

# Next Steps

**Admission to Secondary School; a guide for parents**

2019  
2020

Application Deadline  
**31 October 2018**

Apply online at  
<http://www.cambridgeshire.gov.uk/admissions>

Published September 2018

# Key Information

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The Octagon  
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Friday 09:00-16:30

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 <http://www.cambridgeshire.gov.uk/admissions>

## Social and Education Transport Team (SETT)

 0345 0455 208

 [edtransport@cambridgeshire.gov.uk](mailto:edtransport@cambridgeshire.gov.uk)

 [www.cambridgeshire.gov.uk/education/transport](http://www.cambridgeshire.gov.uk/education/transport)

## Advisory Centre for Education (ACE)

 0300 0115 142

 [www.ace-ed.org.uk](http://www.ace-ed.org.uk)

## Department for Education (DfE)

### OfSTED

 [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

### Schools finder directory:

 <http://schoolsfinder.direct.gov.uk/>

### School performance tables:

 <http://education.gov.uk/schools/performance/>

## Foreword



I am delighted to present this booklet that has been written especially for parents and carers of children who are due to transfer to secondary school.

We have fantastic schools in Cambridgeshire and we are very proud of them. All children are special and we are committed to making sure they have the best opportunities possible to learn and reach their potential.

All the information you need to know about the admissions process is available in this guide and is also available on the County Council's website at:  
[www.cambridgeshire.gov.uk/admissions](http://www.cambridgeshire.gov.uk/admissions)

In addition to the information you find here, each school produces its own prospectus and provides opportunities for parents to visit and find out more about the facilities and services provided.

A handwritten signature in cursive script, reading "Wendi Ogle-Welbourn".

Wendi Ogle-Welbourn

Executive Director: People and Communities for both Cambridgeshire & Peterborough Councils

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# Introduction

This booklet is for parents and carers of children living in Cambridgeshire applying for a Year 7 place at a secondary school for September 2019 or a Year 9 place at an upper school.

If your child lives outside Cambridgeshire, please contact your home local authority for details on how to apply. To check if you are a Cambridgeshire resident, please consult the following websites:

<http://my.cambridgeshire.gov.uk/> for details of your catchment school; if your address is not listed you are not a Cambridgeshire resident and should apply to your home Local Authority.

<https://www.gov.uk/find-local-council> for details of your home Local Authority; if Cambridgeshire is not shown as your Local Authority you should not apply to Cambridgeshire County Council

If you are in any doubt, please email [admissions@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.uk) before submitting your application.

This booklet explains:

- How to decide which school/s you would like to apply for;
- How to make your application for a Year 7 or Year 9 place, where that is the natural year of entry;
- How places will be allocated when a school receives more requests for places than it can accommodate;
- What will happen if it is not possible to offer your child a place at your preferred school;
- What to do once you have received your child's school place offer;

Changing school is an important step for your child, and we realise it can be a difficult time for you as well. Cambridgeshire County Council co-ordinates the admissions to all maintained (state) schools and academies in the county and aims to make the process fair and transparent for all.

Please read this booklet carefully, and contact us if you need any further help. Contact details for the Admissions Team are given on the inside cover and other useful contacts are provided on page 72.

All information is also available on our website [www.cambridgeshire.gov.uk/admissions](http://www.cambridgeshire.gov.uk/admissions). This website will also contain links to other sites or sources of information which may help. You can also use the website to make your application online which is a quick and easy way of applying for a school place.

It is essential that you submit your application **by 31 October 2018**.

Please read the leaflet entitled ***“Starting Secondary School”***, our quick-start guide to the application process. If your child was attending a Cambridgeshire maintained primary or junior school on 1 September 2018 the leaflet would have been sent to you via your child's current Cambridgeshire school. It is also available on our website.

Information about Cambridgeshire Primary / Secondary schools can be found within the Cambridgeshire school directory from page 28 onwards. We would also encourage you to find out more about the schools you are interested in by visiting them, attending their open event, looking at their website and reading their prospectus where you will find full details of their admission policy. A list of all the open events can be found on page 32.

# Children with a Statement of Special Educational Needs or Education, Health and Care Plan

If your child has a Statement of Special Educational Needs or an Education, Health and Care Plan, you should not make your application directly to School Admissions.

You will receive information from your child's SEN Casework Officer regarding the specific application process for your child. If you have any queries, please contact the Statutory Assessment Team (S.A.T) who will be able to advise you further.

Statutory Assessment Team (S.A.T)

 01480 372600

 [start@cambridgeshire.gov.uk](mailto:start@cambridgeshire.gov.uk)

 [http://www.cambridgeshire.gov.uk/info/20136/special\\_educational\\_needs\\_and\\_disabilities\\_local\\_offer](http://www.cambridgeshire.gov.uk/info/20136/special_educational_needs_and_disabilities_local_offer)

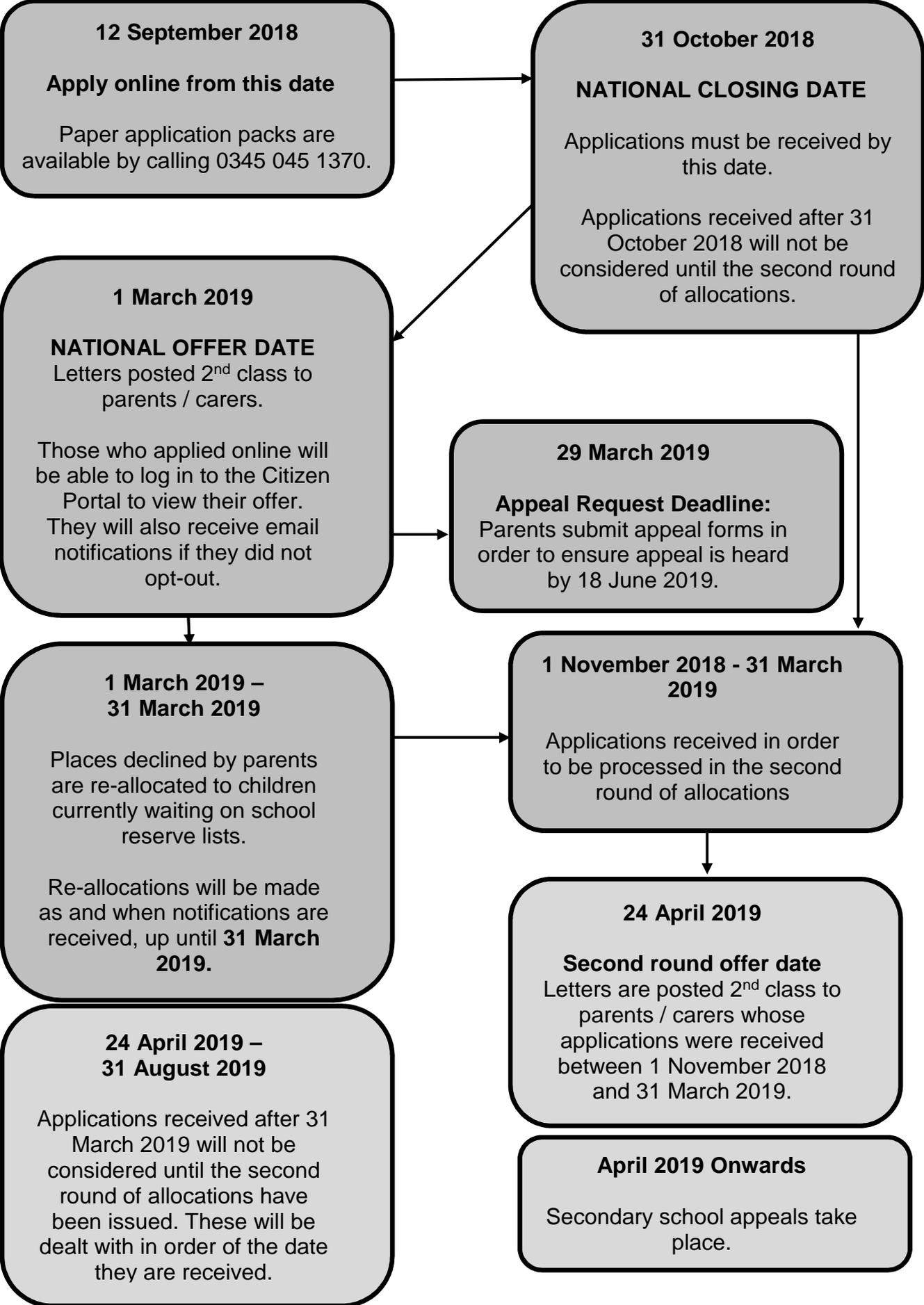
## Admission of children from overseas:

If you are moving from overseas and will be resident in Cambridgeshire for 6 teaching weeks or longer your child may be eligible for a secondary school place. You should submit your application by the national closing date of **31 October 2018**. You will then need to provide proof of your Cambridgeshire address **before** 1 December 2018; failure to do so may invalidate your application, please see page 17 for further details.

## Children in public care

If you are the foster carer of a child who is currently in public care, also known as a looked-after child (LAC) the application should be completed in cooperation with, and countersigned by, the child's assigned social worker. Applications made on behalf of children in public care that are not signed by a social worker will not be processed until such time as a social worker's signature is received.

# Important Dates



# Making an Application

- **How the process works**

You can list the schools that you wish to apply for, in order of preference, on one application form. This includes schools both within and outside the authority area in which you live. You can apply online or return your application form to the county where your child lives.

All local authorities use a computerised system to exchange details of applications with each other, and co-ordinate offers of places to ensure each child is offered only one school place. This will be for the highest preference school that can offer a place to your child when the oversubscription criteria have been applied to all applications.

Where a school receives more applications than it has places available, it is referred to as being over-subscribed. The published over-subscription criteria will be used to decide the order in which applicants will be offered places.

The aim of co-ordinated admissions is to make the system fairer, with more parents being offered one of their preferred schools.

- **What has happened in previous years?**

In March 2018 the following percentage of Cambridgeshire families were offered one of the schools listed on their application form:

- **87.88%** were offered a place at their first preference school;
- **96.19%** were offered a place at one of their three preferred schools;
- **3.81%** were not offered a place at any of their preferred schools.

- **Use all three Preferences**

In Cambridgeshire, you can apply for up to three schools in order of preference. If you only apply to one school, you will only be considered for that school. You may then be allocated a school that is not one of your preferences, that is further from your home address and to which you would not be entitled transport assistance should your preference be unsuccessful. Schools do not know the order in which you have ranked them on your application form, or which other schools you have applied for. That information is confidential prior to the allocation of places. You should place the schools in the order you would like your child to attend.

You are allowed only three active preferences at any one time, even if you are applying for schools within another Local Authority that allows you to express more than three preference.

- **Which schools to apply for?**

You need to think realistically about how likely you are to be offered a place at a particular school before you apply for it.

Try to obtain as much information as possible about how places at your preferred schools are allocated:

- View the over-subscription criteria for each school in the directory section, and
- See how many children were offered places last year, and the criterion allocated to.
- Consider which criterion applies to your child.
- Consider which school is your nearest school.
- Check that your information about a school is correct –visit the school, talk to school staff and make an informed decision for your child.
- Do not make your decision based on other people’s opinions or experiences. Your situation is different and things change every year.

**It is recommended that you name your catchment school as one of your three preferences, because this is the school that is most likely to be able to offer your child a place.**

### **Important information**

**If you choose not to express a preference for your child’s catchment school you should be aware of the following:**

- There is no guarantee of a place being available at your catchment school, if you are unsuccessful with your preferred school/s. Nor will you automatically be considered for it if you do not include it as a preference.
- Your child may be allocated a school place much further away from your home.
- You will be responsible for all home to school transport arrangements and costs.
- If you are offered a place at a preferred school outside your catchment there is no guarantee that a younger brother or sister will be allocated a place at your preferred school in future years.

### • **Can I apply for schools outside of Cambridgeshire?**

If you live near the county boundary, you may wish to consider applying for schools in neighbouring authority areas. Contact details of these can be found on page 67 of this guide. However, living in Cambridgeshire, you will still need to make your application through Cambridgeshire County Council.

If you are submitting preferences for schools outside of the area covered by Cambridgeshire County Council it is essential that you also contact the Local Authority who maintains the school you are applying for. While many Local Authorities adhere to the 31 October 2018 closing date, individual authorities set their own dates for additional documents including, but not limited to, Supplementary Information Forms and proof of address documents. Failure to meet the deadlines set by the Local Authority in question, may have an adverse effect on your child’s school offer.

**Remember:**

- Make time to visit the school(s).
- Do not judge a school by what others say
- Make realistic preferences
- Think about transport and how your child will get to school
- Consider younger siblings when making your selection

# How to Apply

All applications must be completed and returned to the Admissions Team by the national closing date of **31 October 2018**.

**It is vital that you apply on time.** Applications received after this date will be treated as late and will not be offered a place until the second round of allocations, when many of the more popular schools may be full, and you are much less likely to be offered a place at your preferred school.

**In 2018 we received over 350 late Secondary school applications. As a result, many of these applicants missed out on a place at their preferred school(s).**

You can make your application for a secondary school place via our website; [www.cambridgeshire.gov.uk/admissions](http://www.cambridgeshire.gov.uk/admissions)

It is quick, simple and safe to make your application online, and **94.46%** of parents made their application this way last year. You can complete your application via the website; [www.cambridgeshire.gov.uk/admissions](http://www.cambridgeshire.gov.uk/admissions) from **12 September 2018**, to **31 October 2018**.

The benefits of making your application online are as follows:

- You will receive an email confirmation that your application has been received.
- Available 24 hours a day, 7 days a week until the national closing date 31 October 2018.
- You can log in and view your child's school offer on 1 March 2019. This will also be sent by email, on the day, to those who request it when applying online.
- You can change the details on your application up until midnight on the closing date.
- The system has a series of security procedures which keeps the information provided safe.
- There is no risk that your application will get lost in the post.

## Online Applications:

- All online applications must be submitted **before** midnight on **31 October 2018**. Any applications begun but left un-submitted will **not** be considered.
- Please ensure that you have read the Terms and Conditions **before** submitting your application.
- If you re-visit your application at any time you must ensure that it is re-submitted, otherwise the application cannot be processed. It is your responsibility to ensure your application status is **“submitted”** before midnight on 31 October 2018.

## Applying on Paper

If you prefer not to make your application online, you can choose to complete a paper application and this is available by calling 0345 045 1370. Please be aware that you will not be able to receive your offer by email and you will have to wait until your offer is received in the post. Should the Admissions Team need to get in contact with you, this will be done by post. This may have an impact on the speed your application is processed.

Please note, if you are applying for a year 7 or year 9 place where that is the natural year of entry for the school, you must complete the secondary transfer application.

All paper applications must be returned to the Admissions Team by **31 October 2018**.

