in the village catchment area and Hail Weston with a sibling at the school** at the time of admission

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<sup>1</sup> A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

5. **Children living in the village catchment area and Hail Weston who attend the village primary schools** within it;
6. **Children living in the village catchment area and Hail Weston;**
7. **Children living in the St Neots catchment area, attending St Neots primary schools in the catchment area and who have a sibling** at the school at the time of admission;
8. **Children living in the St Neots catchment area with a sibling at the school** at the time of admission;
9. **Children living in the St Neots catchment area who attend the St Neots primary schools** within it;
10. **Children living in the St Neots catchment area;**
11. **Children who live outside the catchment area, who attend village or St Neots primary schools within it and who have a sibling at the school** at the time of admission.
12. **Children who live outside the catchment area who have a sibling at the school** at the time of admission.
13. **Children who live outside the catchment area who attend the village or St Neots primary schools** within the catchment area;
14. **Children living nearest the school** according to the shortest straight line distance.

### **Tie-break**

Where the last place could be allocated to a number of children living equidistant from the school, the determination of the single offer will be made by random allocation. The random allocation will be supervised by someone independent of the Trust.

### **Notes**

**Home address** - The home address is where a child normally lives. Where parents are separated and the child lives with each parent for part of the week, the home address will be the one where the child spends the majority of his or her time.

**Multiple births** (twins, etc.) - In the case of multiple births or siblings in the same year group, where there is only one place available in the school, all will be considered together as one application.

**Service children and Crown servants** - For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area, the Authority will allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against their oversubscription criteria. The Trust will not refuse a service child a place because the family does not currently live in the area.

## **Late applications**

All applications received after the deadline will be treated in accordance with the Local Authority's policy on late applications.

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

Applications for children to be admitted to a school year outside of their chronological age group should be submitted to the home Local Authority during normal round admissions, or to the LA/school as described above regarding the in-year admissions process. Each application will be considered and decided by the academy on the individual circumstances of each case.

Applicants should provide documentation in support of their application regardless of whether they are asking for the student to be admitted in a lower or higher year group. Applicants will be notified of the decision in writing.

There is no right of appeal where an offer is made, but not to the year group requested by the parents.

## **Waiting lists**

The school will operate a waiting list for each year group. This will be maintained by the Local Authority unless it is agreed that the Local Authority will no longer have responsibility for in-year admissions.

Children's position on the waiting list – and any offers made as places become available - will be determined solely in accordance with the oversubscription criteria. This means that the waiting list is not a 'queue' and it is possible to move down as well as up the waiting list if additional applications are received for children with higher priority.

## **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. Further information and contact details will be included in any refusal letter.