



**The Bellbird Primary School  
Admissions Arrangements  
January 2021  
(To be reviewed January 2022)**

**Cambridgeshire County Council**, the local authority (LA), is the Admissions Authority for The Bellbird Primary School.

We welcome applications from all students and strive to provide the highest standard of education commensurate with each student's age, interests and abilities.

The Bellbird Primary School has a Pupil Admission Number (PAN) for .60 students to be admitted to each new Reception cohort

### **Admission Arrangements for future Reception Pupils**

Our catchment area is defined as children living within certain areas of Sawston - west of a line extending to the northern boundary and passing through the water tower (Babraham Road) to Church Lane , and also to the south to include High Street, London Road developments and Pampisford.

The LA administers the process of admission to Reception. Information can be found by following this link

<https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-learning/apply-for-a-school-place/primary-reception-junior-or-middle-school>

which include a list of important dates and deadlines for application.

The Application process is mainly online although a paper application form can be obtained through the website or by contacting the school office [office@thebellbird.cambs.sch.uk](mailto:office@thebellbird.cambs.sch.uk) Tel: 01223 833216

Parents can consult the LA produced guide "First Steps Admission to Primary School: a guide for parents" to access admission information for all Cambridgeshire schools.

The LA will offer places to students up to the Published Admission Number (PAN).

The LA will treat all application preferences equally and when determining the allocation of places, the LA will not discriminate between preferences expressed. The Over-subscription criteria for The Bellbird Primary School is as follows.

#### **Over -subscription criteria**

Children who have a Statement of Special Educational Need (SEN) / Education Health Care Plan (EHCP) that names the school will be admitted. NB. Those children with a statement of SEN / EHCP that does not name the school will be referred to Student Assessment Team (SAT) to determine an appropriate place.

1. Children in Care (CIC) and children who were previously in care (CIC) but ceased to be so by reason of adoption, a resident order (now known as a child arrangement order) or special guardianship order;
2. Children who appear to the Admission Authority to have been in state care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society) outside of England but ceased to be so as a result of being adopted only.
3. Children who appear to have been in state care outside of England and ceases to be in state care as a result of being adopted;
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;
6. Children living outside the catchment area who have a sibling at the school at the time of admission;
7. Children of members of staff, providing that 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
8. 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.

### **How to apply for a school place in any other year group or after the start of the school year.**

Parents of children moving into the area or wishing to change schools need to follow the Cambridgeshire County guideline.

To apply for a reception place after the start of the school year, or for any other year group, parents should follow the steps for Cambridgeshire schools via <https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-learning/apply-for-a-school-place/in-year-admissions> , alternatively you can contact the school office who will be able to obtain an 'in-year' application form for you to fill in and return to Cambridgeshire County Council at the address below.

(Where the Admissions Team is unable to meet any preferences expressed a place will be offered at the next nearest alternative school with places available.)

## **Contact the Admissions Team**

Please use our [enquiry form](#) and select 'school admissions' from the options.

OCT1221, The Octagon, Castle Hill, Cambridge, CB3 0AP  
Telephone: [0345 045 1370](tel:03450451370) Fax: 01223 727 941

All admissions to maintained schools, including Academies, are made in accordance with the [School Admissions Code](#). This ensures that school places are allocated in an open and fair way

## **Waiting Lists**

When an application is unable to offer the preferred school of choice, the child's details can be placed on a reserve list for the year group, ranked according to the oversubscription criteria.

Where in-year applications are received, children's details will be held on the reserve list by the LA Admissions Team for a period of one term following the term for which the place was refused.

Parents will be contacted immediately if a place becomes available for their child but should be aware that their child's place on a reserve list may change if an application is subsequently received that meets a higher criterion than their own.

## **Appeals and Reserve List**

As Admissions Authority, the LA are responsible for ensuring an appropriate Appeals mechanism and, if required, a properly administered Reserve List.

In the event of an unsuccessful application, applicants have the right to appeal to an independent Appeals Committee. Unsuccessful applicants who wish to appeal should contact Cambridgeshire LA (Admissions).

## **The role of the Governing Body in monitoring this policy**

The Governing Body is required to formally review and determine the PAN and admission arrangements for the school annually. It is at this review that any request and/or suggestion to vary the PAN will be considered.

## **Definitions applicable to this policy**

### **Parent**

A person who is either the child's birth or adoptive parent or who has parental responsibility for the child.

### **Siblings**

Children, usually brothers or sisters, aged between 4 and 16, who live together in the same family unit. Please note that siblings can only be considered where the child is actually attending the school by the relevant cut-off date at the time of making an application to a school.

### **Children in Care (CIC)**

A child in care 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 their social services functions (see the definition in Section 22(1) of the Children Act 1989).

### **Child Previously in Care**

Children who were previously in care (CIC) as defined above) but cease 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:

- Adoption Certificates/orders that reference Section 12 of the Adoption Act or Section 46 of the Children's Act;
- Any CAO (Child Arrangement Order);
- Any SGO (Special Guardian Order) that mentions Section 14A;
- Any Residence Order issued prior to 22/04/2014

Written confirmation from an involved Council employee (ideally the assigned Social Worker) stating they are currently looked after or were formerly in public care.

### **Home address**

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 at school.

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) **and** to where the child is registered with the GP.

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 provide.