

The Galfrid School

PROPOSED

Admissions Policy 2027 – 2028

Introductory statement

The Galfrid School is a primary school in Cambridge for children aged 4 to 11. The school is a co-educational academy and is part of United Learning.

The Galfrid School seeks to provide an excellent education for every child within a caring and inclusive environment. The school serves all children in the local community. All children will be admitted without reference to ability or aptitude. There are no faith criteria as part of the admissions policy. Children from families of all faiths, or none, are very welcome.

Admission number

The Published Admission Number (PAN) for entry into Reception in September 2028 is 30 pupils. The Academy will admit all children whose applications are accepted up to the Published Admission Number. Where fewer applications than the Published Admission Number are received, all applicants will be offered a place.

Responsibility for Admissions

United Learning is the overarching Admissions Authority for all schools within the Trust. Through the Trust's governance structures, responsibility for admissions at The Galfrid School rests with the Academy's Local Governing Body, which oversees admissions and ensures that they are conducted in accordance with the School Admissions Code and the School Admission Appeals Code.

Infant Class Size

The Academy will comply with the statutory infant class size limit which requires that infant classes, where the majority of children will reach the age of 5, 6 or 7 during the school year, must not normally contain more than 30 pupils with a single qualified teacher.

Children may be admitted above the Published Admission Number where they qualify as excepted pupils under the School Admissions Code. Such children will remain excepted pupils for the period specified in the Code or until class numbers fall back within the infant class size limit.



Admission of Children Below Compulsory School Age and Deferred Entry

Children are entitled to a full-time place in Reception from the September following their fourth birthday. Parents may choose to defer their child's admission until later in the academic year, provided that the child is admitted no later than the beginning of the final term of the school year for which the place was offered and before the child reaches compulsory school age. Parents may also choose for their child to attend part-time until they reach compulsory school age. Requests for deferred admission or part-time attendance should be discussed with the Academy following the offer of a place.

Admission of Summer Born Children

Parents of children born between 1 April and 31 August may request that their child is admitted to Reception outside their normal age group and starts school in the September following their fifth birthday. Requests should be made in writing to the Academy and will be considered in accordance with the School Admissions Code, taking account of the individual circumstances of the child and the views of the parents. The Academy will notify parents of its decision and the reasons for that decision.

How to Apply: Application Process for Entry into Reception

The application process for admission into Reception at The Galfrid School is coordinated by Cambridgeshire County Council.

Parents and carers should apply through Cambridgeshire County Council in accordance with the application arrangements published by the Local Authority. Cambridgeshire confirms that residents apply for Reception places through its Admissions Team. Applications must be submitted by the published national closing date for primary admissions in order to be considered as part of the normal admissions round. The national closing date for primary school applications is 15 January.

Applications received after the published closing date will be processed in accordance with the procedures and timescales set out by Cambridgeshire County Council.

Parents and carers will be notified of the outcome of their application by Cambridgeshire County Council on the National Offer Date for primary admissions, which is 16 April, or the next working day where 16 April falls on a weekend or bank holiday. Where an application was made online, notification will be provided electronically. Where a paper application was submitted, notification will be issued in accordance with Cambridgeshire County Council's published arrangements.



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Cambridgeshire County Council School Admissions Team Contact Details

- Website: <https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-learning/apply-for-a-school-place>
- Telephone: 0345 045 1370
- Email: admissions@cambridgeshire.gov.uk

Children with an Education, Health and Care Plan (EHCP)

Children whose Education, Health and Care Plan (EHCP) names The Galfrid School will be admitted before all other applicants. Such children will be admitted even where this results in the Published Admission Number being exceeded.

Oversubscription Criteria

Where the number of applications exceeds the number of places available, places will be allocated in the following priority order:

1. Looked after children and previously looked after children, including children who were previously looked after outside England and ceased to be so because they were adopted, became subject to a child arrangements order, or became subject to a special guardianship order.
2. Children living in the catchment area who will have a sibling attending The Galfrid School at the time of admission.
3. Children living in the catchment area.
4. Children living outside the catchment area who will have a sibling attending The Galfrid School at the time of admission.
5. Other children living outside the catchment area.

Tie-break

Where there are more applicants than available places within a particular oversubscription criterion, priority will be given to children living closest to the Academy. Distance will be measured by straight-line distance from the child's permanent home address (see Note C) to the main entrance of the Academy. For applications made as part of the normal admissions round, distances will be calculated by Cambridgeshire County Council using Ordnance Survey AddressBase Premium data and the Local Authority's geographical information system. For applicants living outside the area covered by the Cambridgeshire mapping system, distances will be determined using a combination of local mapping data and online resources.

In the event that two or more applicants are tied for the final available place and reside an identical distance from the Academy, the place will be allocated through a random allocation process conducted in a fair and transparent manner and independently supervised.



