



Admissions Policy

Approved by:

Trust Board

Last reviewed:

December 2024

Next review due by:

December 2025

Cambourne Village College

1. Introduction

This policy sets out the admission arrangements for Cambourne Village College for September 2026 entry. The CAM Academy Trust is the admissions authority for Cambourne Village College. The school operates its admission arrangements as part of the coordinated admission scheme operated by Cambridgeshire County Council Local Authority. All applications must be made using the Local Authority's online portal.

2. Aims

This policy aims to:

- Explain how to apply for a place at Cambourne Village College
- Set out the academy's arrangements for allocating places to the pupils who apply.
- Explain how to appeal against a decision not to offer your child a place.

3. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

Cambourne Village College is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#)

This policy complies with our funding agreement and articles of association.

4. Catchment Area

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

Children living within the wider development of West Cambourne who fall outside the catchment of the four named primary schools. West Cambourne is defined as the land to the north and west of the existing Cambourne development and the College, boundaried to the west by the A1198 Caxton Bypass from the Lower Cambourne junction to the A428, and to the north by the A428.

5. How to apply for entry into Year 7

For applications in the normal admissions round you should use the application form provided by [Cambridgeshire County Council](#). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

You will receive an offer for school place directly from Cambridgeshire County Council.

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

LA Admissions Team Contact: 0345 045 1370 or admissions@cambridgeshire.gov.uk

Parents wishing to visit the school prior to submitting an application are welcome to do so. Tours of the school are conducted at several times throughout the year and places can be booked by emailing the school office thecollege@cambournevc.org. These do get booked up so it is advised to book your place early as the school does not offer individual tours on request. Visits are not interviews and do not affect any decision regarding the availability of a place.

6. Requests for admission outside of the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

In addition to the normal admission round application, parents should request in writing that the child is admitted to another year group (state which one), and the reasons for the request. Evidence should be submitted to support the case. Written requests should be sent to thecollege@cambournevc.org

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 7. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at Cambourne Village College, but it is not in their preferred age group.

7. Allocation of places

7.1 Admission numbers

The school has an agreed published admission number (PAN) of 300 pupils for entry into year 7.

The Published Admission Number for Year 8, 9 and 10 remains at 290

The Published Admission Number for Year 11 remains at 250

7.2 Oversubscription criteria

All children whose education, health and care (EHC) plans name Cambourne Village College will be admitted before any other places are allocated.

If Cambourne Village College is not oversubscribed, all applicants will be offered a place.

If Cambourne Village College receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order, until all places are filled.

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 have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children who live in the catchment area as described above, attend named feeder schools and who have a sibling at the school at the time of admission.
3. Children with a sibling at the school at the time of admission.
4. Children who attend named feeder schools.
5. Children who live in the catchment area.
6. Children who live outside the catchment area.
7. Children of staff employed at Cambourne Village College, in either of the following circumstances:
 - The member of staff has been employed at Cambourne Village College for two or more years at the time at which the application to the school is made, or
 - The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

7.3 Tie break

In cases of equal merit in each criteria, priority will go to children living nearest the school as measured by a straight line. The distance, for admissions purposes, is measured using the straight line distance from the centre point of the home to the main pupil entrance to the school. 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 on-line resources.

Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be carried out by the Local Authority. The names of the child will be placed in separate sealed envelopes. The Local Authority will approach an independent person (independent of the admissions team) and ask them to choose one of the envelopes.

7.4 Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked-after children, previously looked-after children and children with EHC plans listing the school.

7.5 Fair Access Protocol

We participate in Cambridgeshire County Council's Fair Access Protocol to ensure a fair distribution across schools. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

7.6 Operation of the reserve list

7.6.1 Year 7 intake

The LA Admissions team holds the initial reserve list on behalf of the Trust 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. If parents wish to remain on the waiting list until the end of August the following year, they need to inform the LA in writing by December.

7.6.2 In-year admissions

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 Trust until the end of the academic year. 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.

8. In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted, if the school is able to meet their needs.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group (see 7.6.2 above). When a space becomes available, it will be filled by 1 of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 7.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

For applications for in-year admissions you should use the application form provided by [In-year admissions \(moving schools\) | Cambridgeshire County Council](#). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

Parents will be notified of the outcome of their in-year application in writing directly from Cambridgeshire County Council within 15 school days.

9. Fraudulent or Misleading Applications

As an admission authority, the Trust have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example a false address was given which denied a place to a child with a stronger claim.

We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.

10. Conflicting Applications

The LA can only process one application. Where more than one adult share parental responsibility and if the adults live at different addresses, it is important that an agreement be reached on which schools to apply for, prior to making the application.

