



# Burwell Village College Primary

## Admissions Policy

**Approved by:** Governing Body **Date:** September 2021

**Last reviewed on:** November 2023

**Next review due by:** July 2024

# First Steps Admission to primary school:

A guide for parents  
2024 2025

Application Deadline **15 January 2024**

Apply online at [www.cambridgeshire.gov.uk/admissions](http://www.cambridgeshire.gov.uk/admissions)

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## Who Can Apply?

Parents and carers of children living in Cambridgeshire applying for a Reception place at a primary/infant school, Year 3 of a junior school or a Year 5 place at a middle school for September 2024.

We co-ordinate the admissions to all maintained (state) schools and academies in the county and aim to make the process fair and transparent for all.

- It is our policy to admit children to the year group appropriate to their date of birth. In exceptional circumstances, your child may be able to start school a year earlier or later than would normally be the case. For further information please contact the Admissions Team.
- If your child lives outside Cambridgeshire, please contact their home local authority for details on how to apply. Check your home local authority at <https://www.gov.uk/find-local-council> can help identify home local authorities Cambridgeshire residents who wish to apply for schools outside Cambridgeshire must still make their application through the Cambridgeshire admissions process. We will work with the other Local Authority to ensure that your application is considered alongside those who live within that authority.
- A child coming from an educational system abroad, or who does not speak English as their first language, will not normally be considered as an exceptional circumstance. Support is available in all our schools within the correct year group for these children.

If you are moving from overseas and will be resident in Cambridgeshire for 6 teaching weeks or longer your child may be eligible for a primary school place.

If you are in any doubt, please email [admissions@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.uk) before submitting your application

## Specific circumstances

### **Children with a Statement of Special Educational Needs or Education, Health and Care Plan**

If your child has a Statement of Special Educational Needs or an Education, Health and Care Plan, you should not make your application directly to the Admissions Team. You will receive information from your child's SEN Casework Officer regarding the specific application process for your child. If you have any queries, please contact the Statutory Assessment Team (S.A.T) who will be able to advise you further.

### **Statutory Assessment Team (S.A.T)**

Telephone: 01480 372600  
@ [SAT@cambridgeshire.gov.uk](mailto:SAT@cambridgeshire.gov.uk)

### **Children in public care**

If you are the foster carer of a child who is currently in public care, also known as Children in Care (CiC) the application should be completed in cooperation with, and countersigned by, the child's assigned social worker. Applications made on behalf of children in public care that are not signed by a social worker will not be processed until such time as a social worker's signature is received.

If you are applying for a child who was previously in care and has since been adopted or is now under a special guardianship or residency order (now known as a child arrangement order) they will be given higher priority

within every Cambridgeshire school's criteria. Ideally you should provide the contact details of the social worker who was assigned to your child's case.

However, it is your responsibility to provide evidence to support this request in the form of:

- Adoption certificates
- Any Child Arrangement Order;
- A Special Guardianship Order;
- Written confirmation from an involved council employee (ideally the assigned Social Worker);
- Evidence if your child has been adopted from overseas.

You will need to make specific mention of this on your application, as Cambridgeshire County Council Admissions Team do not have access to public care records.

### **UK service and military personnel**

If you currently serve or have served in the UK Armed forces of the Crown we will accept your application together with a letter or equivalent from the MOD or a Posting Order as proof of address for your child's application and will comply with the provisions of paragraph 2.18 of the School Admissions Code. If you do not have evidence of a residential address before the closing date of the 15 January 2024 we will use the base address. If you then receive notification or confirmation of your actual residential address please forward this to us [admissionsapplications@cambridgeshire.gov.uk](mailto:admissionsapplications@cambridgeshire.gov.uk)

Please clearly indicate on your application that you are serving personnel.

## Before You Apply

### Which schools can I apply for?

You can apply for a place at any maintained or academy (i.e. non-fee paying) mainstream school on your home authority's online system or paper application form, as long you are applying for the school's natural year of entry.