If you have already made an online application for your child, you **must not** submit a paper form as well. If we do receive both a paper and an online application, the application with the most recent date (i.e. the latest) will be the application accepted.

### Posting your Application Form

Please also ensure that you have provided the correct postage for your envelope, as failure to do so will lead to your application form not being received.

We recommend that all paper application forms are posted by “signed-for” recorded delivery, and that you retain your proof of postage. The Admissions Team accept no responsibility, and will make no exceptions, for applications that do not reach us and are not posted by this method.

You may also wish to include a stamped, self-addressed envelope with your application form, so we can post you a confirmation slip when it has been received.

Please note: You could hand the application in to your child’s current school, for them to scan and email to us. If you do, please request a confirmation receipt.

- **Supplementary Information Forms (SIF)**

In most cases it is only necessary to complete the local authority’s application form. However, some schools also require the completion of a **Supplementary Information Form (SIF)**. This is used to help the Governing Body / Trust to consider your application fully, in accordance with the school’s oversubscription criteria.

In Cambridgeshire **St Bede’s Inter Church School** is currently the only secondary school that requires the completion of a SIF. If you wish your child to be considered under the school’s religious criteria, you **must** complete a SIF, (available either on our website or from the school) and return it to the **school** directly before the closing date of **31 October 2018**.

Please be aware that if you do not complete and return the required SIF by the closing date, your child will not be considered under the schools' religious criteria.

- **Changing Preferences**

You may change your preference(s), prior to the closing date, either by editing and re-submitting your online application, or completing a new paper application form.

In all cases these changes must be made by the closing date of 31 October 2018.

You cannot amend your preferences after the closing date unless there are genuine reasons for doing so, e.g. a recent house move. You will be required to provide evidence of the change in circumstances when submitting the request, and these will only be considered where a complete application has been received by the national closing date of 31 October 2018.

Any requests to change already submitted preferences received from **1 December 2018** onwards, regardless of the circumstances, will not be considered until the second round of school place allocations on 24 April 2019.

Any request to change the oversubscription criterion your child's application qualifies for received from **1 December 2018** will not be actioned until after the national offer date 1 March 2019.

### **Changing my preferences**

Only one application will be processed per child at any given time. **This means that any new application received will replace your previous application and cancel any previous offer made.**

This means that you must include any schools from your latest application above your new preferences on your second or subsequent application if you would like them to remain as active preferences. When you make a new application, you will be agreeing to the following:

- That you will no longer have the right to appeal against a refusal for a school that is not included on your most recent application.
- That your child's name will be removed from any waiting list for a school that is not named on your latest application.

# Frequently Asked Questions

- **Which schools can I apply for?**

You can apply for a place at any maintained or academy (i.e. non-fee paying) mainstream school on your home authority's online system or paper application form, as long as you are applying for the school's natural year of entry.

If you submit invalid preferences, such as an independent school or a school where the year group you are applying for is not the natural year of entry, these preferences will be discarded and you may not be offered the opportunity to name other schools in their place.

- **I don't know the area very well, how do I find out where the schools are?**

A list of schools is provided in the directory section of this guide. You can also visit <http://my.cambridgeshire.gov.uk/> which enables you to search for schools in your area based on your home post code. Please be aware that the distances you find stated here will not be as accurate as the measurements used when we decide the outcome of a tiebreaker which is calculated using a different mapping system.

- **What happens if I apply after the closing date?**

It is vital that your child's application is received by the national closing date **31 October 2018**. Any application made after this date will be treated as a late application, which means that it will not be processed until the second round of applications. Late applicants will not receive an offer of a school place on 1 March 2019 and are significantly less likely to be offered places at more popular schools, which may be oversubscribed.

- **What is my child's home address?**

It is very important that the address you give on your child's application will be your child's permanent or main residence at the time school places are allocated on **1 March 2019**. Unless you are applying based on a future house move that you have made the Admissions Team aware of, and for which you have provided sufficient supporting evidence, this should also be the address where your child will be residing when they start school in September 2019.

- **My Child's time is divided between two addresses, which one do we use?**

Your child's application can only be considered from **one** home address. The address used on your application **must** be the address at which your child spends the majority of school nights (Sunday through Thursday).

When a child's time is divided equally between two addresses you **must** provide a copy of a child benefit letter or a doctor's registration letter, this address will then be used as your allocation address. Failure to do so before **1 December 2018** will result in your application not being processed.

Please be aware that an address used for before and after-school childcare arrangements will **not** be considered.

- **Shared Parental Responsibility**

Where more than one adult shares parental responsibility, and live at different addresses, it is important that agreement be reached, prior to making the application, on which schools to apply for.

If different applications are received, or the Admissions Team is made aware of a dispute between two parents, all applications will be placed on hold and will **not** be processed until such time that:

- one joint application is made, signed by all parties; or
- written agreement is provided from both parents; or
- a court order is obtained confirming which parents' application carries precedence;

Please ensure that only one joint application is submitted by 31 October 2018. If multiple applications are received you risk your child not being considered for a school place or an offered place being withdrawn.

- **How will you verify my address?**

The Local Authority will take steps to verify your child's home address either by cross referencing information held by your child's current (Cambridgeshire maintained) school or by requesting that you provide proof of your home address.

Proof of address provided **must** be in the name of the person making the application. This proof may be requested at any point during the admissions process, including after your application has been submitted, and may include one or more of the following documents:

- A copy of your Council tax bill for the current year
- TV Licence (valid for the current year) with the name and address of the applicant
- A photocopy of the Child Benefit statement, showing parent's name, the child's name and the home address for the current year or dated within the last 12 months

Documents below must be dated within 3 calendar months of your application being received:

- A copy of a rental agreement for a minimum of six school weeks signed and dated by both the tenant and the landlord
- A copy of a recent utility bill for your home address, showing usage – Gas, Electricity, Water, Telephone (Not mobile phones)
- A copy of your driving licence issued within the last three months showing your new Address
- Copy letter from a Housing Association confirming that you and the child are living at the address
- HMRC Tax notification documentation
- Credit Card Statements dated within the last three months
- Bank/Building Society/ Statement dated within the last three months
- Letter from National Asylum Support Service (NASS) or UK Border Force (UKBA) confirming placement at the address
- A photocopy of the child's medical card, showing the home address
- Home Office paperwork (including child's name and date of birth)
- A letter from your solicitor confirming exchange of contracts on your new property you are purchasing stating a full postal address. Preferably with a completion date
- A Deed of Assignment
- If you are moving in with a friend or relative we will need a letter from the friend/relative confirming that you are coming to stay with them (mentioning you all by full name) and we will also need to see a recent utility bill for the friend/relative dated within the last three months
- A copy of the notice to quit (if returning to a property you own, that is currently

tenanted)

If you do not return the satisfactory documentation before 1 December 2018 this may invalidate your child's application.

Where a request for documentation is made after 1 December 2018, failure to provide it by the date named in the request (normally ten working days letter) may invalidate your child's application.

Where your child currently attends a Cambridgeshire maintained primary or junior school, we recommend you contact the school prior to submitting your application to ensure they hold the correct address on record for your child. If the information they hold is out of date your application may be considered from the wrong address, potentially damaging your chances of being offered a place at your preferred school.

- **What happens if I move address?**

If you move address at any point during the admissions process, either within Cambridgeshire or into Cambridgeshire, it is **your** responsibility to immediately inform the Admission Team, in writing, of this change and provide proof of your new address. Failure to do this may invalidate your child's application.

If you wish for the school offer to be based on a future house move (to take place by September 2019), you will need to submit your application form by 31 October 2018, noting the move on your form, and provide proof of the new address before **1 December 2018** in order for it to be considered.

If your proof of address is not / cannot be provided before **1 December 2018**, your child's school allocation will be based on the address currently held on record, if your child currently attends a Cambridgeshire academy, foundation or voluntary aided school.

If you are moving from overseas or your child does not currently attend a Cambridgeshire academy, foundation or voluntary aided school, and you do not provide your proof of address before **1 December 2018**, your application will **not** be processed until the satisfactory proof is received, which means that you will not receive an offer of a school place on 1 March 2019.

**Keep Us Updated!**

Please remember it is your duty to inform the Admissions Team of any change in circumstances. Failure to do so can invalidate your application and lead to the school place being withdrawn.

- **My child currently attends an Independent school / a school in another County is there anything different I need to do?**

If your child does not currently attend a Cambridgeshire academy, foundation or voluntary aided school it is your responsibility to provide sufficient proof of your address in Cambridgeshire.

It is important that you provide this proof as quickly as possible. If it is not received before **1 December 2018**, your child's application will **not** be considered until the second round of allocations, offers for which will be made on **24 April 2019**.

If we do not receive proof of your address your child's application will **not** be processed and no school offer will be made.

- **What if someone uses a fraudulent address or gives other false information on their application?**

Regrettably, on occasion some parents have given false information about their home address to get a place at a particular school. This practice is not acceptable and can deny a place to a child with a more genuine claim.

Cambridgeshire County Council expects all applications to be made in good faith, giving correct information. All claims of fraudulent applications are taken seriously, and investigated until resolved to the satisfaction of the Admissions Team.

Any school place obtained by the use of incorrect or fraudulent details will be withdrawn.

- **What is a catchment area?**

In Cambridgeshire the majority of secondary schools operate a catchment area system, which is a geographical area surrounding a school from which it will usually take the majority of its pupils. The secondary schools who do not operate a catchment area for admissions purposes are St Bede's Inter Church School, Neale-Wade Academy and Littleport & East Cambs Academy. Neale-Wade Academy and Littleport & East Cambs Academy do operate a catchment area for home to school transport purposes.

In a small number of cases an address may be in the catchment area for a secondary school that falls under a neighbouring Local Authority. If this is the case for your child's home address, you should make your application to your home Local Authority. To check the catchment area for your home address, please consult <http://my.cambridgeshire.gov.uk/> or contact the Admissions Team.

Some secondary schools operate extended catchments for school admissions purposes beyond the areas recognised by the Local Authority for home to school transport. Please refer to the school's directory listing for more information.

- **How is home to school distance measured?**

For school place allocations within Cambridgeshire, distances, are calculated by measuring a straight line from the reference point of the home address (as determined by the OS AddressBase Premium™) to the main pupil entrance to the secondary school. For further information please see the glossary of terms on page 74.

All measurements are calculated digitally. For families who live outside of Cambridgeshire, distances are determined by using a combination of local maps and on-line resources.

- **What if I forget to make an application for my child?**

If you do **not** complete an application form, or your application is received after the 31 October 2018 your child will **not** receive a school offer on **1 March 2019**.

If you realise that you have forgotten to make an application, it is important you complete one as soon as possible. After 31 October you will need to complete a printed form, as the online application facility on the Citizen Portal will no longer be available.

- **What happens if I have twins or multiple-birth children?**

If you have more than one child going through the process at the same time, you must make a separate application for each child. Please ensure that you make reference to each child on all application forms. Every effort will be made by the Local Authority to ensure that these children are offered places together.

- **I wish to make an application for a school that is outside of Cambridgeshire, who do I send my application to?**

If you are a Cambridgeshire resident you must make your application through the Cambridgeshire Admissions Team, regardless of the location of your preferred school. The Admissions Team will then co-ordinate with the relevant Local Authority to ensure that your application is considered alongside those who live within that authority.

We also strongly recommend that all applicants who name a school outside of Cambridgeshire as one of their three preferences consult the Local Authority the school comes under, to check if there are any further actions they may need to take such as taking an aptitude test or completing a supplementary information form.

It is also important to note that while Cambridgeshire County Council accept additional information documents such as proof of a new address that are received before 1 December 2018, we cannot guarantee that other Local Authorities will honour this deadline. The date for all Local Authorities to exchange data on residents who have ranked out of county schools as a preference is set for 28 November 2018. Therefore, all applicants who name a school in another Local Authority as one of their preferences must have all requested additional documents submitted to the Admissions Team before 19 November 2018.

- **What if I want my child to start secondary school a year early or a year late?**

It is Cambridgeshire County Council's policy to admit children to the year group appropriate to their date of birth. In exceptional circumstances, your child may be able to start school a year earlier or later than would normally be the case. For further information please contact the Admissions Team.

Please note that the fact that a child has come from an educational system abroad, or does not speak English as their first language will not normally be considered as an exceptional circumstance. Support is available in all our schools within the correct year group for these children.

- **My child was previously a Looked After Child, is there anything different I need to do?**

If you are applying for a child who was previously looked after (in care) and has since been adopted or is now under a special guardianship or residency order (now known as a child arrangement order) they will be given higher priority within every Cambridgeshire school's criteria. Ideally you should provide the contact details of the social worker who was assigned to your child's case.

However, it is your responsibility to provide evidence to support this request in the form of:

- Adoption certificates / orders that reference section 12 of the Adoption Act;
- Adoption certificates / orders that reference Section 46 of the Children's Act;
- Any Child Arrangement Order;
- An Special Guardianship Order that mentions Section 14A;
- Any residence order issued prior to 22 April 2014;
- Written confirmation from an involved council employee (ideally the assigned Social Worker);

You will need to make specific mention of this on your application, as Cambridgeshire County Council Admissions Team do not have access to public care records. You will also need to provide contact information for the social worker who was assigned to the child while they were in public care.

- **How will you contact me if you require further information or documents?**

During the allocation process the Admissions Team may need to contact you to request either clarification on the information given on your application or documents you have submitted to us as part of your application. If you submit your application online, or provide a contact email address on your paper application form, this contact will be made via email. Therefore it is important that any email address you give is correct and is checked regularly, as information or document requests may be time-sensitive and deadlines cannot be extended.

We also suggest adding the addresses to your safe-senders list, as deadlines cannot be extended for emails that have been filtered in to junk or spam folders:

[admissions@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.uk)

[spos.admissions@cambridgeshire.gov.uk](mailto:spos.admissions@cambridgeshire.gov.uk).

[AdmissionsApplications@cambridgeshire.gov.uk](mailto:AdmissionsApplications@cambridgeshire.gov.uk)

# How Are Places Offered?

Each school has a **Published Admission Number (PAN)**. This is the maximum number of pupils that can be admitted each year, based on the accommodation available at a school. The number is based on a national formula for deciding how many children can go to a school without causing overcrowding.

Many schools receive more applications than their PAN can accommodate. To decide which children to offer places to, specific admission criteria are used. These are known as the school's oversubscription criteria.

- **What are oversubscription criteria?**

These are the criteria by which all applications are considered when more applications are received than there are places available. Different schools have different criteria, so it is important that you check the admission arrangements for all the schools you wish to apply for.

- **What types of schools are there in Cambridgeshire?**

In Cambridgeshire there are three types of school available to secondary school age children:

## **Academy Schools**

Academy schools, including those that are Free Schools and University Technical Colleges, are state-funded, non-fee paying independent schools. Each academy is operated by a trust which appoints a governing body who are their own admission authority and set their own oversubscription criteria.