If multiple applications are received for the same child with conflicting addresses and/or preferences, or the Schools Admissions Team is made aware of a dispute between two parents, all applications will be placed on hold and will not be processed until:

- A new single application is made, signed by all parties; or

- Written agreement is provided from both parties indicating which application they have agreed on; or
- A court order is provided confirming which parent's application carries precedence.

If no agreement can be made, parents are recommended to seek legal advice. If an agreement cannot be reached before the closing date, this may affect the chances of your child being allocated a place at your preferred school.

11. Children of UK service personnel (UK Armed Forces)

In order to meet the government's military covenant aimed at helping Service personnel, and Crown Servants returning from abroad, the Trust have adopted the following arrangements.

Applications for children of service personnel with a confirmed posting to the area will be considered in advance of the family moving into the county. Where possible, an application must be included in the normal admission round.

An official letter, such as a posting note or letter of support from the Commanding Officer should be sent to the LA as soon as possible. This should include the relocation date and the unit postal address or quartering area address.

Until a fixed address is available, the unit postal address will be used. For service personnel moving back to a property that they own and that is currently rented out, then this address can be considered provided a signed letter from the Commanding Officer is received or a formal notice to terminate the rental agreement stating the future address. This should be received by the deadline / exceptional circumstances deadline.

The LA will not refuse a child of UK service personnel a school place because the family does not currently live in the area. It is also not permitted to reserve places for these children.

If the address is within the distance, the school will consider admitting providing all children in public care and siblings have already been admitted and there is no child with higher priority under the oversubscription criteria on the reserve list.

This will be irrespective of the fact that the school has had appeals or appeals scheduled.

12. Equal Opportunities

The school treats every application for admission in a fair and equal way in accordance with this policy and welcomes applications from pupils with a diverse range of backgrounds and will not discriminate in relation to the protected characteristics. It is unlawful to discriminate against a pupil or prospective pupil by treating them less favourably because of their:

- Disability
- Gender reassignment
- Pregnancy and maternity
- Race

- Religion or belief
- Sex
- Sexual orientation

13. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal and complete an appeal application on the Cambridgeshire County Council website [School admission appeals | Cambridgeshire County Council](#). Further details of the appeals process and the timetable can also be found on the website.

14. Monitoring arrangements

This policy will be reviewed and approved by The CAM Academy Trust Board every year. Whenever changes to the admission arrangements are proposed (except where the change is an increase to the agreed Published Admission number) The CAM Academy Trust Board of Trustees will publicly consult on these changes. The CAM Academy Trust Board of Trustees will publicly consult of the admission arrangements at least every 7 years, even if there have been no changes during that period.

Appendix 1

Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by Cambridgeshire Local Authority (LA).

Looked-after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked-after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

Siblings

A sibling is defined as a child's brother or sister. A sibling must be living at the same permanent address and as part of the same family unit (one or two parents plus children) to qualify under this criterion. For School Admissions purposes, the term sibling includes:

- half-brothers and half-sisters
- step-brothers and step-sisters
- adopted children
- children in foster care
- children living in the same family unit, even if they are not biological brothers and sisters – for example when the parents are not married/in a civil relationship.

Cousins are not regarded as siblings.

Home Address (child's)

The child's home address is defined as the address at which the child normally resides with their parent/carer on the closing date for applications (31 October).

When we refer to a child's home address, we mean the permanent residence of the child. This address should be the child's only or main residence which is;

- owned by the child's parent(s)/carer(s) or

- leased to or rented by the child's parent(s)/carer(s) under a lease or written rental agreement of not less than six months' duration.

When parents live separately and the child spends time with each parent, the home address will be treated as the place where the child sleeps for most of the school week (i.e. Sunday night – Thursday night inclusive).

If the child spends equal amounts of time at two addresses, the parents must agree which address they wish to be the child's main address.

Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residence at the property concerned.

Distance Measurements

Distances are measured on a straight-line basis from the address point of the child's home to the address point of the school, using a geographical information system. Each address has a unique address point established by the most valuable elements from the National Land and Property Gazetteer (NPLG), Ordnance Survey Master Map, Royal Mail Postal Address File and The Valuation Office Agency. The address point for a property does not change.

Multiple Birth Groups

In the case of twins or other siblings from a multiple birth, if the last child to be admitted is from a multiple birth group, the other children in the group will also be offered places, even if it means exceeding the Published Admission number. In the case of siblings (see definition above) in the same year group, where there is only one place remaining which is to be offered to one sibling, the other too will be offered a place.