

Next Steps

Admission to Secondary School; a guide for parents

2025

Application deadline **31**st **October 2025**

Apply online at http://www.cambridgeshire.gov.uk/admissions

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Chief Executive Gillian Beasley www.cambridgeshire.gov.uk

Foreword



Thank you for showing your interest in joining one of our Cambridgeshire secondary schools.

We are lucky to have fantastic schools across our county. I know personally how hard our school and academy leaders work every day to ensure they are offering the best opportunities for development and growth.

As the Local Authority we benefit from having close relationships with our schools, and our collaborative approach ensures we are always working together to help achieve the best outcomes for our children and young people and helping them reach their potential.

I'm pleased to be able to share this guide with you, and I hope you find it useful.

All the information you need to know about the admissions process is available in here, but you can also find admissions information at www.cambridgeshire.gov.uk/admissions on our website.

In addition to this guide, each school produces its own prospectus and provides opportunities for parents to visit and find out more about the facilities and services provided.

I wish you the best for the future.

Martin Purbrick Executive Director for Children, Education and Families

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Who can apply?

Parents and carers of children living in Cambridgeshire applying for a Year 7 place at a secondary school or a Year 9 place at an upper school for September 2026.

We co-ordinate the admissions to all maintained (state) schools and academies in the county and aim to make the process fair and transparent for all.

- It is our policy to admit children to the year group appropriate to their date of birth. In exceptional circumstances, your child may be able to start school a year earlier or later than would normally be the case. For further information please contact the Admissions Team.
- If your child lives outside Cambridgeshire, please contact their home local authority for details on how to apply. Check your local authority at www.gov.uk/find-local-council
- Cambridgeshire residents who wish to apply for schools outside Cambridgeshire must still
 make their application through the Cambridgeshire admissions process. We will work with the
 other Local Authority to ensure that your application is considered alongside those who live
 within that authority.
- A child coming from an educational system abroad, or who does not speak English as their first language, will not normally be considered as an exceptional circumstance. Support is available in all our schools within the correct year group for these children.

If you are moving from overseas and will be resident in Cambridgeshire for 6 teaching weeks or longer your child may be eligible for a secondary school place

If you are in any doubt, please email <u>admissions@cambridgeshire.gov.uk</u> before submitting your application.

Specific Circumstances

Children with Special Educational Needs or Education, Health and Care Plan

If your child has an Education, Health and Care Plan, you should not make your application directly to School Admissions.

You will receive information from your child's SEN Casework Officer regarding the specific application process for your child. If you have any queries, please contact the Statutory Assessment Team (S.A.T) who will be able to advise you further.

Children in public care

If you are the foster carer of a child who is currently in public care, also known as Children in Care (CiC) the application should be completed in cooperation with, and countersigned by, the child's assigned social worker. Applications made on behalf of children in public care that are not signed by a social worker will not be processed until such time as a social worker's signature is received.

If you are applying for a child who was previously in care and has since been adopted or is now under a special guardianship or residency order (now known as a child arrangement order) they will be given higher priority within every Cambridgeshire school's criteria. Ideally you should provide the contact details of the social worker who was assigned to your child's case.

However, it is your responsibility to provide evidence to support this request in the form of:

- Adoption certificates /documentation from overseas/Court documentation
- Child Arrangement Order where a non-birth parent has been named;
- Guardianship Order;
- Written confirmation from an involved council employee (ideally the assigned Social Worker) confirming child is in care;

You will need to make specific mention of this on your application, as Cambridgeshire County Council Admissions Team do not have access to public care records.

UK Service and Military Personnel

If you currently serve or have served in the UK Armed forces of the Crown we will accept your application together with a letter or equivalent from the MOD or a Posting Order as proof of address for your child's application, and will comply with the provisions of paragraph 2.18 of the School Admissions Code. If you do not have evidence of a residential address before the closing date of the 31 October 2025 we will use the base address. If you then receive notification or confirmation of your actual residential address please forward this to us admissionsapplications@cambridgeshire.gov.uk.

Please clearly indicate on your application that you are serving personnel.

Before You Apply

Which schools can I apply for?

You can apply for a place at any maintained or academy (i.e. non-fee paying) mainstream school on your home authority's online system or paper application form, as long you are applying for the school's natural year of entry.

If you live near the county boundary, you may wish to consider applying for schools in neighbouring authority areas. You will still need to make your application through Cambridgeshire County Council.

If you are submitting preferences for schools outside of the area covered by Cambridgeshire County Council, it is essential that you also contact the Local Authority who maintains the school you are applying for, to check their closing date, supplementary information form and identification document requirements.

If you submit invalid preferences, such as an independent school or a school where the year group you are applying for is not the natural year of entry, these preferences will be discarded and you may not be offered the opportunity to name other schools in their place.

