

**DETERMINED
ADMISSIONS ARRANGEMENTS
FOR
COMMUNITY AND VOLUNTARY CONTROLLED
SCHOOLS IN CAMBRIDGESHIRE FOR
ADMISSION IN 2026- 27

AND LOCALLY AGREED PROTOCOLS AND
DEFINITIONS**

1. INTRODUCTION

- 1.1** The Local Authority (LA), as the admission authority for community and voluntary controlled schools in the Cambridgeshire County Council relevant area, is responsible for ensuring that when changes were proposed to these arrangements, they are subject to consultation for a period of six weeks which must start no earlier than 1 October and be completed by 31st January in the determination year.
- 1.2** Changes are being proposed for September 2026 as a result of the following:
- issues that have arisen throughout the last year with regard to the administration of applications;
 - changes in the accommodation and organisation of certain schools;
 - legislative changes; and
 - as the result of a determination made by the Office of the Schools' Adjudicator.
- 1.3** This document details the proposed arrangements for the 2026/27 academic year.

2. PUBLISHED ADMISSION NUMBERS & CATCHMENT AREAS

- 2.1** As part of the admission arrangements for a school, the admission authority must set an admission number for the "relevant age group" i.e., the age group at which pupils are, or will normally be admitted to the school e.g., Reception, or Year 7. This is known as the Published Admission Number (PAN).
- 2.2** The School Admissions Code (2021) states that admission authorities are not required to consult on any proposals to increase a school's PAN. However, the PAN for a school should have regard to the capacity of the school.
- 2.3** Changes to the PAN at schools for which the LA is the admission authority are being proposed where:
- a request has been received from the governing body or academy trust; and
 - the LA, as the admission authority for the school, considers a change to the PAN would be appropriate to reflect the circumstances of a particular school; or
 - a recalculation of the school capacity indicates a change would be appropriate; and
 - it is possible to have a more practical number;

Your views are sought on the following proposed changes, outlined in 2.4 below, which have been agreed by the governing bodies of the schools concerned and the local authority, as the admission authority for the school. If approved these changes will apply to the intake cohort with effect from September 2026 entry

- 2.4** Proposed changes to the PAN for admission to the school in September 2026 are: -

PAN reductions:

- Wilburton reduction of PAN from 20 to 15
- Meridian Primary School reduction of PAN 45 to 30

- Thorndown Primary School reduction of PAN 90 to 60

2.3 Own Admission Authorities:

Consulting on their admission policies for 2026/27:

St Albans
St Laurence Catholic Primary
Queens Federation (Queen Edith and Queen Emma)
Thomas Clarkson Academy – Brooke Weston Trust
The Wisbech Academy – Brooke Weston Trust
Comberton Village College – The Cam Acadmey Trust

For further information about these proposed changes, please contact the school direct.

3. CO-ORDINATED SCHEME

3.1 The application process and timetable will be as described within the co-ordinated scheme. Full details are contained in: -

- Co-ordinated Secondary Admissions Scheme 2026 – 2027
- Co-ordinated Primary Admissions Scheme 2026 – 2027

Both documents, and other related documents can be found at

<https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-learning/apply-for-a-school-place/annual-consultation-and-determined-admissions-arrangements>

4. OVERSUBSCRIPTION CRITERIA FOR VOLUNTARY CONTROLLED AND COMMUNITY SCHOOLS IN CAMBRIDGESHIRE

Over-Subscription Criteria for admission to Cambridgeshire Community and Voluntary Controlled Primary and Infant Schools in 2026/27

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 the Statutory Assessment Team (SAT) to determine an appropriate place.

1. Children in Care, previously known as Looked After Children¹ (LAC), and children who were previously Children in Care but ceased to be so by reason of adoption, a residence order (now known as a child arrangement order) or special guardianship order, or Children who appear to have been in state care outside of England and ceases to be in state care as a result of being adopted²
2. Children living in the catchment area with a sibling at the school (or a partner junior school) at the time of admission.

¹ A Child in Care is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions

² 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. Children living in the catchment area.
4. Children living outside the catchment area who have a sibling at the school (or a partner junior school) at the time of admission.
5. Children of members of staff, provided 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.
6. Children who live outside the catchment area, but nearest the school as measured by a straight line.

Under each criterion, in cases of equal merit, priority will go to children living nearest the school as measured by a straight line.

