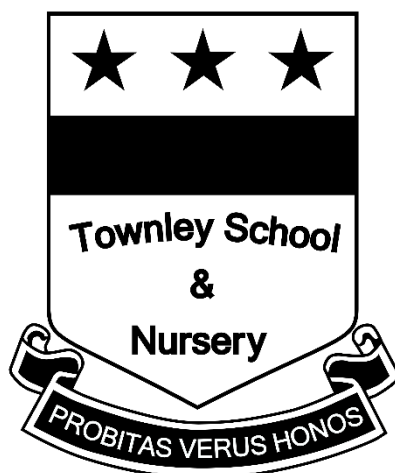




Townley School and Nursery Policy Front Sheet

POLICY DOCUMENT	Admissions Arrangements
Policy Number	3
Type of Policy –	Statutory
Governor Committee	Full Governing Body
Approval Date	December 2024
Review Frequency	Annual
Date of next review	December 2025
Publication Date	December 2024
Chair of Governing Body signature	
Publish on School Website	Yes
Purpose of Policy	
Supporting documents if applicable	
Chair of Governing Body signature	
Date	

Townley School and Nursery



Admissions Arrangements

The administration and management of admission arrangements to Cambridgeshire schools is dealt with by Cambridgeshire County Council. The reception admissions policy and criteria for each school, together with an application form, are available from the county council admissions team and must be returned to them, see link below <https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-&-learning/apply-for-a-school-place/>

The on-line facility is available at: [Apply for a school place - Cambridgeshire County Council](#)

Admissions For Nursery Class

For admission to Townley Nursery Class please contact the school directly on 01354 638229.

The governors agree to accept the policy guidelines on admissions produced by Cambridgeshire County Council. The school will enroll pupils in the Nursery Class up to its agreed overall capacity, which is subject to infant class sizes and will not exceed statutory ratios during any session, nor breach health and safety for children currently on roll and annual admissions limit. We will follow the Oversubscription Criteria for Reception Classes if oversubscribed.

Admissions Criteria for Reception

The governors agree to accept the policy guidelines on admissions produced by Cambridgeshire County Council. The school will enroll pupils up to its agreed overall capacity and annual admissions limit.

Oversubscription Criteria:

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 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 (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 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 at the time of admission;
6. Children of staff members, provided they have been employed for at least 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.

Joining the School in Reception Year

Please note there is **no** automatic transfer from Townley Nursery to Reception - **applications must be made in all cases** through the local authority.

Starting school is a very exciting and daunting time for you and your child. We, as a school, will work with parents individually to ensure it is both positive and rewarding.

Pupils are admitted to Townley Primary School main school in the September of the academic year in which they are 5. During the previous summer term, visits take place to support children to become familiar with the routines and environment of the school.

In-year applications (moving schools)

If you are moving into the area and would like a place at Townley School
You should always apply for a school place through the Local Authority's School Admissions Team <https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-&-learning/apply-for-a-school-place/>

The on-line facility is available at: **www.cambridgeshire.gov.uk/admissions**