A list of Cambridgeshire schools is provided in the directory section of this guide. Find out more about finding and choosing the right school and https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-learning/apply-for-a-school-place/catchment-areas

Your child's home address

It is very important that the address you give on your child's application will be your child's permanent or main residence at the time school places are allocated on **2**nd **March 2026**. Unless you are applying based on a future house move that you have made the Admissions Team aware of, and for which you have provided sufficient supporting evidence. This should also be the address where your child will be residing when they start school in September 2026.

We will verify your child's home address by checking the information held by your child's current (Cambridgeshire maintained) school or request that you provide proof of your home address. We recommend you contact your school prior to submitting your application to ensure they have the correct address for your child. If the information they hold is out of date your application may be considered from the wrong address, potentially damaging your chances of being offered a place at your preferred school.

If your child does not currently attend a Cambridgeshire academy, foundation or voluntary aided school it is your responsibility to provide sufficient proof of your address in Cambridgeshire.

Proof of address provided **must** be in the name of the person making the application. This proof may be requested at any point during the admissions process, including after your application has been submitted, and may include one or more of the following documents:

• A copy of your Council tax bill for the current year

Documents below must be dated within 3 calendar months of your application being received:

- A copy of a rental agreement for a minimum of six school weeks signed and dated by <u>both</u> the tenant and the landlord
- A letter from your solicitor confirming exchange of contracts on your new property you are purchasing stating a full postal address.
- If you are moving in with a friend or relative, we will need a letter from the friend/relative confirming that you are coming to stay with them (mentioning you all by full name) and we will also need to see a recent utility bill for the friend/relative dated within the last three months

It is important that you provide this proof as quickly as possible. If it is not received <u>before</u> **1 December 2025**, your child's application will **not** be considered until the second round of allocations, offers for which will be made on **24 April 2026**. If we do not receive proof of your address your child's application will **not** be processed and no school offer will be made.

It is also important to note that while Cambridgeshire County Council accepts additional information documents such as proof of a new address that are received before 1 December 2025, we cannot guarantee that other Local Authorities will honour this deadline. The date for all Local Authorities to exchange data on residents who have ranked out of county schools as a preference is set for 30 November 2025. Therefore, all applicants who name a school in another Local Authority as one of their preferences must have all requested additional documents submitted to the Admissions Team before 24 November 2025.

Shared parental responsibility

Where more than one adult share parental responsibility, and live at different addresses, it is important that agreement be reached, prior to making the application, on which schools to apply for.

If different applications are received, or the Admissions Team is made aware of a dispute between two parents, all applications will be placed on hold and will **not** be processed until such time that:

- one joint application is made, signed by all parties; or
- written agreement is provided from both parents; or
- a court order is obtained confirming which parents' application carries precedence;

If your child lives at more than one address:

- their main residence will be where they spend the majority of their school nights (Sunday to Thursday)
- if they divide their time equally between two addresses further evidence will be required to identify the child's home

Please ensure that only one joint application is submitted by 31 October 2025. If multiple applications are received, you risk your child not being considered for a school place or an offered place being withdrawn.

Separated parents | Cambridgeshire County Council

Moving House

If you move address at any point during the admissions process, either within Cambridgeshire or into Cambridgeshire, it is **your** responsibility to immediately inform the Admission Team, in writing, of this change and provide proof of your new address. Failure to do this may invalidate your child's application.

If you wish for the school offer to be based on a future house move (to take place by September 2026), you will need to submit your application form by 31 October 2025, noting the move on your form, and provide proof of the new address before **1 December 2025** in order for it to be considered.

If your proof of address is not / cannot be provided before **1 December 2025**, your child's school allocation will be based on the address currently held on record (if your child currently attends a Cambridgeshire academy, foundation or voluntary aided school).

If you are moving from overseas or your child does not currently attend a Cambridgeshire academy, foundation or voluntary aided school, and you do not provide your proof of address before **1 December 2025**, your application will <u>not</u> be processed until the satisfactory proof is received, which means that you will not receive an offer of a school place on 2 March 2026.

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.

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 by the use of incorrect or fraudulent details will be withdrawn.

Important Dates:

11th September 2025

Apply online from this date

31st October 2025 NATIONAL CLOSING DATE

Applications must be received by this date

Applications received after 31st October 2025 will not be considered until the second round of allocations

2nd March 2026

NATIONAL OFFER DATE

Applications made online will receive a notification and be able to view their offer.

Paper applicants will receive offer via post

26th March 2026 APPEAL REQUEST DEADLINE

Parents submit appeal forms in order to ensure appeal is heard by June 2026

2nd March 2026 – 31st March 2026

Places declined by parents are re-allocated to children currently on schools' waiting lists

Re-allocations will be made as and when notifications are received up until 31st March 2026

1st November 2025 – 31st March 2026

Applications received in order to be processed in the second round of allocations

24th April 2026

SECOND ROUND OFFER DATE

Information available on parents' portal for applications received between 1st November 2025 and 31st March 2026

24th April 2026 – 31st August 2026

Applications received after the 31st of March will not be considered until the second round of allocations have been issued. These will be dealt in order of the date they were received.

