



## HINCHINGBROOKE SCHOOL ADMISSION POLICY

The Governing Body of Hinchingbrooke School is the admission authority for the School. This means that it is the Governing Body that sets and applies the admissions policy for the School. All Policy decisions regarding the admission of children into the School are made by a sub-committee of the Governing Body.

### How to Apply for Admission to Year 7 (September of next Academic Year)

The application process for admissions into Year 7 is co-ordinated by Cambridgeshire Local Authority (LA), which acts on behalf of the governing body to offer places at the School. Parents should apply online at [www.cambridgeshire.gov.uk/admissions](http://www.cambridgeshire.gov.uk/admissions) or submit a Cambridgeshire Application Form, available from their child's primary school or from the LA Admissions Team, no later than the national closing date on 31st October. Offer letters will be issued by the LA on the National Offer Date (1st March or first working day after). Late applications (those submitted after the national closing date) will be handled by the Admissions Team.

LA Admissions Team contact:

0345 045 1370

Or via the Cambridgeshire County Council 'Enquiry Form'; [Make an enquiry](#)

Please select 'School Admissions' from the options.

### In-Year Admissions (Applying for a school place outside of 'normal admissions rounds')

To apply for a place after the start of term or in any other year group, please contact the school or visit the school's website [Hinchingbrooke School - Admissions & Leavers](#).

Hinchingbrooke School contact:

01480 375700 Ext 5811

[admissions@hbk.acesmat.uk](mailto:admissions@hbk.acesmat.uk)

### Catchment area:

The catchment area includes the catchment areas of the following Primary schools:

Brampton Village Primary, Buckden CofE Primary, Brington CofE Primary, Cromwell Academy, Godmanchester Community Academy, Godmanchester Bridge Academy, Offord Primary, Spaldwick Primary and St. Anne's CofE Primary.

The catchment area also includes part of the catchment areas of the following schools: Huntingdon Primary, Thongsley Fields Primary and St John's CofE Primary detailed as follows:

Huntingdon to the south and west of Ermine Street (except the Stukeley Meadows Estate), Cromwell Walk, Brookside and Nursery Road, Hinchingbrooke Park Housing Estate, and the

following streets from the northern part of Huntingdon -Surrey Road, Richmond Close, Kingston Close, Kent Road, Dover Close, Deal Close, Maple Drive, Sycamore Drive, Sapley Square, Essex Road, Nene Road, Thames Road, Norfolk Road, Sapley Park, Medway Road, Foster Court, Lucas Court, Lavender Court, Garner Court, Armstrong Court, Beale Court, Gimber Court, Tomlinson Court, Godeby Court, Judson Court, St Barnabas Court, Selby Court, Cotton Court, Hazelwood Walk and Coneygear Road (even numbers 40-62). Although the whole of St. John's CofE Primary's catchment area is not located within Hinchingsbrooke School's catchment area, the school itself is considered to be in the catchment area for oversubscription criteria purposes.

## **How Places are Offered**

For admission into Year 7 the LA, on behalf of the Governing Body, will offer places to 350 children. This is the Published Admission Number (PAN) for that year group. In the event that more than 350 applications are received, the oversubscription criteria will be applied to determine priority for places. All preferences are treated equally.

## **Oversubscription Criteria**

Children whose Education, Health and Care Plan (EHCP) names the school take priority over all other applicants and will be admitted irrespective of whether there are places available in the year group. Those children with an EHCP that does not name the school will be referred to the Statutory Assessment and Resources (STAR) Team to determine an appropriate place.

Thereafter the following criteria will be applied:

1. Children in Care (CIC), ~~also~~, previously Children Looked After (CLA), and Children Previously in Care (CPIC), who were looked after but ceased to be so by reason of adoption, a resident order or special guardianship order, including children who appear to the Admission Authority to have been in state care (ie in the care of accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society) outside of England but ceased to be so as a result of being adopted only.
2. Children of Hinchingsbrooke School staff, who have been employed at the school for two or more years, at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post from which there is a demonstrable skill shortage;
3. Children who live in the catchment area, attend primary schools within the catchment area and who have a sibling at the school at the time of admission;
4. Children who live in the catchment area, with a sibling at the school at the time of admission;
5. Children who live in the catchment area, who attend the primary schools within it;
6. Children who live in the catchment area;
7. Children who live outside the catchment area, who attend primary schools within it, and who have a sibling at the school at the time of admission;

8. Children who live outside the catchment area who have a sibling at the school at the time of admission;
9. Children who live outside the catchment area who attend the primary schools within the catchment area;
10. Children who live outside the catchment area, but nearest the school as measured by a straight line.

