

Impington Village College

DRAFT Admissions Policy 2023-2024

First adopted by Governing Body	January 2022 (consultation from 1 November 2021)
Review cycle	Annual
Reviewed by LGB (annually)	

Admissions Policy: 2023-2024

1. Introduction

- 1.1 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 Eastern Learning Alliance in admitting children into the College.

- 1.2 The College provides for pupils aged 11-16 (there is a separate admissions policy for the sixth form) and has a single Normal Point of Entry, at the start of the Year 7 school year. Applications for admission at the normal point of admission will be co-ordinated by Cambridgeshire County Council in accordance with its common application procedures and Paragraphs 3, 4, 5, 6 and 7 below. Arrangements for late admission into Year 7 and for admission to other year groups will be co-ordinated by the College's Governing Body in accordance with paragraphs 7, 8 and 9 below.

2. Admission Number

- 2.1 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 in total, which is made up of 15 places set aside of students with Education, Health and Care plans and 225 students without Education, Health and Care plans. This figure is the Published Admission Number (PAN).

The PAN for other year groups for the academic year 2022-2023 were

Year 8 is 240

Year 9 is 240

Year 10 is 240

Year 11 is 240

- 2.2 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. Where fewer than 240 applications are received, all applicants will be admitted.

3. Ordinary Applications for the Normal Point of Entry

- 3.1 Application for admission to Year 7 should be made to the local authority in whose area the applicant is normally resident by the closing date of October 31st of the preceding year.

- 3.2 Applications will be co-ordinated by Cambridgeshire County Council who will consult as required with the College's Governing Body.

- 3.3 Places will be offered to all successful applicants by Cambridgeshire County by March 1st. Where the College is oversubscribed, places will be awarded on the basis of the oversubscription criteria set out in Paragraph 6 below.

4. Late Applications for the Normal Point of Entry

- 4.1 Applications received after the closing date and before the Normal Point of Entry will be dealt with by Cambridgeshire County in accordance with its procedures for late applications, after places have been awarded to ordinary applications.

- 4.2 Where the College is oversubscribed as a result of late applications, these applications will be judged according to the oversubscription criteria.

- 4.3 Places will be offered to successful applicants by March 1st or as soon as possible thereafter and in any case before September 1st.

5. Acceptance of Offer of a Place

- 5.1 Where an offer is made, the applicant should be notified that they have four weeks in which to accept the offer. Where an offer is not accepted by the applicant in writing within four weeks, the College's Governing Body reserves the right to withdraw the offer and the offer of a place to be made to the next applicant on the waiting list.

6. Oversubscription Criteria

- 6.1 Children who have a statement of special educational needs that names the school will be admitted. NB. Those children with a statement of special educational needs that does not name the school will be referred to the Statutory Assessment and Resources (STAR) Team to determine an appropriate place.
- 6.2 Any remaining places will be allocated according to the following criteria, in order of priority:
- i. 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 a special guardianship order. 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.
 - ii. Children of staff who have been employed at the Academy for at least one year at the time of application or have been recruited to fill a vacant post for which there is a demonstrable skill shortage. ¹
 - iii. Children who live in catchment area, attending Girton Glebe Primary School, Histon and Impington Park or Brook Primary Schools, Milton C. of E. Academy, Oakington C. of E. Primary School or Cambridge University Primary School and who have a sibling at the College (including in the sixth form) at the time of admission.
 - iv. Children who live in the catchment area with a sibling at the College (including in the sixth form) at the time of the admission.
 - v. Children who live in the catchment area who attend Girton Glebe Primary School, Histon and Impington Park or Brook Primary Schools, Milton C. of E. Academy, Oakington C. of E. Primary School or Cambridge University Primary School.
 - vi. Children who live in the catchment area.
 - vii. Children who live outside the catchment area who have a sibling at the College at the time of admission (including the sixth form).
 - viii. Children who live outside the catchment area who attend Girton Glebe Primary School, Histon and Impington Park or Brook Primary Schools, Milton C. of E. Academy, Oakington C. of E. Primary School or Cambridge University Primary School.
 - ix. Children who live outside the catchment area, but nearest the school as measured by a straight line.
- 6.3 A map of the College's defined catchment area is shown on the County Council's website.
- 6.4 Where places are oversubscribed within any of the above groups, priority will be given to children living nearest to the College as measured by a horizontal straight line between the College's main entrance and the front door of the dwelling (e.g. house or flat) at which the child is normally resident.
- 6.5 A sibling is defined as a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case the child must be normally resident in the same family unit at the same address. A sibling can attend either the main school or the sixth form.

7. Waiting List

- 7.1 Where the College is oversubscribed for the Normal Point of Admission, all unsuccessful applicants will be placed on the waiting list which will be administered by Cambridgeshire County Council up to the Normal Point of Admission and thereafter by the College's Governing Body, their position in the waiting list determined by application of the oversubscription criteria.
- 7.2 When a vacancy arises it will be offered to the next applicant on the waiting list. Paragraph 5 will apply in respect of acceptance of any places offered in this way.
- 7.3 Parents of children remaining on the waiting list at December 31st in the case of Year 7 or August 31st in any case will be required to reapply in order to remain on the list.

8. Within-Year Applications for Admission

- 8.1 Throughout the period September to December inclusive during Year 7, and at the start of the school year for all other year groups, the College will continue to offer places to applicants until the roll reaches its PAN.
- 8.2 At other times – that is, for applications received during the course of the academic year - where there are fewer than 240 pupils on roll in the relevant year group, the Governing Body will determine the maximum number of pupils that can be admitted to that year group for the remainder of the year, taking into account the size of teaching groups, the efficient use of available resources and any Fair Access Protocol agreed by the College with Cambridgeshire County Council.
- 8.3 If the Year Group is oversubscribed a waiting list will be created. If a place becomes vacant it will be allocated according to the criteria outlined in 6.2 above.
- 8.4 Information from previous schools will be requested for all applicants.
- 8.5 Should this information cause concern to the Principal, they will present the case to the LGB. Where the Local Governing Body does not wish to admit a child with challenging behaviour outside the normal admissions round, even though places are available, it will refer the case to the local authority for action under the Fair Access Protocol. A letter will be sent withdrawing the place, and offering the opportunity to appeal against this decision. This will not apply to a looked after child, a previously looked after child or a child with a statement of special educational needs naming the school in question, as these children **must** be admitted.

9. Our Admissions Process for In Year School Application

Please visit our website to view admission information for In Year School Application.

- i Read our College Admissions webpage for all information about the College.
- ii Complete an application via the College website.
- iii We will write to you within 10-15 teaching days, to notify you of the outcome of the application.
- iv Contact our Admissions Officer on 01223 200400, or admissions@ivc.tela.org.uk when you have received your offer letter from the College.
- v Complete the Impington Admission Form and other relevant forms which we will send out. Please note it is not possible to obtain a copy of the Impington Admission Form from the website.
- vi Attend the necessary admission meeting at Impington Village College. We will contact you with details about the arrangements for this meeting.