Admissions Policy

2028-29

September 2028 entry

Approved by:	**Trust Board**
Last reviewed:	**November 2026**
Next review due by:	**November 2027**
Consulted:	**November 2026**

1. Introduction

This policy sets out the admission arrangements for The CAM Academy Trust for September 2028 entry. The CAM Academy Trust is the admissions authority for all schools in the Trust. The Trust operates its admission arrangements as part of the coordinated admission scheme operated by Cambridgeshire County Council Local Authority and Central Bedfordshire Local Authority. All applications must be made using the Local Authority's online portal.

This policy applies only to schools that were part of The CAM Academy Trust before 1 January 2026. Schools that joined the Trust on or after that date have their own admissions policies, which are available on their respective school websites.

Please refer to appendix 3 for details of which schools are not covered by this policy.

2. Aims

This policy aims to:

- Explain how to apply for a place at a school in The CAM Academy Trust
- Set out the arrangements for allocating places to the pupils who apply.
- Explain how to appeal against a decision not to offer your child a place.

3. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- School Admissions Code 2021
- School Admission Appeals Code

We are required by our funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998

This policy complies with our funding agreement and articles of association.

4. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at a school's normal point of entry, using the common application form provided by the Local Authority.

Looked after children, as defined in section 22 of the Children Act 1989, are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions.

Previously looked after children are children who were looked after, but ceased to be because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2022, or
- Became subject to a child arrangements order (defined in section 8 of the Children Act 1989, as amended by section 12 of Children and Families Act 2014), or
- Became subject to a special guardianship order (defined in section 14A of the Children Act 1989)

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

A child reaches **compulsory school age** on the prescribed day following their fifth birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

A **parent** is any individual who holds parental responsibility, as defined under the Children Act 1989, or any person who has care of a child, where the child lives with them either full or part time and they look after that child.

5. How to apply

For applications in the normal admissions round you should use the application form provided by the Local Authority. You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

You will receive an offer for school place directly from the Local Authority.

Contact details for the relevant Local Authority can be found in appendix 2.

Parents wishing to visit the school prior to submitting an application are welcome to do so and should contact the school directly to find out the local arrangements.

Please note, pupils already attending one of our nurseries or pre-schools will not transfer automatically into reception in the main school. An application must be made for a place in reception.

Pupils attending Hartford Infant School will not automatically transfer to the Hartford Junior School. An application must be made for a place in year 3.

6. Requests for admission outside of the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

In addition to the normal admission round application, parents should request in writing that the child is admitted to another year group (state which one), and the reasons for the request. Evidence should be submitted to support the case. Written requests should be sent to the individual school.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 7. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a statutory right to appeal if they are offered a place at the school, but it is not in their preferred age group.

7. Allocation of places

7.1 Published admission numbers (PAN)

Our schools have the following published admission number (PAN):

School Name	**PAN**
Cambourne Village College	300
Comberton Village College	290
Melbourn Village College	120
St Peter's School	270
Everton Heath Primary School	15
Gamlingay Village Primary	30
Harston & Newton Primary School	15
Hartford Infant and Preschool	30
Hartford Junior School	30
Jeavons Wood Primary School	60
Offord Primary School	15
Thongsley Fields Primary & Nursery School	30

7.2 Oversubscription criteria

The following criteria applies to all the schools in The CAM Academy Trust.

All children whose education, health and care (EHC) plans name one of our schools will be admitted before any other places are allocated, providing the school would be suitable for the age, ability, aptitude or special educational needs of the child/young person and

their education at our schools would be compatible with the efficient education of others and/or the efficient use of resources.

If our schools are not oversubscribed, all applicants will be offered a place.

In the event that our schools receive more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order, until all places are filled.

7.2.1 Primary Oversubscription criteria

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, including children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children who live in the catchment area and who have a sibling at the school at the time of admission.
3. Children with a sibling at the school at the time of admission.
4. Children who live in the catchment area.
5. Children who attend a Trust nursery (if applicable).
6. Children of staff employed at schools in the Trust, in either of the following circumstances:
    - The member of staff has been employed by the Trust for two or more years at the time at which the application to the school is made, or
    - The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
7. Children who live outside of the catchment area.

7.2.2 Secondary Oversubscription criteria

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, including children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children who live in the catchment area, attend named feeder schools and who have a sibling* at the school at the time of admission.
3. Children with a sibling* at the school at the time of admission.
4. Children who attend named feeder schools and who live in the catchment area.
5. Children who live in the catchment area.
6. Children who attend named feeder schools and who live outside of the catchment area.
7. Children of staff employed at schools in the Trust, in either of the following circumstances:
    - The member of staff has been employed by the Trust for two or more years at the time at which the application to the school is made, or
    - The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
8. Children who live outside the catchment area.