April 2026 onwards

Secondary School appeals take place

How to Apply

Applications open from 11th September 2025

The quickest way to apply is to <u>apply online through our website</u> <u>www.cambridgeshire.gov.uk/admissions.</u>

- List the schools of your choice in order of preference.
- If you have more than one child going through the process at the same time, you must make a separate application for each child. Please ensure that you refer to each child on all application forms. We will try to ensure that these children are offered places together.
- o You will receive an email confirmation that your application has been received.
- Available 24 hours a day, 7 days a week until the national closing date
- You can log in and view your child's school offer on 2 March 2026. This will also be sent by email, on the day, to those who request it when applying online.
- You can change the details on your application up until midnight on 31st October 2025.
- The system has a series of security procedures which keeps the information provided safe.
- There is no risk that your application will get lost in the post.
- Please ensure that you have read the Terms and Conditions before submitting your application.

National Closing Date – 31 October 2025

All applications must be received by this date. Applications received after the 31 October 2025 will not be considered until the second round of allocations (late applications).

- All online applications must be submitted before midnight on 31 October 2025. Any
 applications begun but left un-submitted will <u>not</u> be considered.
- If you re-visit your application at any time, you <u>must</u> ensure that it is re-submitted, otherwise the application cannot be processed. It is your responsibility to ensure your application status is "submitted" before midnight on 31st October 2025.

If you do **not** complete an application form, or your application is received after the 31 October 2025 your child will **not** receive a school offer on **2 March 2026**.

If you realise that you have forgotten to make an application, it is important you complete one as soon as possible. After 31 October you will need to complete a late application form that will be available on our website.

Late applications will not be processed until the second round of allocations. Many of the more popular schools may be full, and you are much less likely to be offered a place at your preferred school.

Choosing Your Preferences

In Cambridgeshire, you can **apply for three schools** in order of preference. If you only apply to one school, you will only be considered for that school. You may then be allocated a school that is not one of your preferences, that is further from your home address and to which you would not be entitled travel assistance should your preference be unsuccessful.

- Schools do not know the order in which you have ranked them on your application form, or which other schools you have applied for. That information is confidential prior to the allocation of places. You should place the schools in the order you would like your child to attend.
- You are allowed only three active preferences at any one time, even if you are applying for schools within another Local Authority that allows you to express more than three preferences.

Naming a single school will not increase your chances of being offered a place there.

Supplementary Information Forms (SIF)

Some schools require the completion of a **Supplementary Information Form (SIF)**. This is used to help the Governing Body / Trust to consider your application fully, in accordance with the school's oversubscription criteria.

In Cambridgeshire **St Bede's Inter Church School** is currently the only secondary school that requires the completion of a SIF. If you wish your child to be considered under the school's religious criteria, you **must** complete a SIF, (available either on our website or from the school) and return it to the **school** directly before the closing date of **31 October 2025.**

If you do not complete and return the required SIF by the closing date, your child will not be considered under the schools' religious criteria.

Changing Preferences

You may change your preference(s), prior to the closing date, either by editing and re-submitting your online application, or completing a new paper application form.

In all cases these changes must be made by the closing date of 31 October 2025.

You cannot amend your preferences after the closing date unless there are genuine reasons for doing so, e.g. a recent house move. You will be required to provide evidence of the change in circumstances when submitting the request, and these will only be considered where a complete application has been received by the national closing date of 31 October 2025.

Any requests to change already submitted preferences received from **1 December 2025** onwards, regardless of the circumstances, will not be considered until the second round of school place allocations on 24th April 2026.

Any request to change the oversubscription criterion your child's application qualifies for or is received from **1 December 2025** will not be actioned until after the national offer date 2 March 2026.

Only one application will be processed per child at any given time. This means that any new application received will replace your previous application and cancel any previous offer made.

To ensure that any schools from your previous application remain listed as active preferences, you must include them again when submitting your second or any subsequent application. When you make a new application, you will be agreeing to the following:

- That you will no longer have the right to appeal against a refusal for a school that is not included on your most recent application.
- That your child's name will be removed from any waiting list for a school that is not named on your latest application.

Applying offline

You can also apply on paper, and return this to your child's current school, or admissions team. Please call us on 0345 045 1370 for a form.

If you provide an email address, we will send an offer via the provided email address. If an email address is not provided you will have to wait until your offer is received in the post. If we need to contact you for any further information and no email address is provided, this will be done by post. This may slow down your application.

We recommend that all paper application forms are posted by "signed-for" recorded delivery, and that you retain your proof of postage. We accept no responsibility, and will make no exceptions, for applications that do not reach us and are not posted by this method.

