



Marleigh Primary Academy Admission Arrangements for 2023 / 2024

THIS POLICY WAS APPROVED:	
POLICY VERSION:	VERSION 2.1
THIS POLICY WILL BE REVIEWED:	NOV 2023
MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW:	MIKE FISH
THIS POLICY WAS CONSULTED WITH:	LOCAL GOVERNING BOARD
THIS POLICY WAS DISTRIBUTED TO:	MARLEIGH PRIMARY ACADEMY STAFF

CONTENTS

1	Introduction	3
2	Admission number(s)	3
3	Application process	3
4	Admissions for year groups 1 to 6.....	4
5	Admissions for Nursery	4
6	Oversubscription criteria	5
7	Tie-break	5
8	Late applications	6
9	Deferred entry for Reception	6
10	Waiting lists	6
11	Appeals	7
	Notes:.....	8
	Appendix A Catchment of Marleigh Primary Academy.....	9

1 Introduction

- 1.1 Marleigh Primary Academy (MPA) is a 420 place primary school with a 52 place nursery. The key intent for Marleigh Primary Academy is to ensure that the children of families moving into housing within the Marleigh development can have a place at the school. Educational provision from nursery age through to key stage 2 has been provided since the academy opened in September 2022.
- 1.2 MPA is part of the Anglian Learning group of academies (the 'Trust'). It is the Trust that is the Admission Authority and it is responsible for setting the rules which govern how admissions to our school are managed.

2 Admission number(s)

- 2.1 The academy has a published admission number of 15 for entry in year Reception. Marleigh Primary Academy will accept in-year applications for all year groups.
- 2.2 The academy will accordingly admit this number of pupils if there are sufficient applications (with the caveat of paragraphs below). Where fewer applicants than the published admission number for the relevant year group are received, the Academy Trust will offer places at the school to all those who have applied.
- 2.3 During the academic year 2022-23, MPA has just one class for all children in year groups 3 to 6. Due to this unusually large age range, it has been agreed between MPA and Cambridgeshire School Admissions Team that once this class size reaches 20 pupils, further admissions will only be made for those living within the academy's catchment of Marleigh.
- 2.4 A similar arrangement may be made for the academic year 2023-24, depending on planned class organisation to be decided later this academic year.

3 Application process

3.1 Applications for entry into Reception

- 3.1.1 Applications should be made to the Local Authority where your child lives, and to whom you pay Council Tax. Applications will be processed

as part of the normal Local Authority process for co-ordinating school offers for Reception places. This can be seen at <http://www.cambridgeshire.gov.uk/admissions> and it is most important that you thoroughly read this information before making your application. Applications can be made online at <http://www.cambridgeshire.gov.uk/admissions> or by filling in a Common Application Form (CAF) available from the Local Authority Admissions Team on 0345 045 1370 (local rate) or from <http://www.cambridgeshire.gov.uk/admissions>.

3.1.2 Paper applications should be sent to the Admissions Team, OCT1221, New Shire Hall, Emery Crescent, Enterprise Campus, Alconbury Weald, Huntingdon, PE28 4YE, although you will get a quicker response by email if you apply online.

3.1.3 The closing date for applications is midnight on 15 January.

3.1.4 Offers will be made on 16 April or the next working day.

4 Admissions for year groups 1 to 6

4.1 Places for children in other year groups, or for Reception after the normal admission round has finished, must be made via:

<https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-learning/apply-for-a-school-place/in-year-admissions>.

4.2 You can apply for a place at any time and your application will be dealt with under the statutory timescales. If a place is not available the child's name will automatically be placed on a waiting list until the end of the term in which you are seeking admission. If you wish for your child to remain on the waiting list after that point you must ask for your continuing interest in a place to be noted, as a new list will then be established.

5 Admissions for Nursery

5.1 Admissions for Nursery are processed directly by Marleigh Primary Academy. Further information and an application form can be found at:

marleighprimary.org/nursery.