If you live near the county boundary, you may wish to consider applying for schools in neighbouring authority areas. You will still need to make your application through Cambridgeshire County Council.

If you are submitting preferences for schools outside of the area covered by Cambridgeshire County Council, it is essential that you also contact the Local Authority who maintains the school you are applying for, to check their closing date, supplementary information form and identification document requirements.

If you submit invalid preferences, such as an independent school or a school where the year group you are applying for is not the natural year of entry, these preferences will be discarded, and you may not be offered the opportunity to name other schools in their place.

A list of Cambridgeshire schools is provided in the directory section of this guide. Find out more about finding and choosing the right school and how our catchment areas work at <https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-learning/apply-for-a-school-place/catchment-areas>

**It is strongly recommended that you use all three preferences, and that you name your catchment school as one of these. Your catchment school is the most likely to be able to offer your child a place. Most people who are not offered a place at one of their preferences, did not put their catchment school.**

### Your child's home address

It is very important that the address you give on your child's application will be your child's permanent or main residence at the time school places are allocated on 16 April 2024. Unless you are applying based on a future house move that you have made the Admissions Team aware of, and for which you have provided sufficient supporting evidence, this should also be the address where your child will be residing when they start school in September 2024.

We will verify your child's home address by checking the information held by your child's current (Cambridgeshire maintained) school or request that you provide proof of your home address. We recommend you contact your school prior to submitting your application to ensure they have the correct address for your child. If the information they hold is out of date your application may be considered from the wrong address, potentially damaging your chances of being offered a place at your preferred school.

**If your child does not currently attend a Cambridgeshire Early Years Setting, academy, foundation or voluntary aided school it is your responsibility to provide sufficient proof of your address in Cambridgeshire.**

Proof of address provided **must** be in the name of the person making the application. This proof may be requested at any point during the admissions process, including after your application has been submitted, and may include one or more of the following documents:

- A copy of your Council tax bill for the current year

Documents below must be dated within 3 calendar months of your application being received:

- A copy of a rental agreement for a minimum of six school weeks signed and dated by both the tenant and the landlord
- A letter from your solicitor confirming exchange of contracts on your new property you are purchasing stating a full postal address. Preferably with a completion date
- If you are moving in with a friend or relative we will need a letter from the friend/relative confirming that you are coming to stay with them (mentioning you all by full name) and we will also need to see a recent utility bill for the friend/relative dated within the last three months
- A copy of the notice to quit (if returning to a property you own, that is currently tenanted).
- A copy of a Government document
- Recent Utility bill/account

It is important that you provide this proof as quickly as possible. If it is not received **before 31 January 2024**, your child's application will not be considered until the second round of allocations, offers for which will be made on **17 May 2024**. If we do not receive proof of your address your child's application will not be processed and no school offer will be made.

It is also important to note that while Cambridgeshire County Council accepts additional information documents such as proof of a new address that are received **before 31 January 2024**, we cannot guarantee that other Local Authorities will honour this deadline. The date for all Local Authorities to exchange data on residents who have ranked out of county schools as a preference is set for **15 February 2024**. Therefore, all applicants who name a school in another Local Authority as one of their preferences must have all requested additional documents submitted to the Admissions Team **before 31 January 2024**.

## Shared parental responsibility

Where more than one adult share parental responsibility, and live at different addresses, it is important that agreement be reached, prior to making the application, on which schools to apply for. 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, signed by all parties:

or

- written agreement is provided from both parents:

or

- a court order is obtained confirming which parents' application carries precedence:

If your child lives at more than one address:

- their main residence will be where they spend the majority of their school nights (Sunday to Thursday)
- if they divide their time equally between two addresses further evidence will be required to identify the child's home

Please ensure that only one joint application is submitted by **15 January 2024**. If multiple applications are received, you risk your child not being considered for a school place or an offered place being withdrawn.

