



Coleridge Community College
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Coleridge Community College
PROPOSED
Admissions Policy 2027 – 2028



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Introductory statement

Coleridge Community College is an 11-16 school in Cambridge. The school is a co-educational secondary academy and is part of United Learning¹.

Coleridge Community College seeks to bring out 'The best in everyone'. The school serves all children in the local community. All children will be admitted without reference to ability or aptitude. There are no faith criteria as part of the admissions policy. Children from families of all faiths, or none, are very welcome.

Admission number

The school has an admission number of 120 for entry in Year 7 in September 2027.

The school will accordingly admit this number of pupils if there are sufficient applications.

Where fewer applicants than the published admission number for the relevant year group are received, places will be offered at the school to all those who have applied.

Responsibility for Admissions

United Learning is the overarching Admissions Authority for all schools within the Trust. Through the Trust's governance structures, responsibility for Admissions at Coleridge Community College rests with the Academy's Local Governing Body, which has established an Admissions Committee to oversee admissions and to ensure they are conducted in line with the [School Admissions Code 2021](#), and the [School Admissions Appeal Code 2022](#).

¹ United Learning is a multi-academy trust. For more information about the trust visit www.unitedlearning.org.uk



How to Apply

Application process for entry into Year 7

The application process for admission into Year 7 is coordinated by Cambridgeshire County Council, on behalf of the college.

Parents should apply online at www.cambridgeshire.gov.uk/admissions or submit a Cambridgeshire Application Form, available from their child's primary school or from the County Council's Admission's Team. You can contact the Admissions Team at the County Council through the Contact Us Feature on their website or via the email address given below.

All applications must be received no later than the national closing date on 31st of October in order to receive an offer on national offer day. Applications received after the 31st of October will be processed in accordance with dates published on the County Council's website.

Offer letters will be issued by the County Council on the National Offer Date (1st March or the first working day after).

Cambridgeshire County Council's School Admissions Team Contact Details

- Website: www.cambridgeshire.gov.uk/admissions
- Telephone: 0345 045 1370
- Email: admissions@cambridgeshire.gov.uk

Oversubscription criteria

When Coleridge Community College is oversubscribed, after the admission of pupils with an Education, Health and Care Plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order²:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order, including children who appear (to the trust) to have been in state care outside of England and ceased to be in state care as a result of being adopted. See note A.
2. Children of Staff who worked at the academy for over 2 years and / or have been recruited to fill a skills-shortage area. See note B.
3. Children who live in the catchment area, who have a sibling at college at the time of admission. See note, C and D.
4. Children who live in the catchment area. See notes C .

² Please also refer to the Notes section



5. Children who have a sibling at the college at the time of admission. See note D.
6. Children who attend a Feeder Primary School. See note F.
7. All other children, prioritising those who live nearest the College, as described below.

Tie-break

In the event that two or more applicants are tied for the final place, and the distance from home to school is identical (as measured by the agreed method – see below), the place will be allocated using a random allocation process. This process will be independently supervised to ensure fairness and transparency.

Distance is calculated for Year 7 entry between the child's permanent home address (see Note C) and the school measured in a straight line using reference points determined by the Ordnance Survey (OS) Address Base Premium³. These distances are produced by the County Council's Admissions team for the school. For families who live outside the area covered by the Cambridgeshire mapping system ([My Cambridgeshire](#)), distances are determined using a combination of local maps and online resources.

Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. When considering twins, triplets or other multiple births places, where the final place available was offered to a twin, triplet or multiple birth, a place will be offered above the published admission number to the other twin, triplet or multiple birth children whose twin, triplet or multiple birth was offered a place within the admission number.

Distance is calculated slightly differently for in-year admissions as these are managed directly by the school. For in-year admissions, the Cambridgeshire mapping system ([My Cambridgeshire](#)) is used which calculates the catchment area and distances are calculated using Applicaa and combination of local maps.

Late applications

All applications received after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

Admission of children outside of their normal age group

Parents may request that their child is admitted outside their normal age group, either due to being summer born or for any other reason specific to the child's circumstances, such as ill-health.

³ This is a software system managed by Cambridgeshire County Council



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To apply for admission outside of the normal age group, parents should include a request with their application, specifying why admission out of normal year group is being requested. When such a request is made, the Admissions Committee of the Academy will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Principal and any supporting evidence provided by the parent. When informing a parent of their decision on the year group the child should be admitted to, the Admissions Committee will set out clearly the reasons for their decision.