Random allocation will not be applied to children from a multiple birth where one child of the multiple birth has been allocated the final available place. In such circumstances, the remaining sibling or siblings will also be offered a place, even where this results in the Published Admission Number being exceeded.

Distance Measurement for In-Year Applications

In-year applications are administered directly by the Academy. For in-year admissions, distances will be calculated using Appicaa and a combination of local mapping resources. The same straight-line measurement principle will apply, using the child's permanent home address and the main entrance of the Academy.

Late applications

All applications received after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

Admission of children outside of their normal age group

Parents may request that their child is admitted outside their normal age group, either due to being summer born or for any other reason specific to the child's circumstances, such as ill health. To apply for admission outside of the normal age group, parents should include a request with their application, specifying why admission out of normal year group is being requested. When such a request is made, the Admissions Committee of the Academy will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Headteacher and any supporting evidence provided by the parent. This is a software system managed by Cambridgeshire County Council. When informing a parent of their decision on the year group the child should be admitted to, the Admissions Committee will set out clearly the reasons for their decision.

Waiting Lists – Reception

As part of the co-ordinated admissions scheme for Reception admissions, Cambridgeshire County Council will hold the initial waiting list on behalf of The Galfrid School. Responsibility for managing the waiting list will transfer to the school on 31 August each year.

A child's position on the waiting list will be determined solely in accordance with the school's published oversubscription criteria. Where a place becomes available, it will be offered to the child who has the highest priority according to those criteria. The waiting list will be reordered whenever a child is added to or removed from the list. This



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means that a child's position on the waiting list may move up or down if another application is received that has a higher priority under the oversubscription criteria.

Parents will be contacted if a place becomes available for their child. The waiting list will be maintained for at least the first term of the academic year, in accordance with the School Admissions Code.

In-Year Admissions: Arrangements for Admitting Pupils Outside the Normal Admissions Round

Applications for admission outside the normal admissions round are known as in-year admissions.

The Galfrid School administers its own in-year admissions process. Parents and carers wishing to apply for a place after the beginning of the school year or for admission to any year group outside the normal Reception admissions round should contact The Galfrid School or visit the school's website for further information about the application process.

Applications for in-year admission may be made at any time. However, the school will normally process an application no earlier than six school weeks before the requested start date. Applicants will be notified in writing of the outcome of their application within 15 school days of receipt of the application.

Where a place is available in the relevant year group, the child will normally be offered a place, subject to the requirements of the School Admissions Code. Where there are more applications than places available, applications will be prioritised in accordance with the oversubscription criteria set out in this policy.

Where appropriate, an unsuccessful in-year application to The Galfrid School may be considered under the Fair Access Protocol, in accordance with the criteria and procedures operated by Cambridgeshire County Council. The purpose of the Fair Access Protocol is to ensure that vulnerable children and those experiencing difficulty in securing an in-year school place are allocated a suitable school place as quickly as possible.

Parents and carers whose application is refused have the right to appeal against the decision to an independent appeal panel.

The Cambridgeshire mapping system, My Cambridgeshire, will be used to identify catchment areas where relevant. Distances will be calculated using Applica in combination with local mapping information, in accordance with the distance arrangements set out within this policy.



When an offer of a place is made by The Galfrid School, it is made on the basis of the information provided within the application. The school reserves the right to request documentary evidence in support of an application. Where information supplied is subsequently found to be fraudulent, intentionally misleading or materially inaccurate, or where relevant information has been withheld, an offer of a place may be withdrawn where permitted under the School Admissions Code.

Following an offer, the school may request additional information or documentation, including evidence of the child's date of birth and, where relevant, evidence of the permanent home address. This information may be required to verify the application and enable the child to be added to the school's records.

Where an offer is made following an in-year application and the offer is accepted, arrangements will be made for the child to start at The Galfrid School as soon as reasonably possible.

Applicants will normally be required to accept an offer in writing within five school days. Where an offer is not accepted within this period, the school reserves the right to withdraw the offer. Following acceptance, the child will normally be expected to take up the place within six school weeks of the date of the offer, unless otherwise agreed with the school.

Waiting Lists: In-Year Admissions

Where an in-year application is received and a place is not immediately available in the relevant year group, the child's name may be placed on The Galfrid School's waiting list.

The waiting list will be maintained until the end of the academic year in which the application was made. Parents and carers wishing their child to remain under consideration for a place in the following academic year will need to submit a new in-year application. Applications and waiting-list positions will not automatically be carried forward into a new academic year.

A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in this policy and will not be determined by the date the application was received.

Where a place becomes available, it will be offered to the child who has the highest priority in accordance with the published oversubscription criteria. The waiting list will therefore be reordered whenever a child is added to or removed from the list. A child's position on the waiting list may consequently move up or down.



