

# Admissions Policy

September 2019

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## Document Control

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# Admissions Policy

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## 1. Introduction and Principles

- 1.1 Witchford Village College is a College within the Eastern Learning Alliance Trust (ELA).
- 1.2 The College is committed to ensuring that we carry out admissions in line with statutory guidance. We will admit students without reference to ability, aptitude or culture.

## 2. Planned Admission Number (PAN)

- 2.1 Witchford Village College PAN is **180**.

## 2. Procedures to be followed in the event of over-subscription

- 3.1 Oversubscription occurs when there are more applications than there are places available.
- 3.2 The following criteria will apply to all applications, in the order set out below, to decide which students to admit in the event of oversubscription.

- 3.2.1 **Medical grounds**

*Students or families with a serious medical, physical or psychological condition where written evidence is provided at the time of application from a senior clinical medical officer and the general practitioner or specialist showing that it would be detrimental to the child or family not to admit to the College.*

*For the purpose of this criterion, the word "families" is determined as living at the same address at the time of application and on a permanent basis. Proof will be required.*

- 3.2.2 **Sibling link**

*Where a student has a brother or sister expected to be a member of the School when the applicant expects/hopes to join.*

*"Brother or sister" is to include adopted siblings, half-siblings, and the child of a parent/carer's partner, but only if the sibling in question is resident in the same household.*

### 3.2.3 **Traditional feeder schools**

**Students attending the following primary schools at the time of application:**

Rackham C of E Primary School  
Sutton C of E (CV) Primary School  
Mepal & Witcham Primary School  
Wilburton C of E Primary School  
Robert Arkenstall Primary School  
Stretham Community Primary School  
Little Thetford C of E Primary School

### 3.2.4 **All other students**

*In the event of a 'tie', under a single criterion in s3.2, allocation of a place will depend on the proximity of the student's home to the school; with those, living nearer accorded the higher priority. Distances used will be those provided by Cambridgeshire County Council. In the event of distances being equal, priority will be decided via casting lots.*

### 3.2.5 **Children of school employees**

*Children of a parent employed at the College for more than two years at the time of the application, living in the same family unit at the same address.*

### 3.2.6 **Looked-After Children**

*Students in care (Looked-After Children), a 'looked-after child' or a student who was previously looked-after but immediately after being looked after became subject to an adoption, residence or special guardianship order. A looked-after child is a student who is (a) in the care of a local authority, or (b) being provided accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22 (1) of the Children's Act 1989).*

### 3.2.7 **Waiting List**

*A waiting list will be kept by the College, ranked according to the criteria listed above and be used in the event of over-subscription. Applicants will join the waiting list according to these criteria, regardless of the order in which we receive them. When a place becomes available, allocation will be to the student at the top of the waiting list. The College will maintain the waiting list and parents must visit the College in person to apply for their child to join the list. The list will close at the end of the Summer Term for a September start date.*

### 3.2.8 **Applications from twins and other multiple births**

*The College will admit a twin (or other sibling from a multiple birth) even if this takes the number of admissions over the PAN, if failure to do so would mean the twins will be separated.*

## **4. Applications for places outside the normal admissions round**

4.1 The College will follow the agreed Fair Access Protocol for Hard-To-Place students, with applications going directly to Cambridgeshire County Council.

4.2 Other applications for admissions can be made directly to the College or to Cambridgeshire County Council. If an application is made directly to the College and we believe the application may possibly fall under the Fair Access Protocol, it will be referred to the Local Authority.

4.3 If an application is made directly to the College which clearly does not fall under the Fair Access Protocol, the Principal will first consider whether places are available within the PAN for the year group in question. If there is space, the student will be admitted. If not, the applicant will join the waiting list according to the criteria described above.

## **5. Right of appeal**

5.1 Parents/carers have the right of appeal to an independent admissions panel if their child does not receive an offer of a place at the College. Details of how to appeal are available from the College.

5.2 Where a student is granted a place via appeal, he/she must take up the place within 20 school days of the determination of the admissions panel.

## **6. Applications**

6.1 Applications within the normal admissions round for Year 7 can be made through the co-ordinated admissions system of Cambridgeshire County Council. The deadline for these applications is usually the 31st October of the calendar year before that in which the student expects to start Year 7. The County Council will treat any applications after this date as late.