



THE RACKHAM
C OF E PRIMARY SCHOOL

Admissions Policy

Policy Number: STAT 001

Date: November 2025

The Rackham C of E Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Introduction

As a Voluntary Controlled (VC) school, The Rackham CE (VC) Primary School follows the Admissions Guidelines as outlined by the Local Authority (LA).

Cambridgeshire Local Authority is responsible for setting the Admissions Policy and criteria for this school.

1. The school has been established to serve the catchment area of Witchford, Coveney, Wentworth, Wardy Hill and Way Head. Priority for places will go to those children living in the school's catchment area. The Published Admission Number (PAN) for each year group is 45.
2. Parents wishing to apply for a Reception place for their child in September of any given year can apply online at www.cambridgeshire.gov.uk/admissions or may contact the school for a copy of the Local Authority's admissions guide for parents, 'First Steps Admission to Primary School: A guide for parents'. The application form must be completed and return to the Local Authority's Admissions Team usually by a set date in the preceding January.
3. Reception classes will be allocated on the basis of the PAN for the year group and the admissions criteria set by the LA.

In the event of oversubscription, the following criteria will be used to determine priority for places:-

Oversubscription Criteria for Community and Voluntary Controlled schools

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 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.

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 appear to have been in state care outside of England and ceases to be in state care as a result of being adopted.
3. Children living in the catchment area with a sibling at the school (or partner infant/junior school) at the time of admission;
4. Children living in the catchment area;
5. Children living outside the catchment area who have a sibling at the school (or partner infant/junior school) at the time of admission;
6. Children of members of staff, providing that they have been employed for a minimum of two years and/or are recruited to fill a vacant post for which there is a demonstrable skills shortage.
7. Children who live outside the catchment area, but nearest the school as measured by a straight line.

In cases of equal merit in each set of criteria, priority will go to children living nearest the school as measured by a straight line.

This policy will be reviewed and agreed in line with Government guidelines by the Governing Body.

Approved and signed by:

Headteacher



Signed:

Date: November 2025

Chair of Governing body



Signed:

Date: November 2025