



# **Leverington Primary Academy**

**Admissions Policy  
September 2023**

## **LEVERINGTON PRIMARY ACADEMY ADMISSIONS POLICY**

### **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 its 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.

### **Admissions Policy**

The Diamond Learning Partnership Trust is the admission authority for all the schools in the Trust. This means that it is the Governing Body that sets and applies the admissions policy for every school. All Policy decisions regarding the admission of children into the School are made by the Board of Trustees.

### **How to Apply for Admission to Reception (September of next Academic Year)**

The application process for admissions into Reception is coordinated 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/residents/children-andfamilies/schools-&-learning/apply-for-a-school-place/primary-reception-junior-or-middleschool/](http://www.cambridgeshire.gov.uk/residents/children-andfamilies/schools-&-learning/apply-for-a-school-place/primary-reception-junior-or-middleschool/) or submit a Cambridgeshire Application Form, available from their child's primary school or from the LA Admissions Team, no later than the national closing date on 15th January prior to the September start. Offer letters will be issued by the LA on the National Offer Date (16th April of the academic year starting or first working day after). Late applications (those submitted after the national closing date) will be handled by the Admissions Team.

LA Admissions Team contact: 0345 045 1370 [admissions@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.uk)

The maximum number for the September Reception intake is 30 pupils.

### **Oversubscription criteria:**

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. 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. 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 with a sibling at the 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 living outside the catchment area who have been unable to gain a place at their catchment area school because of oversubscription.
7. 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. 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) AddressBase Premium™.

A sibling is defined as a brother and/or sister and any child living in the family unit, for example, half-brother/ sister and/or step-brother/sister.

For Years Reception 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.

### **Appeals**

1. Any parent whose child is not offered a place for which they have expressed a preference has the right to appeal to an independent appeals panel.
2. Parents who intend to make an appeal must request a Notice of Appeal and return the form by the stated date.
3. Please see the Local Authority Appeals process for further information.

## **Reserve lists**

1. If the Academy is over-subscribed, a waiting list will be established.
2. Pupils will automatically be put on the waiting list where they have not been made an offer of a place and where the Academy is a higher preference than the school or academy at which an offer has been made.
3. Pupils will not automatically be placed on the waiting list if the Academy is ranked lower than the school or academy where they have been offered a place.
4. Places will be allocated in accordance with the published criteria.
5. The Trust will coordinate the waiting list for the Academy.
6. As soon as places become available, they will be filled from the waiting list.
7. If a parent is on a waiting list it will not affect the parent's right of appeal against an unsuccessful application.
8. Children who are the subject of a directed place under the in-year fair access protocol will take precedence over those on the waiting list.

## **Withdrawing offers of places**

Once an offer of a place has been made it may only lawfully be withdrawn in very limited circumstances. These include when the admission authority offered a place on the basis of a fraudulent or intentionally misleading application from a parent (for example, a false claim of residence in a catchment area), which effectively denied a place to a child with a stronger claim. It would not generally be lawful for an admission authority to withdraw a place once the child was attending that school or academy, except where that place was fraudulently obtained; in deciding whether to withdraw in such a case, the length of time that the child had been at the school or academy will also be taken into account. Where a place is withdrawn, the application must then be considered afresh, and a right of appeal offered if a place is refused.

## **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 by law. For further information, please contact the Academy office or the LA Admissions Team as above.