## **University Technical Colleges**

University technical colleges (UTCs) are academies for 14- to 19-year-olds. They focus on providing technical education that meets the needs of modern employers. They offer technical courses and work-related learning, combined with academic studies. For further information on applying to University Technical College Cambridge, please visit <http://utccambridge.co.uk/>.

# The Allocation Process

- **How it Works:**

All Preferences are treated equally. This means we will look to see if a place is available at each of your preferences and offer you a place at your **highest** preference school that has a place available.

**Step 1** If we can meet your first preference, we will offer your child a place at that school. You will not be considered for any lower preference schools and will not be placed on their reserve lists and there is no right to appeal for lower preference schools you are not considered for.

**Step 2** If we cannot meet your first preference but can meet your second preference, we will offer your child a place at that school. Your child's name will then be added to the reserve list of your first preference school, and you will be offered your right of appeal.

**Step 3** If we cannot meet your second preference, but can meet your third preference, we will offer your child a place at that school. Your child's name will be added to the reserve lists for your first and second preference schools, and you will be offered your right of appeal.

**Step 4** If we cannot meet any of your preferences, we will offer your child a place at your catchment school if;

- you have not already expressed it as a preference; and
- following the allocation of all preferences, there remain places available

Alternatively a place will be allocated at the nearest designated school where a place is available.

Your child's name will be added to the reserve list for all of your preferred schools and you will be offered your right of appeal.

What is a designated school?

The local authority will offer a place at a school which is:

- a) the catchment school
- b) the nearest appropriate school (as described in the Authority's Home to School Travel Assistance Policy – please see information on Home to School transport)
- c) the school specified in the child's Statement of Special Educational Needs or Education Health and Care Plan.

### Allocation Example

Alex lives in Cambridge and applies for the following three schools;

- 1) St Bede's IC School
- 2) Witchford Village College
- 3) Thomas Clarkson Academy

Thomas Clarkson Academy is Alex's catchment school, but he currently has a sibling attending Witchford Village College.

Alex's first preference is St Bede's. The school is oversubscribed and when the over subscription criteria were applied, places could only be offered to children as far as their religious criteria. Alex only met the lowest criterion for St Bede's and was not offered a place. His name was then placed on the school's reserve list.

Alex met the sibling criterion for Witchford Village College, his second preference. After the oversubscription criteria were applied the school were able to offer places to all children within this criterion and a place was offered

Alex would also have qualified for a place at his catchment school, Thomas Clarkson Academy. However, because his higher preference school could be offered, it was not necessary to offer him that place and it was offered to the next ranked child.

- **When will I know which school my child has been offered?**

Offer letters will be posted 2<sup>nd</sup> class on **Friday 1 March 2019**. If you applied online you will be able to view your child's school offer by using the online facility on this date. You will also receive an email notification, if you requested one when completing your online application.

- **What if my child does not get a place at any of my preferred schools?**

If a place cannot be offered at any of your preferred schools and you are a Cambridgeshire resident, you will be allocated a place at either your catchment school, if there are places remaining, or the nearest designated school to your home address with a place available. Page 28 of this booklet explains how to appeal against a decision not to allocate your child a place at a preferred school.

Your child's name will be placed on the **waiting list** for every school where they are refused a place.

- **What is a waiting list?**

Children are placed on the list according to the schools over-subscription criteria rather than by the date the application was made. Your child will remain on a waiting list until **31 December 2018**, unless one of the following occurs:

- you are offered a place at by an independent appeal panel;
- a place becomes available;

- you are offered a place at a school you have ranked as a higher preference but were previously refused due to oversubscription; or
- you submit a new application that does not name the school as a preference or ranks it as a lower preference than a school we are able to offer you a place at.

- **Accepting a school offer**

It is important that you accept your child's place. If you do not, we reserve the right to withdraw that place in order to offer it to another child. If you submitted your application online you can accept your place via the Citizen Portal between 1 March 2019 and 15 March 2019. If you did not make your application online or are accepting your place after 15 March 2019 you will need to contact the school offered directly.

Accepting a place at the school offered will not lessen your chances of being offered a place at your preferred school either through the school's reserve list or through the appeals process.

- **Declining a school offer**

If you do not wish to accept the school place offered, for example if you have moved out of Cambridgeshire, or have decided to educate your child privately, you **must** ensure you inform the Local Authority. This can be done by completing the refusal slip attached to the offer letter and returning it to the Admissions Team. Parents who submitted their application online can also decline the offer via the Citizen Portal between 1 March 2019 and 15 March 2019

When considering declining the offer of a place that has been made to you, please consider the following:

- If you are appealing a decision not to offer your child a place at a higher preference school, you must wait until your case has been heard and upheld before you can decline the place currently offered to you;
- If you have submitted a new application with different preferences, or are planning to do so, you must wait until your application has been processed and a new offer issued by the Admissions Team before you can decline your original offer;
- If you are hoping to gain a place at a preferred school through that school's reserve list, your current offer cannot be withdrawn until you are offered a place at your preferred school by the Admissions Team.

By completing the refusal slip you accept that you are withdrawing your current application and by doing so invalidating any offer of a place that has been made to you.

- **Offer after refusal**

In some cases, the Admissions Team will initially be unable to offer a place at your preferred school, but a place may become available that we can offer to you at a later date. When this occurs we will inform you in writing, by posting a letter to the contact address we hold on file for you and by emailing a copy of the letter to the contact address where one was given on your application. You will then need to decide if you wish to take up the newly offered higher preference school or retain the originally offered place. You **must** inform us of your decision, **in writing**, within ten working days of the offer being made; you can confirm by letter or by emailing [admissions@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.uk)

If you do not respond within ten working days, a reminder will be sent by post and email; if you do not respond within five working days of the reminder, we will assume you wish to retain your original offer, the new offer will be withdrawn and your child's name will be

removed from the school's reserve list. Please note, exceptions cannot be made for letters you do not receive due to providing insufficient details for written communication.

# How do I appeal?

You have a right of appeal if your child is not offered a place at any of your preferred school(s).

- **How do I request an appeal?**

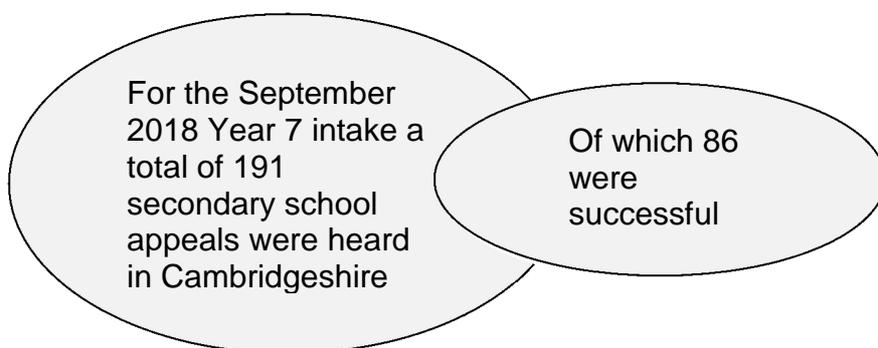
You will need to complete an appeal form which is available from the Appeals Officer directly. This can be requested by email or by phone. Further information is available via our website at: <https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-&-learning/apply-for-a-school-place/admission-appeals/>

If you wish to request an appeal for a school which is located in another county, you will need to make your appeal request to the relevant Local Authority.

- **When will my appeal be heard?**

Most appeals will be heard throughout May, June and early July. However, if you receive your offer on the 1 March 2019, and wish to request an appeal, this must be submitted to the Admissions Team by **29 March 2019**, to guarantee your appeal is heard before 18 June 2019.

If your application was considered in the second round of allocations, it is important that you submit your appeal request form as quickly as possible. Although we cannot guarantee that your appeal will be heard before the end of the summer term, we will ensure that it is heard within the statutory deadline. Please refer to the published appeals timescale on our appeals web pages for more information.



- **What happens at an appeal hearing?**

An independent appeal panel will hear the admission authority's reasons for not giving your child a place at your preferred school.

During the appeal hearing the admission authority will explain why your preference was not met and why it is not possible to offer your child a place at your preferred school. You will then be given the opportunity to explain your reasons for wishing your child to attend your preferred school.

If you would prefer not to present your case in person, it is possible for your appeal to be heard in your absence. These appeals are considered only on the written information that you provide. It is, therefore, important that you consider whether you should attend the appeal in person or not.

The clerk to the appeal panel will let you know the decision in writing within five working days.

- **What if my appeal is unsuccessful?**

The appeal panel's decision is legally binding on both yourselves as the appellant and the admission authority for the school. It is not possible to have another appeal for the same school within the same academic year, unless there has been a significant change in your circumstances.

Your options will be either to accept the school place that has been offered to you, or, alternatively, submit a new application for another school.

- **What if my appeal is successful?**

Please contact the Admissions Team within five working days to confirm whether or not you wish to take up the place offered to you by the appeal panel or retain your original offer. This can be done by letter or by emailing [admissions@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.uk) .

# Home to school transport

- **Will my child be entitled to home to school transport?**

Cambridgeshire County Council provide free home to school transport for your child if;

- a) he or she lives within the area where Cambridgeshire is the Local Children's Services Authority; and
- b) the child is at least in the school year in which he/she will attain his/her fifth birthday; and
- c) he or she is registered at the school *designated* (see Glossary of terms) by the Council and this is not within the statutory walking distance of the child/young person's home (i.e. two miles for primary aged pupils and three miles for secondary aged pupils measured by the *shortest available route\* to the nearest entrance to the school*; and
- d) the journey each way (excluding the time taken to get to the designated pickup point or waiting time for a connecting service), can be achieved in 45 minutes for children of primary school age or 75 minutes for young people of secondary school age.

*\*The Council determines the distance from home to school for transport purposes by measuring the shortest available walking route using a digital system which ensures a high degree of accuracy.*

Some secondary school children may qualify for help with transport costs under 'Extended Secondary Rights for Low Income Families'. To do so, your child must meet the following criteria:

- be entitled to free school meals or be from a family receiving the maximum level of Working Families Tax Credit (with no reduction due to income)
- be attending secondary school at one of their 3 nearest schools between 2 and 6 miles from their home address or their nearest denominational school (on grounds of religion or belief) between 2 and 15 miles from their home address.

If you do not name your catchment / designated school as a preference, you will be responsible for making and funding your child's transport arrangements.

- **Where can I find further information about Home to School Transport?**

For further information regarding home to school transport please visit;

[www.cambridgeshire.gov.uk/education/transport](http://www.cambridgeshire.gov.uk/education/transport)

# Where can I get further information?

The Admissions Team are available to provide parents with factual information regarding the school admission and school admission appeals process. Their role is not, however, to advise parents on their applications or with the preparation / content of appeal cases.

From September 2014, all local authorities must publish a local offer. The local offer brings together information from education, health and social care about the provision that it is available for children and young people aged 0 - 25 with special educational needs and disabilities (SEND) and their families. Cambridgeshire's local offer is available on [www.cambridgeshire.gov.uk/send](http://www.cambridgeshire.gov.uk/send)

Mainstream schools and academies must also publish information about SEND in their school and an annual information report outlining how they support children with SEND. This information will be published on individual school websites.

## The Local Offer

 [www.cambridgeshire.gov.uk/send](http://www.cambridgeshire.gov.uk/send)

Cambridgeshire County Council does offer a Transition Information Advice service. This service is available to provide parents with independent advice regarding:

- The admission and transfer process
- Information about schools
- School admission policies and criteria
- Travel issues
- The appeals process



## Parents' School Preference Adviser

 01223 699194  
 [choosingaschool@cambridgeshire.gov.uk](mailto:choosingaschool@cambridgeshire.gov.uk)

Further independent information and advice is also available from the **Advisory Centre for Education (ACE)**. ACE is a national charity that provides advice and information to parents and carers on a wide range of school-based issues including exclusion, admissions, special education needs, bullying and attendance.

## Advisory Centre for Education

 0300 0115 142  
 [www.ace-ed.org.uk](http://www.ace-ed.org.uk)

# Cambridgeshire School Directory

Every maintained secondary school in Cambridgeshire is listed in the school directory in alphabetical order. Each entry includes information to help you with your application.

## School open event details

Please see page 32 for details of all school open events for parents. Please note some events are day events and some are in the evenings.

## School Details

The entry for each school gives the contact details including:

- the school's address and telephone number and website;
- the School's Code, which can be used for searching for a particular school when using our online facility
- the school's age range;
- school type and specialism, which tells you what status and specialism the school holds (e.g. Foundation school with sports college status);
- the Published Admission Number (PAN), which shows the total number of children that can be admitted to the school in September 2019;
- the religious denomination will be given where applicable.

## Additional information requirements

If additional information, such as a Supplementary Information Form (SIF) or other religious confirmation, is required it will be clearly stated in this section.

## Allocation Information from the previous year

This information is designed to help you see how likely it is that your child will be offered a place at your preferred school. The information within this table was correct as of the allocation date of 1 March 2018 and tells you:

- the number of preferences received;
- the number of places allocated;
- the criterion allocated up to; and
- the number of appeals heard.

## Summary of oversubscription criteria for foundation schools and Academies

The information in this directory is just a summary of a school's admission arrangements. In order to view the full admissions policy for a school please refer to our website at: [www.cambridgeshire.gov.uk/admissions](http://www.cambridgeshire.gov.uk/admissions) or alternatively contact the school directly.

