

Chesterton Community College Admissions Policy September 2027- August 2028

Approved by Trust Board	September 2025 (Following direction from OSA)
Review cycle	Annually (October 2025)

Chesterton Community College Admission Policy

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Document Control

New Version Number	Key changes from previous version	Date of ratification
2	Clarifications made to catchment schools and, catchment area and tie break.	October 2023
3	Appeals process added to policy	February 2025
4	Updated as directed by OSA	September 2025

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 in accordance with paragraphs 7, 8 and 9 below.

1.3 Admission and over-subscription 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.

3.3 Places will be offered to all successful applicants by Cambridgeshire County Council by March 1st. Where the College is over-subscribed, places will be awarded on the basis of the over-subscription 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 over-subscribed as a result of late applications, these applications will be judged according to the over-subscription 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 will be notified in writing and informed that they have 10 teaching days to accept the offer. Where an offer is not accepted by the applicant in writing within 5 teaching days, a reminder will be sent to the parent who will be informed that the College reserves the right to withdraw the offer and the offer of a place to be made to the next applicant on the waiting list if it is not accepted within a further 5 teaching days.

Over-subscription Criteria

6.1 Children who have an 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 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.¹

iii) Children who live in catchment area, attend feeder primary schools² 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 feeder primary schools within it or Park Street Primary School.

vi) Children who live in the catchment area

vii) Children who live outside the catchment area, who attend feeder 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

ix) Children who live outside the catchment area who attend the feeder primary schools within the catchment area

x) Children who live outside the catchment area, but nearest the school as measured by a straight line.

6.3 A map of the College's defined catchment area is shown on the County Council's website.³

¹ 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.

² Feeder Primary Schools in the School Catchment are: St Luke's Primary School, Milton Road Primary School, Mayfield Primary School & Arbury Primary School

³ A map of the catchment area for Chesterton Community College can be found on the Cambridge

6.4 Where places are over-subscribed within any of the above groups, priority will be given to children living nearest to the College as measured by a 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 resident⁴.

6.5 In the event of a tie break, a random allocation will be used. This will be carried out by an independent panel.

6.6 A sibling is defined as a brother or sister, half brother or sister, adopted brother or sister, stepbrother 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 over-subscribed 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, their position in the waiting list determined by application of the over-subscription criteria. Each added child will require the list to be ranked again in line with the published over-subscription 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 on 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.

Within-Year Applications for Admission

8.1 Throughout the period September to December inclusive for pupils entering Year 7, the College will continue to offer places to applicants until the roll reaches 180.

8.2 At other times – that is, for applications received by the college via the college application form details will be held on a reserves list. As places become available in the college, they will be offered in accordance with the over-subscription criteria above. Parents should be aware that places on a waiting list may vary if applications are subsequently received which meet a criterion higher on the list.

Local Authority website <https://maps.cambridgeshire.gov.uk/mycambs.aspx>

⁴ The child's normal residence is a residential property that is owned, leased or rented by the child's parent(s) and where s/he/they live/s together with the child. To avoid doubt, where a child lives with a parent with shared responsibility for part of a week or month, the address where the child lives will be determined by:

- 1) Confirmation of the registered address to which Child Benefit is currently being paid, or, if child benefit is not received then the address from which the child in question is registered with a doctor.
- 2) If 1) above is not applicable then the parent with whom the child spends the greater proportion of the school week from Sunday evening to Thursday evening

Admission of children outside their normal age range

9.1. Parents may seek a place for their child outside of their normal age group for example where their child is gifted and talented or where their child has had problems with education due to ill health.

9.2. Parents should submit a written application for admission outside of a child's normal age group to the Chair of the Local Governing Body, by submitting this to the College office. The Local Governing Body will review the application and will take into account the parent's views, the reasons for the request including any evidence and information submitted about the child's academic, social and emotional development and, where relevant, medical history and views of a medical professional where provided. The Local Governing Body will also take into account the views of the Head of School.

9.3. If the request would mean the child is admitted to Year 7 it is recommended that the parent also ensures an application is made through the main admissions process by October 31st so that it can be dealt with as part of the main admissions round. Please note that an agreement for a child to be educated outside of their normal age group is not a guarantee of an offer of a place at the school.

9.4. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if their child is offered a place at the College, but it is not in their preferred age group.

Our Admissions Process for In Year School Application

10.1 An In Year School Application must be completed via the school website. Information about our application process and the application form is available [here](#) in addition to all other relevant information about the College.

10.2 We will write to you within 15 teaching days, to notify you of the outcome of the application.

10.3 Contact Chesterton Community College on 01223 712150, or office@ccc.tela.org.uk when you have received your offer letter from the school. You will be required to 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.

10.4 Upon acceptance of a place at the College, an admission meeting at Chesterton Community College will be arranged. We will contact you with details about the arrangements for this meeting.

Appeals

11.1 Where an applicant is refused admission at the Normal Point of Entry in Year 7 or for any in year application, a right of appeal to an independent admission appeal panel arises. Details of the right of appeal will be communicated to the parent at the relevant time.