

# Cambridge Academy for Science and Technology (CAST)

## PROPOSED

## Admissions Policy 2028 – 2029

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### Introduction

Cambridge Academy for Science and Technology (CAST) is a University Technical College (UTC) for students aged 13 to 18 years.

CAST offers a specialist STEM (Science, Technology, Engineering and Mathematics) curriculum designed to prepare students for further study, apprenticeships and careers in science, healthcare, technology, engineering, computing and related industries.

CAST welcomes applications from all students who have an interest in STEM-related subjects and future career pathways. Admission to Year 9 is non-selective and no aptitude assessment, interview or test forms part of the admissions process.

Prospective students and parents/carers should be aware that, due to the specialist nature of the curriculum, CAST does not offer the full range of subjects typically available in mainstream secondary schools, including some modern foreign languages and creative arts subjects.

CAST serves the Cambridge sub-region, including Cambridgeshire, Bedfordshire, North-West Essex, West Suffolk and East Hertfordshire

CAST will act in accordance with the School Admissions Code and the School Admission Appeals Code.

The Academy will publish information about admissions arrangements, oversubscription criteria, open events and Sixth Form entry requirements on its website.

### Principal: Danielle Pacey

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## Published Admission Numbers

The Published Admission Number (PAN) for entry into Year 9 is 112 students.

The Academy will admit at least 30 external applicants into Year 12, who meet the published entry requirements for their chosen programme of study. Additional external applicants may be admitted where places remain available.

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## How to Apply for a Place in Year 9

To apply for a place at Cambridge Academy for Science and Technology (CAST), please see the information available on the Academy website.

CAST Admissions Team Contact Details:

Email: [cast-admissions@cambridgeast.org.uk](mailto:cast-admissions@cambridgeast.org.uk)

Applications from students with an Education, Health and Care Plan (EHCP) are managed through the relevant Local Authority Special Educational Needs and Disabilities (SEND) Team. Parents/carers seeking a place through an EHCP should contact their Local Authority caseworker and should not complete the Academy's standard Year 9 application process.

Where Cambridge Academy for Science and Technology is named in a student's final Education, Health and Care Plan, the student will be admitted in accordance with the relevant statutory processes. These admissions may reduce the number of places available for other applicants.

Where the number of applications exceeds the number of places available, all applications will be considered against the oversubscription criteria set out below and places will be allocated in priority order.

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## Oversubscription Criteria

Where the number of applications exceeds the number of places available, applications will be ranked in the following order of priority:

### 1. Looked After and Previously Looked After Children

Children who are looked after by a Local Authority; children who were previously looked after and ceased to be so because they were adopted, became subject to a Child Arrangements Order or Special Guardianship Order; and children who appear to the admission authority to have been in state care outside England and ceased to be in state care as a result of adoption.

### 2. Siblings

Children who have a sibling attending the Academy at the time of application and who will remain on roll at the Academy on the proposed date of admission.

For the purposes of admission, a sibling is defined as a child aged between 13 and 18 living in the same family household for the majority of the school week who has a sibling on roll at the Academy at both the time of application and admission. (SEE NOTE D)

### 3. Children of Staff

Children of staff employed at the Academy where the member of staff has been employed at the Academy for at least one year at the time the application is made, or where the member of staff has been recruited to fill a vacant post for which there is a demonstrable skills shortage.

### 4. Distance

Children living closest to the Academy.

Distance will be measured by straight-line distance from the child's permanent home address to the main student entrance of the Academy. Distances are calculated using the Applica admissions system in conjunction with local mapping tools.

For admission purposes, the permanent home address at the published closing date for applications will be used.

Where a child lives with parents or carers at more than one address, the address used will normally be the one at which the child resides for the majority of the school week.

The Academy reserves the right to request documentary evidence to verify a child's permanent home address and residency arrangements.

The Academy reserves the right to request documentary evidence in support of any application. Where information provided is found to be inaccurate, misleading or fraudulent, or where relevant information has been withheld, the Academy reserves the right to withdraw any offer of a place where permitted under the School Admissions Code.