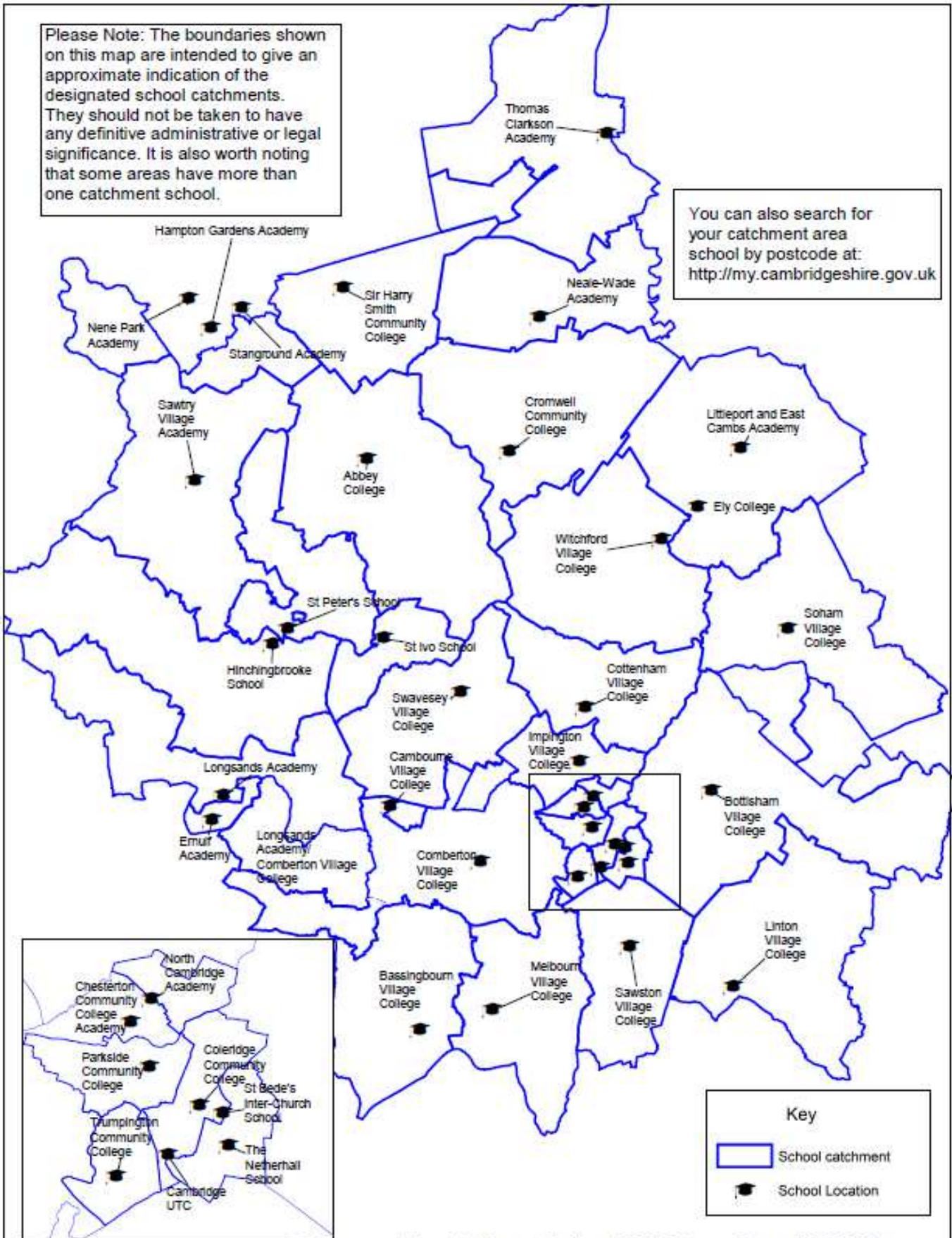
# School open events

School:	When:
Abbey College	04/10/2018
Bassingbourn Village College	20/09/2018
Bottisham Village College	04/10/2018
Cambourne Village College	03/10/2018 - 19:00 onwards
Chesterton Community College	04/10/2018 - 18:00 to 20:00
Coleridge Community College	02/10/2018
Comberton Village College	04/10/2018
Cottenham Village College	04/10/2018 - 18:00 onwards
Cromwell Community College	18/10/2018 - 17:00 to 20:30
Ely College	
Ernulf Academy	27/09/2018
Hinchingbrooke School	04/10/2018
Impington Village College	01/10/2018
Linton Village College	04/10/2018 - 17.30 to 20.00
Littleport & East Cambs Academy	08/10/2018 - 17:00 to 19:00
Longsands Academy	18/10/2018
Melbourn Village College	27/09/2018 - 18:30 to 20:30
Neale-Wade Academy	04/10/2018
Netherhall School	11/10/2018 - 18:00 to 20:00
North Cambridge Academy	26/09/2018 - 17:30 to 20:00
Parkside Community College	11/10/2018
Sawston Village College	04/10/2018
Sawtry Village Academy	04/10/2018 - 18:00 onwards
Sir Harry Smith Community College	02/10/2018 - 18:00 to 20:00
Soham Village College	27/09/2018
St. Bede's Inter Church School	17/10/2018 - 17:00 to 20:00
St. Ivo School	11/10/2018
St. Peter's School	02/10/2018
Swavesey Village College	27/09/2018
Thomas Clarkson Academy	27/09/2018
Trumpington Community College	26/09/2018
Witchford Village College	18/10/2018

# Secondary Schools in Cambridgeshire

Please Note: The boundaries shown on this map are intended to give an approximate indication of the designated school catchments. They should not be taken to have any definitive administrative or legal significance. It is also worth noting that some areas have more than one catchment school.

You can also search for your catchment area school by postcode at: <http://my.cambridgeshire.gov.uk>



- **Abbey College**

Abbey Road, Ramsey, Huntingdon, Cambs, PE26 1DG

☎ 01487 812352

💻 [www.abbeycollege.cambs.sch.uk](http://www.abbeycollege.cambs.sch.uk)

<b>School Code</b>	4603	<b>Age Range</b>	11 - 19
<b>PAN for 2019</b>	210	<b>School Type</b>	Academy with specialist Technology College Status

**Catchment area:** Children living in the area of the following schools fall within the catchment area: Bury, Earith, Ramsey Junior, Ashbeach, Somersham, St. Helen's, Upwood and Warboys.

**Oversubscription criteria:** The School Admissions Code requires that children whose statement of special educational needs (SEN) or Education, Health and Care plan names the school sits before the over-subscription criteria.

1. Children who are 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.
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 attend the primary schools within it.
5. Children who live in the catchment area.
6. Children who live outside the catchment area, who attend 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 attend 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.

In cases of equal merit, priority will go first to children who are looked after (in the care of Social Services) and then the children living nearest the school according to the shortest available travel route. Please refer to the Glossary of Terms on page 74 of this guide for further information.

<b>2018 allocation information:</b>	<b>1st</b>	<b>2nd</b>	<b>3rd</b>
Preferences received:	169	52	35
Places allocated:	197		
Criterion allocated to:	9		
Appeals heard:	0		

- **Bassingbourn Village College**

South End, Bassingbourn, Royston, Herts, SG85NJ

☎ 01763 242344

💻 <http://www.bassingbournvc.net>

<b>School Code</b>	5401	<b>Age Range</b>	11 - 16
<b>PAN for 2019</b>	125	<b>School Type</b>	Academy

**Catchment area:** The College primarily serves a catchment area comprising the catchment areas of the following partner primary schools: Bassingbourn County Primary School, Guilden Morden Primary School, Petersfield Primary School, Orwell and Steeple Morden Primary School but welcomes applications from families who live outside this area.

**Oversubscription criteria:** Children who have a statement of special educational needs that names the school will be admitted. NB. Those children with a statement of special educational needs or education health and care plan that does not name the school will be referred to the Statutory Assessment Team (S.A.T) to determine an appropriate place. Should applications exceed the agreed admissions number, priority will go, 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.
2. A child who lives in the catchment area and attends Bassingbourn County Primary School, Guilden Morden Primary School, Petersfield Primary School, Orwell or Steeple Morden Primary School, and has a sibling\* at Bassingbourn Village College at the time of admission.
3. A child who lives in the designated catchment area who attends one of the named primary schools within it (see 2 above).
4. A child who lives in the designated catchment area with a sibling at Bassingbourn Village College at the time of admission.
5. A child who lives in the designated catchment area of the named primary schools
6. A child who lives outside the designated catchment area who attends one of the named primary schools within it and who has a sibling at Bassingbourn Village College at the time of admission.
7. A child who lives outside the designated catchment area who attends one of the named primary schools within it.
8. A child who lives outside the designated catchment area who has a sibling at Bassingbourn Village College at the time of admission

If places remain available, the distance between home and school as measured by the shortest straight line distance

In cases of equal merit, priority will go to children within Cambridgeshire by measuring a straight line distance.

<b>2018 allocation information:</b>	<b>1st</b>	<b>2nd</b>	<b>3rd</b>
Preferences received:	139	57	19
Places allocated:	125		
Criterion allocated to:	9		
Appeals heard:	4		

- **Bottisham Village College**

Lode Road, Bottisham, Cambs, CB25 9DL

☎ 01223 811250

💻 [www.bottishamvc.org](http://www.bottishamvc.org)

<b>School Code</b>	4002	<b>Age Range</b>	11 - 16
<b>PAN for 2019</b>	270	<b>School Type</b>	Academy with Humanities College Status and Applied Learning Specialism

**Catchment area:** The College's catchment area is defined as the area served by the following Primary schools: Bottisham, Burwell, Cheveley, Kettlefields (Dullingham / Stetchworth villages), Fen Ditton, Fulbourn, Great Wilbraham, Teversham, Swaffham Bulbeck, and Swaffham Prior.

**Oversubscription criteria:** Children who have a statement of special educational needs that names the school will be admitted. NB. Those children with a statement of special educational needs or education health and care plan that does not name the school will be referred to the Statutory Assessment Team (S.A.T) to determine an appropriate place.

1. Children in Care, also known as Looked After Children (LAC) and children who looked after but ceased to be so by reason of adoption, a resident order or special guardianship order.
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 attend the primary schools within it.
5. Children who live in the catchment area;
6. Children who live outside the catchment area, who attend 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 attend 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.

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 page 74 of this guide for further information.

<b>2018 allocation information:</b>	<b>1st</b>	<b>2nd</b>	<b>3rd</b>
Preferences received:	252	91	29
Places allocated:	214		
Criterion allocated to:	5		
Appeals heard:	1		

- **Cambourne Village College**  
Sheepfold lane, Cambourne, CB23 6FR  
☎ 01954 284000  
💻 [www.cambournevc.org](http://www.cambournevc.org)

<b>School Code</b>	4006	<b>Age Range</b>	11 - 16
<b>PAN for 2019</b>	300*	<b>School Type</b>	Free School

**Catchment area:** Children living in the catchment area of the following feeder primary schools in Cambourne: Monkfield Park, The Vine Inter Church, Jeavons Wood and Cambourne & Hardwick Primary School.

**Oversubscription criteria:** Where numbers of applications for any year group exceed the number of published year group places, after the admission of pupils with a statement of SEN or an Education Health and Care Plan, naming the school, applications will be considered in the following order or priority.

1. Children in Care, also known as Looked- After Children (LAC) to include those who were previously looked-after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order.
2. Children living<sup>1</sup> in the catchment<sup>2</sup> area, who attend one of the feeder primary schools listed above and who have a sibling<sup>3</sup> at the school at the time of admission. (Parents may contact the Local Authority (LA) if they are uncertain whether or not they reside in the catchment area.)
3. Children living in the catchment area and who have a sibling at the school at the time of admission.
4. Children living in the catchment area and who attend one of the feeder primary schools listed above.
5. Children living in the catchment area.
6. Children who live outside the catchment area, who attend a feeder primary school 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 attend a feeder primary school within the catchment area.
9. Children of staff<sup>4</sup> employed at Cambourne Village College at the time of application.
10. Children who live outside of the catchment area.

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\*At the time of the original publication, 12 September 2018, the PAN for the September 2019 Year 7 intake had been set at 300. However, due to changes in the schedule of on-site building work, the academy trust is seeking permission from the Department for Education to reduce this PAN to 240. If this is approved, the PAN listed in the digital version of this booklet will be updated immediately.

<sup>1</sup> 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. 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 a minimum of six month tenancy agreement or exchange of contracts<sup>1</sup>.

<sup>2</sup> A map showing the catchment area and/or further information can be obtained from the Local Authority.

<sup>3</sup> A sibling is defined as another child living in the same family home

<sup>4</sup> Staff are defined as those having a contract of employment with the Cam Academy Trust and working at Cambourne Village College

If more applications are received than there are places under any of the over-subscription criteria then the places will be offered in order of distance from the home address to the relevant point, distance being measured in a straight line from the front door of the pupil's accommodation to the relevant point.

<b>2018 allocation information:</b>	<b>1st</b>	<b>2nd</b>	<b>3rd</b>
Preferences received:	232	103	27
Places allocated:	212		
Criterion allocated to:	6		
Appeals heard:	3		

- **Chesterton Community College Academy**

Gilbert Road, Cambridge, CB4 3NY

☎ 01223 712150

💻 [www.chestertoncc.net](http://www.chestertoncc.net)

<b>School Code</b>	4029	<b>Age Range</b>	11 - 16
<b>PAN for 2019</b>	180	<b>School Type</b>	Academy

**Catchment area:** The area serving the following primary schools falls within the catchment area: Arbury, Milton Road, Mayfield and St. Luke's.

**Oversubscription Criteria:** Children who have a statement of special educational needs that names the school will be admitted. Those children with a statement of special educational needs or education health and care plan that does not name the school will be referred to the Statutory Assessment Team (S.A.T) to determine an appropriate place.

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 a special guardianship order.
2. Children of staff who have been employed at the Academy for at least two years at the time of application or have been recruited to fill a vacant post for which there is a demonstrable skill shortage.<sup>1</sup>
3. Children who live in catchment area, attend primary schools within the catchment area and who have a sibling at the school at the time of admission.
4. Children who live in the catchment area with a sibling at the school at the time of the admission.
5. Children who live in the catchment area who attend the primary schools within it.
6. Children who live in the catchment area
7. Children who live outside the catchment area, who attend primary schools within it and who have a sibling at the school at the time of admission.
8. Children who live outside the catchment area who have a sibling at the school at the time of admission
9. Children who live outside the catchment area who attend the primary schools within the catchment area
10. Children who live outside the catchment area, but nearest the school as measured by a straight line.

<b>2018 allocation information:</b>	<b>1st</b>	<b>2nd</b>	<b>3rd</b>
Preferences received:	248	174	75
Places allocated:	200		
Criterion allocated to:	9		
Appeals heard:	18		

<sup>1</sup> Staff refers to full and part time support and teaching staff in permanent positions at the school who have not handed in their notice prior to the student starting school. (ii) Children of staff is defined as the staff member being the legal guardian of the child.

- **Coleridge Community College - Cambridge Academic Partnership**

Radegund Road, Cambridge, CB1 3RJ

☎ 01223 712300

💻 [www.cap.education](http://www.cap.education)

<b>School Code</b>	4031	<b>Age Range</b>	11 - 16
<b>PAN for 2019</b>	120	<b>School Type</b>	Academy

**Catchment area:** The area serving the following primary schools falls within the catchment area: Abbey Meadows, Morley Memorial, Ridgefield and St. Philip's. For further information on a specific address please contact the Admissions Team.

**Oversubscription criteria:** Children whose statement of special educational needs or Education, Health and Care plan names the school take priority over all other applicants and will be admitted irrespective of whether there are places available in the year group. Those children with a statement of special educational needs or Education, Health and Care Plan that does not name the school will be referred to Statutory Assessment Team (S.A.T) to determine an appropriate place.

1. Children in care, also 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;
2. Children who live in the Coleridge catchment area, who have a sibling at Coleridge at the time of admission;
3. Children who live in the Coleridge catchment area;
4. Children who have a sibling at Coleridge at the time of admission.
5. Children who attend a primary school within the Coleridge catchment area including Queen Emma Primary School.
6. Children who live nearest Coleridge by the shortest straight line distance by measuring a straight line from the centre point of the home to the main pupil entrance to the secondary school.

