



Lionel Walden Primary School

Admissions Policy

Date Approved	15/7/25	
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	Headteacher	Chair of Governors
Review Date	July 2027	

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STATEMENT OF INTENT

At **Lionel Walden Primary School**, we welcome all pupils, and places at the school are offered in an open, fair, clear and objective manner. We work to the principle that any parent accessing our admissions arrangements will be able to understand easily how places for that school will be allocated and will not be alienated or discouraged from applying based on admissions criteria.

The table below sets out who the LA is and other responsible bodies in our school.

Type of school	Who is the LA?	Who deals with complaints about arrangements?	Who is responsible for arranging/providing for an appeal against refusal of a place at the school?
Maintained Community School	Cambridgeshire Local Authority	Cambridgeshire LA	Cambridgeshire LA

1. LEGAL FRAMEWORK

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- Human Rights Act 1998
- School Standards and Framework Act 1998
- DfE (2021) 'School Admissions Code'
- DfE (2023) 'School Admission Appeals Code'

This policy operates in conjunction with the following school policies:

- Pupil Equality, Equity, Diversity and Inclusion Policy
- Data Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy
- SEN Information Report

2. ROLES AND RESPONSIBILITIES

The LA is responsible for:

- Acting in accordance with the relevant legislation and guidance when carrying out the overall admission of pupils into the school.
- Clearly communicating any reasons for rejecting the admission of a pupil, as well as the parent's right to appeal and the appeal process.
- Implementing any advice or recommendations given by the Schools Adjudicator without undue delay.
- Determining the admission arrangements on an annual basis and publicly consulting stakeholders on any proposed changes to the admission arrangements.
- Setting clear, fair and effective oversubscription criteria which do not discriminate against any pupil.
- Communicating oversubscription criteria clearly to parents.

The governing board is responsible for:

- Liaising with the LA where relevant regarding admitting pupils to the school.
- Working with the LA when determining the school's capacity.
- Ensuring that the LA has all the information it needs to set admissions arrangements.
- Making arrangements for pupils admitted through in-year admissions to start as soon as possible.
- Publishing a link to the full, determined admissions arrangements on the school's website.

The Schools Adjudicator is responsible for:

- Acting in line with the relevant legislation and guidance pertaining to admissions.

- Receiving concerns and objections regarding the admission of pupils and making recommendations to the admission authority as a result of these concerns and objections.
- Approving variations to determined admissions arrangements where there has been a major change in circumstances or law.
- The appeals clerk is responsible for:
 - Having an in-depth knowledge of the relevant appeals codes and other relevant law.
 - Providing an independent and impartial service for admission appeals.
 - Making the necessary administrative arrangements for hearings.
 - Notifying all parties of the order of proceedings in advance of an appeals hearing.
 - Responding to queries from appellants in advance of an appeals hearing or identifying who will be appropriate to respond.
 - Being an independent source of advice on procedure and admissions law.
 - Keeping accurate records of proceedings and providing written notification of the appeals panel's decisions.

The school is responsible for:

- Notifying the LA of any in-year admissions and their outcomes.

3. ADMISSIONS ARRANGEMENTS

THE PUBLISHED ADMISSIONS NUMBER (PAN)

The number of places available is determined by the capacity of the school. The PAN for each year group is **30**.

The LA will consult with the governing board where it proposes to increase, decrease or keep the same PAN. Where the LA has set a PAN lower than the school's wishes, the school will submit an objection to the Schools Adjudicator, where appropriate.

The governing board will communicate with the LA where the admission of additional children would prejudice the provision of efficient education or efficient use of resources.

OVERSUBSCRIPTION CRITERIA

The LA is responsible for determining admissions arrangements for the school. The oversubscription criteria is reasonable, clear, objective, procedurally fair, and compliant with all relevant legislation, including equalities legislation. This means that the oversubscription criteria will not unfairly disadvantage, whether directly or indirectly, any child based on a protected characteristic or economic disadvantage.

The following oversubscriptions criteria are adhered to:-

Children who have a statement of Special Educational Need (SEN)/Education Health and Care Plan (EHCP) that names the school will be admitted where it is deemed that need can be met. Those children with a statement of SEN/EHCP that does not name the school will be referred to the Statutory Assessment Team (SAT) 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, or residence order (now known as a child arrangement order) or special guardianship order.
2. 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.
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 who have a sibling at the school at the time of admission.
6. 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 shortage.
7. 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 is given to children living nearest to the school as measured by a straight line.

Where two applications cannot otherwise be separated, the LA will follow a fair, clear and effective 'tie-breaker' procedure by allocating the place to the pupil who lives closest to school.

CATCHMENT AREAS

The point within the school grounds from which the school will measure any distance or radius is the door of the school reception. This point will be used to determine the school's catchment area. This will be measured using the child's primary address. The distance from the school 'as the crow flies' will be determined by the local authority.

The school will accept pupils from outside the catchment area – oversubscription criteria will apply where applicable.

SIBLINGS OF PUPILS AND CHILDREN OF STAFF

For the purpose of this policy, "sibling" is defined as any sibling related by blood or marriage and any fostered or adopted siblings.

Where oversubscribed, priority will be given to children whose siblings are currently at the school.

Where oversubscribed, priority will be given to children for whom staff members have parental responsibility, where the staff member has been employed by the school for two or more years at the time at which the application was made, and/or where the member of staff has been recruited to fill a vacant post where there is a demonstrable skill shortage. Trustees of the school are included in the staff criteria with regard to admissions for children.

EQUAL OPPORTUNITIES

The LA will not establish admissions criteria that excludes individuals with a particular protected characteristic. The admissions criteria will not exclude a greater proportion of pupils with particular protected characteristics, unless the school can justify how this is a proportionate means of achieving a legitimate aim.

The admissions criteria will not discriminate against disabled applicants, unless the school can justify how this is a proportionate means of achieving a legitimate aim.

ADMISSIONS PROCEDURES

All admissions to the school is via the Cambridgeshire Admissions Portal. The school does not arrange its own admissions.

The website portal for applications can be found by visiting the following address:
<https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-learning/apply-for-a-school-place/primary-reception-junior-or-middle-school>

4. MONITORING AND REVIEW

This policy will be reviewed by the governing board every two years, or earlier if deemed necessary. Any changes to this policy will be communicated to all staff and other interested parties.

The next scheduled review date for this policy is [July 2027](#).