



## Admissions Policy

Upwood Primary caters for children aged 4 – 11 (Reception up to Year 6). The school's catchment area serves the villages of Upwood, Wistow, The Raveleys and Ramsey Heights. Applications are welcome from all parents/carers, regardless of where they live. You are welcome to visit the school with your child(ren). Please arrange a suitable time with the School Secretary.

### Foundation Stage

Children start school at the beginning of the academic year in which they are five, that is in the September of that year. The integration timetable for Foundation is as follows:

Week 1 – All children are part-time and will either attend mornings only or afternoons only. Children are part-time to allow staff time to settle children into the routines of the class.

Week 2 – All children are part-time and will either attend mornings only or afternoons only. Children are part-time to allow staff time to settle children into the routines of the class.

Week 3 – All children are full-time.

For admission into Foundation in September, the CCC Admissions Department will offer places to 30 children. This is the Published Admission Number (PAN) for that group. In the event that more than 30 applications are received, the oversubscription criteria (below) will be applied to determine priority for places.

### Oversubscription Criteria

Children who have an Education, Health and Care Plan (EHCP) that names the school will be admitted. NB Those children with an EHCP that does not name the school will be referred to County 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. Children who appear to the Admission Authority to have been in state care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society) outside of England but ceased to be so as a result of being adopted only.
2. Children living in the catchment area with a sibling at the school at the time of admission.
3. Children living in the catchment area.



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4. Children living outside the catchment area who have a sibling at the school at the time of admission.
5. Children living outside the catchment area who have been unable to gain a place at their catchment area school because of oversubscription.
6. Children living 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. The distance, for admissions purposes, is measured using the straight line distance from the centre point of the home to the centre point of the school as determined by the National Land and Property Gazetteer (NLPG). These distances are produced by the LA Admissions team for the school. For families who live out of the area covered by the Cambridge mapping system, distances are determined using a combination of local maps and on-line resources.

## How to Apply

### New Intake

The applications process for admissions into Foundation (initial year of entry) is co-ordinated by the Local Authority. Parents/carers should submit a Common Application Form, available from their child's catchment area school or from the Admissions Team, no later than the December previous to your child starting school. Offer letters will be issued by the Local Authority in the April previous to your child starting school.

### Mid-Term Transfer

To apply for a place after the start of term or for any other year group, please contact the school for a mid-term transfer form which needs to be completed by the parent/carer and the school your child currently attends. If the school is unable to offer a place, you should contact the Admissions Team for advice.

## Appeals

Parents/carers of children who are refused a place at Upwood have the right of appeal to an independent appeal panel at the Local Authority. The panel will consider the circumstances of the case put before them and the parents/carers must abide by the decision it makes.



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