



**ST PETER'S SCHOOL  
POLICY FOR ADMISSION OF STUDENTS  
FOR SEPTEMBER 2024**

**Date of review: October 2023**

**Date of next review: October 2024**

**Reviewer: Assistant Head Teacher (Mike Gregory)**

**Date of Governing Board ratification: 28<sup>th</sup> November 2023**

<b>Document Control</b>		
<b>Edition</b>	<b>Issued</b>	<b>Changes from previous</b>
1	17/10/16	No changes apart from dates
2	30/09/18	No changes apart from dates
3	05/11/18	Change to include 6 <sup>th</sup> form admissions
4	13/12/18	Change to section 6 to include necessity for parent to be present at admission meeting
5	13/12/18	Photograph to be taken of student at the admission meeting
6	15/02/19	Addition of criteria b) for oversubscription
7	16/07/19	Addition of reference to admission arrangements to The Cabin
8	Nov 2019	No changes
9	July 2020	Text added to section 10 to reflect Trust admissions policy to Cabin.
10	Feb 2021	No changes
11	Feb 2022	Change to number of Cabin students per year Addition of reference to MyChoice at post 16 Refugee Status added to Section 1 criteria b.
<b>Policies/Documents referred to in this policy</b>		<b>Post holders/Persons named in this policy</b>
This policy links to other school policies on: Attendance Equality and Diversity		

Students will be admitted at age 11 without reference to ability or aptitude. The number of intended admissions for the year commencing each September will be 277.

The policy for In Year Admissions (or Mid phase transfers) is the same. Parents/carers should contact the Admissions team at Cambridgeshire County Council in the first instance.

**1 Oversubscription**

Children who have an Education, Health and Care plan that names the school will be admitted.

NB: Those children with an Education, Health and Care plan that does not name the school will be referred to Student Assessment 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. All preferences are treated equally, regardless of whether they are first, second or third preferences.

- a) Children who are in care (CiC), 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 (Previously Looked After Children) ;

- b) 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<sup>1</sup>
- c) Children who are refugees and this has been ratified by the Local Authority
- d) Children living in the catchment area, attending primary schools within the catchment area and who have a sibling at the school at the time of admission; (see notes 1 and 2);
- e) Children living in the catchment area with a sibling at the school at the time of admission;
- f) Children living in the catchment area;
- g) Children living outside the catchment area, attending primary schools within it and who have a sibling at the school at the time of admission;
- h) Children living outside the catchment area who have a sibling at the school at the time of admission;
- i) Children living outside the catchment area who attend the primary schools within the catchment area;
- j) 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 by shortest straight line distance.**

## NOTES

### The 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, Butts Grove 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.



## 2 SIBLINGS

A sibling will be defined as a brother or sister living in the same home.

<sup>1</sup> A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society

### **3 HOME ADDRESS**

The address used for the purpose of admission is the child's usual address. Applications based on future addresses can only be considered up to six teaching weeks before the child is expected to take up the place and upon confirmation of tenancy or exchange of contracts. Parents are expected to notify the school of any changes of address as this may affect the allocation of a place.

### **4 RESERVE LISTS**

As part of the co-ordinated scheme for admissions, the LA Admissions Team holds the initial reserve list on behalf of the Governing Body until the end of the first week of the autumn term in the initial year of intake. After this time the Governing Body, as the admissions authority for the school, will maintain the list for a minimum of one term. Where mid-phase applications are received, children's details will be held on the reserve list by the school for a period of one term following the term of application. All mid-phase applications should be co-ordinated with the LA Admissions Team.

### **5 APPLICATIONS FOR A PLACE**

The application process for admissions into Year 7 is co-ordinated by Cambridgeshire Local Authority (LA) which acts on behalf of the Governing Body to offer places at the school. Parents should apply online at [www.cambridgeshire.gov.uk/admissions](http://www.cambridgeshire.gov.uk/admissions) or submit a Cambridgeshire application form available from their child's primary school or from the LA Admissions Team, no later than the National Closing date of 31<sup>st</sup> October. Offer letters will be issued by the LA on the National Offer Date (1<sup>st</sup> March or first working day after). Late applications (those submitted between the November deadline and the end of the co-ordination period) will be handled by the Admissions Team.

To apply for a place after the start of the school year, or for any other year group, please contact the LA Admissions Team for an application form by telephone on 0345 045 1370 , or by email to [admissions@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.uk)

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

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

### **6 PROOF OF IDENTITY AND ADMISSION MEETING**

All new In Year applicants will need to provide a copy of their birth certificate and passport at the admission meeting, which must be attended by the person with parental responsibility for the child. A photograph of the student will be taken at this meeting for our records.

