Great and Little Shelford C E (A) Primary School,
Church Street, Great Shelford, Cambridge, CB22 5EL
Tel: 01223 843107
Fax: 01223 841441
office@shelford.cambs.sch.uk
www.shelfordschool.org.uk

We live and work in harmony with love for one another so we can achieve our potential within a community of life-long learners

Headteacher: Mr. Chris Grey PGCE, MEd

Great and Little Shelford CE (A) Primary School

Procedure for managing admissions to the school in September 2028

This school welcomes all pupils equally. The only criteria used to select pupils are those outlined below under "Priorities for Admission".

Admissions to the Reception Class

- *Names of children seeking admission to the Reception class in the September of the academic year in which they will be 5 are taken at any time. The person placing the child's name on the enquiry list will be informed that this does not constitute an application, and does not, therefore, guarantee a place.*
- *The parent(s)/carers are welcome to look around the school and meet with the Headteacher at any mutually convenient time.*
- *In mid November of the year prior to the proposed admission year, the school will write to all those who have placed a child's name on the enquiry list. The parents of the prospective applicants are invited to visit the school for a tour and to collect the Local Authority (LA) Primary Admissions Booklet "First Steps" (including the common application form). This form must be returned to the school or the Local Authority by the national closing date, **(15th January 2028)**. Alternatively, applications may be made online via the County Council website (www.cambridgeshire.gov.uk/admissions). Notices issued by the LA inviting applications to schools will be displayed in the local press and sent to pre-school providers at this time.*
- *Applications based on the religious character of the school cannot be considered unless a supplementary information form (SIF) has been completed; this is available from the school, or the county council website. This SIF should be returned to the **school** by the application deadline.*
- *On the National Primary Admissions Offer Date in **mid-April 2028**, or next working day, letters offering places will be sent by post to those for whom this applies. Where the number of applicants has exceeded 30, a letter will also be sent to those not offered a place explaining the reason and giving details of how to appeal against that decision.*
- *The names of those children for whom a place is not available will be placed on a reserve list until 31st December in the initial year of intake. Parents need to be aware that their child's place on a reserve list may change if an application is subsequently received for a child who meets a higher criterion than their own.*
- *Letters of acceptance/refusal should be received by the school 2 weeks after the place was offered.*
- *Parents/carers will receive information about the pre-school induction programme and an invitation to the New Parents Evening both of which take place in the second half of the summer term.*
- *All Staff and Governors attend the New Parents Evening when possible. Representatives from the Health Service and School Meals Service are also invited. At this meeting parents/carers receive a school information pack.*
- *Children are invited to spend several induction sessions in school before the end of the summer term.*
- *The place for your child will be offered to you from the September following their 4th birthday. On receipt of this offer 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 5th birthday, or defer your child's admission to the school until the beginning of the term after their 5th birthday, when they must legally start school. Children will normally attend school on a phased induction in September, building up to full-time at a pace recommended for the child, agreed by the parent or carer. Part-time attendance may be appropriate for some children for the first half term, after which we prefer all children to attend full time. Please note that should 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. The only exception to this is the deferral of a place through the process of an Education, Health & Care Plan (EHCP), where admission to Reception could be considered.

Priorities for admission

The published admission number for the school is 30. If the number of children applying for entry exceeds the available 30 places in a year group, we apply the criteria set out below in order to determine whether a child will be offered a place or not. Although it is our wish to allow parents/guardians the right to have a place at the school of their choice this is not always possible. All preferences are treated equally.

Oversubscription Criteria:

Children who have an Education, Health and Care Plan (EHCP) that names the school will be admitted. N.B. Those children with an EHCP that does not name the school will be referred to Student Assessment to determine an appropriate place.

In the event of oversubscription, places will be offered in the following order of priority:

1. ***Children in Care**, previously known as Looked After Children (LAC)[1], and children who were previously Children in Care but ceased to be so by reason of adoption, a residence order (now known as a child arrangement order) or a special guardianship order.*
2. ***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]*
3. ***Children living in the Great and Little Shelford CE (A) Primary School Catchment[3]** using the following criteria in order:*
    a. ***Children with a sibling[4]** at the school at the time of admission.*
    b. ***Children whose families attend public worship at St Mary's Church, Great Shelford or All Saints Church, Little Shelford regularly** (e.g. monthly or more frequently) and have done so for a period of one year[5] before the National Closing Date for applications.*



Great and Little Shelford C E (A) Primary School,
Church Street, Great Shelford, Cambridge, CB22 5EL
Tel: 01223 843107
Fax: 01223 841441
office@shelford.cambs.sch.uk
www.shelfordschool.org.uk

c. ***Children whose families attend public worship at any other Christian church[6] regularly*** *(e.g. monthly or more frequently) and have done so for a period of one year[5] before the National Closing Date for applications.*

d. *Children living closest to the school according to the shortest straight line distance[7].*

4. ***Children living outside of the Great and Little Shelford CE (A) Primary School Catchment[3]*** *using the same criteria and order as in 3) above.*

Under criteria 3 and 4 above, applications made under sub-sections b) and c) must be supported by the completion of the school's Supplementary Information Form.

Notes

[1] A Child in Care is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions.

[2] A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

[3] See Primary Catchments under Schools and Learning in My Maps at: https://my.cambridgeshire.gov.uk/

[4] The school adopts the LA definition, which defines siblings as children, usually brothers or sisters, aged between 4 and 16, who live together in the same family unit.

[5] In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

[6] 'Christian church' means a church which is designated as such, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a member of Churches Together in England, or affiliated to the Evangelical Alliance, or a Partner Church of Affinity.

[7] The distance, for admissions purposes, is measured using the straight line distance from the reference point of the home to the reference point of the school both as determined by the Ordnance Survey (OS) Address Base Premium ™. These distances are produced by the LA Admissions team for the school. For families who live outside the area covered by the Cambridgeshire mapping system, 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.



Great and Little Shelford C E (A) Primary School,
Church Street, Great Shelford, Cambridge, CB22 5EL

Tel: 01223 843107
Fax: 01223 841441
office@shelford.cambs.sch.uk
www.shelfordschool.org.uk

We live and work in harmony with love for one another so we can achieve our potential within a community of life-long learners

Headteacher: Mr. Chris Grey PGCE, MEd

Under criteria 2 and 3 above, applications made under sub-sections b) and c) must be supported by the completion of the school's Supplementary Information Form. This SIF should be submitted to the school by the application deadline. In case of equal merit, priority will go to children living nearest to the school according to the shortest straight line distance. Please refer to the First Steps Booklet Glossary of Terms on pages 18 - 19 for further information.

Admissions to other classes

Parents or carers seeking admission to the school for their child/ren after the start of the school year, or for any other year group, will be invited to visit the school to gain information and share questions. Parents or carers will also be referred to the school website for additional information.

The governing board instructs the Local Authority to co-ordinate all applications for admission. Therefore to apply for a place after the start of the school year, or for any other year group, parents/carers should contact the Local Authority Admissions Team for an application form by contacting them on 0345 045 1370 or by email to admissions@cambridgeshire.gov.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.

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 need to be aware that their child's place on a reserve list may change if an application is subsequently received for a child who meets a higher criterion than their own.

When a place is allocated to a child details on the induction or transition for the pupil will be agreed by the school and parents or carers.

Privacy

The school's privacy notice can be found at:
https://www.shelfordschool.org.uk/website/data_protection_and_privacy/392346