In cases of equal merit, priority will go to children living nearest the school according to 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) Address Base Premium™. These distances are produced by the LA Admissions team for the school. 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.

- a. Sibling means any child of compulsory school age living in the same family unit.
- b. Home address means the place the child resides for the majority of school nights with an adult who has parental responsibility.
- c. A map of the catchment area is available from the College or the LA Admissions Team. Details of which streets are in the catchment are available from the Admissions Team.

<b>2018 allocation information:</b>	<b>1st</b>	<b>2nd</b>	<b>3rd</b>
Preferences received:	60	81	86
Places allocated:	147		
Criterion allocated to:	6		
Appeals heard:	0		

- **Comberton Village College**

West Street, Comberton, Cambs CB23 7DU

☎ 01223 262503

🌐 <http://www.combertonvc.org>

<b>School Code</b>	5406	<b>Age Range</b>	11 - 18
<b>PAN for 2019</b>	240	<b>School Type</b>	Academy with Sports College status

**Catchment area:**

**CATCHMENT AREA FOR ADMISSION TO YEAR 7, 8 AND 9**

Children living in the catchment areas of the following feeder primary schools: Barton, Barnabas Oley – Great Gransden, Bourn, Caldecote, Coton, Dry Drayton, Gamlingay, Hardwick, Haslingfield, and Meridian, Comberton.

For transport purposes the Local Authority does not include within the catchment area those houses in the catchment area for Barnabas Oley Primary School – Abbotsley, Great Gransden, Little Gransden and Waresley.

**CATCHMENT AREA FOR ADMISSION TO YEARS 10 AND 11**

Children living in the catchment areas of the following feeder primary schools: Barton, Barnabas Oley – Great Gransden, Bourn, Caldecote, Coton, Dry Drayton, Hardwick, Haslingfield, and Meridian, Comberton.

**Oversubscription criteria:** Where numbers of applications for any year group exceed the number of published year group places, after the admission of pupils with a statement of SEN or Education, Health and Care Plan, naming the school, applications will be considered in the following order of priority.

1. Children in Care, also known as Looked After Children (LAC) to include those who were previously looked-after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order.
2. Children living<sup>1</sup> in the catchment area<sup>2</sup>, who attend one of the feeder primary schools listed above and who have a sibling<sup>3</sup> at the school at the time of admission. *Parents may contact the Local Authority (LA) if they are uncertain whether or not they reside in the catchment area*
3. Children living<sup>1</sup> in the catchment<sup>2</sup> area and who have a sibling<sup>3</sup> at the school at the time of admission.
4. Children living in the catchment area and who attend one of the feeder primary schools listed above.
5. Other children living in the catchment area.

<sup>1</sup> 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. 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 a minimum of six month tenancy agreement or exchange of contracts'.

<sup>2</sup> A map showing the catchment area and/or further information can be obtained from the Local Authority.

<sup>3</sup> A sibling is defined as another child attending Comberton Village College or Comberton Sixth Form living in the same family home at the time of application.

6. Children who live outside the catchment area, who attend a feeder primary school within it and who have a sibling<sup>3</sup> at the school at the time of admission.
7. Children who live outside the catchment area who have a sibling<sup>3</sup> at the school at the time of admission.
8. Children who live outside the catchment area who attend the primary schools within the catchment area.
9. Children of staff<sup>1</sup> employed at Comberton Village College at the time of application
10. Children who live outside the catchment area.

If more applications are received than there are places under any of the over-subscription criteria then the places will be offered in order of distance from the home address to the relevant point, distance being measured in a straight line from the front door of the pupil's accommodation to the relevant point.

<b>2018 allocation information:</b>	<b>1st</b>	<b>2nd</b>	<b>3rd</b>
Preferences received:	311	235	86
Places allocated:	280		
Criterion allocated to:	9		
Appeals heard:	11		

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<sup>1</sup> Staff are defined as those having a contract of employment with The Cam Academy Trust and working at Comberton Village College.

- **Cottenham Village College**  
High Street, Cottenham, Cambs CB24 8UA  
☎ 01954 288944  
💻 <http://cvcweb.net>

<b>School Code</b>	4038	<b>Age Range</b>	11 - 18
<b>PAN for 2019</b>	180	<b>School Type</b>	Academy with Sports College status

**Catchment area:** Cottenham Village College's catchment area is defined as children living in the area of the following primary schools; Cottenham, Waterbeach and Willingham.

**Oversubscription criteria:** Children whose statement of special educational needs or Education, Health and Care plan names the College will be admitted. NB. Those children with a statement of special educational needs or education health and care plan that does not name the school will be referred to the Statutory Assessment Team (S.A.T) to determine an appropriate place.

1. Children in care, also 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
2. Children living in the catchment area attending feeder primary schools, with a sibling attending the College
3. Children living in the catchment area with a sibling attending the College at the time of admission
4. Children living in the catchment area attending a feeder primary school
5. Children who live in the catchment area
6. Children living outside the catchment area attending feeder primary schools, with a sibling attending the College.
7. Children living outside the catchment area with a sibling attending the College at the time of admission
8. Children living outside the catchment area attending a feeder primary school
9. Children who live outside the catchment area, but nearest the College as measured by a straight line.

In cases of equal merit in each set of criteria, priority will go to children living nearest the College as measured by a straight line. Please refer to the Glossary of Terms on page 74 of this guide for further information.

<b>2018 allocation information:</b>	<b>1st</b>	<b>2nd</b>	<b>3rd</b>
Preferences received:	177	71	28
Places allocated:	180		
Criterion allocated to:	9		
Appeals heard:	10		

- **Cromwell Community College**

Wenny Road, Chatteris, Cambs, PE16 6UU

☎ 01354 692193

💻 [www.cromwellcc.org.uk](http://www.cromwellcc.org.uk)

<b>School Code</b>	4045	<b>Age Range</b>	11 - 18
<b>PAN for 2019</b>	210	<b>School Type</b>	Academy

**Catchment area:** Children living in the catchment area of the following primary schools fall within the catchment area for the college: Benwick, Glebelands, Kingsfield, Lionel Walden, Manea and Thomas Eaton.

**Oversubscription Criteria:** Children who have a statement of special educational needs that names the school will be admitted. NB. Those children with a statement of special educational needs or education health and care plan that does not name the school will be referred to the Statutory Assessment Team (S.A.T) to determine an appropriate place.

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 a special guardianship order;
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 attend the primary schools within it;
5. Are the children of staff who have been employed at the Academy for two or more years at the time of application or have been recruited to fill a vacant post for which there is a demonstrable skill shortage;
6. Children who live in the catchment area;
7. Children who live outside the catchment area, who attend primary schools within it and who have a sibling at the school at the time of admission;
8. Children who live outside the catchment area who have a sibling at the school at the time of admission;
9. 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 children living nearest the school by shortest straight line distance. Please refer to the Glossary of Terms on page 74 of this guide for further information.

<b>2018 allocation information:</b>	<b>1st</b>	<b>2nd</b>	<b>3rd</b>
Preferences received:	269	83	25
Places allocated:	240		
Criterion allocated to:	9		
Appeals heard:	Appeals were held by the college. Please contact them directly for this information.		

- **Ely College**

Downham Road, Ely, Cambs, CB6 2SH

☎ 01353 667763

💻 [www.elycollege.com](http://www.elycollege.com)

<b>School Code</b>	4012	<b>Age Range</b>	11 – 18
<b>PAN for 2019</b>	270	<b>School Type</b>	Academy with Business & Enterprise College status

**Catchment area:** Children living in the area of the following primary schools fall within the catchment area: Ely St Mary’s Junior, Ely St. John’s, The Lantern, Downham Feoffees, Littleport<sup>1</sup> and Millfield.

**Oversubscription criteria:** Children who have a statement of special educational needs that names the school will be admitted. NB. Those children with a statement of special educational needs or education health and care plan that does not name the school will be referred to the Statutory Assessment Team (S.A.T) to determine an appropriate place.

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 a special guardianship order.
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 and attend primary schools within it
5. Children who live in the catchment area.
6. Children who live outside the catchment area, who attend 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 attend 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.

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 page 74 of this guide for further information.

<b>2018 allocation information:</b>	<b>1st</b>	<b>2nd</b>	<b>3rd</b>
Preferences received:	169	81	35
Places allocated:	202		
Criterion allocated to:	9		
Appeals heard:	0		

<sup>1</sup> While children living within the catchment area of this primary school will be considered to be living within the catchment area for Ely College, it will not be considered as their catchment school for home-to-school transport purposes, as Littleport & East Cambs Academy is closer to their home address.

- **Ernulf Academy**

Barford Road, Eynesbury, St Neots, PE19 2SH

☎ 01480 374748

💻 [www.ernulf.cambs.sch.uk](http://www.ernulf.cambs.sch.uk)

<b>School Code</b>	4014	<b>Age Range</b>	11 - 18
<b>PAN for 2019</b>	232	<b>School Type</b>	Academy

**Catchment Area:** Children living in the area of the following primary schools fall within the catchment area: Bushmead, Eynesbury, Middlefield, St. Mary's (St Neots) and Winhills.

**Oversubscription criteria:** Children who have a Statement of Special Educational Needs that names the school will be admitted. Those children with a Statement of Special Educational Needs or Education, Health and Care Plan that does not name the school will be referred to Statutory Assessment Team (S.A.T) to determine an appropriate place.

In the event of the number of applications exceeding the PAN, the criteria that follow will be used to determine the allocation of places.

Children who:

1. Children who are 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 residence order, care arrangements or special guardianship order;
2. Children of staff who have been employed at the school for two or more years at the time of application or have been recruited to fill a vacant post for which there is a demonstrable skill shortage;
3. Children living in the catchment area, attending primary schools in the catchment area and who have a sibling at the school at the time of admission;
4. Children living in the catchment area with a sibling at the school at the time of admission;
5. Children living in the catchment area who attend the primary schools within it;
6. Children living in the catchment area;
7. Children who live outside the catchment area, who attend primary schools within it and who have a sibling at the school at the time of admission.
8. Children who live outside the catchment area who have a sibling at the school at the time of admission
9. Children who live outside the catchment area who attend the primary schools within the catchment area;
10. Children living nearest the school according to the shortest straight line distance.

Priority will be given to students living nearest the school as measured by a straight line. Please refer to the Glossary of Terms on page 74 of this guide for further information.

<b>2018 allocation information:</b>	<b>1st</b>	<b>2nd</b>	<b>3rd</b>
Preferences received:	72	64	9
Places allocated:	145		
Criterion allocated to:	10		
Appeals heard:	0		

- **Hinchingbrooke School**

Brampton Road, Huntingdon, PE29 3BN

☎ 01480 375700

💻 [www.hinchingbrookeschool.net](http://www.hinchingbrookeschool.net)

<b>School Code</b>	4503	<b>Age Range</b>	11 - 18
<b>PAN for 2019</b>	300	<b>School Type</b>	Academy with Sports College status

**Catchment area:** The catchment area includes the catchment areas of the following primary schools: Brampton, Buckden, Brington, Cromwell Park, Godmanchester, Offord, Spaldwick and St Anne's Godmanchester. The catchment area also includes part of the catchment areas of the following schools: Huntingdon Primary, Thongsley Fields and St Johns detailed as follows – Huntingdon to the south and west of Ermine Street (except the Stukeley Meadows Estate), Cromwell Walk; Brookside and Nursery Road; Hinchingbrooke Park Housing Estate, and the following streets from the northern part of Huntingdon - Surrey Road, Richmond Close, Kingston Close, Kent Road, Dover Close, Deal Close, Maple Drive, Sycamore Drive, Sapley Square, Essex Road, Nene Road, Thames Road, Norfolk Road, Sapley Park, Medway Road, Foster Court, Lucas Court, Lavender Court, Garner Court, Armstrong Court, Beale Court, Gimber Court, Tomlinson Court, Godeby Court, Judson Court, St Barnabas Court, Selby Court, Cotton Court, Hazelwood Walk and Coneygear Road (even numbers 40-62). Although the whole of St. John's catchment area is not located within Hinchingbrooke's area, the school itself is.

**Oversubscription criteria:** Children who have a statement of special educational needs that names the school will be admitted. NB. Those children with a statement of special educational needs or education health and care plan that does not name the school will be referred to the Statutory Assessment Team (S.A.T) to determine an appropriate place.

1. Children in care, also 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
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 attend the primary schools within it
5. Children who live in the catchment area;
6. Children who live outside the catchment area, who attend 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 attend 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.

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 page 74 of this guide for further information.

<b>2018 allocation information:</b>	<b>1st</b>	<b>2nd</b>	<b>3rd</b>
Preferences received:	400	144	51
Places allocated:	300		
Criterion allocated to:	8		
Appeals heard:	28		

- **Impington Village College**  
New Road, Impington, Cambs CB24 9LX  
☎ 01223 200400  
💻 [www.impington.cambs.sch.uk](http://www.impington.cambs.sch.uk)

<b>School Code</b>	4004	<b>Age Range</b>	11 - 18
<b>PAN for 2019</b>	240	<b>School Type</b>	Academy with Language College Status

**Catchment area:** Impington Village College's catchment area is defined as children living in the area of the following primary schools: Dry Drayton, Girton, Histon & Impington, Milton and Oakington.

**Oversubscription Criteria:**

Children who have a statement of special educational needs that names the College will be admitted. NB. Those children with a statement of special educational needs or education health and care plan that does not name the school will be referred to the Statutory Assessment Team (S.A.T) to determine an appropriate place.

When the number of applications received exceeds the number of places available, places will be allocated according to the following oversubscription criteria:

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 a special guardianship order.
2. Children living in the catchment area, attending feeder primary schools, with a sibling<sup>1</sup> attending the College.
3. Children living in the catchment area with a sibling attending the College at the time of application.
4. Children living in the catchment area attending a feeder primary school.
5. Children who live in the catchment area;
6. Children living outside the catchment area, attending feeder primary schools, with a sibling attending the College.
7. Children living outside the catchment area with a sibling attending the College at the time of application.
8. Children living outside the catchment area attending a feeder primary school;
9. Children who live outside the catchment area, but nearest the College as measured by a straight line.

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 page 74 of this guide for further information.

<b>2018 allocation information:</b>	<b>1st</b>	<b>2nd</b>	<b>3rd</b>
Preferences received:	265	151	98
Places allocated:	210		
Criterion allocated to:	8		
Appeals heard:	25		

<sup>1</sup> A child of compulsory school age, or attending the College including Impington Village College Sixth Form, living in the same family home as the applicant at the time of the intended application.

