

## ADMISSION POLICY 2017-2018

<b>Committee:</b>	Admissions Sub Committee
<b>Approved by FGB:</b>	2 Dec 2015
<b>Reviewed:</b>	Annually
<b>Responsible Officer:</b>	C. Coates

### ADMISSION OF PUPILS FOR SEPTEMBER 2017 – JULY 2018

Cambourne Village College, a school within the Comberton Academy Trust, is open to pupils in Years 7, 8, 9, 10 and 11

### CATCHMENT AREA FOR ADMISSION TO YEARS 7, 8, 9, 10 and 11

Children living in the catchment area of the following feeder primary schools in Cambourne: Monkfield Park, The Vine Inter Church, Jeavons Wood and Cambourne & Hardwick Primary School.

#### 1) POLICY AND NUMBERS

**Pupils will be admitted without reference to ability or aptitude.**

The Published Admission Number for years 7, 8, 9, 10 and 11 for the year commencing 1 September 2017 will be 210.

#### 2) ADMISSIONS CRITERIA TO BE APPLIED IF PLACES ARE OVERSUBSCRIBED

Where numbers of applications for any year group exceed the number of published year group places, after the admission of pupils with a statement of SEN naming the school, applications will be considered in the following order or priority.

- 1) Children in Care, also known as Looked- After Children (LAC) to include those who were previously looked-after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order.
- 2) Children living<sup>1</sup> in the catchment<sup>2</sup> area and who have a sibling<sup>3</sup> at the school at the time of admission.
- 3) Children living<sup>1</sup> in the catchment<sup>2</sup> area.
- 4) Children who live outside the catchment area, who attend a feeder primary school within it and who have a sibling<sup>3</sup> at the school at the time of admission.
- 5) Children who live outside the catchment area who have a sibling<sup>3</sup> at the school at the time of admission.
- 6) Children who live outside the catchment area who attend a feeder primary school within the catchment area.
- 7) Children who live outside of the catchment area.

If more applications are received than there are places under any of the over-subscription criteria then the places will be offered in order of distance from the home address to the relevant point, distance being measured in a straight line from the front door of the pupil's accommodation to the relevant point.

### **3) HOW TO APPLY FOR A PLACE IN YEAR 7**

The application process for admissions into year 7 is co-ordinated by Cambridgeshire Local Authority (LA), which acts on behalf of the governing body to offer places at the College. Parents should apply online at [www.cambridgeshire.gov.uk/admissions](http://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 LA deadline at the end of October. Offer letters will be issued by the LA on the National Offer Date (1st March or first working day after). Late applications (those submitted between the October deadline and the end of the co-ordination period) will be handled by the Admissions team.

For further information and specific dates, please refer to the full scheme for secondary co-ordination, available from the LA Admissions Team or from the website, [www.cambridgeshire.gov.uk/admissions](http://www.cambridgeshire.gov.uk/admissions)

LA Admissions Team Contact: South Team: 01223 699200 or [admissions@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.uk)

All parents are advised to read the 'Next Steps' Local Authority booklet for parents on secondary admissions. Parents wishing to visit the school prior to submitting an application are welcome to do so, though it may not always be possible to organise this at short notice. Visits are not interviews and do not affect any decision regarding the availability of a place. Please contact the school to make arrangements.

#### **How places are offered**

For admission into year 7 September 2017 the LA, on behalf of the Governing Body, will offer places to 210 children. This is the Published Admission Number (PAN) for that year group. In the event that more than 210 applications are received, the oversubscription criteria will be applied to determine priority for places. (See section 2).

<sup>1</sup> The home address is defined as the address of the adult with parental responsibility with whom the child normally lives and which applies at the time of application. Applications based on future addresses can only be considered up to 6 teaching weeks before the child is expected to take up the place and upon confirmation of a minimum of six month tenancy agreement or exchange of contracts'.

<sup>2</sup> A map showing the catchment area and/or further information can be obtained from the Local Authority.

<sup>3</sup> A sibling is defined as another child living in the same family home

### **4) HOW TO APPLY FOR PLACES IN YEARS 8, 9, 10 and 11**

For applications for places in years 8, 9, 10 and 11, at any time of the year, a Local Authority 'in-year' application form must be completed and returned to the Local Authority. See website: [www.cambridgeshire.gov.uk/admissions](http://www.cambridgeshire.gov.uk/admissions)

In the event of over-subscription the criteria set out above in Section 2 will be applied and places offered in accordance with those criteria.

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.

## **5) OPERATION OF THE RESERVE LIST**

### **Year 7 intake:**

As part of the co-ordinated scheme for secondary admissions, the LA Admissions team holds the initial reserve list on behalf of the governing body until the end of the autumn term in the initial year of intake. Parents will be contacted immediately 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.

### **Mid-phase applications:**

Parents whose applications are not immediately successful will be held on the reserve list for that year group by the LA Admissions team on behalf of the governing body for a period of one term following the term of application. All mid-phase applications should be co-ordinated with the LA Admissions team. 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 reserve list may vary if applications are subsequently received which meet a criterion higher on the list than their own.

*Parents wishing to remain on the list should contact the Local Authority.*

## **6) APPEALS**

The parent 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's Governing Body and the Local Authority. The panel will consider the circumstances of the case put before them. Both the Governing Body and the parents must abide by the decision it makes. Arrangements will comply with the Schools Admission Appeals Code found on the Cambridgeshire County Council website. Please go to the link below for further information:

<http://www.cambridgeshire.gov.uk/childrenandfamilies/education/secondary/applyforsecondaryschool/secondaryadmissionappeals.htm>