Ramsey Junior School

Part of the Elliot Foundation Academies Trust who are the admission authority for the school.

School Admissions Policy
2027/2028

Document Control

Most recent statutory consultation	Oct 2025 for 2027/28		
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This Admissions Policy relates to admission to the Academy in the academic year 2027/28

General

The Academy will comply with the Department for Education's School Admissions Code ("the Admissions Code") the School Admission Appeals Code ("the Appeals Code") and the law relating to admissions as set in the School Standards and Framework Act 1998.

The Academy, through The Elliot Foundation Academies Trust (TEFAT) who are the admission authority will consult the relevant bodies where amendments to the policy are required or within the specified timescale as per the Admissions Code.

The Academy will participate in the co-ordinated admissions arrangements for reception and in-year entry which will be administered by Cambridge County Council **("the LA")** Primary school admissions Cambridgeshire County Council.

Admission Numbers

1. Published Admission Number (PAN) – Year 3 Entry

The Academy has an agreed PAN of 68 (3 Form Entry). The Academy will accordingly admit 68 children (aged rising 8) if sufficient applications are received.

Application Process

2. Year 3 (Junior) Admission

Applications for a year 3 place must be made via the online application form provided and administered by the home local authority (*the one that the parent/carer pays council tax to).* For further information on this process please visit your home LA website.

The Academy will consider all applications for a year 3 place under the published admissions criteria *clause 3***.**

3. Admission Criteria

When the Academy is oversubscribed, after the admission of Children with an Education, Health and Care Plan (EHCP)[1] where the Academy is named, priority for admission will be given to those children who meet the criteria set out below:

a) A 'looked after child'. A looked after child is a child who is a) looked after by a local authority or b) being provided with accommodation by a local authority in the exercise of their social services functions, in accordance with section 22 (1) of the Children Act 1989. *Details of eligibility must be supplied by the allocated social worker or foster carer.*

Or

A child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order. This includes children who appear to the admission authority to have been in state care outside of England and ceased to be in care as a result of being adopted. *Proof of eligibility will be required.*

[1] An Education, Health and Care plan (EHCP) is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child. This policy is not relevant to the process for naming the school on a child's EHCP. There is a separate process for selecting or changing the school named on an EHCP which is outside of the admissions process. Please contact the child's home LA for further details.

b) Children who attend Ramsey Spinning Infant School.

c) Children for whom it is essential to be admitted to the Academy because of special circumstances to do with significant medical or social needs, which relate to the child or an immediate member of the child's family. Applications must be supported by medical evidence from a GP or hospital consultant, social worker, or similar professional.

i The supporting evidence should set out the particular reason why the Academy is the most suitable and the difficulties that would be caused if the child had to attend another School. This evidence must be sent to the Academy by the application closing date, for the applicant to be considered under this criterion.

d) Children who, on the date of admission, will have a sibling (e.g. a natural brother or sister, or a half brother or sister, or a legally adopted brother or sister or half-brother or sister, or step brother or sister) who will be living with them at the same address and on roll of the Academy or Ramsey Spinning Infants School. Children will be considered under this criterion if they have a sibling who attends the Academy or Ramsey Spinning Infants School and will continue to be on roll when the child joins the Academy.

e) Children of staff, where the member of staff has been employed by the Ramsey Spinning Infant School and Ramsey Junior School Federation for 2 or more years at the time of application, or the member of staff was recruited to fill a vacant post for which there is a demonstrable skill shortage.

f) Children living nearest the Academy within the catchment area of **Ramsey Forty Foot, Ramsey Hollow and Ramsey town itself.**

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g) Children living nearest to the Academy outside of the catchment area.

4. How Distances Are Calculated

a) Distance will be calculated using a straight line (as the crow flies) measurement from the reference point of the child's home address to the reference point of the Academy *(as determined by the LA's computerised system*).

b) For families who live outside of Cambridgeshire, distances are determined using a combination of local maps and online resources.

c) All measurements will be administered by the LA and calculated digitally.