Summer Born Children Parents applying for a place for summer born children who are already educated out of their normal age group, need to contact the school Col-admissions@coleridgecc.org.uk at the beginning of year 5 if they want this to continue, and before the normal admissions round closes on 31 October. The school will respond as soon as possible and before secondary national offer day, in line with DFE guidance: [Guidance on handling admission requests for summer born children - GOV.UK](#)

Where the Academy agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group as part of the main admissions round (Year 7) the local authority and Academy will process the application as though it were any other application made as part of the main admissions round, and the same oversubscription criteria shall apply. Where the application falls outside the main admission round, then the in-year admission process shall apply (see below).

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the Academy, but it is not in their preferred age group.

Waiting lists – Year 7

As part of the co-ordinated scheme for secondary admissions, Cambridgeshire County Council will hold an initial waiting list on behalf of Coleridge Community College. This is then passed to the school to manage at the start of the new academic year. A child's name will be automatically added to the waiting list if their application is unsuccessful until 31st December 2026. From 1 January, if a place is still wanted at the school, the parent would need to reapply for a place as an in-year admission (please refer to In Year Admission information below).

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

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.



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In Year Admissions: Arrangements for Admitting Pupils outside of the normal admissions round

Applications outside of the normal admissions round are known as in-year admissions. Coleridge Community College administers its own In Year Applications process.

To apply for a place after the start of term or in any other year group, please contact the school or visit the school's website:

- [Coleridge Community College > ABOUT US > Admissions](#)
- Coleridge Community College Contact: 01223 712300
- Col-admissions@coleridgecc.org.uk

If the year group applied for has a place available, the child will be admitted unless there are reasonable reason(s) not to admit in accordance with Schools Admissions Code. In such instances, admission may be refused and the child referred to the Fair Access Protocol managed by the County Council.

If more applications are received than there are places available, the oversubscription criteria outlined above shall apply. Parents/carers whose application is turned down are entitled to appeal (see below). The Cambridgeshire mapping system ([My Cambridgeshire](#)) is used to calculate the catchment area and distances are calculated using Applica and combination of local maps.

Applications can be received at any time however; the school will not process in-year applications until **six weeks** before the intended start date. We will write to you within 15 school days, to notify you of the outcome of the application.

When an offer of a school place is made by Coleridge Community Colleges Admissions Committee, it is offered on the strength of the information provided on the application form and should any information come to light which reveals false or misleading information or that important information relevant to the application was withheld, the offer may be reversed.

Once a place has been offered, the College will ask you for additional pieces of information, including proof of age/ date of birth (see note C&G) and proof of home address (if the school is full). This is to help prevent against fraudulent admissions whilst also enabling us to ensure the child is added on to our systems as quickly as possible. Failure to provide proof of a child's date of birth (e.g. short birth certificate or passport) may result in the withdrawal of any offer made.

Where an offer is made following an in-year application, and the offer is accepted, arrangements will be made for the child to start school as soon as possible.



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Where an offer is made, the applicant has five school days to accept the offer. Where the offer is not accepted by the applicant in writing within this timeframe, Coleridge Community College's Admissions Committee reserve the right to withdraw the offer. If your child is offered a school place, they must start within 6 school weeks of the offer, or the offer will be withdrawn.

Waiting lists – In Year Admissions

Where an in-year application is received but a place is not available in that year group, the child's details will be held on a waiting list until the end of the academic year. Parents wishing to remain on the list for the start of the next academic year will need to re-apply. Names held on the waiting list will not automatically be carried over to a new school year.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Parents will be contacted if a place becomes available for their child, but 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.

Parental Disputes

Where more than one individual holds parental responsibility for a child, it is expected that all parties will reach agreement on school preferences prior to submitting an application.

The person submitting the application must confirm that:

- They have parental responsibility for the child.
- The application has the consent of all individuals with parental responsibility, or
- They hold a relevant court order authorising them to make the application independently.

If the school or local authority becomes aware of a dispute—for example, if conflicting applications are received or a challenge is raised by another parent—the application may be put on hold while the following steps are taken:

- **Verification of Parental Responsibility:** Parents may be asked to provide documentation (e.g. birth certificate, court order).
- **Court Orders:** If a court order exists, the school will act in accordance with its terms.
- **No Agreement or Court Order:** If both parents have parental responsibility and no agreement or court order is in place, the application will not be processed until:
 - Written agreement is received from all parties, or



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- A court order is provided.

If a place has already been allocated based on an application later found to be disputed or misleading, the offer may be withdrawn in accordance with the School Admissions Code.

The school and admissions team cannot mediate or take sides in parental disputes. Parents are advised to seek legal advice or mediation to resolve disagreements.

Appeals

The parents of any child who is refused a place at the school has a right of appeal to an independent Appeals Panel constituted and operated in accordance with the School Admission Appeals Code published by the Department for Education.

