



Melbourn Village College

Admissions Arrangements/Policy 2021/22	
Committee:	Full Governors
Last review & approval date	July 2020
Review cycle	Annually
Responsible Officer:	Principal

Contents

Contents.....	1
1. Introduction	2
2. Legislation and statutory requirements.....	2
3. Definitions.....	2
4. How to apply - normal admission round	3
5. How to apply – ‘In-Year Admissions’	3
6. Requests for admission outside the normal age group.....	3
7. Allocation of places.....	4
8. School Visits/Tours.....	5
9. Appeals.....	5
10. Monitoring arrangements.....	5

1. Introduction

Melbourn Village College is committed to comprehensive education for the whole of the local community and welcomes all applications. Students will be admitted without reference to ability or aptitude.

The College follows the Cambridgeshire Local Authority guidance on admissions and admissions are processed by the Local Authority. The current number of admission places for the school is 148 students per year group.

The college has a catchment area defined as the catchment areas of the following partner primary schools: Barrington, Fowlmere, Foxton, Harston and Newton, Hauxton, Melbourn, Meldreth and Thriplow. A map of catchment areas is available from the Local Authority website. Students from outside the catchment area are welcome to apply but will not receive free transport from the Local Authority.

2. Legislation and statutory requirements

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

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

As an academy, the school 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](#).

3. 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 their home local authority.

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

Home address is 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

Sibling is another child attending Melbourn Village College, living in the same family home, at the time of application.

4. How to apply - normal admission round

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 who live in Cambridgeshire 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 LA deadline at the end of October in order to be included in the first round of allocations.

Parents who live outside Cambridgeshire need to apply for a place at Melbourn Village College via their own Local Authority. These applications will then be passed to Cambridgeshire and processed alongside their applications. Parents who live in Hertfordshire can access the following site:

<https://www.hertfordshire.gov.uk/services/schools-and-education/school-admissions/school-admissions-and-transport.aspx>.

Offer letters will be issued by the LA on the National Offer Date (1st March or first working day after). Late applications (those submitted after the end of October) will be dealt with by the Admissions team at a later date.

For further information and specific dates, please refer to the full scheme for secondary co-ordination, available from the Cambridgeshire LA Admissions Team: 0345 045 1370, or from the website: www.cambridgeshire.gov.uk/admissions

All parents are advised to read the 'Next Steps' Local Authority booklet for parents on secondary admissions.

5. How to apply – 'In-Year Admissions'

For applications for places in years 8, 9, 10 and 11 at any time of the year, or for year 7 after September, a Local Authority 'in-year' application form must be completed and returned to the Local Authority Admissions team. See website www.cambridgeshire.gov.uk/admissions. This process is the same, regardless of whether parents live in Cambridgeshire or not.

6. Requests for admission outside the normal age group

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

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in 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 Principal'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 the school, but it is not in their preferred age group.

7. Allocation of places

Admission number

The school has an agreed admission number of 148 pupils for entry in year 7.

Oversubscription criteria

All children whose statement of special educational needs (SEN) or education, health and care (EHC) plan names the school will be admitted before any other places are allocated.

In the event that the school 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. Highest priority will be given to looked after children and all previously looked after children who apply for a place at the school;
2. Children who live (ie whose home address is) in the catchment area and attend a partner primary school (Barrington, Fowlmere, Foxton, Harston and Newton, Hauxton, Melbourn, Meldreth and Thriplow) and who have a sibling at the college at the time of admission;
3. Children who live in the catchment area and who have a sibling at the college at the time of admission;
4. Children who live in the catchment area who attend the primary schools within it;
5. Children who live in the catchment area;
6. Children who live outside the catchment area, who attend primary schools within it and who have a sibling at the college at the time of admission;
7. Children who live outside the catchment area who have a sibling at the College at the time of admission;
8. Children who live outside the catchment area who attend the primary schools within the catchment area;
9. Children who live outside the catchment area, but nearest the college as measured by the straight-line distance.

Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school. Distance will be measured in a straight line from the child's home address to the school's front gates on The Moor. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

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 independently verified.

8. School Visits/Tours

Parents wishing to visit the school prior to submitting an application are welcome to do so. Visits are not interviews and do not affect any decision regarding the availability of a place. Please contact the school to make arrangements.

9. Appeals

The parent of any child who is refused a place at the school has a right of appeal to an independent Appeals Panel. Appeals are overseen by the Local Authority; please visit

<https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-&-learning/apply-for-a-school-place/admission-appeals/> for further information or visit the Cambridgeshire County Council website under School Admissions and look for Appeals.

10. Monitoring arrangements

This policy will be reviewed and approved by the governing body every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing body will publicly consult on these changes.