- **Linton Village College**

Cambridge Road, Linton, Cambs CB21 4JB

☎ 01223 891233

💻 [www.lvc.org](http://www.lvc.org)

<b>School Code</b>	5416	<b>Age Range</b>	11 - 16
<b>PAN for 2019</b>	165	<b>School Type</b>	Academy with Business And Enterprise College Status

**Catchment area:** The College serves a catchment area across a number of villages in South Cambridgeshire, as identified by Cambridgeshire Local Authority, and works in partnership with a number of local primary schools comprising of the following partner primary schools: Ashdon, Burrough Green, Castle Camps, Great Abington, Great Sampford, Linton Heights Junior and The Meadow Primary School.

**Oversubscription Criteria:** Children who have a statement of special educational needs that names the school will be admitted. NB. Those children with a statement of special educational needs that does not name the school will be referred to Student Assessment to determine an appropriate place. Should applications exceed the agreed admissions number, priority will go, in order, to:

1. “Children in Care”, also known as Looked After Children (LAC) and children who were looked after but ceased to be by reason of adoption, a resident order or special guardianship order;
2. Children who live in the catchment area\* and attend a partner primary school\*\*;
3. Children who live in the catchment area\* and who will have a sibling at the College at the time of admission;
4. Children who live in the catchment area\*;
5. Children who live outside the catchment area\* but have attended a partner primary school\*\* for at least two years;
6. Children who live outside the catchment area who will have a sibling at the College at time of admission;
7. Oversubscription priority may be given to the children of members of staff provided they have been employed at LVC for a minimum of two years and/or are recruited to fill a vacant post for which there is a demonstrable skills shortage;
8. Children who live outside the catchment area.

In cases of equal merit, priority will go to children within Cambridgeshire by measuring a straight line from the center point of the home to the main pupil entrance to the school. Please refer to the Glossary of Terms on page 64 of this guide for further information.

<b>2018 allocation information:</b>	<b>1st</b>	<b>2nd</b>	<b>3rd</b>
Preferences received:	185	100	49
Places allocated:	165		
Criterion allocated to:	8		
Appeals heard:	2		

- **Littleport & East Cambs Academy**

Address: Camel Road, Littleport,

☎ 01353 223300

🌐 <http://lecacademy.org/>

<b>School Code</b>	4009	<b>Age Range</b>	
<b>PAN for 2019</b>	120	<b>School Type</b>	Academy

**Catchment area:** This school does not have a geographical catchment area

**Oversubscription Criteria:** Children who have a statement of special educational needs or an Education, Health and Care Plan that names Littleport & East Cambs Academy 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 the Statutory Assessment Team to determine an appropriate place.

Children who have a statement of special educational or an EHCP fall outside the ordinary admissions system and therefore do not feature within the oversubscription criteria.

In the event of a year group being oversubscribed, and after the admission of pupils with a Statement of Special Educational Needs or an EHCP where the school is named, priority for admission will be given to those children who meet the criteria set out below, in order:-

1. A 'looked after child' or child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of its social services functions (see definition in section 22(1) of the Children Act 1989.
2. Children with a sibling attending the school at the time of application who is reasonably expected to still be attending the school at the proposed time of admission
3. Other children by distance from the school with priority for admission being given to those who live nearest to the school as measured by a straight line.

**TIE BREAKER**

In each criterion above, if there are more applicants fulfilling the criterion than there are places available then priority will go to children living nearest the school as measured by a straight line. If the distance between two or more children's home addresses and the school is the same then random allocation will be used to decide who has highest priority for admission. The random allocation process will be independently verified.

<b>2018 allocation information:</b>	<b>1st</b>	<b>2nd</b>	<b>3rd</b>
Preferences received:			
Places allocated:			
Criterion allocated to:			
Appeals heard:			

- **Longsands Academy**

Longsands Road, St Neots Cambs PE19 1LQ

☎ 01480 353535

💻 [www.longsands.cambs.sch.uk](http://www.longsands.cambs.sch.uk)

<b>School Code</b>	5411	<b>Age Range</b>	11 - 18
<b>PAN for 2019</b>	290	<b>School Type</b>	Academy with Media Arts Status

**Catchment area:** Children who live in the catchment areas of the following village primary schools: Great Paxton, Great Staughton, Little Paxton, Newton School, Barnabas Oley, Kimbolton Primary Academy and students who live within the village of Hail Weston; and children who live in the catchment areas of the following St Neots primary schools: Crosshall Junior, Priory Junior and The Round House.

**Oversubscription criteria:** Children who have a Statement of Special Educational Needs or Education, Health and Care Plan that names the Academy will be admitted. Those children with a Statement of Special Educational Needs or Education, Health and Care Plan that does not name the school will be referred to Statutory Assessment and Resources (STAR) Team to determine an appropriate place.

In the event of the number of applications exceeding the PAN, the criteria that follow will be used to determine the allocation of places:

1. Children who are 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 residence order, care arrangements or special guardianship order;
2. Children of staff who have been employed at the school for two or more years at the time of application or have been recruited to fill a vacant post for which there is a demonstrable skill shortage;
3. Children living in the village catchment area and Hail Weston, attending village primary schools in the catchment area and who have a sibling at the school at the time of admission;
4. Children living in the village catchment area and Hail Weston with a sibling at the school at the time of admission;
5. Children living in the village catchment area and Hail Weston who attend the village primary schools within it;
6. Children living in the village catchment area and Hail Weston;
7. Children living in the St Neots catchment area, attending St Neots primary schools in the catchment area and who have a sibling at the school at the time of admission;
8. Children living in the St Neots catchment area with a sibling at the school at the time of admission;
9. Children living in the St Neots catchment area who attend the St Neots primary schools within it;
10. Children living in the St Neots catchment area;
11. Children who live outside the catchment area, who attend village or St Neots primary schools within it and who have a sibling at the school at the time of admission.
12. Children who live outside the catchment area who have a sibling at the school at the time of admission.
13. Children who live outside the catchment area who attend the village or St Neots primary schools within the catchment area;

14. Children living nearest the school according to the shortest straight line distance

Priority will be given to students living nearest the school as measured by a straight line. Please refer to the Glossary of Terms on page 74 of this guide for further information.

<b>2018 allocation information:</b>	<b>1st</b>	<b>2nd</b>	<b>3rd</b>
Preferences received:	297	63	27
Places allocated:	290		
Criterion allocated to:	9		
Appeals heard:	7		

- **Melbourn Village College**

The Moor, Melbourn, Royston SG8 6EF

☎ 01763 223400

💻 [www.mvc.org.uk](http://www.mvc.org.uk)

<b>School Code</b>	4040	<b>Age Range</b>	11 - 16
<b>PAN for 2019</b>	148	<b>School Type</b>	Academy with Performing Arts College Status

**Catchment area:** Children living in the catchment areas of the following primary schools: Barrington, Fowlmere, Foxton, Harston and Newton, Hauxton, Melbourn, Meldreth and Thriplow

**Oversubscription criteria:** Children whose statement of special educational needs (SEN) or Education, Health and Care (EHC) plan naming the college will be admitted. If the College is oversubscribed the following criteria are applied (in the following order of priority):

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;
2. Children who live in the catchment area and attend a partner primary school (Barrington, Fowlmere, Foxton, Harston and Newton, Hauxton, Melbourn, Meldreth and Thriplow) and who have a sibling at the college at the time of admission;
3. Children who live in the catchment area and who have a sibling at the college at the time of admission;
4. Children who live in the catchment area who attend the primary schools within it;
5. Children who live in the catchment area;
6. Children who live outside the catchment area, who attend primary schools within it and who have a sibling at the college at the time of admission;
7. Children who live outside the catchment area who have a sibling at the College at the time of admission;
8. Children who live outside the catchment area who attend the primary schools within the catchment area;
9. Children who live outside the catchment area, but nearest the college as measured by the 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 page 74 of this guide for further information.

2018 allocation information:	1st	2nd	3rd
Preferences received:	115	48	44
Places allocated:	148		
Criterion allocated to:	9		
Appeals heard:	0		

- **Neale-Wade Academy**

Wimblington Road, March, PE15 9PX

☎ 01354 606000

💻 <http://neale-wade.org>

<b>School Code</b>	4003	<b>Age Range</b>	11 - 18
<b>PAN for 2019</b>	300	<b>School Type</b>	Academy with Mathematics & Computing Status

**Catchment area:** For the purpose of admissions, this school no longer operates a geographical catchment area.

For home-to-school transport, children living in the area of the following primary schools fall within the catchment area: All Saints, Burrowmoor, Cavalry, Guyhirn (including children from Thorney Toll), Townley and Westwood Primary.

**Oversubscription Criteria:** Children who have a statement of special educational needs or an Education, Health and Care Plan that names Neale-Wade Academy 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 the Statutory Assessment Team to determine an appropriate place.

In the event of a year group being oversubscribed, and after the admission of pupils with a Statement of Special Educational Needs or an EHCP where the school is named, priority for admission will be given to those children who meet the criteria set out below, in order:

- A 'looked after child' or child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of its social services functions (see definition in section 22(1) of the Children Act 1989;
- Children with a sibling attending the school at the time of application who is reasonably expected to still be attending the school at the proposed time of admission;
- Other children by distance from the school with priority for admission being given to those who live nearest to the school as measured by a straight line.

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 page 74 of this guide for further information.

2018 allocation information:	1st	2nd	3rd
Preferences received:	209	87	48
Places allocated:	248		
Criterion allocated to:	C		
Appeals heard:	0		

- **Netherhall School**

Queen Edith's Way, Cambridge, CB1 8NN

☎ 01223 242931

🌐 <http://www.netherhall.org>

<b>School Code</b>	4011	<b>Age Range</b>	11 - 18
<b>PAN for 2019</b>	180	<b>School Type</b>	Academy

**Catchment area:** The area serving the following primary schools fall within the catchment area: Bewick Bridge, Cherry Hinton, Colville, Queen Edith and The Spinney. For further information on a specific address please contact the Admissions Team.

**Oversubscription Criteria:** Children who have a statement of special educational needs that names the school will be admitted. NB. Those children with a statement of special educational needs or education health and care plan that does not name the school will be referred to the Statutory Assessment Team (S.A.T) to determine an appropriate place.

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 residence order or a special guardianship order.
2. Children who live in the catchment area, attend primary schools within the catchment area including Queen Emma Primary School 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 attend the primary schools within it, including Queen Emma Primary School;
5. Children who live in the catchment area;
6. Children who live outside the catchment area, who attend primary schools within it, including Queen Emma Primary School 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 attend the primary schools within the catchment area, including Queen Emma Primary School;
9. Children who live outside the catchment area, but nearest the school as measured by a straight line.

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. Please refer to the Glossary of Terms on page 74 of this guide for further information.

2018 allocation information:	1st	2nd	3rd
Preferences received:	150	121	78
Places allocated:	180		
Criterion allocated to:	9		
Appeals heard:	1		

- **North Cambridge Academy**  
Arbury Road, Cambridge, CB4 2JF  
☎ 01223 508742  
💻 <http://northcambridgeacademy.org>

<b>School Code</b>	4005	<b>Age Range</b>	11 - 16
<b>PAN for 2019</b>	150	<b>School Type</b>	Academy

**Catchment area:** Children living in the catchment areas of the following primary schools: The Grove, Kings Hedges, Shirley and Orchard Park.

**Oversubscription criteria:** Children who have a statement of special educational needs that names the school will be admitted. NB. Those children with a statement of special educational needs or education health and care plan that does not name the school will be referred to the Statutory Assessment Team (S.A.T) to determine an appropriate place.

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 a special guardianship order
2. Children living in the catchment area, who attend one of the schools listed above and who have a sibling at the school at the time of admission; *Parents may contact the Local Authority if they are uncertain whether or not they reside in the catchment area.*
3. Children living in the catchment area and who have a sibling at the school at the time of admission;
4. Children living in the catchment area and who attend one of the schools listed above
5. Children living in the catchment area;
6. Children who live outside the catchment area, who attend 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 attend the primary schools within the catchment area;
9. Children who live outside the catchment area

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 page 74 of this guide for further information.

2018 allocation information:	1st	2nd	3rd
Preferences received:	49	30	22
Places allocated:	141		
Criterion allocated to:	9		
Appeals heard:	0		

- **Northstowe Secondary School**



<https://www.northstowe.com/content/education/>

<b>School Code</b>	4028	<b>Age Range</b>	11 - 16
<b>PAN for 2019</b>	120	<b>School Type</b>	Foundation School

**Catchment area:** Children living in the area served by the following primary schools, and the area of Northstowe as a whole, fall within the catchment area: Hatton Park Primary School; Pathfinder Primary School

**Oversubscription criteria:** Children whose statement of special educational needs or Education, Health and Care plan names the school will be admitted. NB. Those children with a statement of special educational needs or education health and care plan that does not name the school will be referred to the Statutory Assessment Team (S.A.T) to determine an appropriate place.

1. Children in care, also 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;
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 attend the primary schools within it;
5. Children who live in the catchment area;
6. Children who live outside the catchment area, who attend 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 attend 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.

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 page 74 of this guide for further information.

- **Parkside Community College - Cambridge Academic Partnership**

Parkside, Cambridge, CB1 1EH

☎ 01223 712600

💻 [www.cap.education](http://www.cap.education)

<b>School Code</b>	4027	<b>Age Range</b>	11 - 19
<b>PAN for 2019</b>	120	<b>School Type</b>	Academy

**Catchment area:** The area serving following primary schools fall within the catchment area: Newnham Croft, Park Street, St. Matthew's and St. Paul's. For further information on a specific address please contact the Admissions Team.

**Oversubscription criteria:** Children whose statement of special educational needs or Education, Health and Care plan names the school take priority over all other applicants and will be admitted irrespective of whether there are places available in the year group. Those children with a statement of special educational needs that does not name the school will be referred to Student Assessment Team (S.A.T) to determine an appropriate place.

- 1.Children in care, also 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;
- 2.Children who live in the Parkside catchment area, who have a sibling at Parkside at the time of admission;
- 3.Children who live in the Parkside catchment area.
- 4.Children who have a sibling at Parkside at the time of admission.
- 5.Children who attend a primary school within the Parkside catchment area
- 6.Children who live nearest Parkside by the shortest straight line distance by measuring a straight line from the centre point of the home to the main pupil entrance to the secondary school.

In cases of equal merit, priority will go to children living nearest the school according to 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) Address Base Premium™. These distances are produced by the LA Admissions team for the school. 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.

- a) Sibling means any child of compulsory school age living in the same family unit;
- b) Home address means the place the child resides for the majority of school nights, with an adult who has parental responsibility.

2018 allocation information:	1st	2nd	3rd
Preferences received:	202	231	120
Places allocated:	120		
Criterion allocated to:	4		
Appeals heard:	15		

- c) A map of the catchment area is available from the College or the LA Admissions Team. Details of which streets are in the catchment are also available from the Admissions Team.