* Excluding siblings attending Sixth Form

The catchment areas for each school can be found in appendix 1.

8. Siblings

A sibling is defined as a child's brother or sister. A sibling must be living at the same permanent address and as part of the same family unit (one or two parents plus children) to qualify under this criterion. For School Admissions purposes, the term sibling includes:

- half-brothers and half-sisters
- step-brothers and step-sisters
- adopted children
- children in foster care
- children living in the same family unit, even if they are not biological brothers and sisters – for example when the parents are not married/in a civil relationship.

Cousins are not regarded as siblings.

9. Statutory Infant class size

The statutory maximum infant class size for reception year, Year 1 and Year 2 is 30 pupils per teacher. However, certain categories of children may still be admitted where this would result in a class size exceeding the statutory maximum. These categories are set out in regulations and summarised at Paragraph 2.16 of the Admissions Code. Where this happens, the additional pupils are 'excepted pupils' who do not count towards the class size until it falls back to 30, when they will no longer be regarded as 'excepted pupils'.

10. Multiple Birth Groups

In the case of twins or other siblings from a multiple birth, if the last child to be admitted is from a multiple birth group, the other children in the group will also be offered places, even if it means exceeding the Published Admission number. In the case of siblings (see definition above) in the same year group, where there is only one place remaining which is to be offered to one sibling, the other too will be offered a place.

11. Tie break

In cases of equal merit in each criteria, priority will go to children living nearest the school as measured by a straight line. The distance, for admissions purposes, is measured using the straight line distance from the centre point of the home to the main pupil entrance to the school. These distances are produced by the Local Authority's Admissions team for the school. For families who live outside the area covered by the Cambridgeshire mapping system, distances are determined using a combination of local maps and on-line resources.

For the purposes of this policy, a child's home address is defined as the place where they live and sleep for the majority of nights in a normal school week, with their parent(s).

If a child lives in different properties (shared care), parents must provide the address where the child lives the majority of the week. In cases of equal shared care, both parents must

agree which address should be used on the application. For applications made in the normal round, if there is no agreement, the local authority will decide which address will be used.

Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be carried out by the Local Authority. The names of the child will be placed in separate sealed envelopes. The Local Authority will approach an independent person (independent of the admissions team) and ask them to choose one of the envelopes.

12. Distance Measurements

Distances are measured on a straight-line basis from the address point of the child's home to the address point of the school, using a geographical information system. Each address has a unique address point established by the most valuable elements from the National Land and Property Gazeteer (NPLG), Ordnance Survey Master Map, Royal Mail Postal Address File and The Valuation Office Agency. The address point for a property does not change.

13. Child's Home Address

The child's home address is defined as the address at which the child normally resides with their parent/carer on the closing date for applications (31 October).

When we refer to a child's home address, we mean the permanent residence of the child. This address should be the child's only or main residence which is;

- owned by the child's parent(s)/carer(s) or
- leased to or rented by the child's parent(s)/carer(s) under a lease or written rental agreement of not less than six months' duration.

When parents live separately and the child spends time with each parent, the home address will be treated as the place where the child sleeps for most of the school week (i.e. Sunday night – Thursday night inclusive).

If the child spends equal amounts of time at two addresses, the parents must agree which address they wish to be the child's main address.

Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residence at the property concerned.

14. Children below compulsory school age

Where children below compulsory school age are offered a place at one of our schools, the will be entitled to attend the school full time in the September following their fourth birthday.

Parents may defer their child's entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year the offer was made.

Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

15. Delayed entry for summer born children

Children born between 1st April and 31st August (known as 'summer born children') do not reach compulsory school age until 31st August and are therefore not legally required to start school until one school year after they became entitled to a full-time place in reception year.

Parents of summer born children can defer their child's place for one or two terms and/or chose for their child to attend part-time throughout the school year as set out above. However, they cannot defer their child's place for a whole school year and still retain it. If they do not want their child to start school at all until the following year, they will need to refuse the offer of a place and apply for admission again the next year.

However, where a summer born child is admitted one school year later than usual, the default position is that this would be to Year 1 with their normal age group. This means:

- They will have missed reception year entirely and
- They will only achieve an offer of a place if there is one available in Year 1

Parents can make a request for their child to be admitted one year later than usual, outside their normal age group to reception year. The procedure for making these requests is set out above in section 6.

Parents are strongly encouraged to make their requests in a timely manner, preferably well ahead of any application deadlines, so that they can obtain a decision in principle which will enable them to make informed decisions when they subsequently apply for admission.

16. Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. The exception to this is where we may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked-after children, previously looked-after children and children with EHC plans listing the school.

17. Fair Access Protocol

We participate in Cambridgeshire County Council's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible and before anyone is considered from the waiting list. Eligibility for the Fair Access Protocol does not limit a parent's right to make an in-year admission to any school for their child. Any application will be processed in accordance with the usual in-year admission procedures.

