



19 November 2025

Dear Parent/Carer

Consultation process concerning Admission Policy

This letter is being sent to you as you are a parent/carer of a child at St Andrew's Church of England Primary School ("the Academy") at Sand Street, Soham, Ely. Cambridgeshire . The Academy is part of the Diocese of Ely Multi-Academy Trust ("DEMAT"), and in its capacity, DEMAT acts as the Admission Authority for the Academy.

A review of the Admission Policy has been carried out to address a number of issues that have occurred recently regarding how the Academy can serve the community more effectively. The changes relates to the oversubscription criteria applied by the Academy where it receives more applications than the PAN (Published Admissions Number) which is currently 60.

The changes take note of:

1. the need not to interfere with surrounding school catchment areas for neighbouring schools in Waterbeach, Fordham, Stretham and Burwell;
2. the framework previously agreed by the Local Authority in 1992 for how applications from the Wicken area should be treated in the Admission Policy for the Academy;
3. the interaction with two other primary schools in Soham which are part of a different Multi-Academy Trust;
4. the extent of the Soham development envelope in the agreed Soham and Barway Neighbourhood Plan (October 2024).



The current oversubscription criteria for the Academy are as follows:

Oversubscription Criteria

When the school is oversubscribed, after the admission of Children with an Education, Health and Care Plan (EHCP) where the Academy is named, priority for admission will be given to those children who meet the criteria set out below:

- 1. Looked after children² and previously looked after children³ including those who appear (to the Admissions Authority) to have been in state care outside of England⁴ and ceased to be in state care as a result of being adopted⁵.*

¹ *This includes late applications which are those made after the application deadline but before the first day of the Autumn term.*

² *A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.*

³ *Children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order, immediately following having been looked after,*

⁴ *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.*

⁵ *This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).*

2. *Sibling⁶: 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 but not in a specialist unit or a specialist resource base for Hearing Impaired provision or in a nursery/pre-school. Priority will be given, where necessary, to applications where there is the smallest age gap.*
3. *Children living in the villages of Wicken, Upware and Padney and in the area to the south of Soham known as Downfields. (The Downfields area of Soham is defined as the Fordham Road to the south of the mini roundabout where Fordham Road meets Orchard Row, Orchard Row, Centre Road, Mistral Close, Windmill Close, Cornmills Road and Military Road).*
4. *Children living in Soham.*
5. *Children living outside of the catchment area of the school*
6. *Children of staff recruited to fill a vacant post at the school for which there is a demonstrable skill shortage. DEMAT 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. Priority will be limited to one place for each form of entry in any year.*
7. *All other applicants*

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The proposed oversubscription criteria for the Academy Year 2027/28 applied in order of priority are:

1. *Looked after children and previously looked after children including those who appear (to the Admissions Authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.*
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 but not in a specialist unit or a specialist resource base for Hearing Impaired provision or in a nursery/pre-school. Priority will be given, where necessary, to applications where there is the smallest age gap.*
3. *Children living in Soham as represented on the map below:*



4. *Children living in the villages of Wicken, Upware and Padney.*
5. *Children of staff recruited to fill a vacant post at the school for which there is a demonstrable skill shortage. DEMAT 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. Priority will be limited to one place for each form of entry in any year.*
6. *All other applicants*

We would welcome your view on the proposed Admission Policy. Copies of the Academy's proposed Admission Policy 2027/28 can be found on the DEMAT website at the following link - <https://demat.org.uk/consultations/>

The consultation process

As well as to parents and carers, the consultation process is being communicated by DEMAT as follows:

- Notification to the following Local Authorities:
 - Peterborough City Council
 - Cambridge County Council
 - Norfolk County Council
 - Suffolk County Council
- Other persons who in the opinion of DEMAT have an interest in this matter, including the Ely Diocesan Education Committee, including:
 - Soham Town Council
 - Wicken Parish Council
 - Staploe Trust
 - Anglian Learning Trust
 - The Shade Primary School
 - The Weatheralls Primary School

Recipients are welcome to respond by emailing comments relating to the changes in Admissions Policy as set out above to governance@demat.org.uk or if you have any questions, please contact the headteacher at the Academy.

Please do this by Monday 5th January 2025.

Yours sincerely



Adam Downing

Head of Governance

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