

# **Girton Glebe Primary School**

## **Admissions Policy 2026-2027**

<b>First adopted by Governing Body</b>	February 2025
<b>Review cycle</b>	Annual
<b>Reviewed by LGB (annually)</b>	October 2025

## **Admissions Policy: 2026-2027**

### **1. Introduction**

- 1.1. As determined by the Trustees of the Eastern Learning Alliance, which is the Admissions Authority for Girton Glebe Primary School (the "School"), the Local Governing Body of the School is delegated responsibility for matters related to admissions.
- 1.2. The School provides for pupils aged 4-11 and has a single Normal Point of Entry at the start of the Reception school year. Applications for admission at the Normal Point of Entry will be co-ordinated by Cambridgeshire County Council<sup>1</sup> in accordance with its common application procedures and Paragraphs 3, 4, 5, 6, 7 and 8 below. Arrangements for late admission into Reception and for admission to other year groups will be co-ordinated by the School's Governing Body in accordance with paragraphs 8, 9 and 10 below.

### **2. Admission Number**

- 2.1. In conjunction with Cambridgeshire County Council the School has determined that the physical accommodation and facilities of its campus allows for 30 students in total per year group. This figure is also the Published Admission Number (PAN) for Years Reception to 6.
- 2.2. Where fewer than 30 applications are received, all applicants will be admitted to Reception.

### **3. Ordinary Applications for the Normal Point of Entry**

- 3.1 Application for admission to Reception should be made to the local authority in whose area the applicant is normally resident by the closing date of January 15th of the preceding year.
- 3.2 Applications will be co-ordinated by Cambridgeshire County Council who will consult as required with the School's Governing Body.
- 3.3 Places will be offered to all successful applicants by Cambridgeshire County Council by April 16th. Where the School is oversubscribed, places will be awarded on the basis of the oversubscription criteria set out in Paragraph 6 below.

### **4. Late Applications for the Normal Point of Entry**

- 4.1 Applications received after the closing date and before the May 2nd will be dealt with by Cambridgeshire County Council in accordance with its procedures for late applications, after places have been awarded to ordinary applications.
- 4.2 Where the School is oversubscribed as a result of late applications, these applications will be judged according to the oversubscription criteria.
- 4.3 Places will be offered to successful applicants by May 19th or as soon as possible thereafter and in any case before September 1st.
- 4.4 Applications received after May 2<sup>nd</sup> will not be considered until after May 19<sup>th</sup>. These will be dealt with in order of the date they are received.

### **5. Admission to school below compulsory school age and delay entry to school**

- 5.1 Your child is eligible to start school in the September following their 4<sup>th</sup> birthday, but legally must be accessing full time education from the term following their 5<sup>th</sup> birthday. On receipt of your child's school offer you may choose to take up this place:

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<sup>1</sup> Cambridgeshire County Council address and contact details: School Admissions -ALC2605, PO Box 761 Huntington, PE29 9QR. Customer Service Telephone Number, 0345 045 1370

- Immediately (from the September following your child's 4<sup>th</sup> birthday)
- On a part-time basis until the beginning of the term after your child's 5<sup>th</sup> birthday
- Defer your child's admission until the beginning of the term after their 5<sup>th</sup> birthday but not beyond the beginning of the final term of the school year for which the offer was made.

This means, if your child is born in the summer, they will need to start school in April of the year they turn 5 to keep the place at the school offered. If your child does not start school by that point, you will need to apply for a year 1 place with no guarantee of a place being offered in the same school.

## **6. Acceptance of Offer of a Place**

- 6.1 Where an offer is made, the applicant should be notified that they have four weeks in which to accept the offer. Where an offer is not accepted by the applicant in writing within four weeks, after a further letter giving the applicant a final opportunity to respond, the School's Governing Body reserves the right to withdraw the offer and the offer of a place to be made to the next applicant on the waiting list.

## **7. Oversubscription Criteria**

- 7.1 Children who have an Education and Health Care Plan ("EHCP") that names the School will be admitted and the number of available places will be reduced accordingly. NB. Those children with an EHCP that does not name the School will be referred to the Statutory Assessment and Resources (STAR) Team to determine an appropriate place.
- 7.2 Any remaining places will be allocated according to the following criteria, in order of priority:
- 7.2.1 Children in Care, also known as Looked After Children (LAC), and children who were looked after but ceased to be so by reason of adoption, a child arrangements order or a special guardianship order. This includes 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.
- 7.2.2 Children of staff who have been employed at the School for at least two years at the time of application or have been recruited to fill a vacant post for which there is a demonstrable skill shortage.
- 7.2.3 Children who live in the catchment area with a sibling at the School at the time of the admission.
- 7.2.4 Children who live in the catchment area.<sup>2</sup>
- 7.2.5 Children who live outside the catchment area who have a sibling at the School at the time of admission.
- 7.2.6 Children who live outside the catchment area, but nearest the School as measured by a straight line.

