



Parkside Community College
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Parkside Community College

Admissions Policy 2025 - 2026



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How to Apply

The application process for admission into Year 7 is coordinated by Cambridgeshire Local Authority (LA), 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 LA Admissions Team, no later than the national closing date on 31st October. Offer letters will be issued by the LA on the National Offer Date (1st March or the first working day after). Late applications (those submitted after the national closing date) will be handled by the Admissions Team.

The college will comply with the provisions within the Schools Admissions Code and the School Appeals Code, which are available at:

<https://www.gov.uk/government/publications/school-admissions-code--2>

<https://www.gov.uk/government/publications/school-admissions-appeals-code>

LA Admissions Team Contact

0345 045 1370 admissions@cambridgeshire.gov.uk

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:

[Parkside Community College > KEY INFORMATION > Applying for a Place \(parksidecc.org.uk\)](http://parksidecc.org.uk)

Parkside Community College Contact:

01223 650393

pks-admissions@parksidecc.org.uk

How places are offered

For admission into Year 7 for September 2023, the LA, on behalf of the college, 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.

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. Those children with a statement of special educational needs that does not name the school will be referred to Student Assessment to determine an appropriate place.



Oversubscription Criteria for Parkside

1. Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.¹
2. Children who live in the catchment area, who have a sibling² at college at the time of admission;
3. Children who live in the catchment area;
4. Children who have a sibling at the college at the time of admission
5. Children who attend a primary school within the catchment area
6. Children who live nearest the college by the shortest straight line distance by measuring a straight line from the reference point of the home³ to the main pupil entrance to the secondary school

In cases of equal merit, priority will go to children living nearest the school according to the shortest straight-line distance. The distance, for admissions purposes, is measured using the straight line distance from the reference point of the home to the reference point of the school both as determined by the Ordnance Survey(OS) AddressBase Premium™. These distances are produced by the LA Admissions team for the school. For families who live outside the area covered by the Cambridgeshire mapping system, distances are determined using a combination of local maps and online resources.

How to apply for places in all other year groups, or Year 7 after the beginning of the Academic Year

Parkside Community College administers its own In Year Applications process. An application form must be completed and returned to the school. This form can be obtained from the school's website:

[Parkside Community College > KEY INFORMATION > Applying for a Place \(parksidecc.org.uk\)](https://parksidecc.org.uk)

Where the school is unable to meet the preference expressed the application form will, where other preferences are listed, be forwarded to the LA Admissions team to process.

In the event of oversubscription the criteria set out above will be applied and places offered in accordance with those criteria. In cases of equal merit, priority will go to children living nearest the school according to the shortest straight-line distance. In the event of a tie break, a random allocation will be used. This will be carried out by an independent panel. Eligible names will be placed in a hat, one name will be drawn from the hat and the place will be offered to that person.

¹ Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). All references to previously looked after children in the Code mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

² This includes step siblings, foster siblings, adopted siblings and other children living permanently at the same address



³ Home address means the place the child resides for the majority of school nights with an adult who has parental responsibility



The College's Admissions Team uses the My Cambridgeshire online mapping system, and the online resource FreeMapTools.com.

Parents wishing to visit the school prior to submitting an application are welcome to do so. However, this is not always possible to organise at short notice and visits are usually conducted in small groups. Visits are not interviews and do not affect any decision regarding the availability of a place.

Reserve Lists Year 7

As part of the co-ordinated scheme for secondary admissions, the LA Admissions Team holds the initial reserve list on behalf of Parkside Community College. This is then passed to the school to manage at the start of the new academic year.

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.

In Year applications:

Where an in-year application is received, the child's details will be held on a reserve list by the school for a period of two terms which will include the term of application. Parents wishing to remain on the list should contact the school.

Please note names held on the reserve list will not be carried over to a new school year.

Applications will be ordered on the list according to the over-subscription criteria and when places become available, they will be offered accordingly. Parents should be aware that their place on the waiting list may vary if applications are subsequently received which meet a criterion higher on the list than their own.

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, the school's Governing Body and the Local Authority. 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.

Appeals in relation to co-ordinated admission to Year 7 are currently arranged by the LA Admissions Team on behalf of the college. Further information and appeal forms are available from the Admissions Team.

Appeals in relation to In Year admissions to all year groups are arranged by Parkside Community College using a company independent of the college. Further information is available on the college website:

[Parkside Community College > KEY INFORMATION > Applying for a Place \(parksidecc.org.uk\)](https://parksidecc.org.uk)



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