



Abbots Ripton Church of England Primary School

# Admissions Policy

**Written by: Claire Matthews**

**Date: September 2025**

**Review date: July 2026**

*Our church school creates a firm foundation where together, with God's help and with the help of others, we learn for life, achieve our best and grow in faith.*

## **Admissions Policy**

### **Agreed by the Governing Body September 2025**

Abbots Ripton CE Primary School is a Voluntary Aided Primary School fully funded by Cambridgeshire County Council. The governing body is the admission authority for the school but will work with Cambridgeshire County Council to ensure that the admission arrangements for the school comply with admissions legislation and support strategic place planning for the community served by the school.

If your child was born between 1 September 2021 and 31 August 2022, and you live in Cambridgeshire you need to apply for Reception for September 2026.

The [online application process](#) opens in November and closes in January. Parents are advised if they have been successful in securing a place in April. Please see [Cambridgeshire County Council Website](#) for dates and process information.

#### **Catchment Area**

The school's catchment area serves the villages of Abbots Ripton, Kings Ripton, Broughton, Wennington and Woodwalton.

#### **PAN (Pupil Admission Number)**

The PAN which has been determined for Abbots Ripton CE Primary School is 17. This is the number of pupils which can be accepted to the school at the point of entry for the school, ie. to Reception Year.

#### **Admission Criteria**

The school will admit all children with a statement of Special Educational Needs (statement), or Education Health and Care (EHC) Plan which names the school.

Following the admission of children with a statement or EHC Plan, when there are more applications than there are places available at the school the school will allocate places in accordance with the following over-subscription criteria:-

1. Children in State Care, also Looked After Children (LAC), and children who were previously looked after (PLAC) but ceased to be so by reason of adoption, a care arrangement order or special guardianship order.
2. 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.
3. Children living in the school's catchment area with a sibling (children living in the same home) at the school at the time of admission.
4. Children living in the catchment area who are applying on religious grounds (and whose application is supported by a completed Supplementary Information Form which is available below as Appendix A or electronically on our [school website](#)). The parents/guardians must be members of the church who practice in accordance with its normal discipline and normally at least monthly over a period of two years.

Within this criterion, priority will be given to applications in the following order:

- a. Applications from regular worshippers (as defined above) of those parish churches directly linked to the school:

St Andrews - Abbots Ripton with Wood Walton;  
St Peters - Kings Ripton;  
Church of All Saints – Broughton.

- b. Applications from regular worshippers (as defined above) of any other Christian Church within the catchment.

5. Children living in the catchment area.



6. Children living outside the catchment area with a sibling (children living in the same home) at the school at the time of admission.
7. Children living outside the catchment area who are applying on religious grounds (and whose application is supported by a completed Supplementary Information Form which is available below as Appendix A or electronically on our [school website](#)). The parents/guardians must be members of the church who practice in accordance with its normal discipline and normally at least monthly over a period of two years.

Within this criterion, priority will be given to applications in the following order:

- a. Applications from regular worshippers (as defined above) of those parish churches directly linked to the school:
  - St Andrews - Abbots Ripton with Wood Walton;
  - St Peters - Kings Ripton;
  - Church of All Saints – Broughton.

- b. Applications from regular worshippers (as defined above) of any other Christian Church

8. Children living outside the catchment area.

**We will use shortest distance from the school to the home address in the event of a tie-break.**

Where parents/carers are unsuccessful in securing a place at our school, please click [here](#) for information and guidance on the Appeals process.

#### **Admission Contacts**

[Cambridgeshire County Council - Admissions Department](#) or phone 0345 0451370.

Our school contact is Miss Helen Sharp in the school office. She can be contacted by telephone on 01487 773318 or by email at [office@abbotsripton.cambs.sch.uk](mailto:office@abbotsripton.cambs.sch.uk)

#### **September Reception Year Intake**

Please refer to the [Cambridgeshire County Council School Admissions website](#) for detailed information on the application process.

#### **In Year Applications**

Please refer to the [Cambridgeshire County Council School Admissions website](#) for detailed information on the transfer process including an application form.

# Abbots Ripton CE Primary School



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## SUPPLEMENTARY INFORMATION FORM FOR ADMISSIONS APPLICATIONS ON RELIGIOUS GROUNDS

Abbots Ripton CE Primary School is a Voluntary Aided Primary School, which is fully funded by Cambridgeshire County Council. The governing body is the admissions authority for the school but will work with Cambridgeshire County Council to ensure that the admission arrangements for the school comply with admissions legislation and support strategic place planning for the community served by the school.

Child's full name	
Name of parent / guardian	
Full postal address (main place of residence)	
Telephone number	
E-mail address	

All parents of children applying for a place at Abbots Ripton CE Primary School on religious grounds as per oversubscription criteria 3 and 6, must complete and return this Supplementary Information Form directly to the school. It must be counter-signed by the relevant Priest-in-charge, Minister or Religious Leader of the Christian church attended to confirm frequency and duration of church attendance.

The Governing Body strongly recommends that all parents read the school's admissions policy, which is available on request from the school and can be found on the school website.

Within each of these two oversubscription criterions, priority will be given to applications in the following order:

- i. Applications from regular worshippers of those parish churches directly linked to the school, with at least monthly attendance for a period of two years:  
 St Andrews - Abbots Ripton with Wood Walton;  
 St Peters - Kings Ripton;  
 Church of All Saints – Broughton.
- ii. Applications from regular worshippers (as defined above) of any other Christian Church.

**I confirm that I wish my child to attend Abbots Ripton CE Primary School due to its Christian character.**

Signed: \_\_\_\_\_

Date \_\_\_\_\_

Print name \_\_\_\_\_

Relationship to child \_\_\_\_\_

**We shall use shortest distance from the school to the home address in the event of a tie-break.**

**To be completed by the religious leader of the church or, in the case of a clergy vacancy, the church warden, an elder of the church or church secretary. Please see notes below.**

Name of church attended	
Name & role of person completing this form	
Address	
Telephone number	
E-mail address	

**Frequency of church attendance** – please tick or circle most appropriate

Monthly

Less frequently than monthly / major festivals

**Duration of church attendance** – please tick or circle most appropriate

More than two years

Less than two years

I confirm that the child named overleaf has attended for the frequency and duration indicated above and is known to me as a worshipping member of the church.

Signed: \_\_\_\_\_

Date \_\_\_\_\_

Print name \_\_\_\_\_

**Notes for completion of this form**

We ask that applicants for church priority places have been affiliated with their church for a period of at least two years. Applicants new to the area would therefore need to provide additional evidence from a previous church or churches.

To accommodate patterns of work and family relationships, account should be taken of involvement in week-day worship, or other forms of collective worship offered by the church, including family services, church parade etc.

The frequency and duration of attendance should be considered for the child for whom the application has been made, alongside at least one adult carer. This may be one or both parents / guardians or a grandparent. There is, however, an expectation that the child attends church in some capacity and is known to the person completing this form.

In the event that during the period specified for attendance at worship the church or, in relation to those of other faiths, relevant place of worship has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or in relation to those of other faiths, relevant place of worship or alternative premises have been available for public worship.