



Barton Church of England (Voluntary Aided) Primary School

ADMISSIONS POLICY AND ARRANGEMENTS FOR 2025/26

Notes applicable to all sections: Reference to parents includes either or both parents or a sole parent. Where only one parent satisfies a criterion, the application will be treated as if both parents meet it. The term “parents” includes legal guardians.

This policy applies to admissions during the school year from September 2025 to July 2026

Introduction

Barton School serves the villages of Barton and Grantchester. Provided there are places, the school is pleased to take any children whose parents choose to send them to Barton, irrespective of where they live. The school particularly welcomes parents who wish to send their children to a Church school. As a Voluntary Aided school, the governing body is the admissions authority and sets and applies the admissions policy for the school.

Aims of the Policy

We aim to set out clear procedures for admissions to the school so that the system is seen as fair by prospective parents and all others involved. We have paid particular note to the status of the school as a Church of England (Voluntary Aided) school.

How to Apply

- (a) The application process for admissions to the Reception Year at the start of the school year in September is co-ordinated by Cambridgeshire Local Authority (LA), which acts on behalf of the governing body to offer places at the School. Parents should apply online at www.cambridgeshire.gov.uk/admissions or submit a Cambridgeshire Application Form available from the school office or from the LA Admissions Team, no later than the National Closing Date, 15th January. Those applicants wishing to meet oversubscription criteria 4 or 5 below should also complete a Supplementary Information Form which is available from the school office. Offer letters will be issued by the LA on the National Offer Date, 16th April, or next working day where this is a weekend, or bank holiday. Late applications (those submitted between the LA application deadline and the end of the co-ordination period) will be handled by the LA Admissions Team.
- (b) To apply for a Reception Year place starting at any other time, or for a place in any other year group, please contact the LA Admissions Team which co-ordinates these admissions on behalf of the school. Applications should be made online at www.cambridgeshire.gov.uk/admissions or hard copies of the application forms and information on how to apply can be requested from the school office or from the LA

Admissions Team. Those applicants wishing to meet oversubscription criteria 4 or 5 below should also complete a Supplementary Information Form which is available from the school office or the school website.

LA Admissions Team Contact: 0345 045 1370
admissions@cambridgeshire.gov.uk

School Office Contact: Mrs S Adderley 01223 262474
office@barton.cambs.sch.uk

The school welcomes visits from the parents of prospective pupils with their children. They should contact the School Office Manager to arrange a convenient time. Visits are not interviews and do not affect any decision regarding the availability of a place.

All parents are advised to read the LA booklet for parents on primary admissions.

How places are offered

For admission into the Reception Year at the start of the school year, the LA, on behalf of the Governing Body, will offer places to 15 children. This is the Published Admission Number (PAN) for that year group. In the event that more than 15 applications are received, the oversubscription criteria will be applied to determine priority for places. **All preferences are treated equally.** For all other admissions, places will be dependent on numbers in each year group and class at the time of application. The LA holds details of the number of places available at the school. Where there are not sufficient places for every child who has applied for one, places will be allocated on the basis of the oversubscription criteria.

Admission of children below compulsory school age

Children may start school from the start of the academic year following their fourth birthday. Parents can request that the date their child is admitted to the school is deferred until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which the offer of a place was made. Where parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age. (A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.)

Admission of children outside their normal age group

For an application for a place outside of a child's normal age group, contact the LA Admissions Team for information on accelerated or deferred admissions.

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.

N.B. Those children with a Statement of SEN/EHCP that does not name the school will be referred to the Statutory Assessment Team (SAT) to determine an appropriate place.

Where applications exceed the PAN, places will be allocated in order to:

1. Looked after children¹ and all previously looked after children, including those children who appear (to the governing body) to have been in state care outside of England and ceased to be in state care as a result of being adopted². Previously looked after children are children who were looked after but ceased to be so because they were adopted³ (or became subject to a child arrangements order⁴ or special guardianship order)⁵;
2. Children whose main residence⁶ is within the primary school catchment area of the county parishes of Barton and Grantchester, the boundaries of which can be viewed on the LA's website at <https://maps.cambridgeshire.gov.uk/mycambs.aspx> and on the attached map (the school catchment area);
3. Children who have a sibling at the school at the date of admission;⁷
4. Children whose main residence is outside the school catchment area but whose families attend public worship at St Peter's Church, Barton or the Church of St Andrew and St Mary, Grantchester at least monthly for a period of 12 months prior to the admissions deadline date (for Reception year admissions at the start of the school year in September) or prior to the date of application (for any other admissions);⁸
5. Children whose main residence is outside the school catchment area but whose families attend public worship at any other Christian church⁹ at least monthly for a period of 12 months prior to the admissions deadline date (for Reception year admissions at the start of the school year in September) or prior to the date of application (for any other admissions);¹⁰
6. Children of staff where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made;

¹ A "looked after child" is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

² A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

³ This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).

