

Admission Policy

May 2025

Bushmead Primary School



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1. AIMS

- The governing body of Bushmead Primary School applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This policy conforms to the regulations that are set out in that Act and also further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice.
- We are an inclusive school that welcomes children from all backgrounds and abilities.
- All applications will be treated on merit and in a sensitive manner.
- The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not.
- The level of ability of a child or any special needs that s/he may have plays no part in the admissions policy of this school.

2. LEGISLATION AND GUIDANCE

- Starting school is an important step for your child, and we realise it can be a difficult time for you as well. Cambridgeshire County Council co-ordinates the admissions to all maintained (state) schools and academies in the county and aims to make the process fair and transparent for all.
- All information is available on the Cambridge Local Authority website at: www.cambridgeshire.gov.uk/admissions
- This website will also contain links to other sites or sources of information which may help. You can also use the website to make your application online which is a quick and easy way of applying for a school place
- It is essential that you make your application by **14 January 2026**

3. DEFINITIONS

- As our school is a community school, the school determines the admission arrangements in agreement with the Local Authority (LA). The LA is therefore the 'Admissions Authority' for our school. The regulations for entry to each school, where the Admissions Authority is the LA, are published each year by the LA. Parents can receive a copy of these regulations directly from the LA.
- The home address is defined as the address of the adult with parental responsibility with whom the child normally lives, and which applies at the time of application. Future addresses will be accepted only if the move is intended to take place within 6 teaching weeks of the application and upon confirmation of tenancy or exchange of contracts. For further details, please see the full definition in the LA admissions booklet for parents.
- A sibling is defined as another child of compulsory school age living in the same family home.

4. ROLES AND RESPONSIBILITIES

4.1 The Local Authority

- The LA publishes a composite admissions prospectus each year, which gives information about how parents can apply for a place in the school of their choice. Application forms can be obtained from the Education Department of the LA and should be completed by the date stipulated on the forms.

4.2 The Governing Body

- Will work with the head teacher and Admission officer.
- The Governing Body will review this policy in line with the Policy review schedule at the FGB / FPP / C&S committee meetings.

4.3 The Headteacher

The head teacher is **Mr Steve Down**

He will:

- Work with staff, parents and governors to determine the strategic development of the policy and provision in the school.

5. HOW TO APPLY FOR A PLACE IN THIS SCHOOL

5.1 Online Applications

- All applications must be completed and returned to the Admissions Team by the national closing date of **14 January 2026**.
- **It is vital that you apply on time.** Applications received after this date will be treated as late and will not be offered a place until the second round of allocations, when many of the more popular schools may be full, and you are much less likely to be offered a place at your preferred school.
- You can make your application for a primary school place via the LA website; www.cambridgeshire.gov.uk/admissions from **1 September 2025 to 14 January 2026**.

5.2 Paper Applications

- If you prefer not to make your application online, you can choose to complete a paper application and this is available by calling 0345 045 1370. Please be aware that you will not be able to receive your offer by email and you will have to wait until your offer is received in the post. Should the Admissions Team need to get in contact with you, this will be done by post. This may have an impact on the speed your application is processed.
- All paper applications must be returned to the Admissions Team by **14 January 2026**.
- If you have already made an online application for your child, you **must not** submit a paper form as well. If we do receive both a paper and an online application, the application with the most recent date (i.e. the latest) will be the application accepted.

6. HOW PLACES ARE OFFERED

- For admission into Year R (Reception) in each September, the LA, on behalf of the Governing Body, will offer places to 60 children. This is the Published Admission Number (PAN) for that year group. In the event that more than 60 applications are received, the oversubscription criteria will be applied to determine priority for places. Both preferences are treated equally, regardless of whether they are first or second preferences.

6.1 Oversubscription criteria:

- 1 Children who have an Education Health and Care Plan (EHCP) that names the school will be admitted. NB. Those children with an EHCP that does not name the school will be referred to the Statutory Assessment Team (SAT) to determine an appropriate place.
- 2 Children in Care, also known as Looked After Children (LAC), and children who were previously Looked After but ceased to be so by reason of adoption, a residence order (now known as a child arrangement order) or special guardianship order.

- 3 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
- 4 Children living in the catchment area with a sibling at the school (or partner infant/junior school) at the time of admission;
- 5 Children living in the catchment area;
- 6 Children living outside the catchment area who have a sibling at the school (or partner infant/junior school) at the time of admission;
- 7 Children of members of staff, providing that they have been employed for a minimum of two years and/or are recruited to fill a vacant post for which there is a demonstrable skills shortage.
- 8 Children who live outside the catchment area, but nearest the school as measured by a straight line.

In cases of equal merit in each set of criteria, priority will go to children living nearest the school as measured by a straight line.

6.2 What if my child does not get a place at Bushmead Primary school?

- If a place cannot be offered at any of your preferred schools and you are a Cambridgeshire resident, you will be allocated a place at either your catchment school, if there are places remaining, or the nearest designated school to your home address with a place available.
- Your child's name will be placed on the waiting list for every school where they are refused a place.

6.3 What is a Waiting list?

Children are placed on the list according to the schools over-subscription criteria rather than by the date the application was made. Your child will remain on a waiting list until 31 December 2025, unless one of the following occurs:

- You are offered a place by an independent appeal panel;
- A place becomes available;
- You are offered a place at a school you have ranked as a higher preference but were previously refused due to oversubscription; or
- You submit a new application that does not name the school as a preference or ranks it as a lower preference than a school we are able to offer you a place at.

7. APPEALS

7.1 How do I appeal?

- You have a right of appeal if your child is not offered a place at any of your preferred school(s). You will need to complete an appeal form which is available from the Appeals Officer directly. This can be requested by email or by phone. Further information is available via our website at: <https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-&-learning/apply-for-a-school-place/admission-appeals/>
- If you wish to request an appeal for a school which is located in another county, you will need to make your appeal request to the relevant Local Authority. Most appeals will be heard throughout June and early July. However, if you receive your offer on the 13th April 2026, and wish to request an appeal, this must be submitted to the Admissions Team by **8th May 2026**, to guarantee your appeal is heard by 10th July 2026.
- If your application was considered in the second round of allocations, it is important that you submit your appeal request form as quickly as possible. Although we cannot guarantee that your appeal

will be heard before the end of the summer term, we will ensure that it is heard within the statutory deadline. Please refer to the published appeals timescale on our appeals web pages for more information.

8. MONITORING ARRANGEMENTS

This policy and information report will be reviewed by staff and the governing body annually. It will also be updated if any changes to the information are made during the year.

It will be approved by the governing board.

Version:	9	
Written by:	Steve Down	Date: 22 nd May 2025
Last reviewed by governors:	Summer 2 2025	
Next review due by:	Summer 2 2026	