## Moving house

If you move address at any point during the admissions process, either within Cambridgeshire or into Cambridgeshire, it is **your** responsibility to immediately inform the Admission Team, in writing, of this change and provide proof of your new address. Failure to do this may invalidate your child's application.

If you wish for the school offer to be based on a future house move (to take place by September 2024), you will need to submit your application form by **15 January 2024**, noting the move on your form, and provide proof of the new address before **31 January 2024** for it to be considered.

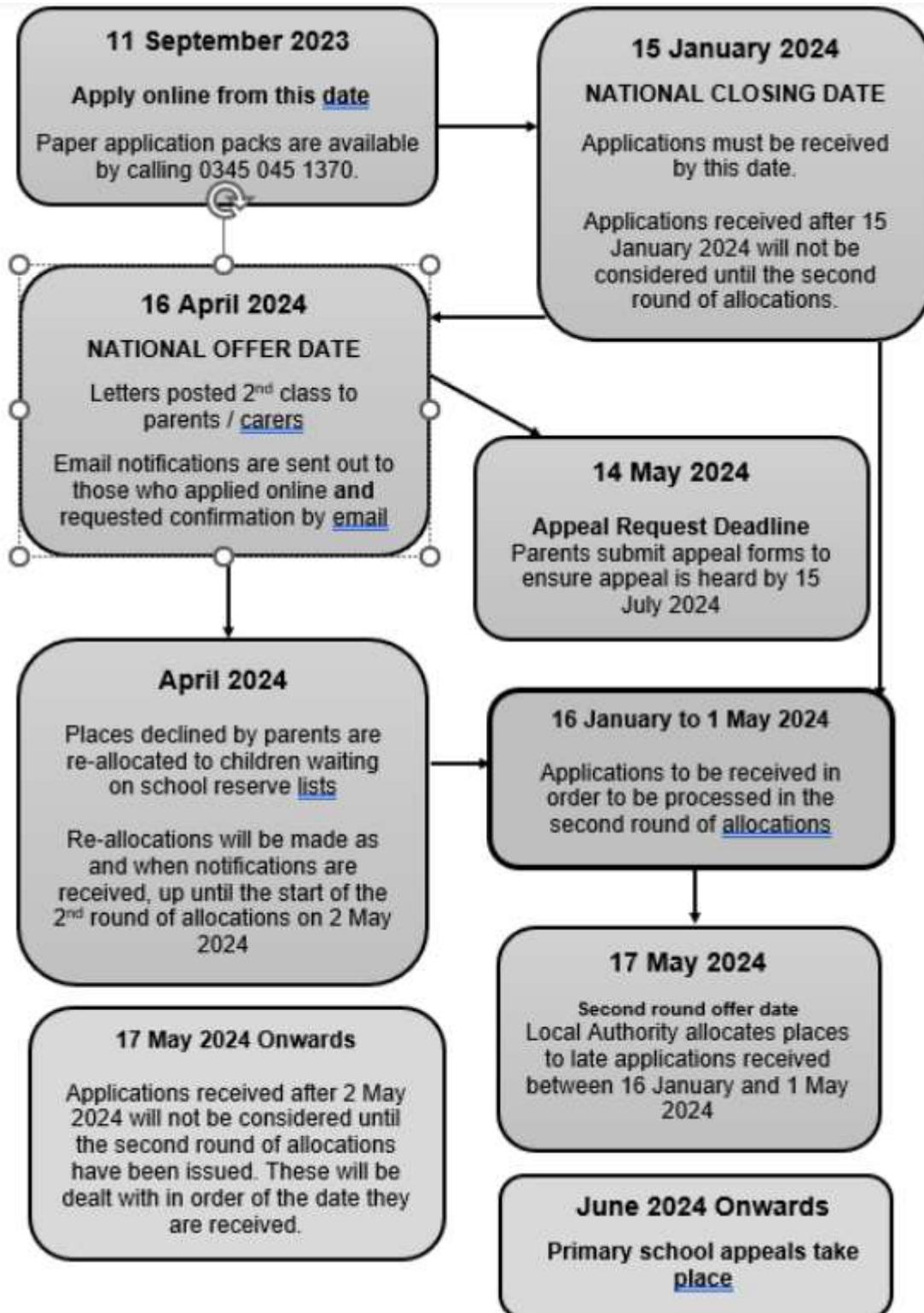
If your proof of address is not / cannot be provided before **31 January 2024**, your child's school allocation will be based on the address currently held on record, if your child currently attends a Cambridgeshire academy, foundation or voluntary aided school.

