



ALDERMAN JACOBS SCHOOL (ACADEMY TRUST)

ADMISSIONS POLICY

Alderman Jacobs School serves the catchment area of Whittlesey, Kings Dyke as far west as Horsey Toll, Pondersbridge as far south and including Oilmills Road, Whittlesey town and the area of the parish as far east as including 311 Eastrea Road and Lattersley Hill Farm but also welcomes applicants from a wider area if spaces are available.

The Governing Body of Alderman Jacobs School is the admission authority for the school. This means that the Governing Body sets and applies the admissions policy for the school. The Governing Body have appointed the Local Authority to provide an admissions and appeals service for the school.

How places are offered

The application process for admissions into the initial year of entry is co-ordinated by Cambridgeshire Local Authority (LA), which acts on behalf of the governing body to offer places at the school. Parents should apply online at www.cambridgeshire.gov.uk/admissions or submit a Cambridgeshire Application Form, available from the school or from the LA Admissions Team, no later than the national closing date. Offer letters will be issued by the LA on the published offer date. Late applications will be handled by the Admissions Team.¹

To apply for a place after the start of the school year, or for any other year group, please contact the LA Admissions Team for an application form by phoning 0345 045 1370 or by email to admissions@cambridgeshire.gov.uk, or by contacting the school:

School Office Contract: 01733 202403 or office@aldermanjacobs.cambs.sch.uk

The application form must be returned to the LA Admissions Team who will then contact your preferred schools to determine the availability of a school place. The LA Admissions Team will then write to you to confirm the details of the school at which a place is to be offered and, where appropriate, a suitable start date.

Where the Admissions Team is unable to meet any preferences expressed a place will be offered at the next nearest alternative school with places available.

Parents wishing to visit the school prior to submitting an application are welcome to do so, though it may not always be possible to organise this at short notice. Please note that visits are not interviews and do not affect any decision regarding the availability of a place. Please contact the school to make arrangements.

All parents are advised to read the LA booklet for parents on primary admissions before submitting an application.

The maximum number for the September Reception Intake is 90 pupils.

Admissions Criteria

Children who have a statement of special educational needs, or education, health and care plan that names the school. (Those children with a statement of special educational needs that does not name the school will be referred to Student Assessment to determine an appropriate place)

Where applications exceed the PAN, places will be allocated in order to:

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 residence, or care arrangements order or special guardianship order
2. Children with a serious or life-threatening medical condition; or children where there are sensitive and/or serious individual and/or family circumstances; which in any such case makes attendance at this school essential (See Note 1)
3. Children of staff employed by the Academy Trust of Alderman Jacobs School, subject to the conditions in note 2
4. Children who reside in the Whittlesey catchment area and who have a sibling attending the school at time of admission
5. Children who reside in the Whittlesey catchment area but do not have a sibling attending the school at the time of admission.
6. Children who reside outside the Whittlesey catchment area with a sibling already attending Alderman Jacobs School
7. Children who reside outside the Whittlesey catchment area but do not have a sibling attending the school at the time of admission

In cases of equal merit, priority will go to the child closest to the school as measured by a straight line.

A sibling is defined as a brother and/or sister and any child living in the family unit. i.e. half- brother/sister and/or step-brother/sister.

For Years R to 6, the PAN is 90. If a place becomes available it will be offered to the child at the top of the reserve list for the year group or, if no reserve list exists, the place will be offered to the first child for whom an application is received.

The address used for the purpose of admission is the home address at the time of application. Applications based on future addresses can only be considered up to six teaching weeks before the child is expected to take up the place and upon confirmation of tenancy or exchange of contracts'.

Reserve Lists

When an application is refused, the child's details are automatically placed on a reserve list for the year group, ranked according to the oversubscription criteria.

As part of the co-ordinated scheme for primary admission, the LA Admissions Team hold the initial reserve list on behalf of the Governing Body until the end of the autumn term in the initial year of intake.

Where an in-year application is received, the child's details will be held on a reserve list by the LA Admissions Team on behalf of the Governing Body for a minimum period of one term following the term of application.

Parents will be contacted immediately if a place becomes available for their child, but should be aware that their child's place on the reserve list may change if an application is subsequently received that meets a higher criterion than their own.

Notes

1. If an application is made on medical or other grounds as specified in criterion 2 of the admissions policy:
 - If, at the time of application, a child has a serious or life-threatening medical condition which the parent considers makes attendance at this school essential, this must be stated on the application form and will only be considered if substantive medical evidence is attached. Please note: a letter from a GP will not normally be deemed as sufficient medical evidence. The Directors reserve the right to consult with their own or Local Authority medical advisors.
 - If there are sensitive and/or serious individual and/or family circumstances which the parent considers makes attendance at this school essential, these must be stated on the application form.

Substantive evidence will need to be provided at the time of application, such as a report from a support service.

2. There are two possible conditions.

- The member of staff must have been employed on a continuous basis at the school for two or more years. For normal round admissions the date that will be used to assess the length of time that a member of staff has been employed will be the closing date for applications.
- A member of staff is recruited to fill a vacant post for which, in the opinion of the Directors, there is a demonstrable skill shortage. Applicants who wish to apply for a place under this criterion must complete a Supplementary Information Form relating to this criterion, obtainable from the Admissions Officer.

Admission Appeals

If your child is refused a place at Alderman Jacobs Primary School you have a statutory right to appeal against that decision. All appeals are managed by the Local Authority admissions and appeals service. The contact for appeals is:

Samantha Bennett
 Education Admission Appeals Officer
 Telephone number: (01223) 699794;
 Email: admission.appeals@cambridgeshire.gov.uk

Statutory/Non-Statutory							
Created/Updated/ Reviewed		Ratified		Review Frequency	Next Review Date	Signed by	
By	Date	By	Date			Head	Chair
Cathy Carlisle	November 2017	Full Governing Body	13 Dec 2017	2 Years	Autumn Term 2019	<i>Cathy Carlisle</i>	<i>W Allend</i>