



Anglian Learning

Marleigh Primary Academy admission arrangements for 2022 / 2023

THIS POLICY WAS APPROVED:	2 JULY 2021
POLICY VERSION:	1.0
THIS POLICY WILL BE REVIEWED:	APRIL 2022
MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW:	DIRECTOR OF PRIMARY EDUCATION

Introductory statement

Marleigh Primary Academy is a 420 place primary school with a 52 place nursery. The key intent for Marleigh Primary Academy is to ensure that the children of families moving into housing within the Marleigh development can have a place at the school. Educational provision from nursery age through to key stage 2 will be provided. Pupils will have access to the external learning area to facilitate outdoor learning to build pupils' resilience, physical development, and ability to work collaboratively.

The curriculum at Marleigh will be led through a focus on STEM subjects (science, technology, engineering and mathematics), together with a direct focus on pupils acquiring high quality English competence as well as engendering a love for reading and the arts. Anglian Learning has a formal Memorandum of Understanding with Arts Council England and the innovative curriculum will include a focus on creativity and the arts to support children's cognitive skills and engender their excitement in learning.

Admission number(s)

The school has a published admission number of 15 for entry in year Reception. Marleigh Primary Academy will accept in-year applications for all year groups.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number for the relevant year group are received, the Academy Trust will offer places at the school to all those who have applied.

Application process

Applications for entry into Reception

The local authority will process applications for the Reception year 2022 outside the normal local authority process for co-ordinating school offers. This means you will need to complete your LA common application form for your other choices of school including for this one.

Applications for this school should be addressed through:

<https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-learning/apply-for-a-school-place>

Applications should be sent to Reception Admissions at the following e-mail:

admissions@cambridgeshire.gov.uk

The closing date for applications is midnight 15th January 2022.

Offers will be made on 16th April 2022. If we have not entered into a funding agreement with the Secretary of State opening the school by that date, they will be conditional offers and will be confirmed once we have a signed funding agreement.

Applications received 16th Jan 2022 and 2nd May 2022 will be notified by post from 18th May 2022. Applications received from 3rd May onwards will be processed in date order.

Applications for entry to all year groups other than the Reception year in September 2022

Applications for **September 2022** for places in year groups **other than the Reception year** should be made using form **MPA AF1** at **Appendix B**.

Applications for in year places for any year group, including Reception.

All applications for **places in any year group during the school year at other than the normal entry time** should be made using form **MPA AF2** at **Appendix C**.

Oversubscription criteria

The criteria in this section apply to entry at all phases of the school.

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care Plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.¹
2. Priority will next be given to children based on their exceptional medical or social needs or those of their parents. Each application must include evidence, from a medical specialist or social worker of the child's/parent's need and why they must attend this school rather than any other, based on those needs. If evidence is not submitted to the Local Authority with the application, a child's or parent's medical or social needs cannot be considered.
3. Priority will next be given to children living within the catchment area of the Marleigh Development set out in the map at the end of this policy. Children living on the boundary line will be considered to be living within the catchment area.
4. Children of members of staff who are recruited to fill a demonstrable skill shortage.
5. Other children

Tie-break

If in categories 2-5 above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured from the child's home to the front gates of the school in a straight line.

Distance within Cambridgeshire is calculated by measuring a straight line from the reference point of the home, as determined by OS AddressBase Premium™, to the reference point of the school.

¹ A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

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 resident 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 a Council officer, independent of the Admissions Team.

Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. We will admit them all, as permitted by the infant class size rules and exceed our PAN.

Late applications

All applications received by the 'LA' 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.

Deferred entry for infants

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.]

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested and the year group in which they wish their child to be allocated a place.

When such a request is made, the Academy Trust 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.

Waiting lists

The school will operate a waiting list for each year group. Where the school receives more applications for places than there are places available, a waiting list will operate until the end of the first term after the beginning of the school year/the end of the academic year. This will be maintained by the Academy Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact <https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-learning/apply-for-a-school-place/admission-appeals> by the dates on the above website relevant to the 2022/23 academic year.

