DLPT Admission Policy

2025-2026

Cambridgeshire Schools

Approved by:	Chief Executive Officer	**Date:** October 2024
Last reviewed on:	December 2025	
Next review due by:	December 2026	

Admissions Policy

The Board of Directors of The Diamond Learning Partnership Trust is the admission authority for the trust schools. This means that the board of directors will set and apply the admissions policy for all the schools. All policy decisions regarding the admission of children into school are made by the Board of Directors.

Applying for Admission to EYFS

Admissions for a place in EYFS (Reception class) is arranged by Cambridgeshire Local Authority (LA) which acts on behalf of the board of directors to offer these places in school. Parents/carers can apply online at www.cambridgeshire.gov.uk/admissions or fill out a Cambridgeshire application for available from their child's school or from the Admissions Team, no later than the national closing date. Offer letters will be issued by the LA on the national offer date or the first working day after. Any late applications (those after the national closing date) with be processed by the Admissions Team.

LA Admissions Team contact:
0345 045 1370
admissions@cambridgeshire.gov.uk

How places are offered

For admissions into EYFS (Reception class) in September, the LA on behalf of the Board of Directors, will offer places to up to PAN for each Trust School. This is the Published Admission Number (PAN) for that year group. In the event that more than PAN applications are received, the oversubscription criteria will be applied to determine priority for places. All preferences are treated equally.

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.

Oversubscription Criteria

1. Children in care, also Children Looked After (CLA), and children who were looked after but ceased to be so by reason of adoption, a resident order or special guardianship order.

2. 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;

3. Children who live in the catchment area with a sibling at the school at the time of admission;

4. Children who live in the catchment area who attend the primary schools within it

5. Children who live in the catchment area;

6. 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;

7. Children who live outside the catchment area who have a sibling at the school at the time

8. Children who live outside the catchment area who attend the primary schools within the catchment area;

9. 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 by shortest straight-line distance.

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 reference point 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, where other preferences are listed, 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.
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.

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

In year applications to any DLPT schools need to be made directly to the Trust. In Year Application forms are available on all schools' websites. Please note applications for school places will not be considered more than six teaching weeks before the place is required. The exception being to UK service personnel.

If a place is not available in the year group for which a student applies, the application will be refused and placed on a waiting list. The home LA will also be notified that we have been unable to offer a place. The student will be placed on a waiting list in the rank order of our oversubscription criteria, not in the date order by which they received. The child's details will remain on the waiting list until the end of the academic year. After this time if parents wish their child(ren) to remain on the list they

should contact the Trust. Please note names held on the waiting list will **not** be carried over to a new school year.
Parents should be aware that their child's place on a waiting list may change if an application is subsequently received that meets a higher criterion than their own.

Parents have the right to appeal the refusal for a place.

DLPT aim to notify a parent in writing within 10 school days with the result of their application.

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 In Year Admission to all Year Groups are arranged by The Diamond Learning Partnership Trust. Further information is available from the School's Admissions Team or the website.

Deferred Entry

- Request for admission outside the normal age group
- Request for summer-born child to enter a Reception class in September 2026

The Diamond Learning Partnership Trust (DLPT) believes that children should be educated within their correct chronological year group, with the curriculum differentiated as necessary to meet the needs of individual children, and that they should only be placed outside their normal age group in exceptional circumstances.

However, parents may apply for out-of-year admission, either in a higher or lower year group. This may be appropriate, for example, if the child is gifted and talented or has experienced problems such as ill health.

The parents of summer-born children can choose to delay their child's entry to school until the following year when the child reaches statutory school age and may request that their child be admitted to Reception rather than Year 1 at that time. The local authority will process your request for summer born children.

DLPT will process any applications for admission outside of the normal age group, please refer to our Request for Deferred Entry policy. The panel will respond to all applications within 20 working days.

In all cases requests will only be agreed to in exceptional circumstances.