If you are moving from overseas or your child does not currently attend a Cambridgeshire academy, foundation or voluntary aided school, and you do not provide your proof of address before **31 January 2024**, your application will **not** be processed until the satisfactory proof is received, which means that you will not receive an offer of a school place on 16 April 2024.

## Fraudulent applications

Regrettably, on occasion some parents have given false information about their home address to get a place at a particular school. This practice is not acceptable and can deny a place to a child with a more genuine claim. Cambridgeshire County Council expects all applications to be made in good faith, giving correct information. All claims of fraudulent applications are taken seriously and investigated until resolved to the satisfaction of the Admissions Team. Any school place obtained using incorrect or fraudulent details will be withdrawn.

## Important Dates



## How to Apply

### Applications Open from 11 September 2023

It is quickest to apply online through our website [www.cambridgeshire.gov.uk/admissions](http://www.cambridgeshire.gov.uk/admissions)

- List the schools of your choice in order of preference.
- If you have more than one child going through the process at the same time, you must make a separate application for each child. Please ensure that you refer to each child on all application forms. We will try to ensure that these children are offered places together.
- You will receive an email confirmation that your application has been received.
- Available 24 hours a day, 7 days a week until the national closing date
- You can log in and view your child's school offer on 16 April 2024. This will also be sent by email, on the day, to those who request it when applying online.
- You can change the details on your application up until midnight on the closing date.
- The system has a series of security procedures which keeps the information provided safe.
- There is no risk that your application will get lost in the post.
- Please ensure that you have read the Terms and Conditions **before** submitting your application.

**In 2023 we received over 900 late Primary school applications. As a result, many of these applicants missed out on a place at their preferred school(s).**

### National Closing Date – 15 January 2024

All applications must be received by this date. Applications received after the **15 January 2024** will not be considered until the second round of allocations (late applications).

All online applications **must** be submitted before **midnight on 15 January 2024**. Any applications begun but left un-submitted will not be considered.

If you re-visit your application at any time you must ensure that it is re-submitted, otherwise the application cannot be processed. It is your responsibility to ensure your application status is "submitted" before midnight on **15 January 2024**.

If you do **not** complete an application form, or your application is received after the 15 January 2024 your child will **not** receive a school offer on **16 April 2024**.

If you realise that you have forgotten to make an application, it is important you complete one as soon as possible. After 15 January 2024 you will need to complete the late online form, as the on-time online application facility on the Citizen Portal will no longer be available.

Late applications will not be processed until the second round of allocations. Many of the more popular schools may be full, and you are much less likely to be offered a place at your preferred school.

You can make your application for a primary school place via our website;  
[www.cambridgeshire.gov.uk/admissions](http://www.cambridgeshire.gov.uk/admissions)

### Choosing Your Preferences

In Cambridgeshire, you can apply for three schools in order of preference. If you only apply to one school, you will only be considered for that school. You may then be allocated a school that is not one of your preferences, that is further from your home address and to which you would not be entitled to travel assistance should your preference be unsuccessful.

- Schools do not know the order in which you have ranked them on your application form, or which other schools you have applied for. That information is confidential prior to the allocation of places. You should place the schools in the order you would like your child to attend.
- You are allowed only three active preferences at any one time, even if you are applying for schools within another Local Authority that allows you to express more than three preferences.

