



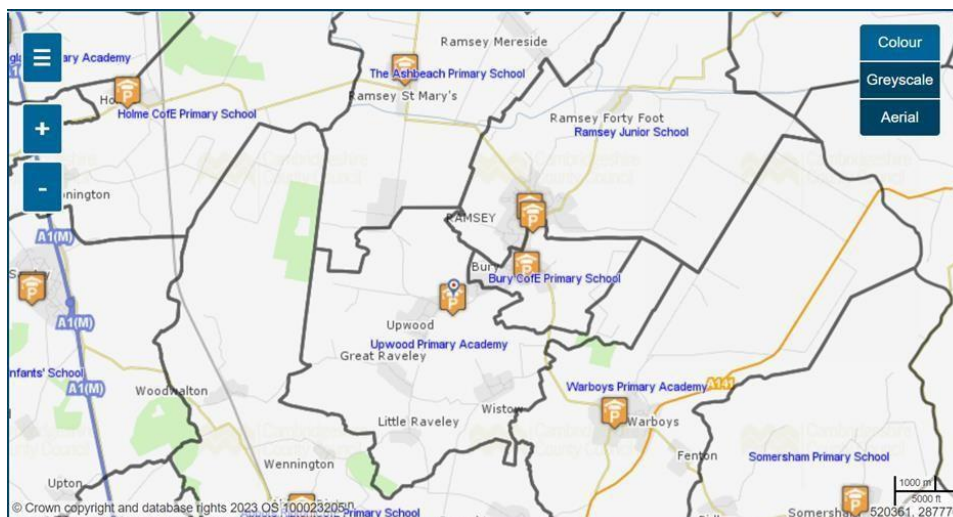
Upwood Primary
Academy

Policy:	Admissions Policy
Owner:	Miss L Clarke
Date of review:	November 2025
Date of next review:	November 2026

Admissions Policy

Through this policy we aim to set out clear procedures for admissions to Upwood Primary Academy so that the system is seen to be fair by prospective parents/carers and all others involved.

Upwood Primary Academy caters for children aged 4 – 11 (Foundation up to Year 6). The school's catchment area (see image below) serves the villages of Upwood, Wistow and The Raveleys. Other postcodes may also be covered but parents and carers should consult [My Cambridgeshire](#) to find out if their specific address falls within the Academy's catchment area.



Parents and carers are welcome to visit the school at one of our open events held during the Autumn term. These dates will be available on the Academy website at the beginning of each new academic year. Staff will provide a tour and an overview of the school and answer any questions you may have.

How to Apply

New Intake

The applications process for admissions into Foundation (initial year of entry) is co-ordinated by the Local Authority, which acts on behalf of the academy to offer places at the school. All parents/carers are advised to read the Local Authority booklet for parents on primary admissions, 'First Steps' (this can be found on Cambridgeshire County Council website), before making their application.

Parents are encouraged to apply online at **www.cambridgeshire.gov.uk/admissions** but may submit an offline Application Form instead, available from the Local Authority Admissions Team (0345 045 1370). You must apply by 15th January (the national closing date). Offer letters will be issued by the Local Authority on 17th April (the National Offer Date). Families should accept places formally online, but also notify the school where possible.

For admission into the Foundation class each year, the Local Authority, on behalf of the Academy, will offer up to 30 places. This is the Published Admission Number (PAN) for each year group. We cannot admit above our PAN unless a place is secured through appeal or there are very exceptional circumstances (see oversubscription criteria below).

Oversubscription Criteria

Each school has a Published Admissions 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 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.

If there are more applications to attend Upwood Primary Academy than there are places available, the following criteria will be applied in order to determine priority for places. All preferences are treated equally.

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 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 at the time of admission.
6. Children living outside the catchment area, who have been unable to gain a place in their catchment area school because of oversubscription.
7. Children who live outside the catchment area.

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. The distance from the school to the home address (which is the child's current permanent residential address and is the address of the parent with whom the child normally lives from Monday to Friday) is measured using the Local Authority's LLPG mapping system. If the distance to the last place to be offered is exactly the same as the next application, a lottery will be used to make the allocation.

Reserve/Waiting Lists - As part of the coordinated scheme for primary admission, the LA Admissions Team hold the initial reserve list on behalf of the Academy until the end of the autumn term in the initial year of intake. Parents will be contacted immediately 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.

Appeals - Parents/carers of children who are refused a place at Upwood Primary Academy have the right of appeal to an independent appeal panel at the Local Authority. The panel will consider the circumstances of the case put before them and the parents/carers must abide by the decision it makes. Parents should note that Foundation Year and Years 1 and 2 are covered by the Infant Class Size legislation that limits any class to a maximum of 30 pupils.

You can find out about the Cambridgeshire Appeals process at [School admission appeals - Cambridgeshire County Council](#)

Foundation Stage transition - Children start school at the beginning of the academic year in which they turn five. Settling children into Upwood Primary Academy life begins in the Summer term before they officially start school. This will involve classroom visits and a new intake meeting to give parents and children the opportunity to meet the class teacher and familiarise themselves with our setting, to enable a smooth transition. All our Foundation stage children start school on a full time basis from Day 1. This can be discussed with the class teacher on a case by case scenario.

All enquiries regarding admissions and transition, should be directed to our school office in the first instance:

01487 813510

office@upa.education

Late applications - You can still apply for a school place after the closing date. However, your application will not be dealt with in the first round of allocations where almost all school places will be allocated. You will receive an offer of a school place approx. 4 weeks later; however, it will be more difficult to allocate you a place at your preferred school(s) at this time.

Moving to a new house - If you move to a new house after the closing date for applications (15 January) you may be able to alter your application up until allocation. You will need to contact the LA. Proof of address will be required in the form of a mortgage offer or a rental agreement.

Starting school - On receipt of the offer of a school place you can choose to take up this place immediately, take up this place on a part-time basis until the beginning of the term after their 5th birthday, or defer your child's admission to the school until the beginning of the term after their 5th birthday, when they must legally start school.

If your child is 'summer born' and you prefer to delay admission to the following September, your child would normally be considered for admission into Year 1 rather than the Reception Year. In exceptional circumstances, summer born children may be admitted to school in a different year group. This is usually due to concerns in relation to a child's development. If you are considering requesting to delay your summer born child's admission to Reception Year to the following school year, please read the guidance provided by Cambridgeshire County Council (search for 'Delayed Admissions leaflet').

You need to make an application for a school place in the normal way and by the closing date of 15th January (as your request may not be agreed to). You should include a letter of request to delay entry into school (along with supporting evidence) sent to the LA School Admissions Team.

In-Year applications or transfers

If you are seeking a place outside the normal admissions round (Foundation Year) or you would like your child to change schools during the academic year, this is treated as an 'In-Year admission'. You will be asked to complete an In-Year application form. If you are considering moving your child from their current school, please contact the admissions team to discuss this before making your application.

Telephone: 0345 045 1370

Email: admissions@cambridgeshire.gov.uk

[Primary school admissions - September 2026 | Cambridgeshire County Council](#)