



LEVERINGTON PRIMARY ACADEMY ADMISSIONS POLICY

The Governing Body of Leverington Primary Academy is the admission authority for the Academy. The Governing Body manages the Academy and is responsible for issues such as setting and applying the admissions policy, including the arrangement of appeals.

Catchment area:

Leverington Primary Academy primarily serves a catchment area comprising of Leverington village and the surrounding area bounded by a line following but excluding Little Dowgate from Dowgate Road to Sutton Road, north along but excluding Sutton Road to Parson Drove Lane, east to the River Nene, north to the south side of Ferry Lane, west along, but excluding Ferry Lane, west to exclude Little Ramper, south along and to include Roman Bank to it's junction with Fitton End, west to exclude Fitton End Road, south to exclude Park Lane, south to include May's Lane, west to include Leverington Common as far as Barretts Bridge, south east to exclude Panswell Lane but to include Gadds Lane, north east to Dowgate Road at the junction with Little Dowgate.

We also welcome applicants from a wider area if spaces are available.

How places are offered:

The Governing Body of Leverington Primary Academy subscribes to the Admissions Service of the Cambridgeshire Local Authority and therefore delegates the admissions process to them. 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 Academy.

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 in January. Offer letters will be issued by the LA on the published offer date.

Late applications will be handled by the 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 for an application form by phoning 01223 699662 or by email to admissions@cambridgeshire.gov.uk , or by contacting the Academy Office on 01945 584915 or by email office@leverington.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 30 pupils.

Admissions Criteria for Reception Class

Children who have a statement of special educational needs 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 resident order or special guardianship order.
2. Children living in the catchment area with a sibling at the school at the time of admission.
3. Children living in the catchment area.
4. Children living outside the catchment area who have a sibling at the school at the time of admission.
5. Children living outside the catchment area who have been unable to gain a place at their catchment area school because of oversubscription.
6. Children who live outside the catchment area, but nearest the school as measured by a straight line.

In cases of equal merit, priority will go to the child closest to the school by the shortest straight line distance measuring from the centre of the child's home to the centre point of the school as determined by the National Land and Property Gazetteer (NLPG);

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 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 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.

Admission Appeals

If your child is refused a place at Leverington Primary Academy, you have a statutory right to appeal against that decision. The Governing Body of Leverington Primary Academy subscribe to the Appeals Service of the Local Authority to fully co-ordinate any appeals.

All appeals should be addressed to the Local Authority Admission Service. Information can be found on the Cambridgeshire website: <mailto:admissions@cambridgeshire.gov.uk> or contact 01223 699794.

Infant Class Size Reviews

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 an Infant Class Size Appeal. This process is an appeal, but the circumstances in which the panel can find in the parent's favour are limited bylaw. For further information, please contact the Academy office or the LA Admissions Team as above.

Academy website: www.leveringtonprimary.wisbech.net provides a copy of the Academy Funding Agreement Annex B: 'Requirements for the admissions of pupils'.