**Naming a single school will not increase your chances of being offered a place there.**

### Changing Preferences

You may change your preference(s), prior to the closing date, either by editing and re-submitting your online application, or by completing a new paper application form.

In all cases these changes must be made by the closing date of 15 January 2024.

You cannot amend your preferences after the closing date unless there are genuine reasons for doing so, e.g. a recent house move. You will be required to provide evidence of the change in circumstances when submitting the request and they will only be considered where a complete application has been received by the national closing date of 15 January 2024.

Any requests to change already submitted preferences received from **1 February 2024** onwards, regardless of the circumstances, will not be considered until the second round of school place allocations on 17 May 2024.

Any request to change the oversubscription criterion your child's application qualifies or received from 16 January 2024 will not be actioned until after the national offer date **16 April 2024**.

Only one application will be processed per child at any given time. **This means that any new application received will replace your previous application and cancel any previous offer made.**

You must include any schools from your latest application above your new preferences on your second or subsequent application if you would like them to remain as active preferences.

When you make a new application, you will be agreeing to the following:

- That you will no longer have the right to appeal against a refusal for a school that is not included on your most recent application.
- That your child's name will be removed from any waiting list for a school that is not named on your latest application.

### Applying offline

You can also apply on paper, and return this to your child's current school, or admissions team.

Please call us on 0345 045 1370 for a form.

You will not be able to receive your offer by email and you will have to wait until your offer is received in the post. If we need to contact you, this will be done by post. This may slow down your application.

We recommend that all paper application forms are posted by "signed-for" recorded delivery, and that you retain your proof of postage. We accept no responsibility, and will make no exceptions, for applications that do not reach us and are not posted by this method.

- You can include a stamped, self-addressed envelope with your application form, so we can post you a confirmation slip when it has been received.
- You can also hand the application in to your child's current school, for them to scan and email to us. If you do, please request a confirmation receipt.

If you have already made an online application for your child, you must not submit a paper form as well. If we do receive both a paper and an online application, the application with the most recent date (i.e. the latest) will be the application accepted.

**You can get free Wi-Fi, and access to computers at Cambridgeshire libraries.**

### Admission to school below compulsory school age and delay entry to school

Your child is eligible to start school the September following their 4th birthday, but legally must be accessing full time education from the term following their 5th birthday. On receipt of your child's school offer you may choose to take up this place:

- Immediately (from September 2024);

or

- On a part-time basis until the beginning of the term after their 5th birthday;

or

- Defer your child's admission until the beginning of the term after their 5th birthday but not beyond the beginning of the final term of the school year for which it was made.

This means, if your child is summer born, they will need to start school in April 2025 to keep the place at the school offered. If your child does not start school in April 2025 you will need to apply in June 2025 for a **Year 1** place with no guarantee of the same school being offered. We recommend all parents discuss these admission options with the school following receipt of their child's offer letter.

For more information, please contact AccDe [AccDe@cambridgeshire.gov.uk](mailto:AccDe@cambridgeshire.gov.uk)

## Allocations of school places

### Published Admission Number (PAN)

Each school has what is called a Published Admission Number (PAN). This is the maximum number of pupils that can be admitted to each year, based on the accommodation available at a school. The number is based on a national formula for deciding how many children can go to a school without causing overcrowding.

Many schools receive more applications than their PAN can accommodate. To decide which children to offer places to, specific admission criteria are used. These are known as the school's oversubscription criteria.

### Oversubscription criteria

These are the criteria by which all applications are considered when more applications are received than there are places available. Different schools have different criteria, so it is important that you check the admission arrangements for all the schools you wish to apply for.

### How places are allocated

Local authorities use a computerised system to exchange details of applications with each other, and co-ordinate offers of places to ensure each child is only offered only one school place.