- **Sawston Village College**

New Road, Sawston, Cambridge, CB22 3BP

☎ 01223 712777

💻 [www.sawstonvc.org](http://www.sawstonvc.org)

<b>School Code</b>	5408	<b>Age Range</b>	11 - 16
<b>PAN for 2019</b>	210	<b>School Type</b>	Academy

**Catchment area:** Children who live within the catchment of the following primary schools: Babraham, Bellbird (Sawston), Duxford Community, Great and Little Shelford, The Icknield (Sawston), Stapleford Community and William Westley (Whittlesford).

**Oversubscription criteria:** Children whose statement of special educational needs or Education, Health and Care plan names the school will be admitted. NB. Those children with a statement of special educational needs or education health and care plan that does not name the school will be referred to the Statutory Assessment Team (S.A.T) to determine an appropriate place.

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 residence order or a special guardianship order.
2. Pupils who live within the College's catchment area, have a sibling (i.e. a brother or sister who lives in the same family unit) in the College at the time of admission and attend the following primary schools: Babraham, The Bellbird (Sawston), Duxford Community, Great and Little Shelford, The Icknield (Sawston), Stapleford Community and William Westley, Whittlesford.
3. Pupils who live within the College's catchment area and attend the primary schools listed above;
4. Pupils who live within the College's catchment area and have a sibling in the College at the time of admission, but do not attend the above primary schools;
5. Pupils who live within the College's catchment area but do not attend the above primary schools.
6. Pupils who live outside the catchment area, who attend primary schools within it and who have a sibling at the school at the time of admission.
7. Pupils who live outside the catchment area but attend primary schools within it;
8. Pupils who live outside the catchment area, do not attend primary schools within it, but have a sibling at the College at the time of admission;
9. 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 first to children living nearest the school according to the straight line distance. Please refer to the Glossary of Terms on page 74 of this guide for further information.

2018 allocation information:	1st	2nd	3rd
Preferences received:	251	56	28
Places allocated:	210		
Criterion allocated to:	8		
Appeals heard:	1		

- **Sawtry Village Academy**

Fen Lane, Sawtry, Huntingdon, PE28 5TQ

☎ 01487 830701

💻 <http://www.sawtryva.org>

<b>School Code</b>	5403	<b>Age Range</b>	11 - 18
<b>PAN for 2019</b>	180	<b>School Type</b>	Academy

**Catchment area:** Children who live in the catchment area of the following primary schools: Alconbury, Folksworth, Great Gidding, Holme, Sawtry and Stilton, Ermine Street.

**Oversubscription criteria:** Children whose statement of special educational needs or Education, Health and Care plan names the school will be admitted. Those children with a statement of special educational needs that does not name the school will be referred to the Statutory Assessment Team (S.A.T) to determine an appropriate place.

Subsequent places will be allocated strictly against the following criteria in the order listed:

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
2. Children who live in the catchment area and have a sibling who currently attends the school and will still be attending the school on the proposed admission date. For the purpose of these criteria, siblings are defined as children living in the same home and includes students in the sixth form.
3. Children who live in the catchment area and attend one of the following primary schools: Alconbury, Folksworth, Great Gidding, Holme, Sawtry and Stilton. For more details on the catchment areas of these schools, parents may contact the Local Authority's Admissions Team.
4. Children who live in the catchment area
5. Other children having a sibling who currently attends the school and will still be attending the school on the proposed admission date. For the purpose of these criteria, siblings are defined as children living in the same home and includes students in the sixth form.
6. Other children who attend the named primary schools listed above
7. All other applicants.

In cases of equal merit, priority will go to children living nearest to the College according to the shortest straight line distance. Please refer to the Glossary of Terms on page 74 of this guide for further information.

2018 allocation information:	1st	2nd	3rd
Preferences received:	123	33	25
Places allocated:	142		
Criterion allocated to:	7		
Appeals heard:	0		

- **Sir Harry Smith Community College**

Eastrea Road, Whittlesey, Peterborough, PE7 1XB

☎ 01733 703991

💻 [www.sirharrysmith.cambs.sch.uk](http://www.sirharrysmith.cambs.sch.uk)

<b>School Code</b>	4051	<b>Age Range</b>	11 - 18
<b>PAN for 2019</b>	180	<b>School Type</b>	Academy with Science, Mathematics and ICT Status

**Catchment area:** Children living in the areas served by the following primary schools: Coates, Park Lane, New Road, Alderman Jacobs and Heritage Park, Duke of Bedford.

**Oversubscription criteria:** Children whose statement of special educational needs or Education, Health and Care plan names the College will be admitted. Those children with a statement of special educational needs that does not name the College will be referred to the Statutory Assessment Team (S.A.T) to determine an appropriate place.

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.
2. Children living in the designated catchment areas, attend one of the schools listed above and who have a sibling at the College at the time of admission. Parents may contact the LA if they are uncertain whether or not they reside in the catchment area
3. Children living in the designated catchment area and who have a sibling at the College at the time of admission.
4. Children living in the designated catchment areas and attend one of the schools listed above
5. Children living in the designated catchment areas.
6. Children who live outside the catchment area, who attend primary schools within it and who have a sibling at the College at the time of admission;
7. Children who live outside the catchment area who have a sibling at the College at the time of admission.
8. Children who live outside the catchment area who attend the primary schools within the catchment area.
9. Children who live outside the catchment area, but nearest the College with the distance between home and College measured in a straight line.

In cases of equal merit, priority will go to children living nearest the school according to the shortest distance. Please refer to the Glossary of Terms on page 74 of this guide for further information.

2018 allocation information:	1st	2nd	3rd
Preferences received:	184	30	15
Places allocated:	180		
Criterion allocated to:	9		
Appeals heard:	1		

- **Soham Village College**

Sand Street, Soham, Cambridge, CB7 5AA

☎ 01353 724100

💻 [www.sohamvc.org](http://www.sohamvc.org)

<b>School Code</b>	5415	<b>Age Range</b>	11 - 16
<b>PAN for 2019</b>	270	<b>School Type</b>	Academy with Technology and Language College Status

**Catchment area:** Children living in the area served by the following primary schools: Burwell Village College (Primary), Fordham C of E Primary School, Isleham C of E Primary School, Kennett CP School, St Andrew's C of E Primary School (Soham), The Weatheralls CP School (Soham).

**Oversubscription criteria:** Children who have a statement of special educational needs (SEN) or education health and care plan (EHCP) that names the school will be admitted. N.B. Those children with a SEN or EHCP that does not name the school will be referred to Statutory Assessment Team (S.A.T) to determine an appropriate place.

1. Children in care, also known as Looked After Children (LAC), and children who were previously looked after but ceased to be so by reason of adoption, resident order (child arrangement order) or special guardianship order;
2. Children living in the area served by the following primary schools with a sibling already at the College at the time of admission: Burwell Village College (Primary); Fordham CofE(C) Primary School; Isleham CofE(C) Primary School; Kennett CP School; St Andrew's CofE(VC) Primary School, Soham; [The Shade Primary School, Soham]; The Weatheralls CP School, Soham.
3. Other children living in the area served by the primary schools listed in 2;
4. The attendance of a sibling at the time of admission;
5. Children not living in the area served by, but who are attending, the primary schools listed in 2;
6. Children not living in the area served by the primary schools listed in 2, but who live nearest the College as measured by a straight line

In cases of equal merit, priority will go to children living nearest the school according to the shortest distance. Please refer to the Glossary of Terms on page 74 of this guide for further information.

2018 allocation information:	1st	2nd	3rd
Preferences received:	337	117	29
Places allocated:	270		
Criterion allocated to:	4		
Appeals heard:	17		

- **St Bede's Inter Church School**  
Birdwood Road, Cambridge, CB1 3TD  
☎ 01223 568816  
💻 [www.st-bedes.org.uk](http://www.st-bedes.org.uk)

<b>School Code</b>	4602	<b>Age Range</b>	11 - 16
<b>PAN for 2019</b>	180	<b>School Type</b>	Academy with Humanities College Status

**Catchment area:** This school does not have a geographical catchment area

**Oversubscription criteria:** All preferences will be treated equally, but first priority will be given to Looked After Children. Any child with a Education, Health and Care Plan. When the school is oversubscribed, students will be admitted in the order of priority stated below:

1. Children from Church of England / Roman Catholic families whose application is supported<sup>1</sup> by their priest or minister
2. Children from families belonging to other Churches that are members of 'Churches Together in Britain and Ireland' or the Evangelical Alliance whose application is supported by their priest or minister.
3. Children from families belonging to other Christian churches whose application is supported by their Church minister or leader.
4. Children from families practicing other world faiths whose application is supported by their spiritual leader.
5. Children from other families in sympathy with the aims and ethos of this Christian school

Within each of the above categories priority will be given firstly to those children who at the time of admission have a sibling<sup>2</sup> at the school, secondly to those children regularly attending church and then thirdly to those children who live nearest to the school<sup>3</sup>.

Oversubscription priority may be given to the children of members of staff provided they have been employed at St Bede's Inter-Church School for a minimum of two years and/or are recruited to fill a vacant post for which there is a demonstrable skills shortage.

A Supplementary Information Form (SIF) must be completed in addition to the Cambridgeshire Application Form where parents are applying under religious criteria. A copy of the SIF is available on the County Council website or from the school. This form should be returned directly to the school.

2018 allocation information:	1st	2nd	3rd
Preferences received:	279	109	54
Places allocated:	180		
Criterion allocated to:	Other		

<sup>1</sup> Support is defined as the family's Christian commitment being recognised within the parish of the priest or minister. The school may seek further clarification from the priest or minister if such recognition is unclear.

<sup>2</sup> Sibling is defined as a child either living in the same home or blood related but living at a different address.

<sup>3</sup> Distance to school is measuring a straight line from the reference point of the home address to the reference point of the school. As determined by OS AddressBase Premium.

- **St. Ivo School**

High Leys, Houghton Road, St. Ives, PE27 6RR

☎ 01480 375400

💻 [www.stivoschool.org](http://www.stivoschool.org)

<b>School Code</b>	4064	<b>Age Range</b>	11 - 18
<b>PAN for 2019</b>	296	<b>School Type</b>	Academy with Humanities College Status

**Catchment area:** The catchment area is Hemingford Abbots, Hemingford Grey, Holywell, Needingworth, St Ives and the dwellings on the Poultry Research Station at Houghton. Children living in the area of the following primary schools fall within the catchment area: Hemingford Grey, Holywell, Thorndown Primary, Westfield Junior and Wheatfields Primary.

**Oversubscription criteria:** Children whose statement of special educational needs or Education, Health and Care plan names the school will be admitted. NB. Those children with a statement of special educational needs or education health and care plan that does not name the school will be referred to the Statutory Assessment Team (S.A.T) to determine an appropriate place.

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 residence order or a special guardianship order.
2. Children of members of staff provided 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 (as defined by the Headteacher).
3. Children who live in the catchment area, attend primary schools within the catchment area and who have a sibling<sup>1</sup> at the school at the time of admission.
4. Children who live in the catchment area with a sibling at the school at the time of admission.
5. Children who live in the catchment area who attend the primary schools within it.
6. Children who live in the catchment area.
7. Children who live outside the catchment area, who attend primary schools within it and who have a sibling at the school at the time of admission
8. Children who live outside the catchment area who have a sibling at the school at the time of admission.
9. Children who live outside the catchment area who attend the primary schools within the catchment area.
10. 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 children living nearest the school by shortest straight line distance. Please refer to the Glossary of Terms on page 74 of this guide for further information.

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<sup>1</sup> Sibling is defined as children, usually brothers or sisters, aged between 4 and 16 (or up to age 19 whilst attending St Ivo Sixth Form), who live together in the same family unit.

2018 allocation information:	1st	2nd	3rd
Preferences received:	310	70	62
Places allocated:	296		
Criterion allocated to:	9		
Appeals heard:	11		

- **St. Peter's School**

St Peter's Road, Huntingdon, PE29 7DD

☎ 01480 459581

💻 [www.stpeters.cambs.sch.uk](http://www.stpeters.cambs.sch.uk)

<b>School Code</b>	5412	<b>Age Range</b>	11 - 18
<b>PAN for 2019</b>	277	<b>School Type</b>	Academy with Mathematics and Computing College Status

**Catchment area:** St Peter's catchment area includes Hartford, Houghton, Wyton, RAF Wyton, the area served by Abbots Ripton Primary School, Green Tiles Road/Robertson Way, Sapley (including Tower Fields), Great Stukeley, Stukeley Meadows, Huntingdon north and east of Ermine Street and the following streets: The Whaddons, Buttsgrove Way, California Road, Aspen Close, Byron Close, Tennyson Close, Shelley Close, Milton Close, Spring Close, Sandwich Close, Thackray Close, Chestnut Close, Poplar Close, Silverbirch Close, Bradshaw Close, Maule Close, Bernard Close, Saunders Close, Elm Close, Ash Close, Beech Close, Sallowbush Road, Bevan Close, Asplin Close and Thongsley.

**Oversubscription criteria:** Children whose statement of special educational needs or Education, Health and Care plan names the school will be admitted. NB. Those children with a statement of special educational needs or education health and care plan that does not name the school will be referred to the Statutory Assessment Team (S.A.T) to determine an appropriate place.

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit:

1. Children who are in care, also known as Children Looked After (CLA), and children who were looked after but ceased to be so by reason of adoption, a resident order or special guardianship order;
2. Children living in the catchment area, attending primary schools within the catchment area and who have a sibling<sup>1</sup> at the school at the time of admission;
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, attending primary schools within it and who have a sibling at the school at the time of admission;
6. Children living outside the catchment area who have a sibling at the school at the time of admission;
7. Children living nearest the school according to the shortest straight line distance.

In cases of equal merit, priority will go to children living nearest the school. Please refer to the Glossary of Terms on page 74 of this guide for further information.

2018 allocation information:	1st	2nd	3rd
Preferences received:	129	121	38
Places allocated:	215		
Criterion allocated to:	7		
Appeals heard:	0		

<sup>1</sup> A sibling will be defined as a brother or sister living in the same home.

- **Swavesey Village College**

Gibraltar Lane, Swavesey, Cambs, CB24 4RS

☎ 01954 230366

🌐 [www.swaveseyvc.co.uk](http://www.swaveseyvc.co.uk)

<b>School Code</b>	4007	<b>Age Range</b>	11 - 16
<b>PAN for 2019</b>	240	<b>School Type</b>	Academy with a Trust with Science and Language College Status

**Catchment area:** Children living in the area served by the following primary schools fall within the catchment area: Bar Hill, Elsworth, Fen Drayton, Fenstanton & Hilton, Over, Pendragon (Papworth Everard) and Swavesey.<sup>1</sup>

**Oversubscription criteria:** Children whose statement of special educational needs or Education, Health and Care plan names the school will be admitted. NB. Those children with a statement of special educational needs or education health and care plan that does not name the school will be referred to the Statutory Assessment Team (S.A.T) to determine an appropriate place.

