

Alconbury Weald Church Academy

Admission Policy 2027-28

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1. Introduction

This document sets out the admission arrangements for Alconbury Weald Church Academy (AWCA) for September 2027 entry. The Diocese of Ely Multi-Academy Trust (DEMAT) is the admissions authority for AWCA.

2. Aims

This policy aims to:

- Explain how to apply for a place at AWCA.
- Set out the arrangements for allocating places to the pupils who apply.
- Explain how to appeal against a decision not to offer a place.

3. Legislation and statutory requirements

Schools will comply with all relevant provisions of the Department for Education's School Admissions Code (2021), the School Admission Appeals Code (2022), and the law on admissions.

AWCA is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the Schools Standards and Framework Act (1998). This policy complies with the funding agreement and the DEMAT Articles of Association.

All schools in DEMAT will participate in coordinated admission arrangements which will be administered by the Local Authority (LA) in their relevant geographical location.

Notwithstanding these arrangements the Secretary of State may direct AWCA to admit named pupils to a school following a request by the Local Authority to intervene.

4. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at a school's normal point of entry, using the common application form provided by the Local Authority.

Looked after children, as defined in section 22 of the Children Act 1989, are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions.

Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order (defined in section 8 of the Children Act 1989, as amended by section 12 of Children and Families Act 2014), or
- Became subject to a special guardianship order (defined in section 14A of the Children Act 1989)

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

A **parent** is any individual who holds parental responsibility, as defined under the Children Act 1989, or any person who has care of a child, where the child lives with them either full or part time, and they look after that child.

5. Published Admission Number (PAN)

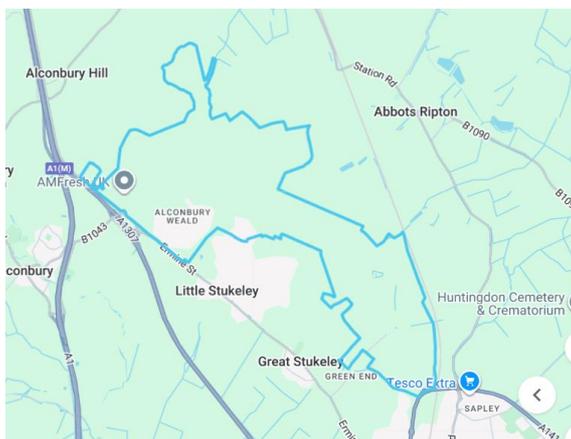
AWCA has an agreed PAN of 120 pupils in Year 7.

6. Oversubscription criteria for Year 7

All children whose education, health, and care plan (EHCP) names AWCA will be admitted before any other places are allocated.

In the event that AWCA receives more applications than the number of places it has available, the order in which places will be allocated will be as follows:

1. Looked after children and previously looked after children.
2. Sibling: where the child has a sibling in the school or a sibling has already been offered a place at the school, and where the sibling will still be attending the school at the time of admission. Siblings include full siblings (sharing both parents), half siblings (sharing one parent), step siblings (one child's parent married/civil partnership to the other child's parent), foster siblings, adopted siblings or children of their parent's cohabiting partner. In all cases, the sibling must live at the child's home address (as defined by this policy).
3. Children of staff recruited to fill a vacant post at the school for which there is a demonstrable skill shortage. The Trust Director of People is required to approve the Headteachers' designation of such posts and confirm the assessment that a member of staff appointed meets the requirements of the shortage.
4. Applicants whose home address is located within the Alconbury Weald development defined as the area inside the blue outline below.



5. Applicants who attend Ermine Street Church Academy but do not live on the Alconbury Weald development defined as the area inside the blue outline on the map above.
6. All other applicants who do not fall into any of the oversubscription criteria categories above.

In cases where there are more applicants within a criterion than there are places available, a straight-line distance measurement between the child's home and the school will be used to rank applications. The measurement will be taken from the child's home address which has been notified to the school and other relevant agencies as being the child's normal place of residence. Priority will be given to those children who live closest to the school.

DEMAT will measure the distance by a straight line ('as the crow flies'). All straight-line distances are calculated electronically using data provided jointly by the Post Office and Ordnance Survey. The data plots the co-ordinates of each property and provides the address-point between which the straight-line distance is measured and reported to three decimal places. Where there is more than one home within a single building (for example apartments) we will measure to a single point within that building irrespective of where those homes are located.

Tie breaker: If DEMAT is unable to distinguish between applicants using the published criteria, including those who live in blocks of flats, places will be offered via a random draw which will be supervised by someone independent of the school.

Note: If the final place available at a school is offered to a twin, triplet other multiple birth, or where two siblings who are not as a result of a multiple birth but are within the same year group, and the remaining sibling(s) would ordinarily be refused, places will be offered to the remaining sibling(s).

7. Child's home address

Where a child lives with separated parents who have shared parental responsibility, each for part of the week, the home address will be considered to be the address that the child lives at for most of the week (including weekends). We will expect evidence to support this at the time of application.

