

Bury Church of England Voluntary Aided Primary School

Admission Arrangements 2022-2023

Bury Primary School primarily serves the catchment area of the Parish of Bury, but also welcomes applicants from further afield on religious grounds.

The Governing Body of Bury School is the admission authority for the School. The Governing Body sets and applies the admissions policy for the School. All decisions regarding the admission of children into the School are made by a sub-committee of the Governing Body.

How to Apply

The application process for admissions into Year R (initial year of entry) is co-ordinated by Local Authority (LA), which acts on behalf of the Governing Body to offer places at the School. Parents should submit a Cambridgeshire Application Form, available from the catchment school or from the Admissions Team, no later than 15th January 2022. Offer letters will be issued by the LA. Late applications (those submitted between the deadline and the end of the first week of the autumn term) 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 visit <http://www.cambridgeshire.gov.uk> to download an application form. Contact details for the Admissions Team are: Telephone: 0345 045 1370 Email: 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."

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 contact the school to make arrangements.

All parents are advised to read the LA booklet for parents on primary admissions.

How places are offered

For admission into Year R in September 2022, the LA, on behalf of the Governing Body, will offer places to 30 children. This is the Published Admission Number (PAN) for that year group. In the event that more than 30 applications are received, the oversubscription criteria will be applied to determine priority for places. All preferences are treated equally.

Catchment Area

Bury Primary School primarily serves the catchment area of the Parish of Bury, but also welcomes applicants from further afield on religious grounds

Parents applying on religious grounds must complete a supplementary information form – available from the school, confirming – membership of the church, the family's general attendance, length and degree of involvement in the life and work of the church and the parents' commitment to a Christian upbringing of their children. This form must be countersigned by the church leader. In the event that during the period specified for attendance at worship the church (or in relation to those of other faiths, relevant place of worship) 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 in relation to those of other faiths, relevant place of worship) or alternative premises have been available for public worship.

Oversubscription Criteria

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, also known as Looked After Children (LAC), and 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. 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 living in catchment with a sibling at the school at the time of admission;
- 3 Children living in catchment who attend public worship at a Christian Church with members of their family at least monthly for a period of 12 months prior to the application deadline date;
- 4 Children living in catchment;
- 5 Children living outside catchment who attend public worship at Bury Church, with members of their family at least monthly for a period of 12 months prior to the application deadline date;

- 6 Children living outside catchment who normally attend public worship at a Christian Church with members of their family at least monthly for a period of 12 months prior to the application deadline date;
- 7 Children living outside catchment who have siblings attending the school at the time of admission;
- 8 Children living outside catchment, but nearest the school according to the shortest straight line distance.

In cases of equal merit priority will go to children living nearest the school by shortest straight line distance. Please refer to the Glossary of Terms on pages 18 - 19 for further information.

For Year 1 & 2, 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.

For Years 3 to 6, the PAN is 30. The Local Governing Body may admit over the PAN in exceptional circumstances. Such exceptions would only be made in Key Stage 2 and to a maximum of 32 children per class.

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 admissions, the LA Admissions Team hold the initial reserve list on behalf of the Local 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 Local 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 Bury Primary School have a right of appeal to an independent Appeals Panel. The panel consists of three people who are independent of the school's Local Governing Body and the Local Education Authority. The panel will consider the circumstances of the case put before them and the Local Governing Body and parents must abide by the decision it makes.

Appeals are arranged by the Clerk to the Governing Body. Further information and appeals information are available from the school office.

Please note that where a child is refused a place in an infant class because of the requirement to limit class size to 30, parents have the right to have this decision reviewed. This process is very similar to an 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.