



**MELBOURN VILLAGE COLLEGE**  
**ADMISSIONS POLICY 2025 -2026**

Date Reviewed: October 24  
 Date of Next Review: October 25  
 Reviewer: Assistant Principal (J Barnes)  
 Date of ratification by Governing body: 19<sup>th</sup> September 2024

Document Control		
Edition	Issued	Changes from previous
1		Removal of section re application for places in year group of a different age expansion of the description of 'children previously in care'.
2		No change
3	October 24	No change
Policies/Documents referred to in this policy		Post holders/Persons named in this policy
This policy <b>links to other school policies</b> on:		

**Contents**

Contents.....

1. Introduction.....

2. Legislation and statutory requirements .....

3. Definitions.....

4. How to apply - normal admission round .....

5. How to apply – ‘In-Year Admissions’ .....

6. Proof of identity and admissions meeting.....

7. The Right of Appeal.....

8. Contact for further informaiton.....

9. Allocation of places.....

10. School visits and tours .....

11. Admission arrangements for students with specific special education needs and disabilities.....

12. Monitoring arrangements.....

## 1. Introduction

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

Melbourn Village 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 pupils per year group.

The school 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. Pupils 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.

**Children in Care** 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

**Children Previously in Care** are children who were in the care of a local authority in England, 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 also includes children who appear to the Admission Authority to have been in state care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society) **outside of England** but ceased to be so as a result of being adopted only.

**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 school. Parents who live in Cambridgeshire 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 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/schooladmissions-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](http://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](http://www.cambridgeshire.gov.uk/admissions) . This process is the same, regardless of whether parents live in Cambridgeshire or not.

## 6. Proof of identity and admission meeting

All new In Year applicant will need to provide a copy of their birth certificate and passport at the admission meeting, which must be attended by the person with parental responsibility for the child. A photograph of the student will be taken at this meeting for our records.

## 7. The Right of Appeal

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 School's Admission appeals code found on the Cambridgeshire County council website. Please go the link below for further information:

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

## 8. Contact for further information

For further information on this policy, please contact the school on 01763 223400. For further information and specific dates, please refer to the full scheme for secondary co-ordination, available from the LA Admissions Team for from the website [www.cambridgeshire.gov.uk/admission](http://www.cambridgeshire.gov.uk/admission)

## 9. 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 children in care and all children previously in care (see point 3 above) 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 school at the time of admission;
3. Children who live in the catchment area and who have a sibling at the school 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 school at the time of admission;
7. Children who live outside the catchment area who have a sibling at the school 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 school 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.

## **10. 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.

## **11. Admission arrangements for students with specific special educational needs and disabilities into the Cabin**

- The Cabin is a specialist provision specifically to support students with a diagnosis of autism
- The process for students gaining a place in The Cabin, is determined through an EHCP review where enhanced provision is requested. The submission is then sent to the Statutory Assessment Team (SAT), who will present it to Panel to make the final decision.
- If SAT allocate a place to the student in The Cabin, they will notify the parents, the school and Admissions. Admissions will then add the student to the portal so that the school can see the student has been added to their roll.
- The CAM Trust will evaluate all applications and will inform all parties about the suitability of the provision available, providing reasons if The Cabin provision is not.
- For successful applicants an initial visit or pre-admission will be made to assess the needs in order to transition to the specialist unit.

Whilst accepting we will have a greater number of Autistic students choosing our school than the 1/268 average for mainstream secondary schools, we recognise that the benefits of our resource to others whose needs are not as severe. We have greater experience of managing these students than other mainstream schools.

This policy will therefore also set a limit to this profile of students too, which is imperative to maintain a reasonable level of Autistic students attending the schools again to ensure we are not adversely affecting the learning of others.

We will, therefore, impose a limit on the number of non-Cabin ASC students with EHCPs to 1/32 students, (8 times greater than that of the average secondary school.)

Overall, this would mean that each form would have 1 or 2 ASC students in their class and some streamed lessons could have 3-4 students. We believe this is the limit we could manage before the numbers of ASC students within our mainstream settings become incompatible with the efficient education of the rest of the school population.

We also believe these figures need to be subdivided into year groups in order to assure that a single year group does not take a disproportionate share of the quota.

It is therefore our policy that each year group should have a maximum of 1 Cabin student per class i.e. 5 per year. Plus, no more than 1 further non-Cabin ASC student with EHCP in the class. If the school grows in a year group, then the places can increase alongside that growth. This is what we think is a maximum acceptable number of students requiring considerable support. The numbers are very high for any school, but current trends suggest it is important we have an agreed limit.

Those with Cabin places will be decided by Panel on a case-by-case basis and we will inform the LAs when the numbers are full for a particular year. We think this is manageable if worked alongside other proposals.

For those students who do not have Cabin places but request a placement at Comberton VC, Melbourn VC or St Peter's school with an EHCP and a diagnosis of ASD, we will apply the following admissions criteria.

1. Live within the catchment area for admission to that year.
2. Attended a feeder Primary school
3. Children who have a sibling in the school
4. The next places will be offered in order of distance from the home address, in a straight line to the school Reserve List A reserve list will be held until the end of the Autumn term of the initial year of intake

## **12. 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.