6 Oversubscription criteria

6.1 The criteria in this section apply to entry at all phases of the school. When the school is oversubscribed, after the admission of pupils with an Education, Health and Care Plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.
2. Priority will next be given to children based on their exceptional medical or social needs or those of their parents. Each application must include evidence, from a medical specialist or social worker of the child's/parent's need and why they must attend this school rather than any other, based on those needs. If evidence is not submitted to the Local Authority with the application, a child's or parent's medical or social needs cannot be considered.
3. Priority will next be given to children living within the catchment area of the Marleigh Development. Children living on the boundary line will be considered to be living within the catchment area.
4. Children of members of staff who are recruited to fill a demonstrable skill shortage.
5. Other children.

6. Tie-break

- a. If in categories 2-5 above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured from the child's home to the main entrance of the school in a straight line.
- b. If there are two or more children with exactly the same circumstances, (e.g., the same distance measurement), then Random Allocation, undertaken by a person unconnected with the school or the Trust, will be used as a tie-break to decide who has highest priority for admission.
- c. 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.

- d. 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 a Council officer, independent of the Admissions Team.
- e. Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. We will admit them all, as permitted by the infant class size rules and exceed our PAN.

7. Late applications

- a. All applications received by the 'LA' after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.
- b. If you were unable to apply by the closing date, and we agree that there are very exceptional reasons for an application being late, it will be considered as on time if it is received by the exceptional late date in the Co-ordinated Admissions Scheme which can be found at <http://www.cambridgeshire.gov.uk/admissions> and evidence is provided with your application. (This only applies in circumstances outside your control which made it impossible for the application to have been made on time.)

8. Deferred entry for Reception

- a. Parents offered a place in Reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.
- b. Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

9. Waiting lists

- a. Where the academy receives more applications for places than there are

places available, a waiting list will operate until the end of the first term after the beginning of the academy year/the end of the academic year. This will be maintained by the Cambridgeshire School Admissions Team and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

- b. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

10. **Appeals**

- a. All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.
- b. Appellants should contact <https://www.cambridgeshire.gov.uk/residents/childrenand-families/schools-learning/apply-for-a-school-place/admission-appeals> by the dates on the above website relevant to the 2023/24 academic year.
- c. For information on how to appeal and on the timetable for the appeals process please refer to the above website.

Notes:

- Home address: The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.
- Sibling: 'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a stepbrother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.
- Medical and Social Need: 'Social need' does not include a parent's wish that a child attends the school because of a child's aptitude or ability or because their friends attend the school. 'Medical need' does not include mild medical conditions.

Appendix A Catchment of Marleigh Primary Academy

The catchment area of Marleigh Primary Academy incorporates the housing development as identified on the map below. The white blocks are incorporated into the catchment area as the development progresses.



Life on a bigger scale

What else is on the way?

Where do we start? There's so much planned for Marleigh, all going towards making it somewhere that promotes neighbourliness, helps people to thrive and inspires them to live a healthy way of life in natural surroundings. In time, there will be a two-form entry primary school, sports pitches, a community centre, a market square, as well as green open spaces, public parks, woodland walks and allotment gardens.

- 1 The first homes at Marleigh
- 2 Gregory Park (anticipated 2021/22)
- 3 The Hangar Community Centre (anticipated Summer 2021)
- 4 Marleigh Market Square (anticipated Summer 2021)
- 5 Primary School (anticipated Autumn 2022)
- 6 The Plains - Sports Pitches (anticipated 2023/24)
- 7 Allotments (anticipated 2022/23)
- 8 Future Development
- 9 Kingsley Woods
- 10 Newmarket Road
- 11 M&S Food and BP Petrol Station
- 12 Cambridge Ice Arena
- 13 Newmarket Road Park & Ride

The information contained within this document does not constitute part of any offer, contract or warranty. Whilst the plans have been prepared with all due care for the convenience of the intending purchaser, the information contained herein is a preliminary guide only.