- You can include a stamped, self-addressed envelope with your application form, so we can post you a confirmation slip when it has been received.
- You can also hand the application in to your child's current school, for them to scan and email to us. If you do, please request a confirmation receipt.

If you have already made an online application for your child, you **must not** submit a paper form as well. If we do receive both a paper and an online application, the application with the most recent date (i.e. the latest) will be the application accepted.

You can get free Wi-Fi, and access to computers at Cambridgeshire libraries.

Allocation of School places

Published Admission Number (PAN)

Each school has a **Published Admission Number (PAN)**. This is the maximum number of pupils that can be admitted each year, based on the accommodation available at a school. The number is based on a national formula for deciding how many children can go to a school without causing overcrowding.

Many schools receive more applications than their PAN can accommodate. To decide which children to offer places to, specific admission criteria are used. These are known as the school's oversubscription criteria.

Oversubscription criteria

These are the criteria by which all applications are considered when more applications are received than there are places available. Different schools have different criteria, so it is important that you check the admission arrangements for all the schools you wish to apply for.

How places are allocated

Local authorities use a computerised system to exchange details of applications with each other, and co-ordinate offers of places to ensure each child is only offered only one school place.

Where a school receives more applications than it has places available, it is referred to as being over-subscribed. The published over-subscription criteria will be used to decide the order in which applicants will be offered places.

All Preferences are treated equally. This means we will look to see if a place is available at each of your preferences and offer you a place at your highest preference school that has a place available.

Step 1

If we can meet your first preference, we will offer your child a place at that school. You will not be considered for any lower preference schools and will not be placed on their waiting lists and there is no right to appeal for lower preference schools you are not considered for.

Step 2

If we cannot meet your first preference but can meet your second preference, we will offer your child a place at that school. Your child's name will then be added to the waiting list of your first preference school, and you will be offered your right of appeal.

Step 3

If we cannot meet your second preference, but can meet your third preference, we will offer your child a place at that school. Your child's name will be added to the waiting lists for your first and second preference schools, and you will be offered your right of appeal.

Step 4

If we cannot meet any of your preferences, we will offer your child a place at your catchment school if;

- you have not already expressed it as a preference; and
- following the allocation of all preferences, there remain places available

Where a place is not available at your catchment school, a place will be offered at the nearest alternative* school where a place is available.

Your child's name will be added to the waiting list for all of your preferred schools, and you will be offered your right of appeal.

If you do not express a preference for your catchment school, your child will not receive travel assistance to any alternative school offered as a part of the admissions process.

^{*} Alternative School

Allocation Example

Jessica lives in Cambridge and applies for the following three schools;

- 1) St Bede's School
- 2) Witchford Village College
- 3) Thomas Clarkson Academy

Thomas Clarkson Academy is Jessica's catchment school, but she currently has a sibling attending Witchford Village College.

Jessica's first preference is St Bede's. The school is oversubscribed and when the over subscription criteria were applied, places could only be offered to children as far as their religious criteria. Helen only met the lowest criterion for St Bede's and was not offered a place. Her name was then placed on the school's waiting list.

Jessica met the sibling criterion for Witchford Village College, her second preference. After the oversubscription criteria were applied the school was able to offer places to all children within this criterion and a place was offered

Jessica would also have qualified for a place at her catchment school, Thomas Clarkson Academy. However, because her higher preference school could be offered, it was not necessary to offer her that place and it was offered to the next ranked child.

National Offer Date - 2 March 2026

If you applied online, you can log into Citizen Portal to see your offer, and we will email you as well. If you applied on paper your offer letter will be posted out by second class post.

In March 2025 the following percentage of Cambridgeshire families were offered one of the schools listed on their application form:

- 88.7% were offered a place at their first preference school.
- 96.5% were offered a place at one of their three preferred schools.
- 3.5% were not offered a place at any of their preferred schools.

Accepting a school offer

All offers will be accepted once the allocation has been made no acceptance is required by the applicant.

The acceptance of a placement offered will not lessen your chances of being offered a place at your preferred school either through the school's waiting list or through the appeals process.

Declining a school offer

If you do not wish to accept the school place offered, for example if you have moved out of Cambridgeshire, or have decided to educate your child privately, you <u>must</u> ensure you inform the Local Authority. This can be done by emailing the school admissions team or contacting the allocated school and advising them of the named confirmed alternative school placement that has been offered.

When considering declining the offer of a place that has been made to you, please consider the following:

- If you are appealing a decision not to offer your child a place at a higher preference school, you must wait until your case has been heard and upheld before you can decline the place currently offered to you;
- If you have submitted a new application with different preferences, or are planning to do so, you must wait until your application has been processed and a new offer issued by the Admissions Team before you can decline your original offer;
- If you are hoping to gain a place at a preferred school through that school's waiting list, your current offer cannot be withdrawn until you are offered a place at your preferred school by the Admissions Team;
- If you are moving out of Cambridgeshire, we will not remove an allocation until we have been advised of alternative provision that has been secured.

