



St Anne's Church of England Primary School, Godmanchester.

Admissions Policy & Procedures 2024/2025

Application process:

Applications should be made via Cambridgeshire Admissions Team (Tel. 0345 045 1370 admissions@cambridgeshire.gov.uk).

Further information on applying for a school place in Cambridgeshire is available from the [Local Authority website](#)

Admission number –

The School has a Published Admission Number (PAN) of 30, which is the maximum number of children who will be offered a place in the Reception Class (initial year of entry at age 4+).

Catchment Area: St Anne's Church of England Primary School services children from the catchment area which is the parish of Godmanchester, including the Romans' Edge development.

Oversubscription Criteria: Children, who have an Education Health Care Plan (EHCP) that names the school, will be allocated places in either the religious or the non-religious categories, as appropriate to information provided in their application. This will be ahead of all other applicants in those categories (*See notes at the bottom of this policy*). Children with an Education Health Care Plan that does not name the school will be referred to Student Assessment to determine an appropriate place.

Applications on Religious Grounds: Up to a maximum of 10 places will be allocated to children whose parents make a successful application on Religious Grounds (R).

For this to apply, the parents must have attended at church regularly in the last year, and have a form signed by the priest or minister to confirm this. See notes a, b, c below for definition of Religious Grounds. A completed Supplementary Information Form, giving details of the religious grounds, signed by a priest or minister of religion, will be required to confirm that the criteria are satisfied. Applications which are unsuccessful on Religious Grounds (either because they do not meet the criteria, or because there are more applicants than the maximum of 10) will be treated as Non-Religious applications (N).

Application criteria in order of priority

R1. Looked After Children, children in care, children who were looked after but ceased to be so by reason of adoption, a resident order or special guardianship order, and children who appear to the Admissions 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 and ceased to be in state care as a result of being adopted only who make a successful application on Religious Grounds

N1. Other Looked after Children, children in care, children who were looked after but ceased to be so by reason of adoption, a resident order or special guardianship order, and children who appear to the Admissions 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 and ceased to be in state care as a result of being adopted only.

R2. Children **with a sibling** (see note d) already at the school who make a successful application on Religious Grounds

N2. Other children **with a sibling** (see note d) already at the school

R3. Children without a sibling at the school, who make a successful application on Religious Grounds. **N3.** Other children without a sibling at the school who live in the published catchment area **N4.** All other children.

If there are more applicants than places available in the lowest applicable category, priority will be given to applicants who live the shortest straight-line distance, as calculated by the Local Authority. In the unlikely event of the distance being equal, places will be decided by lottery.

Notes

(a) Religious applications *within* each criteria R1, R2 and R3 are assessed in the following order of priority:

1. Children who live in Godmanchester and whose parent(s)/guardian(s) attend the Parish Church of St Mary the Virgin, Godmanchester;
2. Children who live in Godmanchester, and whose parent(s)/guardian(s) attend a Church in Godmanchester
3. Children who live in Godmanchester, and whose parent(s)/guardian(s) attend a Church outside Godmanchester if there is no church of that denomination in Godmanchester
4. Children who do not live in Godmanchester and whose parent(s)/guardian(s) attend the Parish Church of St Mary the Virgin, Godmanchester
5. Children who do not live in Godmanchester and whose parent(s) / guardian(s) attend a church outside Godmanchester provided there is no Church of England school closer to the applicant's address.

(b) Children who do not live in Godmanchester and whose parent(s)/guardian(s) attend a church in Godmanchester 'Church' is defined as one which is in membership either of Churches Together in England or of the Evangelical Alliance.

(c) "Parents/guardians who attend church" are defined as attending divine worship or a public act of worship at least twice a month during the twelve months preceding 1st December prior to the year of entry to the Reception class of the school in September. For casual entries at any other time, it is twelve months prior to the date of application

(d) To make an application under **R2** or **N2** (children with a sibling already at the school), the sibling must be at the school at the time of the application and must still be at the school at the time the applicant enters. Siblings who live in catchment and who would join the school at the same time can also make a sibling application.

(e) In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship

Appeals

There is a right of appeal if an admissions request is refused.

For full details of the local authorities appeal process please contact Cambridgeshire County Local Authority <https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-learning/apply-for-a-school-place/admission-appeals>