18. Operation of the waiting list

Each of our schools will maintain a clear, fair and objective waiting list for children entering reception and Y7 until 31 December of each school year of admission. The Local Authority's Admissions team holds the initial reserve list on behalf of the Trust. If your application is unsuccessful, your child's name will be added to the waiting list. Where places become available, they will be allocated to children on the waiting list in accordance with the oversubscription criteria outlined in section 7.2. Priority will not be given to children based on the date their application was received, or when their name was added to the list. If parents wish to remain on the waiting list until the end of August the following year, they need to inform the Local Authority in writing by December.

Under the School Admissions Code, looked-after children, previously looked-after children, and those allocated a place at the school in accordance with a Fair Access Protocol (see section 17 above) must take precedence over those on the waiting list.

19. The Cabins

The Cabins are a specialist provision to accommodate children who have an Autistic Spectrum Condition. If you would like your child to access a place at one of our Enhanced Resource Base provisions (The Cabins) application should be made through the Local Authority.

20. In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted, providing the school would be suitable for the age, ability, aptitude or special educational needs of the child/young person and their education at the school would be compatible with the efficient education of others and/or the efficient use of resources.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group (see 18 above). When a space becomes available, it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 7.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should completed and returned to the Local Authority Admissions team.

Parents will be notified of the outcome of their in-year application in writing within 15 school days.

21. Withdrawing an offer of a place & Fraudulent or Misleading Applications

We will not withdraw an offer unless it has been offered in error, a parent has not responded withing a reasonable period of time, or it established that the offer was obtained through a fraudulent or misleading application.

Where a parent has not responded to the offer, we will give them a further opportunity to respond and explain that the offer may be withdrawn if they do not respond.

As an admission authority, the Trust have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example a false address was given which denied a place to a child with a stronger claim.

We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.

We will not withdraw an offer of a place once a child has started at one of our schools, except where that place was fraudulently obtained. In these circumstances, we will consider the length of time that the child has been at the school before deciding whether to withdraw the place.

22. Conflicting Applications

The Local Authority can only process one application. Where more than one adult share parental responsibility and if the adults live at different addresses, it is important than an agreement be reached on which schools to apply for, prior to making the application.

If multiple applications are received for the same child with conflicting addresses and/or preferences, or the Schools Admissions Team is made aware of a dispute between two parents, all applications will be placed on hold and will not be processed until:

- A new single application is made, signed by all parties; or
- Written agreement is provided from both parties indicating which application they have agreed on; or
- A court order is provided confirming which parent's application carries precedence.

If no agreement can be made, parents are recommended to seek legal advice. If an agreement cannot be reached before the closing date, this may affect the chances of your chid being allocated a place at your preferred school.

23. Children of UK service personnel (UK Armed Forces)

In order to meet the government's military covenant aimed at helping Service personnel, and Crown Servants returning from abroad, the Trust have adopted the following arrangements.

Applications for children of service personnel with a confirmed posting to the area will be considered in advance of the family moving into the county. Where possible, an application must be included in the normal admission round.

An official letter, such as a posting note or letter of support from the Commanding Officer should be sent to the Local Authority as soon as possible. This should include the relocation date and the unit postal address or quartering area address.

Until a fixed address is available, the unit postal address will be used. For service personnel moving back to a property that they own and that is currently rented out, then this address can be considered provided a signed letter from the Commanding Officer is received or a formal notice to terminate the rental agreement stating the future address. This should be received by the deadline / exceptional circumstances deadline.

The Local Authority will not refuse a child of UK service personnel a school place because the family does not currently live in the area. It is also not permitted to reserve places for these children.

If the address is within the distance, the school will consider admitting providing all children in public care and siblings have already been admitted and there is no child with higher priority under the oversubscription criteria on the reserve list.

This will be irrespective of the fact that the school has had appeals or appeals scheduled.

24. Equal Opportunities

The school treats every application for admission in a fair and equal way in accordance with this policy and welcomes applications from pupils with a diverse range of backgrounds and will not discriminate in relation to the protected characteristics. It is unlawful to discriminate against a pupil or prospective pupil by treating them less favourably because of their:

- Disability
- Gender reassignment
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

25. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals.

If you wish to appeal, you should contact the relevant Local Authority. Further details of the appeals process and the timetable can be found on the Local Authority website.

26. Monitoring arrangements

This policy will be reviewed and approved by The CAM Academy Trust Board every year.

Whenever changes to the admission arrangements are proposed (except where the change is an increase to the agree Published Admission number) The CAM Academy Trust Board of Trustees will publicly consult on these changes. The CAM Academy Trust Board of Trustees will publicly consult of the admission arrangements at least every 7 years, even if there have been no changes during that period.