1. Children in care, also 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;
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 attend the primary schools within it;
5. Children who live in the catchment area;
6. Children who live outside the catchment area, who attend 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 attend 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.

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 page 74 of this guide for further information.

2018 allocation information:	1st	2nd	3rd
Preferences received:	261	81	69
Places allocated:	256		
Criterion allocated to:	8		
Appeals heard:	1		

<sup>1</sup> Please see the catchment area information for Northstowe Secondary School for further information

- **Thomas Clarkson Academy**  
Corporation Road, Wisbech, PE13 2SE  
☎ 01945 585237  
💻 [www.thomasclarksonacademy.org](http://www.thomasclarksonacademy.org)

<b>School Code</b>	4000	<b>Age Range</b>	11 - 18
<b>PAN for 2019</b>	240	<b>School Type</b>	Academy

**Catchment area:** Catchment area: Thomas Clarkson defines its catchment area as the area defined as serving the following primary schools: Elm, Elm Road, Friday Bridge, Gorefield, Kinderley, Leverington, Murrow, Orchards, Alderman Payne, Peckover, Ramnoth, St Peter's and Wisbech St. Mary. Details of these areas can be found with each primary school or with Cambridgeshire County Council.

**Oversubscription criteria:** Children who have a statement of Special Educational Needs or Education Health Care (EHC) Plan where the statement names Thomas Clarkson Academy as the appropriate provision will be admitted.

In the event of the number of applications received exceeding the PAN, priority for places will be allocated against the following criteria in the order listed:

1. **Looked after Children (LAC)** and all previously Looked after Children.
2. **Sibling link** – children who will have an older sibling attending the Academy at the time of admission in years 7 to 13 or had a sibling in year 13 on National Secondary Allocation Day.
3. Other children based on the **distance between home and school**. Priority will be given to children who live nearest the Academy according to the shortest straight-line distance.

In the case where multiple applications from the same shared dwelling occurs (e.g. Flats), a randomiser will be used to decide the priority in which the pupils within the shared dwelling are selected in the event of a tiebreaker. The Trust will use [www.randomizer.org](http://www.randomizer.org) to undertake the random allocation process which will be independently verified.

In cases of equally merit, priority will go first to children who are looked after and then those living nearest the college according to the shortest straight line distance. Please refer to the Glossary of Terms on page 74 of this guide for further information.

2018 allocation information:	1st	2nd	3rd
Preferences received:	167	57	
Places allocated:	216		
Criterion allocated to:	10		
Appeals heard:	0		

- **Trumpington Community College - Cambridge Academic Partnership**

Lime Avenue, Trumpington, Cambridge, CB2 9FD

☎ 01223 551600

💻 [www.cap.education](http://www.cap.education)

<b>School Code</b>	4010	<b>Age Range</b>	11 – 16
<b>PAN for 2019</b>	120	<b>School Type</b>	Academy

**Catchment area:** The catchment area for the college is defined as the area serving the following primary schools; Trumpington Meadows and Fawcett.

**Oversubscription Criteria:** Children whose statement of special educational needs or Education, Health and Care plan names the school take priority over all other applicants and will be admitted irrespective of whether there are places available in the year group. Those children with a statement of special educational needs or Education, Health and Care Plan that does not name the school will be referred to Statutory Assessment Team (S.A.T) to determine an appropriate place.

1. Children in care, also 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;
2. Children who live in the catchment area, who have a sibling at college at the time of admission;
3. Children who live in the catchment area;
4. Children who have a sibling at the college at the time of admission.
5. Children who attend a primary school within the catchment area
6. Children who live nearest the college by the shortest straight line distance by measuring a straight line from the reference point of the home to the main pupil entrance to the secondary school.

In cases of equal merit, priority will go to children living nearest the school according to 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) Address Base Premium™. These distances are produced by the LA Admissions team for the school. 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.

2018 allocation information:	1st	2nd	3rd
Preferences received:	80	121	78
Places allocated:	115		
Criterion allocated to:	6		
Appeals heard:	0		

- **Witchford Village College**

Manor Road, Witchford, Ely, CB6 2JA

☎ 01353 662053

🌐 <http://www.witchfordvc.co.uk>

<b>School Code</b>	4055	<b>Age Range</b>	11 – 16
<b>PAN for 2019</b>	180	<b>School Type</b>	Academy

**Catchment area:** Children living in the area of the following primary schools; Little Thetford; Mepal and Witcham; Rackham (Witchford); Robert Arkenstall (Haddenham); Stretham; Sutton and Wilburton.

**Oversubscription criteria:** Children who have a statement of special educational needs that names the College will be admitted. NB. Those children with a statement of special educational needs or education health and care plan that does not name the school will be referred to the Statutory Assessment Team (S.A.T) to determine an appropriate place.

Following the allocation of places to children with a statement of SEN, the highest priority will then be allocated to Children in care, also 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

The Witchford Village College policy is to admit any student from within the catchment area, if there are places available. At the time of 11+ transfer, if approached by parents living outside the catchment area, and if there is spare capacity, preference will be given to:

1. Children with a proven medical need<sup>1</sup>;
2. The attendance of a brother or sister at the college at the time of admission;
3. Students attending feeder Primary schools;
4. Students attending Primary schools outside the catchment area but within reasonable travelling distance<sup>2</sup>;
5. All other children who have listed the college as a preference.

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 page 74 of this guide for further information.

2018 allocation information:	1st	2nd	3rd
Preferences received:	108	65	61
Places allocated:	140		
Criterion allocated to:	5		
Appeals heard:	0		

<sup>1</sup> Medical need will be assessed by the college. Please contact them directly for further details.

<sup>2</sup> A reasonable travelling distance is defined as up to a three mile straight-line distance between the child's home address and the reference point of the college.

## Glossary of terms

Academies	Including Free Schools, University Technical Colleges, are state-funded independent schools.
Application form	Available either online or on paper for parents / carers to complete, stating which schools they would prefer their children to attend.
Catchment area	A defined geographical area surrounding a school from which it will usually take the majority of its pupils.
Designated school	The Local Authority will offer a place at a school which is either: (a) the catchment school; (b) the nearest school with an available place; or (c) the school specified in the child's statement of special educational need. This allocation is known as the designated school.
Distance Between Home and School (straight-line)	<p>Distances within Cambridgeshire for school allocations are calculated by measuring a straight line from the reference point of the home, as determined by OS AddressBase Premium™, to the main pupil entrance to the secondary school.</p> <p>For families who live outside of Cambridgeshire, straight line distances are determined using a combination of local maps and on-line resources. Distances for transport purposes are measured by the shortest available route.</p> <p>In the event of (a) two or more children living at the same address point (e.g. children resident in a block of flats) or (b) two addresses measuring the same distance from the school, the ultimate tiebreaker will be random selection, witnessed by the Council officer, independent of the Admissions Team</p>
Foundation school	A school which is funded by the County Council but managed by its governing body.
Home Address	<p>Is considered to be a child's permanent or main residence at the time school places are allocated. This should also be the address where the child will be residing when they start school.</p> <p>Where a child's time is divided between more than one address, their "main residence" will be taken from where they spend the majority of their school nights (Sunday to Thursday), <b>and</b> to which the child benefit is paid.</p> <p>An address used for before and after-school childcare arrangements will <b>not</b> be considered.</p> <p>Places cannot be allocated on the basis of intended future changes of address, unless the move has been confirmed and the relevant proof can be provided;</p> <ul style="list-style-type: none"> <li>• a letter from your solicitor confirming exchange of contracts and completion date,</li> <li>• a copy of a rental agreement for at least 12 months signed by both the tenant and the land</li> </ul>

Home address (continued)	<p>If the move is a return to a property currently tenanted a copy of the notice to quit will be required</p> <p>Parents must inform the Admissions Team of any change of address between the time of application and when the child is due to start at the new school. Failure to do this may result in the offer of a place being withdrawn.</p>
Independent Appeals Panel	The group of people who are called together to hear admission appeals. Panel members have no involvement with the school or the County Council.
LA	Local Authority
Looked After Children	A 'looked after child' is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function (see definition in section 22(1) of the Children Act 1989) at the time of making an application to a school.
Maintained schools	All schools funded by the County Council (this includes community, foundation, voluntary controlled and voluntary aided schools).
Oversubscription criteria	The priority order by which school places are allocated when a school is oversubscribed, i.e. there are more applicants than places available.
Parent	A person who is either the child's birth or adoptive parent or who has parental responsibility for the child.
Previously Looked After Children	Children who were previously Looked After (as defined above) but ceased to be so by reason of adoption, a special guardianship order or resident order (now known as child arrangement order). Evidence must be provided to be considered under this criterion.
Published Admission Number (PAN)	The number of places available in the normal entry year.
Siblings	<p>Children, usually brothers or sisters, aged between 4 and 16, who live together in the same family unit.</p> <p>Unless otherwise stated, children who are in attached nursery or sixth form provision are not included.</p> <p>Siblings cannot be considered as such until they have physically started at the school.</p>
Voluntary aided school	A school set up and owned by a voluntary body, usually a church body, but largely financed by the County Council.
Voluntary controlled school	A school owned and funded by the County Council but with links to the voluntary body that originally set it up.

# Useful Contact Information

## Cambridgeshire Race Equality and Diversity Service (CREDS)

✉ CPDC, Foster Road, Trumpington, Cambridge CB2 9NL

☎ 01223 703882

@ [creds@cambridgeshire.gov.uk](mailto:creds@cambridgeshire.gov.uk)

🌐 <https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-&-learning/education-your-rights-and-responsibilities/race-equality-and-diversity/>

## Education Support for Looked After Children (ESLAC)

✉ CPDC, Foster Road, Trumpington, Cambridge CB2 9NL

☎ 01223 699883

@ [eslac@cambridgeshire.gov.uk](mailto:eslac@cambridgeshire.gov.uk)

🌐 <https://www.cambridgeshire.gov.uk/residents/children-and-families/children-social-care/looked-after-children/>

## Education Welfare Benefits Service

✉ Box OCT 1222, The Octagon, Shire Hall, Castle Hill, Cambridge, CB3 0AP

☎ 01223 703200

@ [ewb.fsm@cambridgeshire.gov.uk](mailto:ewb.fsm@cambridgeshire.gov.uk)

🌐 <https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-&-learning/help-with-school-&-learning-costs/free-school-meals/>

## Home to school transport

### Social & Education Transport Team (SETT)

✉ Box SH1013, Shire Hall, Castle Hill, Cambridge, CB3 0AP

☎ 0345 0455208

@ [edtransport@cambridgeshire.gov.uk](mailto:edtransport@cambridgeshire.gov.uk)

🌐 [www.cambridgeshire.gov.uk/education/transport](http://www.cambridgeshire.gov.uk/education/transport)

## Parent Partnership Service

✉ Box SH1212, Shire Hall, Castle Hill, Cambridge, CB3 0AP

CALL (Confidential Advice Line Link)

☎ 01223 699214 - Countywide

@ [pps@cambridgeshire.gov.uk](mailto:pps@cambridgeshire.gov.uk)

🌐 [www.cambridgeshire.gov.uk/pps](http://www.cambridgeshire.gov.uk/pps)

## Special Education Needs

### Statutory Assessment and Resources (S.A.T) Team

✉ Box SCO2209, Scott House, Huntingdon, PE29 3AD

☎ 01480 372600

@ [start@cambridgeshire.gov.uk](mailto:start@cambridgeshire.gov.uk)

🌐 [http://www.cambridgeshire.gov.uk/info/20136/special\\_educational\\_needs\\_and\\_disabilities\\_local\\_offer](http://www.cambridgeshire.gov.uk/info/20136/special_educational_needs_and_disabilities_local_offer)

# Neighbouring Local Authorities

## Bedford Borough Council

✉ School Admissions Service, Borough Hall, Cauldwell Street, Bedford, MK42 9AP

☎ 01234 718120

@ [admissions@bedford.gov.uk](mailto:admissions@bedford.gov.uk)

🌐 [www.bedford.gov.uk](http://www.bedford.gov.uk)

## Central Bedfordshire

✉ School Admissions Service, Central Bedfordshire Council, Watling House, High Street North, Dunstable, LU6 1LF

☎ 0300 300 8037

@ [admissions@centralbedfordshire.gov.uk](mailto:admissions@centralbedfordshire.gov.uk)

🌐 [www.centralbedfordshire.gov.uk/admissions](http://www.centralbedfordshire.gov.uk/admissions)

## Essex County Council

✉ School Admissions, PO Box 4261, Chelmsford, CM1 1GS

☎ 0845 603 2200

@ [admissions@essex.gov.uk](mailto:admissions@essex.gov.uk)

🌐 [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions)

## Hertfordshire County Council

✉ Admissions and Transport Team, Hertfordshire County Council, County Hall CHR102, Peggs Lane, Hertford, SG13 8DF

☎ 0300 123 4043

@ [hertsdirect@hertscc.gov.uk](mailto:hertsdirect@hertscc.gov.uk)

🌐 [www.hertsdirect.org](http://www.hertsdirect.org)

## Lincolnshire County Council

✉ County Offices, Newland, Lincoln LN11YQ

☎ 01522 782030

@ [schooladmissions@lincolnshire.gov.uk](mailto:schooladmissions@lincolnshire.gov.uk)

🌐 [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions)

## Norfolk County Council

✉ School Admissions, 8th Floor, County Hall, Martineau Lane, Norwich, NR1 2DL.

☎ 0344 800 8020

@ [admissions@norfolk.gov.uk](mailto:admissions@norfolk.gov.uk)

🌐 [www.norfolk.gov.uk](http://www.norfolk.gov.uk)

## Peterborough City Council

✉ Admissions Team, Sand Martin House, Bittern Way, Fletton Quays, Peterborough, PE2 8TY

☎ 01733 864007

@ [admissions@peterborough.gov.uk](mailto:admissions@peterborough.gov.uk)

🌐 [www.peterborough.gov.uk](http://www.peterborough.gov.uk)

### **Suffolk County Council**

✉ School Admissions Team, Health, Wellbeing and children's Services, Suffolk County Council, Endeavour House, 8 Russell Road, Ipswich, IP1 2BX

☎ 0845 600 0981

@ [admissions@suffolk.gov.uk](mailto:admissions@suffolk.gov.uk)

🌐 [www.suffolk.gov.uk/admissionstoschools](http://www.suffolk.gov.uk/admissionstoschools)

This booklet is available in a variety of languages,  
large-print and Braille. If you require an alternative version please contact  
the Admissions Team

 0345 045 1370

 [admissions@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.uk)