For information on how to appeal and on the timetable for the appeals process please refer to the above website.

Notes:

Home address:

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.

Sibling:

'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a stepbrother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.

Medical and Social Need.

'Social need' does not include a parent's wish that a child attends the school because of a child's aptitude or ability or because their friends attend the school. 'Medical need' does not include mild medical conditions.

Appendix A Catchment of Marleigh Primary Academy

The catchment area of Marleigh Primary Academy incorporates the housing development as identified on the map below. The white blocks are incorporated into the catchment area as the development progresses.



Life on a bigger scale

What else is on the way?

Where do we start? There's so much planned for Marleigh, all going towards making it somewhere that promotes neighbourliness, helps people to thrive and inspires them to live a healthy way of life in natural surroundings. In time, there will be a two-form entry primary school, sports pitches, a community centre, a market square, as well as green open spaces, public parks, woodland walks and allotment gardens.

- 1 The first homes at Marleigh
- 2 Gregory Park (anticipated 2021/22)
- 3 The Hangar Community Centre (anticipated Summer 2021)
- 4 Marleigh Market Square (anticipated Summer 2021)
- 5 Primary School (anticipated Autumn 2022)
- 6 The Plains - Sports Pitches (anticipated 2023/24)
- 7 Allotments (anticipated 2022/23)
- 8 Future Development
- 9 Kingsley Woods
- 10 Newmarket Road
- 11 M&S Food and BP Petrol Station
- 12 Cambridge Ice Arena
- 13 Newmarket Road Park & Ride

The information contained within this document does not constitute part of any offer, contract or warranty. Whilst the plans have been prepared with all due care for the convenience of the intended purchaser, the information contained herein is a preliminary guide only.

Appendix B

Form MPA AF 1

Please use this form if you wish to apply for a place in Years 1 - 6 at Marleigh Primary Academy for the start of the academic year 2022/23

Before you complete this application form, please read the following notes:

Note 1 – Contact us at admissions@marleighprimary.org or 01223 340340 if you have any queries about the places available, your application and any evidence we may require.

Note 2 - Applications will be considered in line with the Marleigh Primary Academy Admissions Policy for the academic year 2022/2023. See <https://anglianlearning.org/news-projects/marleigh-primary-academy/>

Note 3 – Child(ren’s) current address/moving address

Please give your child’s current address. If you are moving into the Marleigh development, we will consider your future address as part of your application. If you want your Marleigh address to be the one used to allocate a place, you **must** attach to your application evidence that you are legally committed to the move and the planned date for your move to the new address.

Note 4 – Definition of parent

For the purpose of education law, section 576 of the Education Act 1996 defines a ‘parent’ as:

- all natural (biological) parents, whether they are married or not
- any person who, although not a natural parent, has parental responsibility for a child or young person (this could be as a step-parent, guardian or other relative).
- any person who, although not a natural parent, has care of a child or young person.

Note 5 – Please complete a separate form for each child you are seeking a place for.

Form MPA AF 1

Please use this form if you wish to apply for a place in Years 1 - 6 at Marleigh Primary Academy for the start of the academic year 2022/23

Please print your responses in black ink

Child's details	
Child's legal last name:	
First name:	Middle name(s):
Child's date of birth: (DD/MM/YYYY)	
Does your child have an Education, Health and Care (EHC) plan?	Yes / No
Is the child in care (looked after child)? (See admissions policy)	Yes / No
Was your child previously in care?	Yes / No
Child's current address (see Note 3 above)	
Postcode:	
Applicant's details – parent / carer	
First name:	
Last name:	Relationship to child:
Telephone number(s):	
Email address:	
Address if different to the child's, including the postcode:	
Are you privately fostering this child?	Yes / No
Are you a UK Service/returning Crown Servant Family?	Yes / No