Parents and carers will be contacted if a place becomes available that can be offered to their child.

Parental Disputes

Where more than one person holds parental responsibility for a child, The Galfrid School expects those with parental responsibility to reach agreement regarding school preferences before an application is submitted.

The person making the application should have parental responsibility for the child and should have the agreement of all other persons with parental responsibility, unless they have the legal authority to make the application independently.

Where the school becomes aware of a dispute between individuals with parental responsibility, including where conflicting applications are submitted, the school may request appropriate evidence of parental responsibility and any relevant court order.

Where a court order is in place, the school will act in accordance with its terms. Where those with parental responsibility cannot agree and there is no relevant court order determining the matter, the school may be unable to process the application until the dispute has been resolved or appropriate legal documentation is provided.

The Galfrid School and its admissions staff cannot mediate between parents or determine private disputes concerning parental responsibility. Parents and carers may wish to seek independent legal advice or mediation where agreement cannot be reached.

Appeals

Parents and carers have the right to appeal where an application for admission to The Galfrid School is refused. Appeals will be heard by an independent admission appeal panel in accordance with the School Admission Appeals Code.

Cambridgeshire County Council administers admission appeals on behalf of maintained schools and academies in Cambridgeshire, and confirms that appeal panels are independent and their decisions are binding on the parties involved.

Further information about the appeals process, including how to submit an appeal, is available from Cambridgeshire County Council's School Admissions Appeals service.

Parents and carers will be given appropriate notice of the appeal hearing and will have the opportunity to present their case to the independent appeal panel.

Where an appeal is unsuccessful, a further appeal for the same school in the same academic year will not normally be considered unless there has been a significant and material change in the circumstances of the parent, carer or child.





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Fair Access Protocol

The Galfrid School participates in the Fair Access Protocol operated by Cambridgeshire County Council.

The Fair Access Protocol operates outside the normal in-year admissions process and is intended to ensure that vulnerable children, and children who are experiencing difficulty in securing a school place in-year, are allocated a suitable school place as quickly as possible, minimising the period they are without education.

Where appropriate, an unsuccessful in-year application to The Galfrid School may be referred for consideration under the Fair Access Protocol in accordance with the eligibility criteria and procedures operated by Cambridgeshire County Council.

Participation in the Fair Access Protocol is a requirement for admission authorities in the local authority area once the Protocol has been agreed. Schools may be required to admit a child through the Protocol in accordance with its provisions, including in circumstances where the relevant year group is full.



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The Galfrid School
Galfrid
Cambridge
CB5 8ND

t: 01223 603787

e: office@thegalfridschool.org.uk

w: galfrid.education

Head Teacher: Claire Macfie

The Galfrid School is part of United Learning. United Learning comprises: UCST (Registered in England No: 2780748. Charity No. 1016538) and ULT (Registered in England No. 4439859. An Exempt Charity). Companies limited by guarantee. VAT number 834 8515 12. Registered address: United Learning, Worldwide House, Thorpe Wood, Peterborough, PE3 6SB.



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Notes:

Looked After Child:

“Looked After Child” means any child who is in the care of a Local Authority in accordance with Section 22 (1) of the Children Act 1989. A child who was “previously a Looked After Child” means a child who after being Looked After became subject to an Adoption Order under the Adoption Act 1976 or under Section 46 of the Adoption and Children Act 2002, a Residence Order or Child Arrangement Order under Section 8 of the Children Act 1989 or Special Guardianship Order under Section 14A of the Children Act 1989. Applicants can be asked to provide additional evidence in order to verify the previously looked after status of a child. It is at the discretion of the school what evidence is required. The final decision will be made by the school. If any information supplied by an applicant is judged by the school to be fraudulent or intentionally misleading, the school may refuse to offer a place, or if already offered, may withdraw the offer. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation, or any other provider of care whose sole purpose is to benefit society. Applicants can be asked to provide additional evidence in order to verify the previously looked after status of a child. It is at the discretion of the school what evidence is required. The final decision will be made by the school. If any information supplied by an applicant is judged by the school to be fraudulent or intentionally misleading, the school may refuse to offer a place, or if already offered, may withdraw the offer.

B: Children of Staff:

To ensure the highest quality of teaching staff, priority will be given to children of staff where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage or 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.

