

# Admissions Policy



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<b>Related Documents:</b>	<a href="#">School Admissions Code 2021</a> <a href="#">School Admission Appeals Code</a> <a href="#">School Standards and Framework Act 1998</a>

## 1 Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

As an Academy, the Governors are responsible for establishing the Admission Criteria and oversubscription criteria for the school; the Governors have agreed to follow the admissions and oversubscription criteria set by Cambridgeshire County Council. These criteria have not been changed by the Academy Council following the establishment of the Academy. The responsibility for the administration of the Admissions process remains with the Local Authority.

## 2 Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

**Looked-after children**, as defined in section 22 of the Children Act 1989, are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

**Previously looked-after children** are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order (defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014), or
- Became subject to a special guardianship order (defined in section 14A of the Children Act 1989)

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

A **parent** is any individual who holds parental responsibility, as defined under the Children Act 1989, or any person who has care of a child, where the child lives with them either full or part time and they look after that child.

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**Siblings** are children, usually brothers or sisters, aged between 4 and 16, who live together in the same family unit. Unless otherwise stated, children who are in attached nursery or sixth form provision are not included. Siblings cannot be considered as such until they have physically started at the school.

The **pupil admission number (PAN) for Ely College is 270.**

2.2 Please note that the address used for the purpose of admission is the child's usual place of residence. Applications based on future addresses can only be considered up to 6 teaching weeks before the child is expected to take up the place and upon confirmation of tenancy or exchange of contracts with details of the proposed completion date. Parents are expected to notify the Academy of any changes of address as this may affect the allocation of a place. Further guidance on this issue is available from the Academy.

### 3 Admissions into Year 7 for September 2026

Catchment Area: Our catchment area and feeder primary schools can be found at this link <https://maps.cambridgeshire.gov.uk/>

3.2 In the event that applications to Ely College exceed 270, students will be allocated a place based on the Academy's published over subscription criteria (see point 4).

3.3 If you would like to enrol your child at Ely College for **Year 7 September** then please contact:

The Admissions Officer (Transitions)  
BOX CC1206, Castle Court,

Castle Hill, Cambridge CB3 0AP  
**Tel:** 01223 699200 (for September starting students)  
**Email:** [admissions@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.uk)

3.4 Parents wishing to visit the Academy prior to making an application are welcome to do so. A Year 6 recruitment event will be held in **October for prospective Year 7 students**, details of which can be found on the Academy website: [Ely College | An 11-18 Academy At The Heart Of Its Community - Year 6 Transition](#)

3.5 Visits during the Academy day are also available, by appointment only. However, such visits may not be possible to organise at short notice and it should be emphasized that such visits are not interviews and do not affect any decision regarding the availability of places. Please contact the Academy to arrange an appointment.

### 3 In Year admissions

If you are applying for an In-Year place; i.e. you want a place at Ely College for any student after a September start for a Year 7, you must download an application form from the Cambridgeshire County Council website:

01223 699662 (for in-year admissions)

[http://www.cambridgeshire.gov.uk/info/20059/schools\\_and\\_learning/363/apply\\_for\\_a\\_school\\_place/6](http://www.cambridgeshire.gov.uk/info/20059/schools_and_learning/363/apply_for_a_school_place/6)

## 5 Over subscription

If more than 270 applications are received, Ely College follows the oversubscription criteria of Cambridgeshire County Council as set out below:

Children who have a statement of special educational needs or educational health care plan (EHCP) that names the school will be admitted. NB. Those children with a statement of special educational needs or EHCP that does not name the school will be referred to Student Assessment and Resources (STAR) Team to determine an appropriate place.

1. 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 live in the catchment area, attend primary schools within the catchment area and who have a sibling at the school at the time of admission;
3. Children who live in the catchment area with a sibling at the school at the time of admission;
4. Children who live in the catchment area who are attending the primary schools within it;
5. Children who live in the catchment area;
6. Children who live outside the catchment area, who are attending primary schools within it and who have a sibling at the school at the time of admission;
7. Children who live outside the catchment area who have a sibling at the school at the time of admission;
8. Children who live outside the catchment area who are attending the primary schools within the catchment area;
9. Children who live outside the catchment area, but nearest the school as measured by a straight line.

5.2 In cases of equal merit in each set of criteria, priority will go to children living nearest the school as measured by a straight line. The distance, for admissions purposes, is measured using the straight line distance from the centre point of the home to the main pupil entrance to the school. These distances are produced by the LA Admissions team for the school. 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.

5.3 A full definition appears in the Local Authority (LA) admission booklet for parents. All preferences are treated equally. For families who live outside the area covered by the Cambridgeshire mapping system, distances are determined using a combination of local maps and on-line resources.

5.4 The application form must be returned to the LA Admissions Team who will then contact parents preferred schools to determine the availability of a school place. The Admissions Team will then write to confirm the details of the school at which a place is to be offered and, where appropriate, a suitable start date.

5.5 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.

## 6 Reserve Lists and Appeals

For transfer to secondary school, as part of the co-ordinated scheme for secondary admission, when an application is refused, the child's details are automatically placed on a reserve list for the year group, ranked according to the

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oversubscription criteria. The LA Admissions Team holds this reserve list on behalf of the governing body until the end of the autumn term.

6.2 Where an in-year application is refused the child's details will be held on the reserve list for the appropriate year group, by the LA Admissions Team on behalf of the Governing Body for a period of one term following the term for which the place was refused.

6.3 The parent of any child who is refused a place at the Academy has a right of appeal to an independent Appeals Panel. The school follows the published appeals procedure set out by the Local Authority.

Please go to:

[http://www.cambridgeshire.gov.uk/info/20059/schools\\_and\\_learning/363/apply\\_for\\_a\\_school\\_place/8](http://www.cambridgeshire.gov.uk/info/20059/schools_and_learning/363/apply_for_a_school_place/8)

Appeal forms are available on request from the LA Admissions team.

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This policy will next be reviewed in September 2026.