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## Tie-Break

Where there are more applications than places available within a particular oversubscription criterion and applicants are tied by distance, a random allocation process will be used to determine priority.

The process will be independently supervised to ensure fairness and transparency.

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## Late Applications

Applications received after the published closing date/s will be treated as late applications.

Late applications will be processed after applications received by the published closing date/s. All late applications will be considered in accordance with the oversubscription criteria contained within this policy. Places will be offered in priority order based on the applicant's position against the oversubscription criteria.

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## Waiting Lists Year 9 Applicants

Where applications exceed the number of places available, the Academy will maintain a waiting list until 31 December of the admission year. Children's positions on the waiting list will be determined solely in accordance with the oversubscription criteria and not by the date on which they were added to the list. Parents should be aware that their child's position may change if further applications are received which have a higher priority under the oversubscription criteria. The waiting list will cease to operate on 31 December of the admission year. Parents wishing their child to continue to be considered for a place after this date will need to make an in-year application, as names will not automatically be carried forward.

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## How to Apply for a Place in the Sixth Form

The Academy operates a Sixth Form with a capacity of 100 students in each of Years 12 and 13. Admission to the Sixth Form is conditional upon applicants meeting the published academic entry requirements for their chosen programme of study. The Academy will admit a minimum of 30 external applicants into Year 12 who meet those requirements. Additional external applicants may be admitted where places remain available.

Details of the Sixth Form curriculum, entry requirements, application process and key dates are published annually on the Academy website and can be found in the Sixth Form section of the Cambridge Academy for Science and Technology [Sixth Form | CAST](#)

Applications from students with an Education, Health and Care Plan (EHCP) are managed through the relevant Local Authority SEND Team. Where Cambridge Academy for Science and Technology is named in a student's final Education, Health and Care Plan, the student will be admitted in accordance with the relevant statutory processes.

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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.

Cambridge Academy for Science and Technology administers its own in-year admissions process.

To apply for a place after the start of term or in any other year group, please contact the Academy or visit the Academy website.

CAST Admissions Team Contact Details:

Email: [cast-admissions@cambridgeast.org.uk](mailto:cast-admissions@cambridgeast.org.uk)

Applications from students with an Education, Health and Care Plan (EHCP) are managed through the relevant Local Authority SEND Team. Parents/carers seeking a place through an EHCP should contact their Local Authority caseworker and should not complete the Academy's standard in-year application process.

If the year group applied for has a place available, the child will be admitted unless there are reasonable grounds not to admit in accordance with the School Admissions Code.

If more applications are received than there are places available, the oversubscription criteria outlined above shall apply.

Applications can be received at any time; however, the Academy will not process in-year applications more than six school weeks before the intended start date.

The Academy will write to applicants within 15 school days to notify them of the outcome of their application.

Parents/carers whose application is refused will be informed in writing of the reasons for refusal and their statutory right of appeal.

When an offer of a school place is made, it is offered on the strength of the information provided on the application form. 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 withdrawn.

Following an offer of a place, the Academy may request additional information, including proof of age and proof of home address. Failure to provide the required evidence may result in the withdrawal of an offer.

Where an offer of a place is accepted, arrangements will be made for the child to start school as soon as reasonably practicable.

Applicants will normally have five school days to accept an offer. Where an offer is not accepted within this timescale, the Academy reserves the right to withdraw the offer and make the place available to another applicant.

If a child does not start within six school weeks of an offer being accepted, the Academy reserves the right to withdraw the offer.

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## Waiting Lists - In-Year Admissions

Where an in-year application cannot be offered immediately, the applicant may be placed on the Academy's waiting list. The waiting list will be maintained for the term in which the application is received and the following full term within the same academic year. If applicable, parents or carers wishing their child to remain on the waiting list for the remainder of the academic year after this period must state this in writing to admission email.

Parents wishing their child to remain on the waiting list for the following academic year must submit a new in-year application, as names will not be carried forward.

