



Butts Grove Way
Huntingdon
PE29 1PE

Headteacher: Mr D Jones
www.thongsleyfields.org

Thongsley Fields Primary & Nursery School

Admissions Policy

2025-2026

Version: 6

Reviewed: January 2024

Approved: Local Advisory Board

Date: Spring 2024



Thongsley Fields Primary & Nursery School
Admissions Policy

This policy applies to admission of pupils from September 2025 to July 2026

1. Policy and numbers

Pupils will be admitted without reference to ability or aptitude. The published admission number (PAN) for Reception will be 60.

2. Admissions criteria to be applied if places are over-subscribed

Where numbers of applications for any year group exceed the number of places available, after the admission of pupils with an EHCP which names the school, applications will be considered in the following order of priority.

- a. Children in Care (CIC) and children who were previously in care (CIC) but ceased to be so by reason of adoption, a residence order (now known as a child arrangement order) or special guardianship order.
- b. Children living in the catchment area with a sibling at the school at the time of admission.
- c. Children living in the catchment area.
- d. Children living outside the catchment area who have a sibling at the school at the time of admission.
- e. Children living outside the catchment area who have applied and been unable to gain a place at their Cambridgeshire catchment area school because of over-subscription.
- f. Children who live outside the catchment area, but nearest the school as measured by a straight line.

If more applications are received than there are places under any of the over-subscription criteria then the places will be offered in order of distance from the home address to the relevant point, distance being measured in a straight line from the front door of the pupil's accommodation to the relevant point. The application process for admissions is co-ordinated by Cambridgeshire Local Authority (LA), which acts on behalf of the governing body to offer places at the school.

3. How to apply for places in Years 1-6

For applications for places in years 1-6, at any time of the year, a Local Authority 'in-year' application form must be completed and returned to the Local Authority Admissions team. See www.cambridgeshire.gov.uk/admissions for more information.

In the event of over-subscription, the criteria set out above in Section 2 will be applied and places offered in accordance with those criteria.

Parents wishing to visit the school prior to submitting an application are welcome and encouraged to do so by contacting the school office in the first instance.

Parents should be aware that it is not always possible to organise visits at short notice and some visits may be conducted in small groups. Visits are not interviews and do not affect any decision regarding the availability of a place. Please contact the school to make arrangements.

Mid-phase applications

Parents whose applications are not immediately successful will be held on the reserve list for that year group by the LA Admissions team, on behalf of the governing body, for a period of one term following the term of application. Parents wishing to remain on the list should contact the Local Authority.

Applications will be ordered on the list according to the over-subscription criteria and when places become available, they will be offered accordingly. Parents should be aware that their place on the reserve list may vary if applications are subsequently received which meet a criterion higher on the list than their own – see the admissions criteria in Section 2.

4. How to apply for places in Reception

For applications for Reception places from the following September, parents should apply online at www.cambridgeshire.gov.uk/admissions or submit a Cambridgeshire Application Form, available from the school or from the LA Admissions team, no later than the LA deadline in January.

Offer letters will be issued by the LA on the National Offer Date (or first working day after). Late applications (those submitted between the January deadline and the end of the co-ordination period) will be handled by the Admissions team.

For further information and specific dates, please refer to the full scheme for Primary place coordination available from the LA Admissions Team:

Website: www.cambridgeshire.gov.uk/admissions
Email: admissions@cambridgeshire.gov.uk
Telephone: 01223 699200

All parents are advised to read the 'Next Steps' Local Authority booklet for parents on Primary school admissions available on the above website and linked from the [admissions section of the school's own website](#).

As part of the co-ordinated scheme for Primary admissions, the LA Admissions team holds the initial reserve list on behalf of the governing board until the end of the Autumn term in the initial year of intake.

Parents will be contacted immediately if a place becomes available for their child but should be aware that their child's place on a reserve list may change if an application is subsequently received that meets a higher criterion than their own - see the admissions criteria in Section 2.

5. Appeals

The parent of any child who is refused a place at the 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 Board and the Local Authority. The panel will consider the circumstances of the case put before them. Both the Governing Board and the parents must abide by the decision it makes. Arrangements will comply with the Schools Admission Appeals Code and can be found on the [Cambridgeshire Admissions website](#).