When would you like your child to start at Marleigh Primary Academy?	
Does the child this application for have a sibling(s) already at Marleigh Primary Academy or an application accompanying this one?	Yes / No
Sibling's Name(s):	Sibling's date(s) of birth:
Please complete this section where relevant:	
I have attached / sent any additional information requested	Yes / No
Data Protection: Anglian Learning will use the information you have provided in your application for a place at Marleigh Primary Academy in accordance with the General Data Protection Regulations 2018. Further information is available is available on the Trust's website at https://anglianlearning.org/gdpr-policies/	
Parental Declaration (MUST be completed):	
I confirm that I have read the guidance notes provided with this application form and the relevant information for admissions in the 2022/2023 academic year. I also confirm that the information I have given on this form is true and that I am a parent of this child as defined under section 576 of the Education Act 1996. (See note 4)	
Parent / Carer's signature:	Date:
Please return this form by e-mail to admissions@marleighprimary.org or send by registered post to Marleigh Primary Academy admission, C/o Anglian Learning Trust Office, Bottisham Village College, Lode Road, Bottisham, Cambridge CB25 9DL	

Appendix C

Form MPA AF 2

Please use this form if you wish to apply for a place in Years R - 6 at Marleigh Primary Academy at any time other than the start of the academic year September 2022.

Before you complete this application form, please read the following notes:

Note 1 – Contact us at admissions@marleighprimary.org or 01223 340340 if you have any queries about the places available, your application and any evidence we may require.

Note 2 - Applications will be considered in line with the Marleigh Primary Academy Admissions Policy for the academic year 2022/2023. See <https://anglianlearning.org/news-projects/marleigh-primary-academy/>

Note 3 – Child's current address/moving address

Please give your child's current address. If you are moving into the Marleigh development, we will consider your future address as part of your application. If you want your Marleigh address to be the one used to allocate a place, you **must** attach to your application evidence that you are legally committed to the move and the planned date for your move to the new address. This should be evidence of exchange of contracts, or a signed letting/tenancy agreement.

Note 4 – Definition of parent

For the purpose of education law, section 576 of the Education Act 1996 defines a 'parent' as:

- all natural (biological) parents, whether they are married or not
- any person who, although not a natural parent, has parental responsibility for a child or young person (this could be as a step-parent, guardian or other relative).
- any person who, although not a natural parent, has care of a child or young person.

Note 5 – Please complete a separate form for each child you are seeking a place for.

Form MPA AF 2

Please use this form if you wish to apply for a place in Years R - 6 at Marleigh Primary Academy at any time other than the start of the academic year September 2022.

Please print your responses in black ink

Child's details	
Child's legal last name:	
First name:	Middle name(s):
Child's date of birth: (DD/MM/YYYY)	
Does your child have an Education, Health and Care (EHC) plan?	Yes / No
Is the child in care (looked after child)? (See admissions policy)	Yes / No
Was your child previously in care?	Yes / No
Child's current address (see Note 3 above)	
Postcode:	
Applicant's details – parent / carer	
First name:	
Last name:	Relationship to child:
Telephone number(s):	
Email address:	
Address if different to the child's, including the postcode:	
Are you privately fostering this child?	Yes / No

Are you a UK Service / returning Crown Servant Family?	Yes / No
When would you like your child to start at Marleigh Primary Academy?	
Does the child this application for have a sibling(s) already at Marleigh Primary Academy or an application accompanying this one?	Yes / No
Sibling's Name(s):	Sibling's date(s) of birth:
Please complete this section where relevant:	
I have attached / sent any additional information requested	Yes / No
Data Protection: Anglian Learning will use the information you have provided in your application for a place at Marleigh Primary Academy in accordance with the General Data Protection Regulations 2018. Further information is available is available on the Trust's website at https://anglianlearning.org/gdpr-policies/	
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Parent / Carer's signature:	Date:
Please return this form by e-mail to admissions@marleighprimary.org or send by registered post to Marleigh Primary Academy admission, C/o Anglian Learning Trust Office, Bottisham Village College, Lode Road, Bottisham, Cambridge CB25 9DL	