Offer after refusal

In some cases, the Admissions Team will initially be unable to offer a place at your preferred school, but a place may become available that we can offer to you at a later date. When this occurs, we will inform you in writing, by email or by posting a letter to the contact address we hold on to file for you. You will then need to decide if you wish to take up the newly offered higher preference school or retain the originally offered place. You must inform us of your decision, in writing, within ten working days of the offer being made; you can confirm by letter or by emailing admissions@cambridgeshire.gov.uk

If you do not respond within ten working days, a reminder will be sent by post or 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.

Exceptions cannot be made for letters you do not receive due to providing insufficient details for written communication.

We also suggest adding the email addresses below to your safe-senders list, as deadlines cannot be extended for emails that have been filtered into junk or spam folders:

admissions@cambridgeshire.gov.uk spos.admissions@cambridgeshire.gov.uk AdmissionsApplications@cambridgeshire.gov.uk

If a place cannot be offered at any of your preferred schools

If you are a Cambridgeshire resident, you will be allocated a place at either your catchment school, if there are places remaining, or the nearest alternative school to your home address with a place available.

Your child's name will be placed on the **waiting list** for every school where they are refused a place.

Waiting lists

Children are ordered on the list according to the school's over-subscription criteria rather than by the date the application was made. Your child will remain on a waiting list until **31 December 2026**, unless one of the following occurs:

- you are offered a place at by independent appeal panel;
- a place becomes available;
- you are offered a place at a school you have ranked as a higher preference but were previously refused due to oversubscription; or
- you submit a new application that does not name the school as a preference or ranks it as a lower preference than a school we are able to offer you a place at.

Appealing a School Place Offer

Information on appealing a school place will be included with your offer of a school place. You can also find out all about the appeals process on <u>our appeals page</u>
https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-learning/apply-for-a-school-place/admission-appeals

School open events will be available on website from early September 2025

Please check individual school's websites for further specific information

Home to school travel assistance:

In most cases, as a parent, you are responsible for your child's journey to and from school. It is essential that you consider how your child will travel to school before submitting your application. If you choose to apply for a school which is not your child's catchment or nearest school, or they are offered a higher preference school, they <u>will not</u> be entitled to receive council funded transport assistance.

Please ensure you consider the information below, but also visit the home to school transport webpage for the full criteria and Home to school travel assistance policy.

www.cambridgeshire.gov.uk/education/transport

Eligibility criteria for council funded transport assistance

In order to qualify for travel assistance your child must;

- live within Cambridgeshire and
- be attending their nearest suitable school and
- that school is more than 3 miles from their home, by the shortest available walking route.

Nearest suitable school

The Council defines your child's nearest suitable school as;

- their nearest school; or
- their catchment school (please note exceptions apply see individual school entries for further details); or
- their nearest school with a place available, only if a place has been applied for and refused at the nearest and catchment schools

Please take into consideration that your child will not receive travel assistance if;

- you do not apply for your nearest suitable school; or
- they attend your preferred school, and that school is not your nearest suitable school;
 or
- they attend an alternative school designated to you by the Local Authority, but you have **not** applied for and been refused places at your nearest suitable school.

Distance measurements

All distances for assessing home to school transport entitlement, including identifying your child's nearest school, are measured by the shortest available walking route up to 3 miles, and by the shortest road route for distances more than 3 miles.

Distances are measured using the Council's ordinance survey based mapping system. Whilst online measurement tools are useful for providing approximate information, they should not be relied upon for determining your child's nearest school. If you are unsure which school is your child's nearest school, please contact the Passenger Transport Team who will confirm this information for you.

If you live near to the county border, your nearest school or next nearest school with a place available may **not** be a Cambridgeshire school. Please consider this when making your school selection.

Extended travel assistance entitlement for low-income families

Some secondary school children may qualify for help with transport costs. In order to qualify, your child must meet the following criteria:

- be entitled to <u>free school meals</u> or be from a family receiving the maximum level of Working Families Tax Credit (with no reduction due to income); and
- be attending secondary school at one of their 3 nearest schools between 2 and 6
 miles from their home address or their nearest denominational school (on grounds of
 religion or belief) between 2 and 15 miles from their home address.