4.2 Criteria for Junior Schools:

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 Student Assessment to determine an appropriate place.

1. Children in Care, previously known as Looked After Children³ (LAC), and children who were previously Children in Care but ceased to be so by reason of adoption, a residence order (now known as a child arrangement order) or special guardianship order and Children who appear to have been in state care outside of England and ceases to be in state care as a result of being adopted⁴
2. Children who live in the catchment area, attend the partner infant school and who have a sibling at the school (or the partner infant school) at the time of admission.
3. Children who live in the catchment area who have a sibling at the school (or the partner infant school) at the time of admission;
4. Children who live in the catchment area and who are attending the partner infant school.
5. Children living in the catchment area.
6. Children who live outside the catchment area, but who are attending the partner infant school and have a sibling at the school (or the partner infant school) at the time of admission.
7. Children who live outside the catchment area but have a sibling at the school (or the partner infant school) at the time of admission.
8. Children who live outside the catchment area, but who attend the partner infant school.

³ A Child in Care is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions

⁴ 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

9. Children of members of staff, provided 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.
10. Children who live outside the catchment area, but nearest the school as measured by a straight line.

Under each criterion, in cases of equal merit, priority will go to children living nearest the school as measured by a straight line.

5. DEFINITIONS

5.1 Unless otherwise stipulated by an academy, a foundation or voluntary-aided school governing body, the following definitions will apply for all schools in Cambridgeshire.

5.2 **Distances** within Cambridgeshire are calculated by measuring a straight line from **the reference point of the home** as determined by the Ordnance Survey (OS) AddressBase Premium TM to:

- **the reference point of the primary school** as determined by the Ordnance Survey (OS) AddressBase Premium TM ; or
- **the main pupil entrance to the secondary school**, (with the exception of Longsands Academy please see their admission criteria).

For families who live outside the area covered by the Cambridgeshire mapping system, 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 walking route.

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, who is independent of the Admissions Team.

5.3 **Home address** – the address given on a child's application should be the 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 school in the September. A child's application can only be considered from **one** home address. Therefore, their "main residence" must be the address at which they spend the majority of their school nights. An address used for before and after-school childcare arrangements will **not** be considered appropriate.

5.4 **Shared responsibility** – where more than one adult shares parental responsibility and they live at different addresses, it is important that agreement is reached, prior to making the application, on which schools will be named on the application form. If different applications are received, or the Admissions Team is made aware of a dispute between two parents, all applications will be placed on hold and will **not** be processed until such time that:

- one joint application is made; or

- written agreement is provided from **both** parents; or
- a court order is obtained confirming which parent's application carries precedence.

5.5 Future House Moves - Places cannot be allocated on the basis of an intended future change of address, unless the new address has been confirmed by exchange of contracts, for a house purchase or the signing of a formal lease agreement.

5.6 Moving House - If a family move address at any point during the admissions process, either within Cambridgeshire or into Cambridgeshire, it is **their** responsibility to immediately inform the Admissions Team, in writing, of this change, and provide proof of their new address. Failure to do this may invalidate a child's application.

5.7 Parent - A person who is either the child's birth or adoptive parent, has parental responsibility for the child or an adult who has delegated responsibility for the child, for which confirmation will be requested.

5.8 Siblings - children aged between 4 and 16, living together in the same family unit, who have a sibling on the roll of the school at the time of application and admission to the school. Sibling includes:

- brother, or sister;
- half-brother, or sister;
- adopted brother, or sister;
- child of the parent/carer or their partner;
- children in care, or previously Child in Care. This doesn't include children temporarily living in the same household - for example a looked after child in short-term, or interim, foster placement.

In every case, the sibling must be living permanently in the same family home (at least Monday to Friday) and must be on the roll of the school or have been offered and accepted a place at the school at the time of application and when the child starts".

5.9 Previously Children in Care - a child who was previously Child in Care but immediately after being in care became subject to an adoption, residence (now known as a child arrangement order⁵), or special guardianship order, under Section 46 of the Adoption and Children Act 2002.

5.10 Members of Staff – a member of staff refers to a member of teaching staff employed by the school. Over subscription criterion of a school will determine whether current member of staff or length of service required.

6. INFANT CLASS SIZE

6.1 Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) must not contain more than 30 pupils with a single school teacher. Additional children may be admitted under very limited exceptional circumstances as "excepted pupils".