### **7 THE RIGHT OF APPEAL**

The parent of any child who is refused a place at the school has a right of appeal to an independent Appeals Panel. The panel consists of three people who are independent of the school's Governing Body and the Local Authority. The panel will consider the circumstances of the case put before them. Both the Governing Body and the parents must abide by the decision it makes. Arrangements will comply with the Schools Admission Appeals Code found on the Cambridgeshire County Council website. Please go to the link below for further information:

<http://www.cambridgeshire.gov.uk/childrenandfamilies/education/secondary/applyforsecondaryschool/secondaryadmissionappeals.htm>

### **8 CONTACT FOR FURTHER INFORMATION**

For further information on this policy, please contact the school on 01480 459581. For further information and specific dates, please refer to the full scheme for secondary co-ordination, available from the LA Admissions Team or from the website, [www.cambridgeshire.gov.uk/admissions](http://www.cambridgeshire.gov.uk/admissions).

### **9 6<sup>TH</sup> FORM ADMISSIONS**

Students in Year 11 at St Peter's will need to apply formally for a place in Sixth Form. They will be supported in this process through 1:1 interviews with the Sixth form team and our in school careers advisor. The entry requirements for St Peter's Sixth form are 5 GCSEs at grade 4 or higher. The Sixth Form Team will examine subject choices and offer further guidance, should the need arise.

The Academy will admit students from outside of St Peter's School into Year 12. Entry requirements for courses are the same as those for internal applicants. Applications from outside of St Peter's School should be made through My Choice at 16. Applicants will be interviewed by the Sixth Form and then a conditional offer will be made, subject to references.

Our sixth formers are role models to our younger students and should be ambassadors for the school. They should exemplify the positive characteristics of LEARN, ASPIRE and EXCEED in their day to day education.

## **10 ADMISSION ARRANGEMENTS FOR STUDENTS WITH SPECIFIC SPECIAL EDUCATIONAL NEEDS AND DISABILITIES INTO THE CABIN**

- 10.1 The Cabin is a specialist provision specifically to support students with a diagnosis of autism
- 10.2 The process for students gaining a place in The Cabin, is determined through an EHCP review where enhanced provision is requested. The submission is then sent to the Statutory Assessment Team (SAT), who will present it to Panel to make the final decision.
- 10.3 If SAT allocate a place to the student in The Cabin, they will notify the parents, the school and Admissions. Admissions will then add the student to the portal so that the school can see the student has been added to their roll.
- 10.4 The CAM Trust will evaluate all applications and will inform all parties about the suitability of the provision available, providing reasons if The Cabin provision is not.
- 10.5 For successful applicants an initial visit or pre-admission will be made to assess the needs in order to transition to the specialist unit.

Whilst accepting we will have a greater number of Autistic students choosing our school than the 1/268 average for mainstream secondary schools, we recognise that the benefits of our resource to others whose needs are not as severe. We have greater experience of managing these students than other mainstream schools.

This policy will therefore also set a limit to this profile of students too, which is imperative to maintain a reasonable level of Autistic students attending the schools again to ensure we are not adversely affecting the learning of others.

We will therefore, impose a limit on the number of non-Cabin ASC students with EHCPs to 1/32 students, (8 times greater than that of the average secondary school.)

Overall, this would mean that each form would have 1 or 2 ASC students in their class and some streamed lessons could have 3-4 students. We believe this is the limit we could manage before the numbers of ASC students within our mainstream settings become incompatible with the efficient education of the rest of the school population.

We also believe these figures need to be subdivided into year groups in order to assure that a single year group does not take a disproportionate share of the quota.

It is therefore our policy that each year group should have a maximum of 1 Cabin student per class i.e. 5 per year. Plus no more than 1 further non-Cabin ASC student with EHCP in the class. If the school grows in a year group, then the places can increase alongside that growth. This is what we think is a

maximum acceptable number of students requiring considerable support. The numbers are very high for any school, but current trends suggest it is important we have an agreed limit.

Those with Cabin places will be decided by Panel on a case by case basis and we will inform the LAs when the numbers are full for a particular year. We think this is manageable if worked alongside other proposals.

For those students who do not have Cabin places but request a placement at Comberton VC, Melbourn VC or St Peter's school with an EHCP and a diagnosis of ASD, we will apply the following admissions criteria.

1. Live within the catchment area for admission to that year.
2. Attended a feeder Primary school
3. Children who have a sibling in the school
4. The next places will be offered in order of distance from the home address, in a straight line to the school

#### Reserve List

A reserve list will be held until the end of the Autumn term of the initial year of intake.

#### Appeals

A parent will have the right to appeal to an Independent Appeals Panel. Independent of the Governing Body and the Local Authority