⁴ Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

⁵ See Section 14A of the Children Act 1989 which defines a "special guardianship order" as an order appointing one or more individuals to be a child's special guardian (or special guardians).

⁶ The child's main residence is defined as the address where they spend the majority of their school nights (Sunday to Thursday). If they divide their time equally between two or more addresses further evidence will be required to identify the child's main residence. For further details, please see the full definition in the LA Admissions Booklet for parents: <https://www.cambridgeshire.gov.uk/asset-library/imported-assets/First-Steps-2025-26-06.09.24.pdf>

⁷ Siblings are defined as children, usually brothers or sisters, aged between 4 and 16, who live together in the same family unit.

⁸ A completed supplementary information form from the parish priest will be required to confirm a family's attendance at public worship at St Peter's Church, Barton or the Church of St Andrew and St Mary, Grantchester and any positive responses under this criterion will be treated equally. Supplementary information forms are available from the school office or the school website and should be signed and returned to the school office before or on the admissions deadline date (for Reception year admissions at the start of the school year in September) or at the time of application (for any other admissions).

⁹ In this admissions policy "any other Christian church" means a church which is designated as such nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a member of Churches Together in England, or affiliated to the Evangelical Alliance, or a Partner Church of Affinity.

¹⁰ A completed supplementary information form from the parish priest/elder or minister will be required to confirm a family's attendance at public worship at any other Christian church and any positive responses under this criterion will be treated equally. Supplementary information forms are available from the school office or the school website and should be signed and returned to the school office before or on the admissions deadline date (for Reception year admissions at the start of the school year in September) or at the time of application (for any other admissions).

7. Any other children living outside of the school catchment area, who have applied for a place at Barton CE (VA) Primary School.

In cases of equal merit, priority will go to the children living nearest the school according to the shortest straight-line distance from the front door of the child's main residence to the main school entrance. Distance 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. In the event of (a) two or more children living at the same address point or (b) two addresses measuring the same distance from the school, the ultimate tiebreaker will be random selection, witnessed by a LA officer who is independent of the Admissions Team.

The PAN for the Reception year at Barton Church of England (VA) Primary School is 15. If a place becomes available, it will be offered to the child at the top of the reserve list for the year group or, if no reserve list exists, the place will be offered to the first child for whom an application is received.

Reserve Lists

If an application for a school place is unsuccessful, the child's name will be placed on the reserve list, ranked according to the oversubscription criteria. Each new child added to the reserve list will require the list to be ranked again in line with the oversubscription criteria, so priority will not be based on the date an application was received or the date a child's name was added to the list. The reserve list will be held by the LA Admissions team for all year groups. For an application for a Reception Year place at the start of the school year, the child's name will remain on the reserve list until at least 31 December in that school year. For any other application, the child's name will remain on the reserve list for at least the remainder of the school term in which it was entered and the whole of the next school term.

Appeals

The parent of any child who is refused a place at Barton School has a right of appeal to an independent Appeals Panel. The panel consists of three people who are independent of the school's Governing Body and the Local Authority. The panel will consider the circumstances of the case put before them and the Governing Body and parents must abide by the decision it makes. Please note that where a child is refused a place in an infant class because of the requirement to limit class size to 30 children, parents have the right to appeal this decision.

Appeals for Barton School are currently arranged by the LA Admissions Team on behalf of the Governing Body. Appeals forms and information are available from the LA Admissions Team.

Approved by the FGB: July 2024
Review Body: Full Governing Body

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Find Nearest

Take Me To

Map Categories

- + Council and Democracy 1/7
- + Addresses 0/1
- + Environment and Planning 0/5
- + Public Rights of Way and Access 0/10
- + Libraries 0/2
- Schools and Learning 1/8

Primary Catchments

Primary School Catchments

Secondary Catchment

Nursery Schools

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