Where a school receives more applications than it has places available, it is referred to as being oversubscribed. The published over-subscription criteria will be used to decide the order in which applicants will be offered places.

All Preferences are treated equally. This means we will look to see if a place is available at each of your preferences and offer you a place at your highest preference school that has a place available.

**Step 1**

If we can meet your first preference, we will offer your child a place at that school. You will not be considered for any lower preference schools and will not be placed on their waiting lists and there is no right to appeal for lower preference schools you are not considered for.

**Step 2**

If we cannot meet your first preference but can meet your second preference, we will offer your child a place at that school. Your child's name will then be added to the waiting list of your first preference school, and you will be offered your right of appeal.

**Step 3**

If we cannot meet your second preference, but can meet your third preference, we will offer your child a place at that school. Your child's name will be added to the waiting lists for your first and second preference schools, and you will be offered your right of appeal.

**Step 4**

If we cannot meet any of your preferences, we will offer your child a place at your catchment school if;

1) you have not already expressed it as a preference;

and

2) following the allocation of all preferences, there remain places available

- Where a place is not available at your catchment school, a place will be offered at the nearest alternative\* school where a place is available.
- Your child's name will be added to the waiting list for all of your preferred schools and you will be offered your right of appeal.

\* Alternative School

*If you do not express a preference for your catchment school, your child will not receive travel assistance to any alternative school offered as a part of the admissions process.*

### Allocation Example

Amanda lives in Cambridge and applies for the following three schools;

St Albans RC Primary School

Arbury Primary School

Mayfield Primary School

Mayfield Primary School is Amanda's catchment school. However, she currently has a sibling attending Arbury Primary School.

Amanda's first preference is St Alban's. The school is oversubscribed and when the over subscription criteria were applied, places could only be offered to children as far as their religious criteria. Amanda only met the lowest criterion for St Alban's and was not offered a place. Her name was then placed on the school's waiting list.

Amanda met the sibling criterion for Arbury, her second preference. After the oversubscription criteria was applied the school were able to offer places to all children within this criterion and a place was offered.

Amanda would also have qualified for a place at her catchment school, Mayfield. However, because her higher preference school could be offered, it was not necessary to offer her that place and it was offered to the next ranked child.

## National Offer Date – 16 April 2024

### When will I know which school my child has been offered?

If you applied online, you can log into Citizen Portal to see your offer, and we will email you as well. If you applied on paper your offer letter will be posted out by second class post.

In April 2023 the following percentage of Cambridgeshire families were offered one of the schools listed on their application form:

- 94.8 were offered a place at their first preference school;
- 98.2% were offered a place at one of their three preferred schools;
- 1.8% were not offered a place at any of their preferred schools.

### Accepting a school offer

It is important that you accept your child's place. If you do not, we reserve the right to withdraw that place in order to offer it to another child. If you submitted your application online, you can accept your place via the Citizen Portal between 16 April 2024 and 30 April 2024. If you did not make your application online or are accepting your place after 30 April 2024 you will need to contact the school offered directly.

Accepting a place at the school offered will not lessen your chances of being offered a place at your preferred school either through the school's waiting list or through the appeals process.

### Declining a school offer

If you do not wish to accept the school place offered, for example if you have moved out of Cambridgeshire, or have decided to educate your child privately, you must ensure you inform the Local Authority. This can be done by completing the refusal slip attached to the offer letter and returning it to the Admissions Team. Parents who submitted their application online can also decline the offer via the Citizen Portal between 16 April 2024 and 30 April 2024.

- When considering declining the offer of a place that has been made to you, please consider the following:

- If you are appealing a decision not to offer your child a place at a higher preference school, you must wait until your case has been heard and upheld before you can decline the place currently offered to you;
- If you have submitted a new application with different preferences, or are planning to do so, you must wait until your application has been processed and a new offer issued by the Admissions Team before you can decline your original offer;
- If you are hoping to gain a place at a preferred school through that school's waiting list, your current offer cannot be withdrawn until you are offered a place at your preferred school by the Admissions Team.
- If you are moving out of Cambridgeshire, we will not remove an allocation until we have been advised of an alternative provision that has been secured.