Appendix 1: School catchment areas

Cambourne Village College

Children whose home address (as defined in section13) is in the catchment area of one of the following feeder primary schools:

- Monkfield Park,
- The Vine Inter-Church
- Jeavons Wood
- Cambourne Campus of the Hardwick & Cambourne Primary School.

Comberton Village College

Children whose home address (as defined in section13) is in the catchment area of one of the following feeder primary schools:

- Barton
- Barnabas Oley
- Great Gransden
- Bourn
- Caldecote
- Coton
- Dry Drayton
- Everton Heath
- Gamilngay,
- Hardwick and Cambourne Community Primary School (those pupils attending the Hardwick campus only),
- Haslingfield,
- Meridian
- Comberton.

Melbourn Village College

Children whose home address (as defined in section13) is in the catchment area of one of the following feeder primary schools:

- Barrington
- Fowlmere
- Foxton,
- Harston and Newton
- Hauxton
- Melbourn
- Meldreth
- Thriplow

St Peter's School

St Peter's catchment area includes Hartford, Houghton, Wyton, RAF Wyton, the area served by Abbots Ripton Primary School, Green Tiles Road/Robertson Way, Sapley (including Tower Fields), Great Stukeley, Stukeley Meadows, Huntingdon north and east of Ermine Street and the following streets:

The Whaddons, Buttsgrove Way, California Road, Aspen Close, Byron Close, Tennyson Close, Shelley Close, Milton Close, Spring Close, Sandwich Close, Thackray Close, Chestnut Close, Poplar Close, Silverbirch Close, Bradshaw Close, Maule Close, Bernard Close, Saunders Close, Elm Close, Ash Close, Beech Close, Sallowbush Road, Bevan Close, Asplin Close and Thongsley.

Everton Heath Primary School

Catchment area: Everton

Gamlingay Village Primary

Catchment area: Everton Heath, East Hatley, Hatley St George, Gamlingay and Tetworth

Harston & Newton Primary School

Catchment area: Harston and Newton

Hartford Infant and Preschool

Catchment Area: All those roads including and within the following area; Owl Way, Eagle Way, and all roads leading from them; Sapley Road and new Main Street to Coneygear Road; south side of Coneygear Road from Sapley Road to Buttsgrove Way; east side of Buttsgrove Way and south side of American Lane to Drivers Avenue; Drivers Avenue; East Street, Hartford Road from East Street to Main Street, Main Street, Church Lane; The Hollow; The Grove; A141 from roundabout to level with Coneygear Road.

Hartford Junior School

Catchment Area: All those roads including and within the following area; Owl Way, Eagle Way, and all roads leading from them; Sapley Road and new Main Street to Coneygear Road; south side of Coneygear Road from Sapley Road to Buttsgrove Way; east side of Buttsgrove Way and south side of American Lane to Drivers Avenue; Drivers Avenue; East Street, Hartford Road from East Street to Main Street, Main Street, Church Lane; The Hollow; The Grove; A141 from roundabout to level with Coneygear Road.

Jeavons Wood Primary School

Catchment Area: The school will serve the whole of Cambourne.

Offord Primary School

Catchment area: Offord Darcy and Offord Cluny

Thongsley Frields Primary and Nursey School

Catchment Area: all those roads including and enclosed within the following area: from A141, south side of Norfolk Road, east side of Coneygear Road from Norfolk Road to Moorhouse

Drive; east side of Moorhouse Drive; California Road from Moorhouse Drive to Buttsgrove Way; west side of Buttsgrove Way; north side of Coneygear Road, and in a direct line to A141; A141 back to level with Norfolk Road.

A map of catchment areas for all schools is available from the Local Authority. Pupils from outside the catchment area are welcome to apply but will not receive free transport from the Local Authority.

Appendix 2: Local Authority contact details

For admissions in Cambridgeshire

Cambridgeshire County Council.

LA Admissions Team Contact: 0345 045 1370 or admissions@cambridgeshire.gov.uk

If you wish to appeal, you must complete the online form provided by Cambridgeshire County Council School admission appeals | Cambridgeshire County Council. Further details of the appeals process and the timetable can be found on the website.

For admissions in Bedfordshire (Everton Heath Primary School)

Bedfordshire County Council

Admissions Team 0300 300 8037 or admissions@centralbedfordshire.gov.uk

If you wish to appeal, you must complete the online form provided by Cambridgeshire County Council School admission appeals | Central Bedfordshire Council Further details of the appeals process and the timetable can be found on the website.

Appendix 3: Schools not covered by this policy

School	Website link to policy
Hinchingbrooke School	Admissions – Hinchingbrooke School
Cromwell Academy	Admissions – Cromwell Academy
Godmanchester Bridge Academy	Admissions – Godmanchester Bridge Academy
Godmanchester Community Academy	Primary school admissions – Godmanchester Community Academy
Spaldwick Primary School	Spaldwick Primary School