Teversham Church of England Primary School

Admission Policy

for applications made in 2027-2028 for admissions in 2028-2029

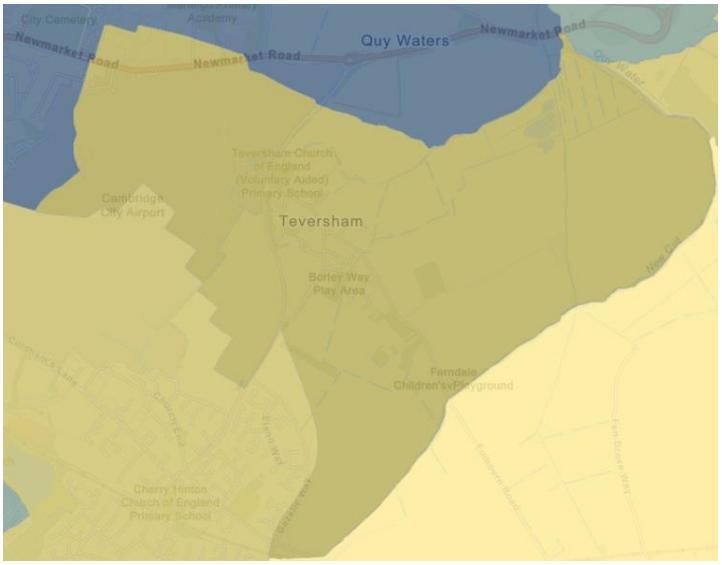
STATUTORY

DATE ADOPTED: 29th September 2026
REVIEW DATE: September 2027

Admission Policy

Admission Arrangements for applications made in 2027 - 2028

The school accepts children primarily from the catchment area as defined by the Governing Body as the ecclesiastical parish of Teversham [i]. This is indicated below and shown more fully at https://arcg.is/0afSPq



Applications however are welcome to this Church of England (Voluntary Aided) School from all children, regardless of religious affiliation or residential location. The Local Authority (LA), will not provide home to school transport as nowhere within the ecclesiastical parish is greater than 2 miles from the school.

The Governing Body of a Voluntary Aided Primary School is the admission authority for the School. This means that it is the Governing Body that sets and applies the admissions policy for the School. The Governing Body welcomes applications from outside the catchment area and has in the past been able to offer such applicants places.

How to Apply

The application process for reception admissions in 2028/9 is coordinated by Cambridgeshire Local Authority (LA), which acts on behalf of the Governing Body to offer places at the school. Parents should submit an application form, available from www.cambridgeshire.org.uk the school office or from the LA Admissions Team, by the national closing date on 15th January 2028**.** Offer letters will be issued by the LA on the published offer date. Late applications (those submitted after the national closing date) will be handled by the Admissions Team. Details of the deadline date and offer date can be found by contacting either the school or the LA Admissions Team.

To apply for a place after the start of the school year, or for any other year group, please contact the LA Admissions Team, or school, for an application form.

School Office contact: 01223 293357. Email office@teversham.cambs.sch.uk
LA Admissions Team contact: 03450 451370 or e-mail admissions@cambridgeshire.gov.uk.

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.

All parents are advised to read the LA booklet (available online or hard copy) for parents on admissions https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-learning/apply-for-a-school-place/primary-reception-junior-or-middle-school

How Places Are Offered.

For admission into the Reception class in September 2028, the LA, on behalf of the Governing Body, will offer places to 30 children. This is the Published Admission Number (PAN) for the year group. In the event that more than 30 applications are received, the over subscription criteria will be applied to determine priority for places. All preferences are treated equally, regardless of whether they are first, second or third preferences. Attendance at Teversham pre-school does not entitle a child to a place in reception and a separate application must be made for a reception place.

There are certain situations in which it may be appropriate for a child to be admitted outside of their normal age group. Please contact the school before making an application if you would like to explore this possibility.

