



ADMISSIONS PROCEDURE

Adopted by the Governing Body of Steeple
Morden Primary School

This policy is to be reviewed: Annually
The next review date is: July 2024
Review is the responsibility of: Headteacher / Governing Body

REVIEW HISTORY

Review ratified: December 2020
Review ratified: March 2022
Review ratified: November 2022
Review ratified: October 2023

Signed: Mark Arnold
Chair of Governors

Dated: 12/11/2023

Signed: [Signature]
Headteacher

Dated: 12/11/2023

Admissions

We are a Local Authority controlled school and we follow the County admissions criteria as outlined below. Our admissions process is managed by the LA and therefore all applications must be directed to the School's Admissions Team in the first instance, 01223 743800.

Our catchment area comprises Abington Pigotts, Litlington, Odsey and Steeple Morden.

Schools are only able to admit up to their physical capacity and each year group has an admission limit to ensure the school is not overcrowded. In our case the standard intake number is thirty for each year group. Sometimes there are more requests than the number of places available. In this event places are allocated in priority order, as stated in the County admissions criteria briefly outlined below:

Over-Subscription Criteria for admission to Cambridgeshire Community and Voluntary Controlled Primary and Infant Schools in 2023/24

Children who have a Statement of Special Educational Need (SEN) / Education Health and Care Plan (EHCP) that names the school will be admitted. NB. Those children with a statement of SEN / EHCP that does not name the school will be referred to the Statutory Assessment Team (SAT) to determine an appropriate place.

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 have been in state care outside of England and ceases to be in state care as a result of being adopted.
3. Children living in the catchment area with a sibling at the school (or partner infant/junior school) at the time of admission;
4. Children living in the catchment area;
5. Children living outside the catchment area who have a sibling at the school at the time of admission;
6. Children of members of staff, providing that they have been employed for a minimum of two years and/or are recruited to fill a vacant post for which there is a demonstrable skills shortage.
7. Children who live outside the catchment area, but nearest the school as measured by a straight line.

Cambridgeshire County Council, applying for a school place:

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

Cambridgeshire County Council's admissions arrangements

<https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-learning/apply-for-a-school-place/annual-consultation-and-determined-admissions-arrangements/determined-admission-arrangements-2023-24>