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POLICY DOCUMENT	Admissions Arrangements
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Governor Committee	Full Governing Body
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Chair of Governing Body signature	
Publish on School Website	Yes
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Supporting documents if applicable	
Chair of Governing Body signature	
Date	



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Admissions Policy

The administration and management of admission arrangements to Cambridgeshire schools is dealt with by Cambridgeshire County Council. The reception admissions policy and criteria for each school, together with an application form, are available from the county council admissions team and must be returned to them, see link below [Primary school admissions - September 2026 | Cambridgeshire County Council](#)

The on-line facility is available at: [Apply for a school place - Cambridgeshire County Council](#)

Admissions For Townley Nursery Class

For admission to Townley Nursery Class please contact the school directly on 01354 638229.

The governors agree to accept the policy guidelines on admissions produced by Cambridgeshire County Council. The school will enroll pupils in the Nursery Class up to its agreed overall capacity, which is subject to infant class sizes and will not exceed statutory ratios during any session, nor breach health and safety for children currently on roll and annual admissions limit. We will follow the Oversubscription Criteria for Reception Classes if oversubscribed.

Admissions for Townley Enhanced Resource Base (ERB) – Dragonflies Class

Townley School will receive requests via Local Authority placement consultations, which are sent directly from the statutory assessment team.

School will only offer a placement to children with a Primary Need of SEMH, who are broadly working within age related expectations.

Before accepting the place, the school will meet with child and parents before deciding whether the placement would be suitable for all involved. This needs to take place within 15 working days from receiving the placement consultation.

If we feel they can meet the child's needs and suitable funding is in place the child will be offered the place.

If Townley School feel the placement is unsuitable the school will send back to admissions and SAT team with their reasons why the place is unsuitable.

Admissions Criteria for Reception at Friday Bridge Primary School and Townley School

The governors agree to accept the policy guidelines on admissions produced by Cambridgeshire County Council. The school will enroll pupils up to its agreed overall capacity and annual admissions limit.

Oversubscription Criteria for Community and Voluntary Controlled schools

Children who have an Education Health and Care Plan (EHCP) that names the school will be admitted Note -Those children with an 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 and 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.

2. Children living in the catchment area with a sibling at the school (or partner infant/junior school) at the time of admission;
3. Children living in the catchment area;
4. Children living outside the catchment area who have a sibling at the school (or partner infant/junior school) at the time of admission;
5. Children of members of staff, providing that they have been employed for a minimum of two years and/or are recruited to fill a vacant post for which there is a demonstrable skills shortage.
6. Children who live outside the catchment area, but nearest the school as measured by a straight line. 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

Joining the Schools in Reception Year

Please note there is **no** automatic transfer from Townley Nursery to Reception - **applications must be made in all cases** through the local authority.

Starting school is a very exciting and daunting time for you and your child. We, as a school, will work with parents individually to ensure it is both positive and rewarding.

Pupils are admitted to Fenland Schools Federation Reception Class in the September of the academic year in which they are 5. During the previous summer term, visits take place to support children to become familiar with the routines and environment of the school.

In-year applications (moving schools)

If you are moving into the area and would like a place at Townley School or Friday Bridge Primary School **You should always apply for a school place through the Local Authority's School Admissions Team** [**In-year admissions \(moving schools\) | Cambridgeshire County Council**](#)

The on-line facility is available at: [**Apply for a school place | Cambridgeshire County Council**](#)

Cambridgeshire County Council address and contact details

Post: School Admissions – ALC2605, PO Box 761 Huntingdon PE29 9QR
Customer Service Telephone Number : [0345 045 1370](tel:03450451370)

Email: admissions@cambridgeshire.gov.uk
www.cambridgeshire.gov.uk/admissions