

Impington Village College

Admissions Policy

2019 - 2020

Date updated: November 2017
Date due for review: September 2018
Stakeholder Name: Ryan Kelsall

Admissions Policy

As determined by the Trustees, the Local Governing Body of Impington Village College is the Admissions Authority for the College. It will follow the vision, ethos and values of the Morris Education Trust in admitting children into the College and will continue to follow the admissions and oversubscription criteria set by Cambridgeshire County Council.

Impington Village College welcomes applications from all students and strives to provide the highest standard of education commensurate with each student's age, interests and abilities. In conjunction with Cambridgeshire Local Authority (LA), Impington Village College has determined that the physical accommodation and facilities of its campus allows for 240 students to be admitted to each new Year 7 cohort. This figure is the Published Admission Number (PAN).

In exceptional circumstances, at the request of either Impington Village College or the LA, an adjustment to the Published Admission Number (PAN) may be made to accommodate a particular Year 7 cohort. No variation to a cohort's PAN can be made once the Impington Village College Local Governing Body, with approval from the Trustees, has established it.

Admission Arrangements for a Future Year 7 Cohort

Impington Village College's catchment area is defined as children living in the area of the following primary schools; Girton, Histon and Impington, Milton and Oakington.

The LA administers the process of admission to Year 7. Parents are advised to consult the LA produced guide "Next Steps - Admission to Secondary School: a Guide for Parents", which contains relevant dates and deadlines and the required application form. The Governors authorise the LA to offer places to students up to the Published Admission Number (PAN) or agreed variation to it (see above). The Governors authorise the LA to treat all application preferences equally.

Impington Village College accepts it might not be the first choice school. When allocating places, the College will not discriminate on the basis of preferences expressed; all preferences will be treated equally. Interviews for the purpose of admission are not lawful and are not part of the admissions process.

Oversubscription Criteria

The Local Governing Body will:

- Agree that the Enhanced Resource places are in addition to the published admission number for the College and the Enhanced Resource admissions will be kept separate from the normal admissions process.

When the number of applications received exceeds the number of places available, places will be allocated according to the following criteria:

Children who have a statement of special educational needs that names the College will be admitted. NB. Those children with a statement of special educational needs that does not name the College 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 resident order or special guardianship order.
2. Children living in the catchment area attending feeder primary schools, with a sibling attending the College
3. Children living in the catchment area with a sibling attending the College at the time of application
4. Children living in the catchment area attending a feeder primary school
5. Children who live in the catchment area
6. Children living outside the catchment area attending feeder primary schools, with a sibling attending the College
7. Children living outside the catchment area with a sibling attending the College at the time of application
8. Children living outside the catchment area attending a feeder primary school
9. Children who live outside the catchment area, but nearest the College as measured by a straight line.

The Oversubscription Criteria will be applied in the order listed above.

In cases of equal merit, priority will go to children living nearest the school according to the shortest straight-line distance. The distance, for admissions purposes, is measured using the straight line distance from the reference point of the home to the reference point of the school both as determined by the Ordnance Survey(OS) AddressBase Premium TM . 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.

Parents and other interested parties are advised to contact Cambridgeshire County Council for details of the catchment areas of the primary schools identified above.

How to apply for a College place in any other year group or after the start of the school year

To apply for a place after the start of the school year, or for any other year group, parents should contact the Cambridgeshire 'In-Year Admissions Team' for an application form by contacting the Team on 0345 045 1370 or by email to admissions@cambridgeshire.gov.uk.

The application form must be returned to the 'In-Year Admissions Team' who will then contact parents' preferred schools to determine the availability of a school place. The Admissions Team will then write 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.

Reserve Lists

When an application is refused, the child's details are automatically placed on a reserve list for the year group, ranked according to the oversubscription criteria. For transfer to secondary school, the LA Admissions Team holds a reserve list on behalf of the Governing Body until the end of the autumn term in the initial year of intake. Where In-Year applications are received, children's details will be held on the reserve list, also held by the LA Admissions Team on behalf of the Governing Body, for a period of one term following the term for which the place was refused.

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 for a child that meets a higher criterion than their own.

Appeals and Reserve List

As Admissions Authority, the Governors of Impington Village College are responsible for ensuring an appropriate Appeals mechanism and, if required, a properly administered Reserve List.

In the event of an unsuccessful application, applicants have the right to appeal to an independent Appeals Committee. To ensure this requirement is fulfilled, the Governors have invited Cambridgeshire LA (Admissions) to administer any such request. Unsuccessful applicants who wish to appeal should contact Cambridgeshire LA (Admissions).

The role of the Local Governing Body in monitoring this policy

The Local Governing Body is responsible for establishing this policy and its subsequent review, in discussion with the CEO and Trustees of MET.

The Local Governing Body is required to review formally and determine the PAN for the next Year 7 intake and the Sixth Form arrangements annually. It is at this review that any request and/or suggestion to vary the PAN will be considered.

Definitions applicable to this policy as agreed by the Governors of Impington Village College:

Sibling

A child of compulsory school age, or attending the College including Impington Village College Sixth Form, living in the same family home as the applicant at the time of the intended application.

Parent

A person who is either the child's biological parent, an adult who has parental responsibility for the child or an adult who has delegated responsibility for the child.

Looked After Children

Children who are legally or voluntarily the responsibility of the Local Authority.

Home Address

The address used for the purpose of admission is the home address at the time of the application. Applications based on future addresses can only be considered for a maximum of 6 teaching weeks before the child is expected to take up the place and upon confirmation of tenancy or exchange of contracts.

Partner Junior School

Another junior school within the College's catchment area.