

admission to parkside

The Governing Body of Parkside Community College is the admission authority for the College. This means that it is the Governing Body that sets and applies the admissions policy for the College. All decisions regarding the admission of children into the College are made by a sub-committee of the Governing Body.

How to Apply

The application process for admissions into Year 7 is co-ordinated by Cambridgeshire LEA, which acts on behalf of the governing body to offer places at the College. Parents should submit a Common Application Form, available from their child's primary school or from the LEA Admissions Team, no later than 11th November 2005. Offer letters will be issued by the LEA on 1st March 2006. Late applications (those submitted between 12th November 2005 and 9th September 2006) will be handled by the Admissions Team.

To apply for a place after the start of term or in any other year group, please contact the LEA Admissions Team for an application form.

LEA Admissions Team Contact: Patsy Smith, Senior Admissions Officer, 01223 717391, patsy.smith@cambridgeshire.gov.uk

Parents wishing to visit the school prior to submitting an application are welcome to do so, though it may not always be possible to organise this at short notice. Visits are not interviews and do not affect any decision regarding the availability of a place. Please contact the school to make arrangements.

School Office Contact: Sarah Wright 01223 712600, office@parkside.cambs.sch.uk

How places are offered

For admission into Year 7 in September 2006, the LEA, on behalf of the Governing Body, will offer places to 120 children. This is the Published Admission Number (PAN) for that year group. In the event that more than 120 applications are received, the oversubscription criteria will be applied to determine priority for places. All preferences are treated equally, regardless of whether they are first, second or third preferences.



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Admissions Criteria

1. Children for whom this is the only school that can meet their long-term medical needs;
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 of admission;
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 according to the shortest available travel route.

In cases of equal merit, priority will go first to children who are Looked After, i.e are in Public Care, and then to children living nearest the school according to the shortest available, safe, walking route.

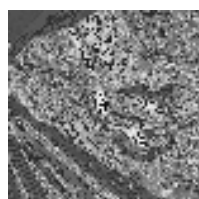
Children whose statement of special educational needs names the school take priority over all other applicants and will be admitted irrespective of whether there are places available in the year group

For Year 8 the PAN is also 120, but for years 9 – 11 the PAN is 121. If a place becomes available it will be offered to the child at the top of the reserve list for the year group or, if no reserve list exists, the place will be offered to the first child for whom an application is received.

Reserve Lists

When an application is refused, the child's details are automatically placed on a reserve list for the year group, ranked according to the oversubscription criteria. As part of the co-ordinated scheme for secondary admissions, the LEA Admissions Team holds the initial reserve list on behalf of the governing body until the end of the first week of the autumn term in the initial year of intake. The governing body then manages the reserve list until the end of the autumn term. Where mid-year applications are received, children's details will be held on the reserve list for a period of one term following the term of application.

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.



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Appeals

The parents 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's Governing Body and the Local Education 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 for the school are currently arranged by the Governing Body's Admissions Sub-Committee / LEA Admissions Team on behalf of the Governing Body. Further information and appeal forms are available from the Admissions Team.