By completing the refusal slip you accept that you are withdrawing your current application and by doing so invalidating any offer of a place that has been made to you.

### Offer after refusal

In some cases, the Admissions Team will initially be unable to offer a place at your preferred school, but a place may become available that we can offer to you at a later date. When this occurs we will inform you in writing, by posting a letter to the contact address we hold on file for you and by emailing a copy of the letter to the contact address where one was given on your application. You will then need to decide if you wish to take up the newly offered higher preference school or retain the originally offered place. You must inform us of your decision, in writing, within ten working days of the offer being made; you can confirm by letter or by emailing [admissions@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.uk)

If you do not respond within ten working days, a reminder will be sent by post and email; if you do not respond within five working days of the reminder, we will assume you wish to retain your original offer, the new offer will be withdrawn, and your child's name will be removed from the school's waiting list. Please note, exceptions cannot be made for letters you do not receive due to providing insufficient details for written communication.

We also suggest adding the addresses to your safe-senders list, as deadlines cannot be extended for emails that have been filtered into junk or spam folders:

[admissions@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.uk)

[spos.admissions@cambridgeshire.gov.uk](mailto:spos.admissions@cambridgeshire.gov.uk)

[AdmissionsApplications@cambridgeshire.gov.uk](mailto:AdmissionsApplications@cambridgeshire.gov.uk)

### If a place cannot be offered at any of my preferred schools

If you are a Cambridgeshire resident, you will be allocated a place at either your catchment school, if there are places remaining, or the nearest alternative school to your home address with a place available. Your child's name will be placed on the **waiting list** for every school where they are refused a place.

### What is a Waiting list?

Children are placed on the list according to the schools over-subscription criteria rather than by the date the application was made. Your child will remain on a waiting list until **31 December 2024**, unless one of the following occurs:

- you are offered a place at by an independent appeal panel;
- a place becomes available;
- you are offered a place at a school you have ranked as a higher preference but were previously refused due to oversubscription;

or

- you submit a new application that does not name the school as a preference or ranks it as a lower preference than a school we are able to offer you a place at.

## Appealing a School Place Offer

Information on appealing a school place will be included with your offer of a school place. You can also find out all about the appeals process on our appeals page <https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-learning/apply-for-a-school-place/admission-appeals>

## Home to school travel assistance

### Will my child be entitled to home to school travel assistance?

In most cases, as a parent you are responsible for your child's journey to and from school. However, in some circumstances your child may be eligible for free travel assistance.

In order to qualify for free travel assistance your child must;

live within Cambridgeshire and  
be attending their designated / nearest suitable school and  
that school is more than 2 miles from their home, by shortest available walking route.

### What is my child's designated / Nearest Suitable School?

Your child's designated / nearest suitable school is;

- their nearest school; or
- their catchment school (please note exceptions apply see individual school entries for further details); or
- their nearest school with a place available, only if a place has been applied for and refused at the nearest and catchment schools

Your child will not receive travel assistance if;

- you do not apply for your designated/nearest suitable school; or
- they are attending your preferred school, and that school is not your designated/nearest suitable school;  
or
- they are attending an alternative school designated to you by the Local Authority, but you have not applied for, and been refused places at your designated/nearest suitable school.