In cases of equal merit, priority will go to children living nearest the school according to the shortest straight-line distance. The distance, for admissions purposes, is measured using the straight-line distance from the reference point of the home to the main pupil entrance of the school.

- a Sibling means any child of compulsory school age living in the same family unit.
- b. Home address means the place the child resides for the majority of school nights with an adult who has parental responsibility.

Where the school is unable to meet the preference expressed the application form will be forwarded to the LA Admissions Team to process.

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

### **Children of UK Service Personnel with a Confirmed Posting and Crown Servants Returning from Overseas**

The school does not give priority to children from qualifying families; however, the school does liaise with the Community Support Team, RAF Wyton as necessary

Parents wishing to visit the school, prior to submitting an application are welcome to do so. However, this is not always possible to organise at short notice and visits are usually conducted in small groups. Visits are not interviews and do not affect any decision regarding the availability of a place.

### **Reserve Lists**

#### **Year 7**

As part of the co-ordinated scheme for secondary admissions, the LA Admissions Team holds the initial reserve list on behalf of the governing body in the case of Hinchingsbrooke School, this is then passed to the school to manage at the start of the new academic year.

Parents will be contacted 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.

## In-Year Applications

Applications for an in-year admission should be submitted to the school's Admission Team, using the 'InYear School Admission Form', which is available from the school's website at [Hinchingsbrooke School - Admissions and Leavers](#).

Paper copies of the form can be obtained from the school's Admission Team;

[admissions@hbk.acesmat.uk](mailto:admissions@hbk.acesmat.uk) or 01480 375700 Ext 5811.

Applications can be submitted up to 30 school days before the intended start date.

Please allow 10 school days before you enquire about the progress or status of your application.

If we do not receive a valid application, or the correct documentary evidence, this will delay the processing of your application.

The school is organised to accommodate up to its Published Admission Number, 350 (300) per year group. This is currently (Sept 2023) 350 pupils in Year 7, 8 and 9 and 300 in Years 10 & 11. There is a rolling programme of increasing the year group to 350 year by year. There will be 350 in Years 7, 8, 9 and 10 for September 2024 and 350 in all year groups by September 2025.

Where it is the school's view that the admission of another pupil would prejudice the efficient provision of education or the efficient use of resources their details will be added to an in-year waiting list. The school will notify you when a place becomes available.

A child's details will be held on the waiting list for two terms, including the term of application. After this time the school Admissions Team should be contacted ([admissions@hbk.acesmat.uk](mailto:admissions@hbk.acesmat.uk)) if applicants wish their child(ren) to remain on the waiting list. Names held on the waiting list will **not** automatically be carried over to a new school year.

Applications will be ordered on the waiting list according to the school's over-subscription criteria. Parents should be aware that places on the waiting list may vary if applications are subsequently received which meet a higher criterion than their own.

It is our policy (and in accordance with Cambridgeshire County Council's policy) to admit children to the year group appropriate to their date of birth. You may seek a place outside your child's normal age group in exceptional circumstances. For example, your child has an EHCP and has experienced problems such as ill health. For more information, please contact the school or the Local Authority's Admissions Team.

Coming from an educational system abroad, or not speaking English as their first language, will not normally be considered as an exceptional circumstance. Support is available within the correct year group for these children.

## Appeals

The parent(s) 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, the school's Governing Body and the Local Authority. The panel will consider the circumstances of the case put before them. Both the Governing Body and the parents must abide by the decision it makes.

Appeals in relation to co-ordinated admission to Year 7 are currently arranged by the LA Admissions Team on behalf of the Governing Body. Further information and appeal forms are available from the Admissions Team.

Appeals in relation to an In Year Admission, to all Year Groups, are arranged by Hinchingsbrooke School. Further information is available from the School's Admissions Team or the website [Hinchingsbrooke School - Admissions & Leavers](#).