For further information please visit www.cambridgeshire.gov.uk/education/transport

Glossary of terms

Term	Description
Academies	Including Free Schools, University Technical Colleges, are state-funded independent schools. All secondary school within Cambridgeshire are their own admission authorities.
Application form	Available either online or on paper for parents / carers to complete, stating which schools they would prefer their children to attend.
Catchment area	A defined geographical area surrounding a school from which it will usually take the majority of its pupils.
	Distances within Cambridgeshire for school allocations are calculated by measuring a straight line from the reference point of the home, as determined by OS Address Base Premium ™, to the main pupil entrance to the secondary school.
Distance Between Home and School (straight-line)	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.
	In the event of (a) two or more children living at the same address point (e.g. children residence 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 the Council officer, independent of the Admissions Team
Foundation school	A school which is funded by the County Council but managed by its governing body.
	Is a child's permanent or main residence at the time school places are allocated. This should also be the address where the child will be residing when they start school.
Home Address	Where a child's time is divided between more than one address, their "main residence" will be taken from where they spend the majority of their school nights (Sunday to Thursday), and to where the child is registered with the GP.
	An address used for before and after-school childcare arrangements will not be considered.
	Places cannot be allocated based on intended future changes of address, unless the move has been confirmed and the relevant proof can be provided;
	a letter from your solicitor confirming exchange of contracts and completion date,
	a copy of a rental agreement for at least 6 months signed by both the tenant and the landlord.

Term	Description
	Parents must inform the 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.
Independent Appeals Panel	The group of people who are called together to hear admission appeals. Panel members are not involved with the school or the County Council.
LA	Local Authority
Children in Care (Looked After Child)	A 'looked after child' is a child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function (see definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. Social Worker must complete form on behalf of the student.
Oversubscription criteria	The priority order by which school places are allocated when a school is oversubscribed, i.e. there are more applicants than places available.
Parent	A person who is either the child's birth or adoptive parent or who has parental responsibility for the child.
Children previously in Care (Previously Looked After Children)	Children who were previously Looked After (as defined above) but ceased to be so by reason of adoption, a special guardianship order or resident order (now known as child arrangement order). Evidence must be provided to be considered under this criterion: - Adoption Certificates/orders - CAO (Child Arrangement Order) wherea non-birth parent has been named; - SGO (Special Guardian Order) - Written confirmation from an involved Council employee (ideally the assigned Social Worker) stating they are currently looked after or were formerly in public care.
Published Admission Number (PAN)	The number of places available in the normal entry year.
Siblings	Children, usually brothers or sisters, aged between 4 and 16, who live together in the same family unit. Unless otherwise stated, children who are in attached nursery or sixth form provision are not included. Siblings cannot be considered as such until they have physically started at the school.

Useful Contact Information:

Cambridgeshire Admissions Team

School Admissions Team 0345 045 1370

ALC2605, PO Box 761, Huntingdon PE29 9QR

Office Hours Mon-Thurs 09:00hrs to 17:00hrs Friday 09:00hrs to 16:30hrs

admissions@cambridgeshire.gov.uk

Our website is http://www.cambridgeshire.gov.uk/admissions

Children In Care (CiC)

@

☐ CPDC, Foster Road, Trumpington, Cambridge CB2 9NL

https://www.cambridgeshire.gov.uk/residents/children-and-families/children-s-social-care/looked-after-children

Education Welfare Benefits Service

➡ https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-learning/help-with-school-learning-costs/free-school-meals

Special Education Needs

Statutory Assessment and Resources (S.A.T) Team

⊠ Box SCO2209, Scott House, Huntingdon, PE29 3AD

Advisory Centre for Education

2 0300 0115 142

Further independent information and advice is also available from the **Advisory Centre for Education (ACE). ACE** is a national charity that provides advice and information to parents and carers on a wide range of school-based issues including exclusion, admissions, special education needs, bullying and attendance.

Where can I get further information?

The Admissions Team is available to provide parents with factual information regarding the school admission and school admission appeals process. Their role is not, however, to advise parents on their applications or with the preparation / content of appeal cases.

From September 2014, all local authorities must publish a local offer. The local offer brings together information from education, health and social care about the provision that it is available for children and young people aged 0 - 25 with special educational needs and disabilities (SEND) and their families.

The Local Offer

Cambridgeshire Online | About the Local Offer

Mainstream schools and academies must also publish information about SEND in their school and an annual information report outlining how they support children with SEND. This information will be published on individual school websites.

Neighbouring Local Authorities

Bedford Borough Council

⊠ School Admissions Service, Borough Hall, Cauldwell Street, Bedford, MK42 9AP

201234 718120 @ admissions@bedford.gov.uk www.bedford.gov.uk

Central Bedfordshire

⊠ School Admissions Service, Central Bedfordshire Council, Watling House, High Street North, Dunstable, LU6 1LF

www.centralbedfordshire.gov.uk/admissions

Essex County Council

School Admissions, PO Box 4261, Chelmsford, CM1 1GS

Hertfordshire County Council

☑ Admissions and Transport Team, Hertfordshire County Council, County Hall CHR102, Peggs Lane, Hertford, SG13 8DF

Lincolnshire County Council

☑ County Offices, Newland, Lincoln LN11YQ

www.lincolnshire.gov.uk/schooladmissions

Norfolk County Council

School Admissions, 8th Floor, County Hall, Martineau Lane, Norwich, NR1 2DL.

