Queens' Federation

Admissions Policy for Queen Edith Primary School

for academic year 2026/2027

Admissions Policy

Aim of the Policy

The aim of this policy is to provide helpful information and guide parents/carers) through the school admission process. More detailed information can be found on government and County Council websites, and links throughout this document. This Admissions Policy pertains to admissions in the academic year 2026 to 2027.

Introduction and application process

The Governing Body is the Admissions Authority. The County Council administers the applications for Queen Edith Primary School and holds the waiting list for the school**.** Queen Edith's catchment area can be found at www.cambridgeshire.gov.uk/admissions using the 'My House' tab for further information. The school's catchment area is also served by Queen Emma Primary School. The Published Admission Number (PAN) for each year group is 60.

1. Parents wishing to apply for a Reception place for their child the academic year 2026/2027 can apply online by following this link www.cambridgeshire.gov.uk/admissions. Or you can contact the school for a copy of the Local Authority's admissions guidance for parents "Cambridgeshire First Steps Admission to Primary School: A Guide for Parents". The application must be submitted to the school or Local Authority Admissions Team no later than **15th January 2026 (date to be confirmed)** to be considered in the first round of allocations. The 16th of April (date to be confirmed) is the national offer date, or the next working day.
2. Reception Class places will be allocated on the basis of the PAN for the year group and the admissions criteria set by the Governing Body.
3. All Key Stage 1 and Reception classes must adhere to infant class size legislation, which is a maximum of 30 children per class.
4. In the event of over-subscription, for the year 2026 to 2027 the following criteria will be used to determine priority for places:

Oversubscription Criteria:

Children who have an 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.

I. Children in Care (CIC), and children who were previously in Care but ceased to be so by reason of adoption, a residence order (now known as a Child Arrangement Order) or special guardianship order.

II. 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);

III. Children living in the catchment area with a sibling, who resides in the same household, at the school at the time of admission;

IV. Children living in the catchment area;

V. Children living outside of the catchment area who have a sibling, who resides in the same household at the school at the time of admission;

VI. Children of members of staff at Queen Edith, providing that they have been employed for a minimum of two years and / or recruited to fill a vacant post for which there is a demonstrable skills shortage;

VII. Children who live outside the catchment area, but nearest to the school as measured by a straight line*.

Managing Tie break situations and waiting lists

Waiting lists

The County Council maintains the waiting list for the school in accordance with its over subscription criteria and any available spaces would be made from the waiting lists if the school is over subscribed.

Where two or more children meet the criteria, priority will go to children living nearest the school as measured by a straight line*.

In the event of (a) two or more children living at the same address point (e.g., children resident in a block of flats) or (b) two addresses measuring the same distance from the school, the ultimate tiebreaker will be random selection, witnessed by a Council officer, independent of the Admissions Team.

Circumstances where an offer may be withdrawn

Fraudulent applications

Regrettably, on occasion some parents have given false information about their home address to get a place at a particular school. This practice is not acceptable and can deny a place to a child with a more genuine claim. Queen Edith and Cambridgeshire County Council expects all applications to be made in good faith, giving correct information. All claims of fraudulent applications are taken seriously and investigated until resolved to the satisfaction of the Admissions Team. Any school place obtained using incorrect or fraudulent details will be withdrawn.

Lack of response

When an offer is made, the school will contact parents within 5 working days if the offer has not been accepted. If you do not respond within ten working days to a school place offer, a reminder will be sent by post and email; if you do not respond within five working days of the reminder, we will assume you wish to retain your original offer, the new offer will be withdrawn, and you child's name will be removed from the school's waiting list. If the school understands that the child has no other school place, then a referral to the Child Missing Education (CME) team will be made. Please note, exceptions cannot be made for letters you do not receive due to providing insufficient details for written communication.

Change of address between the time of application and when the child is due to start at a new school

Parents/carers must inform the County Council Admissions Team of any change of address between the time of application and when the child is due to start at the new school. Failure to do this may result in the offer of a place being withdrawn.

Admission of children below compulsory school age/deffered entry/requesting admission outside of the normal age group

Any application will be considered by the Executive Headteacher and other relevant professional officers and support services for child. In consultation with the parents, a decision will be made using the guidance below:

Please find advice below that the school will follow in such circumstances: Summer born children starting school: advice for parents - GOV.UK (www.gov.uk)

Making a request for admission out of the normal age group - GOV.UK (www.gov.uk)

Arrangements for children of UK service personnel and crown servants

Please find advice below, that the school will follow in considering the admission of children of UK service personnel and crown servants:

Admission of children of crown servants - explanatory note (publishing.service.gov.uk)

In year admissions

Pupils may be admitted to Queen Edith at any time provided there are places available. Prospective parents are encouraged to discuss their plans with the Executive Headteacher or a Deputy Headteacher. To make an in year application, please follow this link, that will take you through the application process and will provide you with the relevant contact details: In-year admissions (moving schools) | Cambridgeshire County Council. The County Council manages the in year applications for Queen Edith.

Appeals

All children who are refused a school place in a Cambridgeshire school, including Queen Edith, have a right of appeal against the decision to an independent appeals panel. If you wish to appeal, you must do this shortly after receiving the offer letter. More detailed information and who to contact in the event of an appeal can be found at: https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-learning/apply-for-a-school-place/admission-appeals.

Further information about admissions can be found in the LA primary admissions guide for parents, known as 'First Steps'. https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-learning/apply-for-a-school-place/primary-reception-junior-or-middle-school. For any queries about school admissions, please contact our school office on either 01223 712200 or by email at office@queenedith.cambs.sch.uk.

*Distance within Cambridgeshire is calculated by measuring a straight line from the reference point of the home, as determined by OS AddressBase Premium, to the reference point of the school.

For families who live outside of Cambridgeshire, straight line distances are determined using a combination of local maps and on-line resources. Distances for transport purposes are measured by the shortest available route.