- 6.3 Where places are oversubscribed within any of the above groups, priority will be given to

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<sup>2</sup> Catchment areas can be found on the Local Authority website: <https://maps.cambridgeshire.gov.uk/>

children living nearest to the School as measured by a straight line between the School's main entrance and the front door of the dwelling (e.g. house or flat) at which the child is normally resident<sup>3</sup>.

6.4 A map of the School's defined catchment area is shown on the County Council's website.

6.5 A sibling is defined as a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case the child must be normally resident in the same family unit at the same address.

6.6 In the event of a tie break, a random allocation will be used. This will be carried out by an independent panel.

## **8. Waiting List**

8.1 Where the School is oversubscribed, all unsuccessful applicants will be placed on the waiting list which will be administered by Cambridgeshire County Council up to December 31<sup>st</sup>, their position in the waiting list determined by application of the oversubscription criteria.

8.2 When a vacancy arises it will be offered to the next applicant on the waiting list. Paragraph 5 will apply in respect of acceptance of any places offered in this way.

8.3 The waiting list for Reception will cease to operate on December 31<sup>st</sup> in the admission year. The School will open up a new waiting list on January 1<sup>st</sup> and any person wishing to be put on that waiting list will be required to make an in year application. The second waiting list will cease to operate on August 31<sup>st</sup>.

8.4 For all other year groups a waiting list will be maintained from September 1<sup>st</sup> to the following August 31<sup>st</sup>. In order to be on the waiting list for any year group it is necessary to apply for the year group in question.

## **9. Within-Year Applications for Admission**

9.1 Throughout Reception the School will continue to offer places to applicants until the roll reaches its PAN unless paragraph 3.8 of the Admissions Code 2021<sup>4</sup> applies.

9.2 For in-year applications to all other year groups, the Governing Body will determine whether the admission of the applicant or applicants can be admitted without prejudicing the efficient education of others or the efficient use of available resources, in light of the information referred to in 9.3 below.

9.3 Where an admission authority receives an in-year application for a year group that is not the normal point of entry and it does not wish to admit the child because it has good reason to believe that the child may display challenging behaviour, it may refuse admission and refer

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<sup>3</sup> The child's normal residence is a residential property that is owned, leased or rented by the child's parent(s) and where s/he/they live/s together with the child. To avoid doubt, where a child lives with a parent with shared responsibility for part of a week or month, the address where the child lives will be determined by:

- 1) Confirmation of the registered address to which Child Benefit is currently being paid, or, if child benefit is not received then the address from which the child in question is registered with a doctor.
- 2) If 1) above is not applicable then the parent with whom the child spends the greater proportion of the school week from Sunday evening to Thursday evening."

<sup>4</sup> Paragraph 3.8 of the 2021 Admissions Code sets out that "Where a child has been permanently excluded from two or more schools there is no need for an admission authority to comply with parental preference for a period of two years from the last exclusion."

the child to the Fair Access Protocol.

- 9.4 If a place has not been offered to an applicant for reasons other than those contained in the footnote to 9.1 or in 9.3, the applicant will be added to the waiting list for that year group and if a place becomes vacant it will be allocated according to the criteria outlined in 6.2 above.

## **10. Our Admissions Process for In Year School Application**

Please visit the website to view admission information for In Year School Application.

- 10.1 Read the School Admissions webpage for all information about the School.
- 10.2 Complete an application via the School website.
- 10.3 Applicants will receive a letter within 15 teaching days, to notify them of the outcome of the application.
- 10.4 Contact the Admissions Officer on 01223 276484, or [admissions@gg.tela.org.uk](mailto:admissions@gg.tela.org.uk) upon receipt of an offer letter from the School.
- 10.5 Complete the Girton Glebe Admission Form and other relevant forms which will be sent out.  
Please note it is not possible to obtain a copy of the Girton Glebe Admission Form from the website.
- 10.6 Attend the necessary admission meeting at the School following receipt of the offer.  
New admissions will be contacted with details about the arrangements for this meeting.

## **11. Admission of children outside their normal age range**

- 11.1. Parents may seek a place for their child outside of their normal age group for example where their child is gifted and talented or where their child has had problems with education due to ill health.
- 11.2. Parents should submit a written application for admission outside of a child's normal age group to the Chair of the Local Governing Body, by submitting this to the School office. The Local Governing Body will review the application and will take into account the parent's views, the reasons for the request including any evidence and information submitted about the child's academic, social and emotional development and, where relevant, medical history and views of a medical professional where provided. The Local Governing Body will also take into account the views of the Head of School
- 11.3. If the request would mean the child is admitted to Reception it is recommended that the parent also ensures an application is made through the main admissions process by October 31st so that it can be dealt with as part of the main admissions round. Please note that an agreement for a child to be educated outside of their normal age group is not a guarantee of an offer of a place at the school.
- 11.4. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if their child is offered a place at the School but it is not in their preferred age group.

## **11. Appeals**

Where an applicant is refused admission at the Normal Point of Entry in Reception or for any in year application, a right of appeal to an independent admission appeal panel arises. Details of the right of appeal will be communicated to the parent at the relevant time.