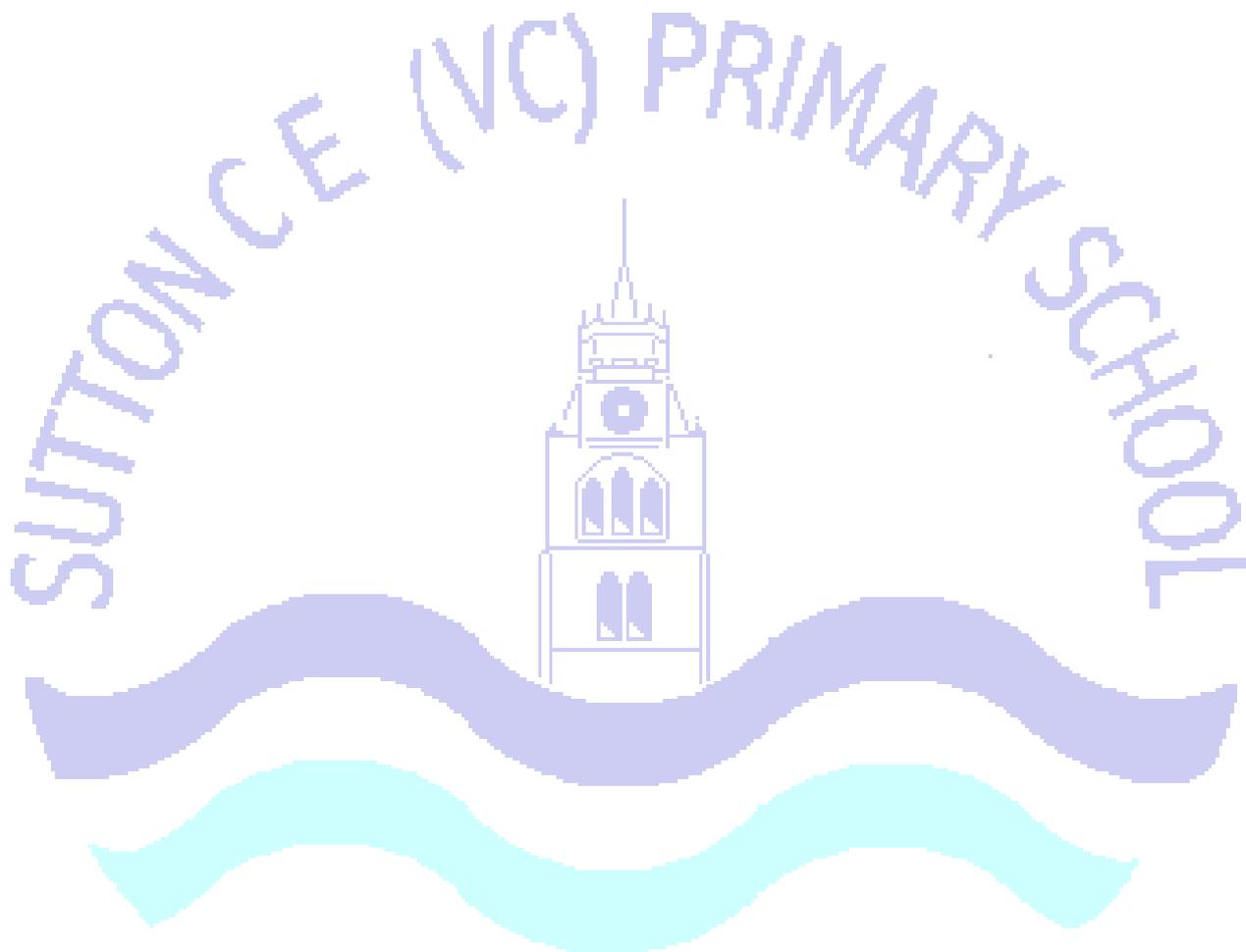




# Sutton CE (VC) Primary School

## Admissions Policy

March 2026



## SUTTON CE (VC) PRIMARY SCHOOL ADMISSIONS POLICY

### Introduction

As a voluntary controlled school, Sutton CE (VC) Primary School follows the Admissions Guidelines as outlined by the Local Authority (LA). Cambridgeshire Local Authority is responsible for setting the Admissions Policy and criteria for this school.

- The school has been established to serve the whole of Sutton. Priority for places will go to those children living in the school's catchment area. The Published Admission Number (PAN) for each year group is 45.
- Parents wishing to apply for a Reception place for their child can apply online at [www.cambridgeshire.gov.uk/admissions](http://www.cambridgeshire.gov.uk/admissions) or may contact the school for a copy of the Local Authority's admissions guide for parents, 'First Steps Admission to Primary School: A guide for parents'. The application form must be completed and return to the Local Authority's Admissions Team.
- Reception classes will be allocated on the basis of the PAN for the year group and the admissions criteria set by the LA. In the event of oversubscription, the following criteria will be used to determine priority for places:-
- For in-year transfers, parents will be required to contact the Admissions Team at Cambridgeshire County Council via [www.cambridgeshire.gov.uk/admissions](http://www.cambridgeshire.gov.uk/admissions) to request a transfer. The school is unable to confirm directly with parents if there is a space available, and all transfer details will be dealt with by the Admissions Team. The school will provide literature and a school tour where a child has not yet been accepted where requested. These can be arranged by contacting [office@sutton.cambs.sch.uk](mailto:office@sutton.cambs.sch.uk) or by telephone 01353 778351.

### Oversubscription Criteria for Community and Voluntary Controlled schools

1. 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.
2. Children in Care (CiC) and Children who were previously in care but ceased to be so by reason of adoption, a residence order (now known as a child arrangement order) or special guardianship order;
3. Children who appear to the Admission Authority to have been in state care (i.e. in the care of or 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.
4. Children living in the catchment area with a sibling at the school at the time of admission;
5. Children living in the catchment area;
6. Children living outside the catchment area who have a sibling at the school at the time of admission;
7. 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.
8. 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.

Further information about admissions can be found in the LA primary admissions guide for parents.