⁵ as amended in S.14 of the Children and Families Act 2014

6.2 With effect from admissions made from September 2016 these children will remain an “excepted pupil” for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.

6.3 The exceptional circumstances cover:

- a) children with EHCPs of special educational needs admitted outside the normal admission round;
- b) Children in Care and previously Children in Care admitted outside the normal admission round;
- c) children admitted, after initial allocation of places, because of a procedural error, made by the admission authority or local authority in the original application process;
- d) children admitted after an independent appeals panel upholds an appeal;
- e) children who move into the area outside the normal admission round for whom there is no other available school within a reasonable distance;
- f) children of UK service personnel admitted outside the normal admission round;
- g) twins and children from multiple births when one of the siblings is the 30th child admitted;
- h) children with SEN who are normally taught in an SEN unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.

7. LOCAL PROTOCOL - TREATMENT OF SIBLINGS WHEN A CHILD APPLIES FOR, BUT IS UNSUCCESSFUL IN, SECURING A PLACE AT THEIR CATCHMENT PRIMARY SCHOOL

7.1 On occasion, as part of the allocation for on time applications, it is not possible to meet parental preference for a child’s catchment primary school, and the child is directed to the next nearest alternative school with a place available. When this situation arises, and after the child has started at the school in September, parents will often wish to place siblings at the same school.

7.2 In this situation, once the child has started at the alternative school, applications received for their siblings will be processed as if the siblings were in-catchment siblings provided that the parent has brought this up to the attention of Admission Team and the family still lives at the same address used to determine the original application.

8. LOCAL PROTOCOL ON CLASS SIZES WITHIN KS2 IN CAMBRIDGESHIRE PRIMARY SCHOOLS

8.1 As there is no statutory size limits on Key Stage 2 classes (Years 3-6), the LA currently seeks agreement with head teachers of maintained, or academy, primary schools to admit up to 32 children in mixed-age classes and up to 34 children in single year group classes for the admission of catchment children.

8.2 Exception to this will be sought, in discussion with the school and its governing body, where twins and children of multiple births apply for a place at a school and one of the siblings would be either the 32nd or 34th to be admitted.

9. ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP

Accelerated, or Delayed Entry to Reception Year, or Year 7

- 9.1** Parents of summer born, gifted and talented children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places only in exceptional circumstances – please refer to the LA website for further information.
- 9.2** Where a child is already attending a school a decision will be made based on the individual circumstances of the case and determined by the school following a discussion between the headteacher, professionals and the parent.
- 9.3** When a parent is seeking the delay of a Summer Born Reception, their application should be received by the end of February 2026, in year in which they will reach the age of 4 for review and decision will be made by the LA.
- 9.4** Full details of how to make an application can be found on the Council's website.

Admission to other year groups following in-year admission

- 9.5** All in-year admission offers will be made according to the child's chronological age. When a parent believes that their child should be educated in a higher, or lower, year group, this must be discussed and the decision made with the Headteacher of the school, it is not for the local authority to agree this.

Delayed Admission to Reception Year – Summer Born Children only

- 9.6** The School Admission Code requires that all admission authorities **must** provide for the admission of all children in the September following their fourth birthday. This means that where a child is offered a Reception Year place at the school, as part of the normal admissions round:
- a) that child is entitled to a full-time place in the September following their fourth birthday;
 - b) the child's parents can delay the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and
 - c) where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

10. WAITING LISTS

- 10.1** The LA will maintain waiting lists for own admission authority schools in accordance with the Service Level Agreement between the governing body and the Admissions Team.
- 10.2** Where a waiting list is maintained by the Admissions Team, children will be automatically placed on the list for a school(s) ranked as higher preferences than the school offered.
- 10.3** Parents will continue to have the right of appeal against any refusal of a place and be able to reapply for a place the following year.

- 10.4** Where a place becomes available and can be offered to a child on a waiting list, the parent will be given up to either 5 days in which to indicate whether they wish to accept the place, whether they have been notified of this place by letter or email. If no response is received within the specified time period and the school has been unable to make contact with the applicant after robust attempts, the offer is void and the child's details will be removed from the waiting list and the place offered to the next child on the waiting list.