The panel consists of three people who are independent of the school, the school's Governing Body and the County Council. The panel will consider the circumstances of the case put before them. Both the College and the parents must abide by the decision it makes.

All appeals in relation admissions are arranged by Cambridgeshire County Council's Admissions Team on behalf of the College. Further information and appeal forms are available from the Admissions Team [School admission appeals | Cambridgeshire County Council](#).

If parents decide to appeal, they will receive an advance notice of the hearing date. They will be invited to attend the appeal. The hearing will be conducted as informally as possible, and there will be an opportunity for parents to put forward their case and ask questions. If the appeal is refused, a further appeal for admission in the same academic year will not be considered unless there is a significant material change in circumstances of the parent or child.

Fair Access Protocol (FAP)

Coleridge Community College participates in the In-Year Fair Access Protocol managed by Cambridgeshire County Council in order to minimize the number of students who are at risk of underachievement by being out of school. This is reviewed by the local Admissions Forum on a regular basis.



Notes:

A. Looked After Child:

“Looked After Child” means any child who is in the care of a Local Authority in accordance with Section 22 (1) of the Children Act 1989. A child who was “previously a Looked After Child” means a child who after being Looked After became subject to an Adoption Order under the Adoption Act 1976 or under Section 46 of the Adoption and Children Act 2002, a Residence Order or Child Arrangement Order under Section 8 of the Children Act 1989 or Special Guardianship Order under Section 14A of the Children Act 1989. Applicants can be asked to provide additional evidence in order to verify the previously looked after status of a child. It is at the discretion of the Academy Trust what evidence is required. The final decision will be made by the Academy Trust. If any information supplied by an applicant is judged by the Academy Trust to be fraudulent or intentionally misleading, the Academy Trust may refuse to offer a place, or if already offered, may withdraw the offer.

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation, or any other provider of care whose sole purpose is to benefit society. Applicants can be asked to provide additional evidence in order to verify the previously looked after status of a child. It is at the discretion of the Academy Trust what evidence is required. The final decision will be made by the Academy Trust. If any information supplied by an applicant is judged by the Academy Trust to be fraudulent or intentionally misleading, the Academy Trust may refuse to offer a place, or if already offered, may withdraw the offer.

B: Children of Staff:

To ensure the highest quality of teaching staff, priority will be given to children of staff where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage or where the member of staff has been employed at the Academy for two or more years at the time at which the application for admission to the Academy is made.

C: Home address:

For the purpose of admissions, a child’s normal residence is a residential property that is owned or rented by the child’s parent(s) and where they live together with the child. The home address or normal residence is where a child normally lives.

Where a child lives with a parent with shared responsibility for part of a week or month, the address where the child lives will be determined by confirmation of the registered address from which the child in question is registered with a doctor. If this is not applicable, then residence at which the parent with whom the child spends the greater proportion of the school week from Sunday evening to Thursday evening lives will be taken as the home address.

For the purpose of admissions, proof of address would need to be from the following list:

- Council tax bill.



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- A rental agreement for a minimum of six school weeks signed and dated by both the tenant and the landlord.
- A letter from your Solicitor confirming exchange of contracts on the new property you are purchasing stating the full postal address. Preferably with a completion date.
- If you are moving in with a friend or relative we will need a letter from the friend/relative confirming that you are coming to stay with them (mentioning you all by full name) and we will also need to see a recent utility bill for the friend/relative dated within the last three months.
- Current Gas/ Electricity or water bill
- Tied/Work Accommodation with letter from employer

We will withdraw school places which have been gained using false information or documentation.

D Sibling:

For the purposes of admission, the definition of a sibling is as follows: children aged between 11 and 16, living in the same family household (for the majority of the school week), who have a sibling on the roll of the school at the time of application and admission to the school. Sibling includes brother or sister, half brother or sister, legally adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address.



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E Catchment Area:

The College's catchment area is shown in the map below.





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F Feeder Primary Schools

For the purpose of admissions, the following Primary Schools are classified as Feeder Primary Schools for Coleridge Community College due to the commonality of the catchment area:

- The Galfrid School, Galfrid Road, Cambridge, CB5 8ND
- St Philip's CofE Aided Primary School, 2 Vinery Way, Cambridge, CB1 3DR
- Ridgefield Primary School, Radegund Road, Cambridge, CB1 3RJ
- Morley Memorial Primary School, Blinco Grove, Cambridge, CB1 7TX
- Marleigh Primary School, Marleigh Avenue, Cambridge, CB5 8BG

G Age:

For the purpose of admissions, proof of date of birth would need to be a valid passport, birth certificate (short form) or a doctor letter showing date of birth.