Peterborough City Council

Madmissions Team, Sand Martin House, Bittern Way, Fletton Quays, Peterborough,

www.peterborough.gov.uk

Suffolk County Council

School Admissions Team, Health, Wellbeing & children's Services, Suffolk County Council, Endeavour House, 8 Russell Road, Ipswich, IP1 2BX

www.suffolk.gov.uk/admissionstoschools

Secondary Schools in Cambridgeshire Please Note: The boundaries shown on The following catchments overlap: Thomas Clarkson / The Wisbech this map are intended to give an approximate indication of the designated Academy school catchments. Vista Academy / Ely College Bottisham VC / Soham VC They should not be taken to have any Longsands Academy / definitive adminstative or legal significance. Comberton VC It is also worth noting that some areas have Sawtry / St Peters more than one catchment school. You can also search for your catchment Cromwell CC, St Bedes and area by postcode at Neale Wade Academy do not http://maps.cambridgeshire.gov.uk have catchments The Wisbech Academy Thomas Clarkson Academy Stanground. Hampton Gardens School Sir Harry Smith Community College Reale-Wade Academy Cromwell Community College ★Vista Academy Littleport Abbey College Ramse Ely Collège Sawtry Village Academy Witchford Village College St Ivo Schoo Soham Village College Swavesey Village College Cottenham Village College Hinchingbrooke School Northstowe Learning Community Ernulf Academy Impington Village College **★**Bottisham Village College Cambourne Village Gollege Comberton Village College Longsands Academy mpington Village Colle Sawston Village College Linton Village College Melbourn Village College Bassingbourn Village College © Crown copyright and database rights 2025 OS AC0000822131

To find a school's Oversubscription Subscription Criterion please look on the schools own websites under their 'Admissions Policy' or our Schools Directory <u>Cambridgeshire</u> Online | Results

Contact information for Secondary schools in Cambridgeshire

Abbey College

Abbey Road, Ramsey, Huntingdon, Cambs, PE26 1DG

2 01487 812352

www.abbeycollege.cambs.sch.uk

School code: 4603 Age range: 11-19 PAN for 2026: 210 School type: Academy

Bassingbourn Village College

South End, Bassingbourn, Royston, Herts, SG8 5NJ

2 01763 242344

www.bassingbournvc.org

School code: 5401 Age range: 11-16 PAN for 2026: 125 School type: Academy

Bottisham Village College

Lode Road, Bottisham, Cambs, CB25 9DL

2 01223 811250

www.bottishamvc.org

School code: 4002 Age range: 11-16 PAN for 2026: 300 School type: Academy

Cambourne Village College

Sheepfold Lane, Cambourne, CB23 6FR

2 01954 284000

■ www.cambournevc.org

School code: 4006 Age range: 11-16 PAN for 2026: 300 School type: Free school

Chesterton Community College

Gilbert Road, Cambridge, CB4 3NY

2 01223 712150

Chesterton Community College

School code: 4029 Age range: 11 to 16 PAN for 2026: 180 School type: Academy

Coleridge Community College

Radegund Road, Cambridge, CB1 3RJ

2 01223 712300

www.cap.education

School code: 4031 Age range: 11 to 16 PAN for 2026: 120 School type: Academy

Comberton Village College

West Street, Comberton, Cambs CB23 7DU

2 01223 262503

■ http://www.combertonvc.org

School code: 5406 **Age range**: 11 to 16 **PAN for 2026**: 290

School type: Academy with Sports College status

Cottenham Village College

High Street, Cottenham, Cambs CB24 8UA

2 01954 288944

https://www.astreacottenham.org/

School code: 4038 Age range: 11 to 18 PAN for 2026: 180 School type: Academy

Cromwell Community College

Wenny Road, Chatteris, Cambs, PE16 6UU

2 01354 692193

www.cromwellcc.org.uk

School code: 4045

Age range: 3 to 18 – all though school

PAN for 2026: 240 School type: Academy

Ely College (CMAT)