11. IN YEAR ADMISSION ARRANGEMENTS

- 11.1** Full details of the Co-ordinated In-Year Scheme and the Cambridgeshire Fair Access Protocol can be found in separate documents at;
<https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-learning/apply-for-a-school-place/annual-consultation-and-determined-admissions-arrangements>

12. SIXTH FORM ADMISSIONS

- 12.1** Sixth Form Admission Policies are published by the individual schools, as they are all own admission authority schools and should be available from the schools' websites.

13. WHERE TO FIND FULL VERSIONS OF THE DOCUMENTS

- 13.1** Details of all consultation documents can be found at
<https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-learning/apply-for-a-school-place/annual-consultation-and-determined-admissions-arrangements>
- 13.2** The Department for Education School Admissions Code can be found at:
[School admissions code 2021 \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/644212/school-admissions-code-2021.pdf)

14. CONTACT

Admissions Team
Email: admissions@cambridgeshire.gov.uk
Telephone: 0345 045 1370

Appendix 1

Published Admissions Arrangements for Community (C) and Voluntary Controlled (VC) Schools in Cambridgeshire

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School	P//J	Type	Area	Sep 15	Sep 16	Sep 17	Sep 18	Sep 19	Sep 20	Sep 21	Sep 22	Sep 23	Sep 24	Sep 25
Fenstanton & Hilton Primary	P	C	South	40	40	40	40	40	40	40	40	40	40	40
Folksworth CofE Primary	P	VC	Hunts	15	15	15	15	15	15	15	15	15	15	15
Fordham CofE Primary	P	VC	East	30	30	60	60	60	60	60	60	60	60	60
Fourfields Primary	P	C	Hunts	60	60	60	60	60	60	60	60	60	60	60
Foxton Primary	P	C	South	17	17	17	17	17	17	17	17	17	17	17
Friday Bridge Primary	P	C	Fenland	17	17	17	17	17	17	17	17	17	17	17
Fulbourn Primary	P	C	East	40	45	45	45	45	60	45	45	45	45	45
Great Abington Primary	P	C	South	20	20	20	20	20	20	20	20	20	20	20
Great Gidding CofE Primary	P	VC	Hunts	14	14	14	14	14	14	14	14	14	14	14
Great Paxton CofE Primary	P	VC	Hunts	17	17	17	17	17	17	17	17	17	17	17
Great Wilbraham CofE Primary	P	VC	East	15	15	15	15	15	15	15	15	15	15	15
Grove Primary	P	C	City	60	60	60	60	60	60	30	60	60	60	60
Hardwick & Cambourne Primary	P	C	South	105	105	105	105	105	105	105	105	105	105	105
Harston & Newton Primary	P	C	South	25	25	25	25	25	25	25	25	25	25	15
Haslingfield Primary	P	VC	South	20	20	20	20	20	20	20	20	20	20	15
Hauxton Primary	P	C	South	12	15	15	15	15	15	15	15	15	15	15
Hemingford Grey Primary	P	C	Hunts	45	45	45	45	45	45	45	45	45	45	45
Holywell CofE Primary	P	C	Hunts	30	30	30	30	30	30	30	30	30	30	30
Houghton Primary	P	C	Hunts	30	30	30	30	30	30	30	30	30	30	30
Huntingdon Primary	P	C	Hunts	60	60	60	75	75	75	75	75	75	75	75
Isleham CofE Primary	P	VC	East	30	30	30	30	30	30	30	30	30	30	30
Kettlefields Primary	P	C	East	20	20	20	20	20	20	20	20	20	20	20
Kinderley Primary	P	C	Fenland	13	13	13	13	13	13	13	13	13	13	13
Kings Hedges Primary	P	C	City	60	90	90	90	60	60	60	60	60	60	60
Lionel Walden Primary	P	C	Fenland	30	30	30	30	30	30	30	30	30	30	30
Little Paxton Primary	P	C	Hunts	34	45	45	60	60	60	60	60	60	60	60
Little Thetford CofE Primary	P	VC	East	15	15	15	15	15	15	15	15	15	15	15
Littleport Primary	P	C	East	60	60	60	60	60	60	60	60	60	60	60
Manea Primary	P	C	Fenland	25	25	30	30	30	30	30	30	30	30	30
Mayfield Primary	P	C	City	60	60	60	60	60	60	60	60	60	60	60
Melbourn Primary	P	C	South	45	45	45	45	60	60	60	60	60	60	60

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