



## Petersfield Church of England (A) Primary School

### Admissions

Petersfield Church of England Aided School is a Primary school of approximately 110 pupils from Reception to Year 6. Our Pupil Admission number (PAN) is 30 per year group making a total capacity of 210 pupils. Our cohorts vary in size each year so some year groups are approaching our maximum Pupil Admission Number whilst others are not.

All admission decisions, including children from outside the catchment area and in year admissions, are made following consultation with the Schools Admissions Department at Shire Hall, Cambridge. Our youngest pupils are admitted to Petersfield at the start of the academic year in which they turn 5 years old. Further advice can be found in the Cambridgeshire Admissions document.

Admission forms can be obtained from the school office, by calling the admissions office on 01223 699200/699662 or online at:



[Cambridgeshire County Council's Primary School Admissions Page](#)

The Application Deadline for last year was 15 January 2019. As soon as Cambridgeshire admissions information for 2019-20 is available, we will publish it on the school website.

Cambridgeshire County Council manages the school admissions process for children who live within, or are moving into Cambridgeshire, for all maintained schools, including academies.



### [First Steps Admission to Primary School](#)

The document 'First Steps Admission to Primary School' will give you information about:

- How to decide which school/s you would like to apply for
- How to make your application for a primary school place
- How places are offered if there are more applications than places available
- What will happen if it is not possible to offer your child a place at school



### [Starting Primary School](#)

The document 'Starting Primary School' explains how to apply for a primary school place if your child lives in Cambridgeshire.

The Local Authority (LA) is responsible for co-ordinating the annual statutory consultation on admissions and for determining admission arrangements for community and voluntary controlled schools.

## Admissions to Reception

We stagger the entry of our Reception pupils in Reception over several weeks as we believe it is beneficial to the children's emotional and academic progress. As we understand that all our pupils have differing needs and take differing amounts of time to settle, we work hard to ensure the provision is appropriate for all pupils by:

- holding an open afternoon to enable prospective parents to visit the school in the Autumn term
- hosting "Stay and Play" after school sessions in the Autumn term for prospective parents and pupils
- welcoming prospective parents and pupils into our school for visits
- building on our strong links with our neighbouring preschools
- writing to new parents following their acceptance of the offered place with details of our transition arrangements
- welcoming new parents into school in June for an informative Open Evening where parents visit the classroom and meet the Headteachers and other key staff members
- arranging visits for new reception pupils in the Summer term.
- inviting new pupils and parents to events such as the production, summer fayre and sports day
- writing to new pupils over the summer holidays
- visiting reception children in their own homes during the Summer term.

## **Admissions at Other Times**

We regularly welcome pupils into our school in other year groups and at other times of the year. We encourage a visit to the school at an early stage and the admissions form must be completed and returned to Cambridgeshire's Admissions Department. Staff and pupils and parents work together to ensure all new pupils and parents settle quickly by:

- welcoming pupils and families into school
- working closely with new pupils and their families to ensure their needs are met
- buddying new pupils with experienced pupils
- providing TA support to ensure that transition.
- Our Supporting Transition Booklet, written by our pupils

For more information, please read our admissions policy, available on our school website.



Or speak to a member of the Office staff who will be happy to help.

# **Admissions**

**Welcome to  
Petersfield Church of England (A)  
Primary School**  
Hurdleditch Road,  
Orwell  
SG8 5QG

Tel: 01223 207382

[office@petersfield.cambs.sch.uk](mailto:office@petersfield.cambs.sch.uk)  
[www.petersfield.cambs.sch.uk](http://www.petersfield.cambs.sch.uk)

## **Co-Headteachers**

Mrs Laura Penrose  
Mrs Rachel Peachey

## **Early Year Foundation Stage Leader**

Mrs Rachel Peachey

**Please take a leaflet.**

**Working together both to safeguard and to enable all our children to reach their full potential.**

If you are unsure about anything or have any questions or concerns during your visit, please inform a member of staff immediately or let the school office know.

Sept 2020