Downham Road, Ely, Cambs, CB6 2SH

PAN for 2026: 270 School type: Academy

Age range: 11 to 18

Ernulf Academy

Barford Road, Eynesbury, St Neots, PE19 2SH

2 01480 374748

www.astreaernulf.org

School code: 4014 Age range: 11 to 16 PAN for 2026: 232 School type: Academy

Hinchingbrooke School

Brampton Road, Huntingdon, PE29 3BN

2 01480 375700

www.hinchingbrookeschool.net

School code: 4503 Age range: 11 to 18 PAN for 2026: 350 School type: Academy

Impington Village College

New Road, Impington, Cambs CB24 9LX

2 01223 200400

www.impington.cambs.sch.uk

School code: 4004 Age range: 11 to 18 PAN for 2026: 240

School type: Academy with Language College status

Linton Village College

Cambridge Road, Linton, Cambs CB21 4JB

Longsands Academy

Longsands Road, St Neots Cambs PE19 1LQ

2 01480 353535

www.longsands.cambs.sch.uk

School code: 5411 **Age range:** 11 to 18 **PAN for 2026:** 290

School type: Academy with Media Arts Status

Melbourn Village College

The Moor, Melbourn, Royston SG8 6EF

2 01763 223400

www.melbournvc.org

School code: 4040 Age range: 11 to 16 PAN for 2026: 148 School type: Academy

Neale-Wade Academy

Wimblington Road, March, PE15 9PX

2 01354 606000

http://neale-wade.org

School code: 4003 **Age range**: 11 to 18 **PAN for 2026**: 240

School type: Academy with Mathematics and Computing status

Netherhall School

Queen Edith's Way, Cambridge, CB1 8NN

■ 01223 242931
■ www.netherhall.org
School code: 4011
Age range: 11 to 18
PAN for 2026: 180

School type: Academy

North Cambridge Academy

Arbury Road, Cambridge, CB4 2JF

2 01223 491500

■ www.northcambridgeacademy.org

School code: 4005 Age range: 11 to 16 PAN for 2026: 150 School type: Academy

Northstowe Learning Community

Stirling Road, Northstowe, CB24 1DJ

2 01223 343800

www.northstowesc.org

School code: 4028

Age range: 4 to 16 – all though School

PAN for 2026: 150 School type: Academy

Parkside Community College

Parkside, Cambridge, CB1 1EH

Sawston Village College

New Road, Sawston, Cambridge, CB22 3BP

2 01223 712777

■ www.sawstonvc.org

School code: 5408 Age range: 11 to 16 PAN for 2026: 240 School type: Academy

Sawtry Village Academy

Fen Lane, Sawtry, Huntingdon, PE28 5TQ

2 01487 830701

■ http://www.sawtryva.org

School code: 5403 Age range: 11 to 18 PAN for 2026: 180 School type: Academy

Sir Harry Smith Community College

Eastrea Road, Whittlesey, Peterborough, PE7 1XB

2 01733 703991

www.sirharrysmith.cambs.sch.uk

School code: 4051 Age range: 11 – 18 PAN for 2026: 240

School type: Academy with Science, Mathematics and ICT Status

Soham Village College

Sand Street, Soham, Cambridge, CB7 5AA

St Bede's Inter Church School

Birdwood Road, Cambridge, CB1 3TD

2 01223 568816

www.st-bedes.org.uk
School code: 4602
Age range: 11 to 16
PAN for 2026: 180

School type: Academy with a distinctive Christian ethos

St. Ivo Academy

High Leys, Houghton Road, St. Ives, PE27 6RR

2 01480 375400

www.astreastivo.org
School code: 4064
Age range: 11 to 18

PAN for 2026: 296

School type: Academy with Humanities College Status

St. Peter's School

St Peter's Road, Huntingdon, PE29 7DD

2 01480 459581

www.stpetershuntingdon.org

School code: 5412 **Age range:** 11 to 18 **PAN for 2026:** 277

School type: Academy with Mathematics and Computing College Status

Swavesey Village College

Gibraltar Lane, Swavesey, Cambs, CB24 4RS

2 01954 230366

www.swaveseyvc.co.uk
School code: 4007
Age range: 11 to 16
PAN for 2026: 270

School type: Academy with a Trust with Science and Language College Status

The Wisbech Academy

Corporation Road, Wisbech, PE13 2SE

2 01945 407909

www.thewisbechacademy.org

School code:

Age range: 11 to 18 PAN for 2026: 120 School type: Academy

Thomas Clarkson Academy

Corporation Road, Wisbech, PE13 2SE

2 01945 585237

www.thomasclarksonacademy.org

School code: 4000 Age range: 11 to 18 PAN for 2026: 240 School type: Academy

Trumpington Community College

Lime Avenue, Trumpington, Cambridge, CB2 9FD

2 01223 551600

www.cap.education

School code: 4010 Age range: 11 to 16 PAN for 2026: 120 School type: Academy

Vista Academy Littleport

Address: Camel Road, Littleport, CB6 1EW

2 01353 223300

www.vista.tela.org.uk

School code: 4009 Age range: Years 7 to 10

PAN for 2026: 120 School type: Academy

Witchford Village College

Manor Road, Witchford, Ely, CB6 2JA

2 01353 662053

http://www.witchfordvc.co.uk

School code: 4055 Age range: 11 to 16 PAN for 2026: 180 School type: Academy

This booklet is available in a variety of languages, large-print and Braille. If you require an alternative version, please contact the Admissions Team

2 0345 045 1370

admissions@cambridgeshire.gov.uk