
Melbourn Village College

Admissions Policy 2017-8

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.

Definitions

Definitions of terms used in these criteria:

Home address: 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: another child attending MVC living in the same family home at the time of application.

Admission Criteria

All students with a statement of Special Educational Needs naming the college will be admitted. If the College is oversubscribed the following criteria are applied (in the following order of priority):

1. Children in care, also known as Looked After Children (LAC), and children who were looked after but ceased to be so by reason of adoption, a resident order or special guardianship order;
 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;
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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.

In cases of equal merit, priority will go to children living nearest the college according to the shortest straight line distance.

How to apply for a Yr7 College place to start in September 2018

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.

Applying at other times – '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.

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.

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.
