

# CROSSHALL JUNIOR SCHOOL

ADMISSION ARRANGEMENTS  
2023 - 2024



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Crosshall Junior School Ltd is referred to as Crosshall Junior School Academy Trust throughout this document.

Crosshall Junior School Academy Trust has a Published Admission Number (PAN) of 120 pupils per year group and a total capacity of 480 pupils. The school caters for children aged between seven and eleven years. At eleven most pupils transfer to either Longsands Academy or Ernulf Academy.

The school is an Academy School, directly funded by the government. This means that the government is responsible for funding the school, but the Governing Body manages the school and is responsible for issues such as setting and applying the admissions policy, including the arrangement of appeals.

The school has in the past had several occasions when The Governing Body has been unable to offer places to all parents wishing their child to attend the school. It is unfortunate when this occurs, but the school has a set limit beyond which it cannot function efficiently, pupil/teacher ratios will become unacceptable, and the school may not comply with various health, safety, etc. regulations. It is likely in the future that this situation may arise more frequently, so, in order to allocate places on a fair basis to all, we have formalised the admissions procedure, and clearly defined the method of prioritising in the event of over subscription.

(N.B.) Throughout this document the word "parent" is to be taken to mean parent(s) or guardian(s) of the child.

This document sets out to state clearly the following points regarding admission to Crosshall Junior School Academy Trust:

- Prioritising in the event of over subscription
- The method of applying and the way in which the application will be handled

### How to Apply

The application process for admission into Year 3 is co-ordinated by Cambridgeshire LA, which acts on behalf of the governing body to offer places at the School. Parents should submit a Cambridgeshire Application Form, available from their child's catchment primary school or from the LA Admissions Team, no later than the national closing date. Offer letters will be issued by the LA on an agreed offer date. Late applications (those submitted after the national closing date), will also be handled by the Admissions Team.

To apply for a place **after** the start of the school year or for any other year group, please contact: Mrs S Gilliam: [office@crosshalljunior.co.uk](mailto:office@crosshalljunior.co.uk)  
Crosshall Junior School: 01480 475972

The application form must be returned to the LA Admissions Team who will then contact your preferred schools to determine the availability of a school place. The LA Admissions Team will then write to you to confirm the details of the school at which a place is to be offered and where appropriate, a suitable start date

Where the Admissions Team is unable to meet any preferences expressed a place will be offered at the next nearest alternative school with places available.

Parents wishing to visit the school prior to submitting an application are welcome to do so, though it may not always be possible to organise this at short notice. Visits are not interviews and do not affect any decision regarding the availability of a place. Please contact the school to make arrangements.

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

### **Oversubscription Criteria for Crosshall Junior School Academy Trust**

Children who have a Statement of Special Educational Need (SEN) / Education Health and Care Plan (EHCP) that names the school will be admitted.

NB. Those children with an Educational Healthcare Plan (EHCP) that does not name the school will be referred to Statutory Assessment Team (SAT) to determine an appropriate place.

In the event of over subscription, priority will go to children in the following order:

1. 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.
2. Children who live in the catchment area and will have a sibling at the school or Crosshall Infant School Academy Trust at the time of admission (A sibling is defined as another child of compulsory school age living permanently at the same address).
3. Children who live in the catchment area who attend Crosshall Infant School Academy Trust at the time of application.
4. Children who live in the catchment area.
5. Children who live outside catchment area who have a sibling at Crosshall Infant School or Junior School Academy Trust at the time of admission.
6. Children of staff employed at Crosshall Junior School Academy Trust or Crosshall Infant School Academy Trust for two years.

7. Children outside the catchment area but who are attending Crosshall Infant School Academy Trust.
8. Children living outside the catchment area.

**Tiebreak:** In cases of equal merit, priority will go first to children living nearest the school. The reference point for the measurement of the tie-break, for admissions purposes, is determined by the Ordnance Survey (OS) AddressBase Premium (tm). These distances are produced by the LA Admissions team for the school.

**Preferences:** Parents are given three preferences on the LA's application form. All preferences are treated equally. In this way, children who come high on the criteria are offered places regardless of whether they have put Crosshall as their first or second preference.

**Reserve list:** As part of the co-ordinated scheme for primary admissions, the LA Admissions Team holds the initial reserve list on behalf of Year 3 applications until the start of term.

### **Home Address**

The address used for the purpose of admission is the home address at the time of application. Application based on future addresses can only be considered up to 6 teaching weeks before the child is expected to take up the place and upon confirmation of tenancy or exchange of contracts.

### **Requests to transfer schools**

The school will always discourage parents wishing to transfer a child from another school and will always request that the matter is discussed with the Head Teacher of the child's school. Whatever the reason for the request, it is better to address the problem and seek a solution rather than transfer schools. However, in the event of the school needing to consider such a request, we will also need to take into account any brothers or sisters likely to need places at the school.

### **Ethnic/Religious Origin**

It is the school's policy that children of all ethnic religious backgrounds shall have equal consideration in all aspects of the running of the school – including admissions.

## **Appeals**

The parent of any child who is refused a place at Crosshall Junior 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 LA. 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.

The Governing Body is currently responsible for arranging appeals for Crosshall Junior School Academy Trust. Further information and appeal forms are available from the school contact.

## **Crosshall Infant School Academy Trust**

Crosshall Infant and Junior School Academy Trust operate as separate entities on a shared site. There is much close co-operation between the two schools. However, the offer of a place at the Infant School does NOT guarantee a place at the Junior School for older brothers or sisters

Please note that attendance at Crosshall Infant School Academy Trust does not guarantee admission to Crosshall Junior School Academy Trust. An application must be made in accordance with this policy by the parent of any child at Crosshall Infant School Academy Trust in the academic year before which the child would move to a Junior School.

## **Governing body of Crosshall Junior School Academy Trust**



# Crosshall Junior School Catchment Area

