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# SAWSTON VILLAGE COLLEGE

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## ADMISSIONS POLICY

THIS POLICY WAS APPROVED:	3 NOVEMBER 2020
THIS POLICY WILL BE REVIEWED:	AUTUMN 2021
MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW:	ALAN SUTTON

# **Sawston Village College**

## **Admissions Policy 2022-23**



Sawston Village College is a mixed comprehensive academy providing secondary education for pupils in the 11-16 age range. Its published admissions number is 240 for Years 7, 8 and 10 and 210 for Years 9 and 11.

The College is not selective in its intake and all pupils who are able to access the National Curriculum are entitled to a place. Due regard will be paid to the Equality Act 2010.

Most pupils are drawn from the seven local primary schools set out below, but each year a significant number of pupils apply to join the school from outside its defined catchment area. For more detailed information on the College's catchment area, parents may contact the Local Authority's Admissions Department.

For admission into Year 7 in September 2022, the LA, on behalf of the Governing Body, will offer places to 240 children. Should there be applications above that limit, the following admissions criteria would be applied; it is important to note that all preferences will be treated equally.

### **Oversubscription Criteria**

Children who have a statement of special educational needs that names the school will be admitted. Those children with a statement of special educational needs that does not name the school will be referred to Student Assessment to determine an appropriate place.

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 residence order or special guardianship order.
2. Children who have formerly been in care outside of England, looked after by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society, who have ceased to be in care by reason of adoption, a residence order or special guardianship order.
3. Pupils who live within the College's catchment area, have a sibling (i.e. a brother or sister who lives in the same family unit) in the College at the time of admission and attend the following primary schools, Babraham, The Bellbird (Sawston), Duxford Community, Great and Little Shelford, The Icknield (Sawston), Stapleford Community and William Westley, Whittlesford.
4. Pupils who live within the College's catchment area and attend the primary schools listed above.
5. Pupils who live within the College's catchment area and have a sibling in the College at time of admission, but do not attend the above primary schools.

6. Pupils who live within the College's catchment area but do not attend the above primary schools.
7. Children of staff who have been employed at the Academy for at least two years at the time of application or have been recruited to fill a vacant post for which there is a demonstrable skill shortage.
8. Pupils 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.
9. Pupils who live outside the catchment area but attend primary schools within it.
10. Pupils who live outside the catchment area, do not attend primary schools within it, but have a sibling at the College at the time of admission.
11. Children who live outside the catchment area, but nearest the school as measured by a straight line.

In cases of equal merit, priority will go first to children living nearest the school according to the straight line distance. 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. All measurements are calculated using a digital mapping system. For families who live outside the area covered by the system used in Cambridgeshire, both straight line distances and travel routes are determined using a combination of local maps and on-line resources.

Interviews for the purpose of admissions are not lawful and are therefore not included as part of the admissions procedures.

For the purposes of this policy where a child lives at more than one address, the address that will be considered will be where the child spends the majority of their school nights, and to which the child benefit is paid. Only one address can be considered as your child's main residence. An address used for before and after-school childcare arrangements will not be considered. 'Sibling' refers usually to brothers or sisters, aged between 4 and 16 who live together in the same family unit. For further clarification, please contact the LA Admissions Team.

The application process for admissions into Year 7 is co-ordinated by Cambridgeshire LA, who acts on behalf of the Governing Body to offer places at the College. Parents should submit an application either online via [www.cambridgeshire.gov.uk/admissions](http://www.cambridgeshire.gov.uk/admissions) or on a paper application form, available from their child's primary school or from the LA Admissions Team, no later than the national closing provisional date of 31 October 2021. Offer letters will be issued by the LA on a provisional date of 1 March 2022. Late applications (those submitted after the national closing date) will be handled by the Admissions Team. For further information and full details on how to apply, please see the booklet 'Next Steps: Admission to Secondary School; a guide for parents 2022-23. This is available from the College or online at [www.cambridgeshire.gov.uk/admissions](http://www.cambridgeshire.gov.uk/admissions).

To apply for a place after the start of the school year, or for any other year group, please contact the LA Admissions Team for an 'In-Year School Application Form' on 0345 045 1370 or by email to [admissions@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.uk). The application form must be returned to the LA Admissions Team who will contact your preferred schools to determine the availability

of a school place. The LA Admissions Team will then write to you to confirm the details of the school at which a place is to be offered and, where appropriate, a suitable start date. Where the Admissions Team is unable to meet any preferences expressed a place will be offered at the next nearest alternative school with places available.

Any child who is refused a place at the College may appeal using an appeal form available from the LA Admissions Team. Further information is available from their website at [www.cambridgeshire.gov.uk/admissions](http://www.cambridgeshire.gov.uk/admissions) or by calling 0345 045 1370.

Any parent who requires further information regarding the College's Admissions Policy should, in the first instance, contact the Admissions Administrator at the College.

***Policy approved by the Local Governing Body on 3 November 2020***

***Review: Autumn 2021***