



OFFORD
PRIMARY
SCHOOL

ADMISSIONS PROCEDURE

ACADEMIC YEAR 2025-2026

Written by:	Senior Leadership Team / Local Governing Body
Approved by:	Governing Body
Review Cycle:	Annually
Last review:	June 2024
Next review:	June 2025



1) PROCEDURE AND NUMBERS

Pupils will be admitted without reference to ability or aptitude. The published admission number (PAN) for Reception, Year 1,2,3,4,5 & 6 will be 17 for the year commencing 1st September 2025.

2) ADMISSIONS CRITERIA TO BE APPLIED IF PLACES ARE OVER-SUBSCRIBED

Where numbers of applications for any year group exceed the number of published year group places, after the admission of pupils with a statement of SEND naming the school, applications will be considered in the following order of priority:

1. 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.
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.
3. Children living in the catchment area who have a sibling at the school at the time of admission. Parents may contact the Local Authority (LA) if they are uncertain whether or not they reside in the catchment area. The home address is defined as the address of the adult with parental responsibility with whom the child normally lives and which applies at the time of application. Applications based on future addresses can only be considered up to 6 teaching weeks before the child is expected to take up the place.
4. Other children living in the catchment area.
5. Children who live outside the catchment area who have a sibling at the school at the time of admission.
6. Children living outside the catchment area who have applied and been unable to gain a place at their Cambridgeshire catchment school because of oversubscription.
7. Children who live outside the catchment area.

If more applications are received than there are places under any of the over-subscription criteria then the places will be offered in order of distance from the home address to the relevant point, distance being measured in a straight line from the front door of the pupil's accommodation to the relevant point. The application process for admissions 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 LA deadline at the end of January.

Offer letters will be issued by the LA on the National Offer Date (or first working day after). Late applications (those submitted between the January deadline and the end of the coordination period) will be handled by the Admissions team.

For further information and specific dates, please refer to the full scheme for primary Contact: Admissions Team 0345 045 1370 or admissions@cambridgeshire.gov.uk. All parents are advised to read the 'First Steps' Local Authority booklet for parents on primary admissions, www.cambridgeshire.gov.uk/asset-library/First-Steps-2025-26.pdf



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. Visits are not interviews and do not affect any decision regarding the availability of a place. Please refer to the school website for dates of tours or contact the school office.

3) HOW TO APPLY FOR PLACES IN YEARS 1, 2, 3, 4, 5 & 6

For applications for places in years 1, 2, 3, 4, 5 & 6 at any time of the year, a Local Authority 'in-year' application form must be completed and returned to the Local Authority Admissions team. See website www.cambridgeshire.gov.uk/admissions. In the event of over-subscription the criteria set out above in Section 2, will be applied and places offered in accordance with those criteria. Parents wishing to visit the school prior to submitting an application are welcome to do so. However, it is not always possible to organise at short notice and visits are usually conducted in small groups. Visits are not interviews and do not affect any decision regarding the availability of a place.

Reception intake: As part of the co-ordinated scheme for primary admissions, the LA Admissions team holds the initial reserve list on behalf of the governing board until the end of the autumn term in the initial year of intake. 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.

Mid-phase applications: Parents whose applications are not immediately successful will be held on the reserve list for that year group by the LA Admissions team, on behalf of the governing body, for a period of one term following the term of application. All mid-phase applications should be co-ordinated with the LA Admissions team. Applications will be ordered on the list according to the over-subscription criteria and when places become available, they will be offered accordingly. Parents should be aware that their place on the reserve list may vary if applications are subsequently received which meet a criterion higher on the list than their own.

Parents wishing to remain on the list should contact the Local Authority.

4) APPEALS

The parent 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 Board and the Local Authority. The panel will consider the circumstances of the case put before them. Both the Governing Board and the parents must abide by the decision it makes. Arrangements will comply with the Schools Admission Appeals Code found on the Cambridgeshire County Council website.

Please go to the link below for further information:

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