5. Additional Information

a) Accessibility by car or public transport, a childminder's or business address cannot be taken into consideration.

b) **Children living at more than one address:**

- their main residence will be where they spend the majority of their school nights (Sunday to Thursday)
- if they divide their time equally between two addresses further evidence will be required to identify the child's home.

c) When a place is offered proof of eligibility will be required. The Academy will follow the process used by the LA to establish eligibility. If false or misleading information is used to gain entry to the Academy, the offer of a place will be withdrawn, and the parent/carer will be given the right of appeal.

6. Tie Break

Children who attend Ramsey Spinning Infants School
If there are more children applying from the Infants School than there are places available, the places will be offered to applicants who meet clause 3c, 3d, 3e, 3f, 3g in this order.

Sibling
If there are more siblings than there are places available, the places will be offered to the siblings who meet clause 3e, 3f and 3g, in this order.

Distance
In the event of a tie break under 3f or 3g random allocation will be used, which will be undertaken by a person independent of TEFAT.

7. Multiple Birth
If one child of a multiple birth can be accommodated within the published admission number, the Academy will go over the PAN to accommodate the other child/children.

8. Children of Service Personnel (UK Armed Force)
The Academy will consider applications for a place from families of UK Service Personnel (UK Armed Forces) or a Crown Servant returning from overseas as a result of a posting; under the published admissions criteria *clause 3.* The distance measurement used to consider the application will be calculated to the posting address or unit postal address, providing proof of posting is supplied (e.g. a letter that declares the relocation date and unit postal or quartering area address) with the application. Places can be allocated in advance of the family arriving in the area.

WAITING LISTS

9. Year 3 (Junior)

a) The Academy will operate a waiting list where it receives more applications than there are places available. A waiting list will operate from the day after national offer day until the 31 December of the new academic year. Applicants who have not been offered a place by the Academy or a *higher preference from their LA online application form will be allocated a place on the waiting list. **Higher preference – an applicant has been offered a place at a school that the parent/carer placed higher on the application form than their preference of the Academy.*

b) Parents of applicants who placed the Academy as a lower preference on the application form and received a higher preference or wish to make a new application should apply to the LA.

c) Parents/Carers who would like their child's name to remain on the reception waiting list after the 31st December will need to reapply under the in-year waiting list process set out in clause 10.

10. In Year

a) The Academy will operate a waiting list for applications submitted for years 4 – 6 and year 3 after 31 December. Applications should be made to the Cambridgeshire County Council - In year admissions. The LA will consider all such applications on behalf of the Academy and if the year group applied for has a place available admit the child unless one of the permitted reliefs applies[2].

[2] Section 87 of the SSFA 1998.

b) If more applications are received than there are places available, the admissions criteria *clause 3* will be applied. Parents/Carers will be advised of the outcome of their application within 10 school days. The waiting list will operate for the full academic year.

11. The date of application will not be taken into consideration for all waiting lists as the applicant's position will be determined solely in accordance with the oversubscription criteria set out in *clause 3*. If at the end of the academic year a parent/carer would like their children to be considered for entry to the subsequent year group, they will be required to apply afresh.

12. Appeals

Where an application to the Academy is declined, parents/carers have the right to appeal to an independent appeal panel. The Academy will provide guidance for parents/carers on how the appeal process works and a named contact who will be able to answer any questions or queries. A timetable for appeals will be published by the date specified in the Appeals Code.

13. Admission of Children Outside Their Normal Age Group

a) The Academy will consider an application for a place outside of the child's normal age group. Their decision will be based on the circumstances of each case and in the best interests of the child concerned. Parents/Carers will need to write to the Academy giving a reason and providing documentation to support this request.

b) The Academy will take into account the parent/carer's views; information about the child's academic, social, and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

c) The Academy will consider the information provided and inform the parent/carer in writing of their decision. If the Academy agrees to this request the child will be considered with the other applicants under the published admissions criteria for the admission year/year group that they are applying for.

d) Parents/Carers have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school, but it is not in their preferred age group.

14. Fair Access

The Academy will participate in the LA's Fair Access Protocol which will be used to place vulnerable and /or hard to place children , where they are having difficulty securing a school place in-year, and it can be demonstrated that reasonable measures have been taken to secure a place through the usual in-year admission procedures. Pupils admitted under this protocol will be prioritised over those children on the in-year waiting list.