



Admissions Policy

Date	Actions taken	Responsibility
11.10.2021	Policy agreed	FGB

Admissions Policy

Cambridgeshire Local Authority (LA) is responsible for setting the Admissions Policy and criteria for Queen Emma Primary School.

1. Queen Emma's catchment area encompasses the catchment areas of Morley Memorial, Queen Edith and Ridgefield Primary Schools. For information about your catchment school please visit www.cambridgeshire.gov.uk/admissions and check on My Cambridgeshire using the 'My House' tab for further information. The Published Admission Number (PAN) for each year group is 60.
2. Parents wishing to apply for a Reception place for their child in September 2023 can apply online by following this link www.cambridgeshire.gov.uk/admissions. Or you can contact the school for a copy of the Local Authority's admissions guidance for parents "Cambridgeshire First Steps Admission to Primary School: A Guide for Parents". The application must be submitted to the school or Local Authority Admissions Team no later than **15th January 2023**.
3. Reception Class places will be allocated on the basis of the PAN for the year group and the admissions criteria set by the Local Authority. In the event of over-subscription, from 2022 the following criteria will be used to determine priority for places:
 - I. Children who have a statement of special educational need (SEN) / Education Health and Care Plan (EHCP) that names the school will be admitted. N.B. Those children with an SEN / EHCP that does not name the school will be referred to Statutory Assessment Team (SAT) to determine an appropriate place.
 - II. 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, a residence order (now known as a Child Arrangement Order) or special guardianship order;
 - III. 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;
 - IV. Children living in the catchment area with a sibling at the school at the time of admission;
 - V. Children living in the catchment area;
 - VI. Children living outside of the catchment area who have a sibling at the school at the time of admission;
 - VII. Children of members of staff, providing that they have been employed for a minimum of two years and / or recruited to fill a vacant post for which there is a demonstrable skills shortage;
 - VIII. Children who live outside the catchment area, but nearest to 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.

Further information about admissions can be found in the LA primary admissions guide for parents, known as 'First Steps'.