C: Home address:

For the purpose of admissions, a child’s normal residence is a residential property that is owned or rented by the child’s parent(s) and where they live together with the child. The home address or normal residence is where a child normally lives. Where a child lives with a parent with shared responsibility for part of a week or month, the address where the child lives will be determined by confirmation of the registered address from which the child in question is registered with a doctor. If this is not applicable, then residence at which the parent with whom the child spends the greater proportion of the school week from Sunday evening to Thursday evening lives will be taken as the home address. For the purpose of admissions, proof of address would need to be from the following list: ■ Council tax bill. ■ A rental agreement for a minimum of six school weeks signed and dated by both the tenant and the landlord. ■ A letter from your Solicitor



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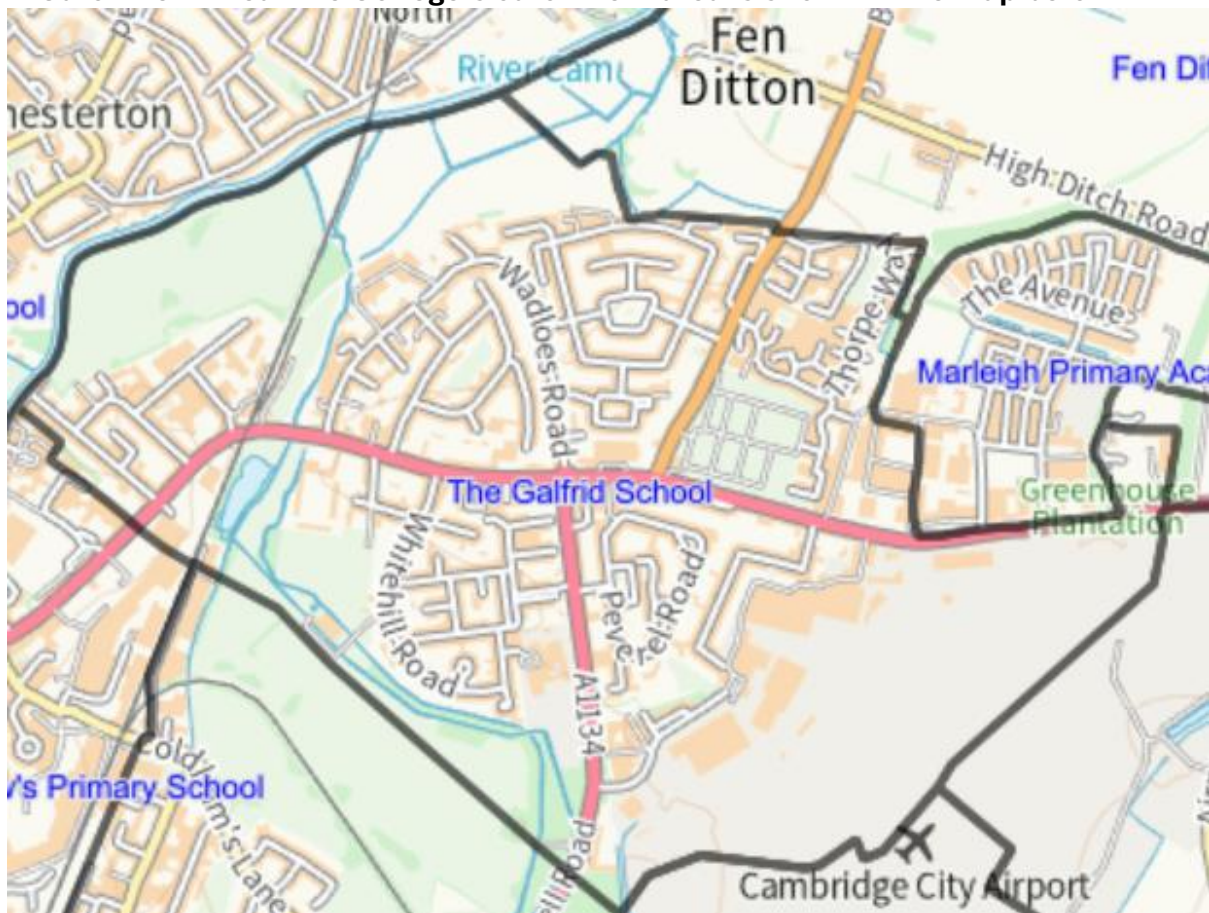
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confirming exchange of contracts on the new property you are purchasing stating the full postal address. Preferably with a completion date. ■ If you are moving in with a friend or relative we will need a letter from the friend/relative confirming that 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. ■ Current Gas / Electricity Bill or water bill. ■ Tied/Work Accommodation with letter from employer We will withdraw school places which have been gained using false information or documentation.

D Sibling:

For the purposes of admission, the definition of a sibling is as follows: children aged between 11 and 16, living in the same family household (for the majority of the school week), who have a sibling on the roll of the school at the time of application and admission to the school. Sibling includes brother or sister, half brother or sister, legally adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address. E Catchment Area: The College's catchment area is shown in the map below.

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The Galfrid School
Galfrid
Cambridge
CB5 8ND

t: 01223 603787

e: office@thegalfridschool.org.uk

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