Visiting the School

We warmly welcome visits to the school to see what makes us special. Parents and carers wishing to visit the school prior to submitting an application are most welcome to do so; visits are not interviews and do not affect any decision regarding the availability of a place. Please contact the school to make arrangements for a visit to the school.

Oversubscription Criteria

Children who have an Education and Health Care Plan that names the school will be admitted. Those children with an Educational Health and Care Plan 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 [ii] (LAC), and children who were looked after but ceased to be so by reason of: adoption, a residence order or special guardianship order (now known as a child arrangement order); 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.
2. Children who live [iii] in the catchment area with a sibling [iv] at the school at the time of admission;
3. Children who live [iii] in the catchment area whose parents worship regularly [v] at a Christian church;
4. Children who live [iii] in the catchment area;
5. Children outside [iii] the catchment area with a sibling [iv] at the school at the time of admission;
6. Children living [iii] outside the catchment area whose parents worship regularly [v] at a Christian church;
7. Children who live [iii] nearest the school according to the shortest straight line distance [vi].

In cases of equal merit, priority will go first to children living nearest the school according to the shortest straight line distance [vi].

In Reception, Year 1, Year 2, Year 3, Year 4, Year 5 and Year 6 the PAN is 30. 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 from whom an application is received.

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 a reserve list may change if an application is subsequently received that meets a higher criterion than their own.

Appeals

The parents of any child who is refused a place at the School has a right of appeal to an independent Appeals Panel. The panel consists of three people who are independent of the school's Governing Body and the Local Authority. The panel will consider the circumstances of the case put before them and the Governing Body and parents must abide by the decision it makes.

Appeals for the School are currently arranged by the LA Admissions Team on behalf of the Governing Body. Further information and appeal forms are available from the Admissions Team.

Please note that where a child is refused a place in an infant class because of the requirement to limit class size to 30 children, parents have the right to have this decision reviewed. This process is a form of appeal, but the circumstances in which the panel can find in the parent's favour are limited by law. For further information, please contact the school office or the LA Admissions Team.

Please note that unless specified in this policy, definitions of specific terms are those determined by the Local Authority. Please refer to the Admissions Team for further details.

This policy is reviewed annually.

[i] For details of the ecclesiastical parish please contact the school.

[ii] A looked after child is a child who is: (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22 (1) of the Children Act 1989).

[iii] A child's home address is considered to be a child's permanent or main residence at the time school places are allocated. This should also be the address where the child will be residing when they start school. Where a child's time is divided between more than one address, their "main residence" will be taken from where they spend the majority of their school nights (Sunday to Thursday), and to where the child is registered with the GP. An address used for before and after-school childcare arrangements will not be considered. Places cannot be allocated on the basis of intended future changes of address, unless the move has been confirmed and the relevant proof can be provided; a letter from your solicitor confirming exchange of contracts and completion date, or a copy of a rental agreement for at least 12 months signed by both the tenant and the landlord. If the move is a return to a property currently tenanted a copy of the notice to quit will be required. Parents must inform the Admissions Team of any change of address between the time of application and when the child is due to start at the new school. Failure to do this may result in the offer of a place being withdrawn.

[iv] Siblings are defined as being: Children, usually brothers or sisters, aged between 4 and 16, who live together in the same family unit. Children attending the pre-school are not included.

[v] Regular worshipping members means at least once per month average attendance, for which confirmation may be sought from their minister or priest.

[vi] Distance within Cambridgeshire is calculated by measuring a straight line from the reference point of the home, as determined by OS AddressBase Premium™, to the reference point of the school. For families who live outside of Cambridgeshire, straight line distances are determined using a combination of local maps and on-line resources. In the event of (a) two or more children living at the same address point (e.g., children resident in a block of flats) or (b) two addresses measuring the same distance from the school, the ultimate tiebreaker will be random selection, witnessed by a Council officer, independent of the Admissions Team.

Adopted: 29th September 2026 Date of next review: September 2027

After approval by the Governing Body this policy will be electronically signed by Tim Barrow, Chair of Governors