Children will be ranked on the waiting list strictly in accordance with the Academy's published oversubscription criteria. No account will be taken of the date on which the application was received. The waiting list will be reordered whenever a child is added to or removed from it. Where a place becomes available, it will be offered to the child who is highest ranked on the waiting list at that time in accordance with the oversubscription criteria.

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## Admission of Children Outside Their Normal Age Group

Parents may request that their child is admitted outside their normal age group, either because they are summer born or for any other reason specific to the child's circumstances.

To apply for admission outside the normal age group, parents should include a written request with their application explaining why admission outside the normal age group is being sought.

The Academy will consider each request on its individual merits and in the best interests of the child concerned, taking account of the views of the Principal and any supporting evidence provided by the parent/carers.

When informing parents of its decision, the Academy will set out clearly the reasons for that decision.

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

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## 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
  - 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.

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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 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.

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## Fair Access Protocol

Cambridge Academy for Science and Technology participates in the Cambridgeshire Fair Access Protocol managed by Cambridgeshire County Council.

The purpose of the protocol is to ensure that vulnerable and hard-to-place children are allocated a suitable school place as quickly as possible.

The Fair Access Protocol may require the Academy to admit pupils above its Published Admission Number where this is considered appropriate.

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## Notes

### A. Looked After and Previously Looked After Children

A "Looked After Child" is a child who is in the care of a Local Authority in accordance with Section 22(1) of the Children Act 1989.

A "Previously Looked After Child" is a child who ceased to be looked after because they became subject to an Adoption Order under the Adoption Act 1976 or the Adoption and Children Act 2002, a Child Arrangements Order under Section 8 of the Children Act 1989, or a Special Guardianship Order under Section 14A of the Children Act 1989.

A child will also be regarded as previously looked after if they appear to the admission authority to have been in state care outside England and ceased to be in state care as a result of being adopted.

The Academy may request additional evidence to verify a child's looked after or previously looked after status. The type of evidence required will be determined by the Academy. Where information provided is found to be fraudulent, misleading or inaccurate, the Academy reserves the right to refuse an application or withdraw an offer of a place where permitted under the School Admissions Code.

### B. Children of Staff

Priority will be given to children of staff where the member of staff has been employed at the Academy for two or more years at the time of application, or where the member of staff has been recruited to fill a vacant post for which there is a demonstrable skills shortage.

For the purposes of this criterion, staff are defined as employees of United Learning who work at the Academy for at least 50% of their contracted hours.

### C. Home Address

For the purposes of admissions, a child's home address is the permanent address at which they normally reside with their parent(s) or carer(s).

Where a child lives with parents or carers at more than one address, the Academy will normally use the address at which the child resides for the majority of the school week. The Academy may request additional evidence to verify residency arrangements.

Evidence of address may include:

- Council Tax Bill
- Tenancy Agreement signed by both landlord and tenant
- Solicitor's letter confirming exchange of contracts on a property purchase
- Utility Bill dated within the last three months

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- Employer's letter confirming tied or work-related accommodation
- Other documentation considered appropriate by the Academy

The Academy reserves the right to withdraw any place obtained through the provision of false or misleading information.

#### **D. Siblings**

For the purposes of admission, a sibling is defined as a child aged between 11 and 16 living in the same family household for the majority of the school week who has a sibling on roll at the Academy at both the time of application and admission.

Sibling includes:

- Brother or sister
- Half-brother or half-sister
- Legally adopted brother or sister
- Step-brother or step-sister
- The child of a parent or carer's partner

In all cases, the children must be living together as part of the same family unit at the same address.

Where the sibling is currently in Year 11, the sibling criterion will only apply where the sibling has named Cambridge Academy for Science and Technology Sixth Form as their first preference and is reasonably expected to remain on roll at the Academy in the following academic year.

The Academy reserves the right to request documentary evidence to confirm sibling status and residency arrangements.

#### **E. Proof of Age**

For the purposes of admissions, evidence of a child's date of birth may be requested. Acceptable forms of evidence include:

- Birth Certificate
- Passport
- Medical or official documentation showing the child's date of birth

The Academy reserves the right to request further evidence where necessary.

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