In cases where the child spends an equal proportion of the week with both parents, evidence of the main contact address and which parent receives the child benefit will be required to support the application. If neither parent is in receipt of child benefit, then we will use the address that the child is registered under at their GP surgery.

Where the child/child's family is/are not living in the area of the academy at the time the application is submitted, the application will still be accepted and processed. The address used will be the child's current address unless the application is supported by documentary evidence of the future new address which will meet the definition set out above.

As an admission authority we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence you have made a fraudulent claim or provided misleading information, for example a false address was given which denied a place to a child with a stronger claim. We reserve the right to check any address and other information provided so that we can apply the oversubscription criteria accurately and fairly.

8. Children of UK Service Personnel and Crown Servants

Families of UK service personnel with a confirmed posting, or crown servants returning from overseas, will be allocated a place in advance of the family arriving in the area, provided a place is available and the application is accompanied by an official letter that declares a relocation date.

We will use the address at which the child will live when applying our oversubscription criteria, provided the parents provide some evidence of their intended address. Alternatively, the unit or quartering address will be used as the child's home address when considering the application against the oversubscription criteria, where this is requested by a parent.

9. How to apply for entry in Year 7

Applications for admission to Year 7 in September 2027 are known as applications made 'in the normal admission round'. Applications in the normal admission round are made directly to DEMAT as the admissions authority.

For admissions in the normal admissions round, you must complete the DEMAT admissions form which can be found at <https://www.demat.org.uk/AWCA-Admissions>

Applications must be made between September 1st, 2026, and October 31st, 2026, for consideration in the first round of applications.

Offer letters will be issued by DEMAT on the National Offer Date (1 March). Late applications, i.e. those submitted between 1 November and 31 March, will be processed on 1 April.

Parents wishing to visit the Academy prior to making an application are welcome to do so. An Open Evening will be held in October for prospective year 6 pupils, details of which can be found on the AWCA website.

10. In-year admissions

In-year admission will be through the coordinated process by Cambridgeshire County Council.

Parents can apply for admission at any time outside of the normal admission round. This is also known as admission 'outside the normal admission round'. For the 2027/28 Academic Year, Year 7 will be the only year open for In-year admission.

Where there are multiple applicants for a year group, and the academy has determined that there are fewer places available than the number of applications, the oversubscription criteria

will be applied to determine which of the children are offered a place.

11. Waiting list

AWCA will maintain a clear, fair and objective waiting list for children entering Year 7 until 31st December. Each added child will require the list to be ranked again in line with the oversubscription criteria outlined in section 6. Where places become available, they will be allocated to children in accordance with their rankings on the list.

Priority will not be given to children based on the date their application was received, or when their name was added to the list.

Under the School Admissions Code, looked-after children, previously looked-after children, and those allocated a place at the academy in accordance with a Fair Access Protocol (see section 12) must take precedence over those on the waiting list.

12. Fair Access Protocol

AWCA participates in Cambridgeshire County Council's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in year, get access to a school place as quickly as possible and before anyone is considered from the waiting list. This may mean admitting children above the PAN.

Eligibility for the Fair Access Protocol does not limit a parent's right to make an in-year application to any school for their child. Any application will be processed in accordance with the usual in-year admission procedures (see section 10).

13. Appeals

Parents have a statutory right of appeal against the refusal of a place at the academy. This applies to all year groups currently open.

If your child's application for a place at AWCA is unsuccessful, you will be notified in writing why admission was refused and given information about the process for hearing appeals, including the deadline for lodging an appeal.

Cambridgeshire County Council will notify the parent of the above. The Appeal Panel will be independent of the academy. The arrangements for appeals will be in line with the Appeals Code. The determination of the Appeal Panel will be made in accordance with the Code and will be binding on all parties.

14. Requests for Admission outside of Normal Age Group

Parents have a right to request that their child is admitted to a year group other than their normal year group at the academy. This may be to a year group below or above, and there may be a variety of reasons for making this request. However, in 2027 only one year group (year 7) will be open for applications.

Parents do not have a right to decide that their child will be admitted outside their normal age group. Such requests must be considered by the admission committee to decide whether or

not to agree the request in principle, or refuse the request, taking into account the factors set out below.

Requests for admission outside normal age group are not applications for admission, which must still be made in the usual way. Parents are strongly encouraged to make their requests in writing in a timely manner, preferably well ahead of any application deadlines, so that they can obtain a decision in principle which will enable them to make informed decisions when they subsequently apply for admission.

Written requests should be sent to the following address: governance@DEMAT.org.uk

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, the child's medical history and views of a medical professional
- Whether the child has previously been educated out of their normal age group
- Whether the child may naturally have fallen into a lower age group if it were not for being born prematurely
- The Headteacher's views

The academy will notify parents of the outcome of their request formally in writing, explaining its reasons in sufficient detail for parents to understand why it came to that decision. Where the request is agreed in principle, this letter should accompany the application for admission subsequently made for a place at the academy. Parents do not have a statutory right to appeal against a refusal of a request for admission outside normal age group, but they may submit a complaint under the complaints policy if they do not believe the request was deal with by the admission committee properly.