



# **Admissions Policy**

**Adopted by Governing Body: 14<sup>th</sup> July 2021  
Reviewed on 29<sup>th</sup> April 2024**

## **Ely St John's School**

### **ADMISSIONS POLICY**

**Ely St John's School is a Maintained Community Primary school fully funded by Cambridgeshire County Council and adheres to the guidelines of the Admissions Policy of the Local Authority.**

**Our admissions and appeals process is managed by Cambridgeshire County Council.**

Children enter Ely St John's School during the school year in which they become five. (See Appendix A for Oversubscription Criteria). By law, provided you have made an application, you will be offered a place for your child for Reception Year from the September following their 4<sup>th</sup> birthday.

The **online application process** opens in the Autumn Term and closes mid January.

On receipt of the offer of a school place you can choose to take up this place immediately, take up this place on a part-time basis until the beginning of the term after their 5<sup>th</sup> birthday, or defer your child's admission to the school until the beginning of the term after their 5<sup>th</sup> birthday, when they must legally start school.

Please note that should your child be born after 1<sup>st</sup> April, and you decide to defer your child's admission to the school until the following September, your child will be admitted to the school according to their date of birth. This means that they would be admitted into Year 1, not Reception.

We advise all parents to discuss the admission of their child with the school at which they have been allocated a place following receipt of the offer letter.

#### **Catchment Area**

Our catchment area is the triangle bounded by the south side of West Fen Road to its junction with Downham Road; the south-west side of Downham Road from its junction with West Fen Road to its junction with St Mary's Street; the north side of St Mary's Street from its junction with Downham Road to its junction with Cambridge Road; the west side of Cambridge Road; and the by-pass. (See Appendix B)

This excludes the north side of West Fen Road, the south side of St Mary's Street and its north side from its junction with Downham Road to its junction with Lynn Road, and the east side of Cambridge Road.

## Aims

We aim to enable every child to adjust to school life easily and happily by:

- making the school environment welcoming and enjoyable.
- providing happy experiences through a caring induction programme.
- welcoming parents into the school before their child begins.
- continuing to support and inform parents during their child's early weeks in school.
- ensuring that children and parents have a thorough knowledge of the school and its routine before admission
- making every effort to learn all we can about the children before they arrive and in their early weeks in school.
- establishing and maintaining links with nurseries and playgroups.
- establishing the school as an integral part of the local community.

## Admissions to Foundation Classes

Our induction programme starts with a Parents' Information Evening in the Summer term. This is followed by an afternoon visit of both child and parent/carer to a play session and walk around the school. During this time Foundation staff will be making visits to local playgroups and nurseries to see the children in their pre-school setting and have discussions with staff.

During July the children will attend one morning or afternoon session when they will be in their classes with their teachers and other Foundation staff. Parents are encouraged to leave their children for this session.

The induction period covers the first three weeks of the Autumn term and usually follows this pattern:-

Week 1      Foundation staff make home visits to all children

Weeks 2 & 3 Part-time attendance in the mornings, including lunch on three days

Week 4      All pupils in full-time

Parent consultations will be held in October to discuss the children's settling in.

We have a flexible approach to full-time schooling. If a child needs part-time attendance for longer than expected, we are very happy to accommodate them following discussion between parents and teachers.

## In Year Applications

We are very used to welcoming pupils into the school right through the year and across the age range, from Foundation through to Year 6.

It is desirable for everyone that pupils join us at the beginning of term or at half-term starts, but with house purchase being a precarious business, we know that sometimes pupils will need to join us at any point through a term.

We encourage new parents to visit the school, either before or after a place has been allocated. Families get the opportunity to look right round the school and raise any particular issues concerning their children's education. Pupils will be introduced to their class teacher, shown where cloakrooms and toilets are located and the normal entrance and exit to the playground. We also allocate new pupils special friends who will look after them through the first few days in the school until they have 'found their feet'.

Please refer to the Cambridgeshire County Council School Admissions [website](https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-&-learning/apply-for-a-school-place/) for detailed information on the transfer process including an application form.

<https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-&-learning/apply-for-a-school-place/>

## Maintaining Links

Parents are encouraged to make contact with the Support Staff Member in the entrance hall at the beginning of the day if they have any concerns. If anything needs further discussion, the Teacher will arrange an appointment as soon as possible.

The Headteacher is always pleased to see parents. If she is not available immediately, an appointment can always be arranged.

Regular consultation evenings and open days are arranged so that parents know what their children are doing. A report is sent to parents at the end of the school year.

Parents are very welcome to offer support in the classroom and their contributions are much appreciated. Any offers of support should be discussed in advance with the class teacher.

We invite parents, other relatives and family friends to join us for special assemblies and entertainments.

If parents need to communicate with the class teacher to raise a concern, then we have the following systems in place for everyone's convenience:

- Cloakroom message book for 'pick-up' arrangements
- Whole school – green 'home-school' book
- Support Staff member in the entrance hall daily

## ELY ST JOHN'S SCHOOL

### ADMISSIONS INFORMATION

#### **Oversubscription Criteria**

The criteria are listed in order.

- Children who have a Statement of Special Educational Need (SEN) or Education Health Care Plan (EHCP) which names the school. Those children with a statement of SEN / EHCP that does not name the school will be referred to the Statutory Assessment Team (SAT) to determine an appropriate place.
- Children in Care (CIC), and children who were previously in care (CIC) but ceased to be so by reason of adoption, a residence order (now known as a child arrangement order) or Special Guardianship Order;
- Children who appear to have been in state care outside of England and ceases to be in state care as a result of being adopted;
- Children living in the catchment area with a sibling at the school at the time of admission.
- Children living in the catchment area.
- Children living outside the catchment area with a sibling at school at the time of admission.
- Children of members of staff, providing 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;
- Children who live outside the catchment area, but nearest the school as measured by a straight line.

These criteria have been taken from 'The First Steps' booklet provided by the LA.

*In cases of equal merit in each set of criteria, the priority will go to children living nearest the school as measured by a straight line. The distance, for admissions purposes, is measured using a straight line from the centre point of the home to the centre point of the school as determined by the National Property and Land Gazetteer (NPLG). These distances are produced by the LA (Local Authority) Admissions Team for the school. For families living outside the catchment area covered by the Cambs mapping system, distances are determined using a combination of local maps and on-line resources.*

Where parents/carers are unsuccessful in securing a place at our school, please click [HERE](#) for information and guidance for the Appeals process.

#### **Admission Contacts**

*Cambridgeshire County Council - Admissions Department or phone 0345 0451370.*