

# **Chesterton Community College**

## **Admissions Policy September 2025- August 2026**

<b>Approved by LGB</b>	Oct 2023
<b>Review cycle</b>	[Annual]Due: Oct 2024

# Chesterton Community College

## Admissions Policy

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### Document Control

New Version Number	Key changes from previous version	Date of ratification
1.1	No changes made- clarification added on the names of the Primary Schools in catchment (page 4)	Oct 24

### Introduction

- 1.1 These arrangements are established in accordance with Annex 1 of the College’s Supplemental Funding Agreement.
- 1.2 The College provides for pupils aged 11-16 and has a single Normal Point of Entry, at the start of the Year 7 school year. Applications for admission at the normal point of admission will be co-ordinated by Cambridgeshire County Council in accordance with its common application procedures and Paragraphs 3, 4, 5, 6 and 7 below. Arrangements for late admission into Year 7 and for admission to other year groups will be co-ordinated by the College’s Governing Body in accordance with paragraphs 7, 8 and 9 below.
- 1.3 Admission and oversubscription criteria for the Sixth Form can be found on the website [here](#).

### Admission Number

- 2.1 The College’s Published Admission Number is set at 180, and at least 180 pupils will be admitted each year to Year 7 at the Normal Point of Entry provided sufficient eligible applications have been received. Where fewer than 180 applications have been received, all applicants will be admitted.

### **Ordinary Applications for the Normal Point of Entry**

- 3.1 Application for admission to Year 7 should be made to the local authority in whose area the applicant is normally resident by the closing date of October 31st of the preceding year.
- 3.2 Applications will be co-ordinated by Cambridgeshire County Council who will consult as required with the College's Governing Body.
- 3.3 Places will be offered to all successful applicants by Cambridgeshire County by March 1st. Where the College is oversubscribed, places will be awarded on the basis of the oversubscription criteria set out in Paragraph 6 below.

### **Late Applications for the Normal Point of Entry**

- 4.1 Applications received after the closing date and before the Normal Point of Entry will be dealt with by Cambridgeshire County in accordance with its procedures for late applications, after places have been awarded to ordinary applications.
- 4.2 Where the College is oversubscribed as a result of late applications, these applications will be judged according to the oversubscription criteria.
- 4.3 Places will be offered to successful applicants by March 1st or as soon as possible thereafter and in any case before September 1st.

### **Acceptance of Offer of a Place**

- 5.1 Where an offer is made, the applicant should be notified that they have four weeks in which to accept the offer. Where an offer is not accepted by the applicant in writing within four weeks, the College's Governing Body reserves the right to withdraw the offer and the offer of a place to be made to the next applicant on the waiting list.

### **Oversubscription Criteria**

- 6.1 Children who have a statement of special educational needs that names the school will be admitted. NB. Those children with a statement of special educational needs that does not name the school will be referred to the Statutory Assessment and Resources (STAR) Team to determine an appropriate place.
- 6.2 Any remaining places will be allocated according to the following criteria, in order of priority:
  - i) Children in Care, also known as Looked After Children (LAC), and children who were looked after but ceased to be so by reason of adoption, a resident order or a special guardianship order. Children who appear to the Admission 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 but ceased to be so as a result of being adopted only.

- ii) Children of staff who have been employed at the Academy for at least two years at the time of application or have been recruited to fill a vacant post for which there is a demonstrable skill shortage. <sup>1</sup>
- iii) Children who live in catchment area, attend primary schools within the catchment area and who have a sibling at the school at the time of admission.
- iv) Children who live in the catchment area with a sibling at the school at the time of the admission.
- v) Children who live in the catchment area who attend the primary schools\* within it.
- vi) Children who live in the catchment area
- vii) Children who live outside the catchment area, who attend primary schools\* within it and who have a sibling at the school at the time of admission.
- viii) Children who live outside the catchment area who have a sibling at the school at the time of admission
- viii) Children who live outside the catchment area who attend the primary schools\* within the catchment area
- ix) Children who live outside the catchment area, but nearest the school as measured by a straight line.

*\*Primary Schools in the School Catchment are- St Luke's Primary School, Milton Road Primary School, Mayfield Primary School & Arbury Primary School*

- 6.3 A map of the College's defined catchment area is shown on the County Council's website.
- 6.4 Where places are oversubscribed within any of the above groups, priority will be given to children living nearest to the College as measured by a horizontal straight line between the College's main entrance and the front door of the dwelling (e.g. house or flat) at which the child is normally resident.
- 6.5 A sibling is defined as a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case the child must be normally resident in the same family unit at the same address.

### **Waiting List**

- 7.1 Where the College is oversubscribed for the Normal Point of Admission, all unsuccessful applicants will be placed on the waiting list which will be administered by Cambridgeshire County Council up to the Normal Point of Admission and thereafter by the College's Governing Body, their position in the waiting list determined by application of the oversubscription criteria.
- 7.2 When a vacancy arises it will be offered to the next applicant on the waiting list.  
Paragraph 5 will apply in respect of acceptance of any places offered in this way.
- 7.3 Parents of children remaining on the waiting list at December 31st in the case of Year 7 or August 31st in any case will be required to reapply in order to remain on the list.

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<sup>1</sup> Staff refers to full and part time support and teaching staff in permanent positions at the school who have not handed in their notice prior to the student starting school. Children of staff is defined as the staff member being the legal guardian of the child.

## **Within-Year Applications for Admission**

- 8.1 Throughout the period September to December inclusive during Year 7, and at the start of the school year for all other year groups, the College will continue to offer places to applicants until the roll reaches 180.
- 8.2 At other times – that is, for applications received during the course of the academic year - where there are fewer than 180 pupils on roll in the relevant year group, the Governing Body will determine the maximum number of pupils that can be admitted to that year group for the remainder of the year, taking into account the size of teaching groups, the efficient use of available resources and any Fair Access Protocol agreed by the College with Cambridgeshire County Council.
- 8.3 If the Year Group is oversubscribed a waiting list will be created. If a place becomes vacant it will be allocated according to the criteria outlined in 6.2 above.
- 8.4 Information from previous schools will be requested for all applicants.
- 8.5 Should this information cause concern to the Principal, they will present the case to the LGB Admissions Sub-Committee. Where the Local Governing Body Admissions Committee does not wish to admit a child with challenging behaviour outside the normal admissions round, even though places are available, it will refer the case to the local authority for action under the Fair Access Protocol. A letter will be sent withdrawing the place, and offering the opportunity to appeal against this decision. This will not apply to a looked after child, a previously looked after child or a child with a statement of special educational needs naming the school in question, as these children **must** be admitted.

## **Our Admissions Process for In Year School Application**

Please click the link below to view admission information for In Year School Application.

1. Read our [college admission information here](#) for all information about the College.
2. Complete an application via the school website.
3. We will write to you within 10-15 teaching days, to notify you of the outcome of the application.
4. Contact Chesterton on 01223 712150, or [reception@chesterton.cambs.sch.uk](mailto:reception@chesterton.cambs.sch.uk) when you have received your offer letter from the school.
5. Complete the Chesterton Admission Form and other relevant forms which we will send out. Please note it is not possible to obtain a copy of the Chesterton Admission Form from the website.
6. Attend the necessary admission meeting at Chesterton. We will contact you with details about the arrangements for this meeting.