### Where can I find further information about Home to School Travel assistance?

Further information is available at [www.cambridgeshire.gov.uk/education/transport](http://www.cambridgeshire.gov.uk/education/transport)

## Useful contact information

### Cambridgeshire Admissions Team

Postal address: ALC2605,  
New Shire Hall,  
Emery Crescent,  
Enterprise Campus,  
Alconbury Weald,  
PE28 4YE

Office hours: Monday to Thursday, 9:00 to 17:00hrs, Friday: 9:00 to 16:30hrs

Email: [admissions@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.uk)

Website: <http://www.cambridgeshire.gov.uk/admissions>

Tel: 0345 045 1370 Fax: 01223 727941

### Children In Care (CiC) Postal address:

Scott House, 5 George Street,  
Huntingdon  
PE29 3AD

Email: [virtualschool@cambridgeshire.gov.uk](mailto:virtualschool@cambridgeshire.gov.uk)

Website: <https://www.cambridgeshire.gov.uk/residents/children-and-families/children-s-socialcare/looked-after-children/>

Tel: 01223 699883

### Education Welfare Benefits Service Postal address:

ALC2606,  
New Shire Hall,  
Emery Crescent,  
Enterprise Campus,  
Alconbury Weald,  
PE28 4YE

Email: [ewb.fsm@cambridgeshire.gov.uk](mailto:ewb.fsm@cambridgeshire.gov.uk)

Tel: 01223 703200

Website: <https://www.cambridgeshire.gov.uk/residents/children-and-families/schoolslearning/help-with-school-learning-costs/free-school-meals>

### Parent Partnership Service CALL

(Confidential Advice Line Link) 01223 699033

Countywide Email: [choosingaschool@cambridgeshire.gov.uk](mailto:choosingaschool@cambridgeshire.gov.uk)

Website: [Support with choosing a school - Cambridgeshire County Council](#)

### Special Education Needs Statutory Assessment and Resources (S.A.T) Team Postal address:

Box SCO2209,  
Scott House,  
Huntingdon,  
PE29 3AD

Email: [SAT@cambridgeshire.gov.uk](mailto:SAT@cambridgeshire.gov.uk)

Phone: 01480 372600

## Where can I get further information?

The Admissions Team are available to provide parents with factual information regarding the school admission and school admission appeals process. Their role is not, however, to advise parents on their applications or with the preparation / content of appeal cases.

From September 2014, all local authorities must publish a local offer. The local offer brings together information from education, health and social care about the provision that it is available for children and young people aged 0 - 25 with special educational needs and disabilities (SEND) and their families.

<http://www.cambridgeshire.gov.uk/send>

Mainstream schools and academies must also publish information about SEND in their school and an annual information report outlining how they support children with SEND. This information will be published on individual school websites.

### Parents' School Preference Adviser

Tel: 01223 699033

Email: [choosingaschool@cambridgeshire.gov.uk](mailto:choosingaschool@cambridgeshire.gov.uk)

Cambridgeshire County Council does offer a Transition Information Advice service. This service is available to provide parents with independent advice regarding:

- The admission and transfer process
- Information about schools
- School admission policies and criteria
- Travel issues
- The appeals process

### Advisory Centre for Education

Tel: 0300 0115 142

Website: [www.ace-ed.org.uk](http://www.ace-ed.org.uk)

Further independent information and advice is also available from the **Advisory Centre for Education (ACE)**. ACE is a national charity that provides advice and information to parents and carers on a wide range of school-based issues including exclusion, admissions, special education needs, bullying and attendance.

## Oversubscription Criteria for Community and Voluntary Controlled schools

Children who have a Statement of Special Educational Need (SEN) / Education Health and Care Plan (EHCP) that names the school will be admitted. NB. 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 (CIC) and Children who were previously in care (CIC) but ceased to be so by reason of adoption, a 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 (or partner infant/junior 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 (or partner infant/junior 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 skills 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 will go to children living nearest the school as measured by a straight line. Please refer to the Glossary of Terms on pages 18 - 19 for further information.

### Burwell Village College (Primary)

Telephone: 01638 613103

The Causeway,

Burwell,

Cambridgeshire,

CB25 0DU

School code: 2327

Age range: 4 to 11 PAN for 2024: 60

School type: Community

Catchment Area: Burwell

Oversubscription Criteria: Please see above