



Admissions Policy

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Admissions Policy

1. Introduction and Principles

- 1.1 Witchford Village College is a College within the Morris Education Trust (MET).
- 1.2 The College is totally committed to ensuring that admissions are carried out in line with statutory guidance. Students will be admitted without reference to ability, aptitude or culture.

2.Planned Admission Number (PAN)

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

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

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

- 3.2.1 **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 by 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).

- 3.2.2 **Sibling link**

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

"Brother or sister" is defined 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 **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 also living at the same address on a permanent basis. Proof will be required.

3.2.5 **Children of school employees**

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

3.2.6 **All other students**

In the event of a 'tie', under a single criterion in s3.2, allocation of a place will be decided by 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, the priority will be decided by casting lots.

3.2.7 **Waiting List**

In the event of over-subscription, a waiting list will be kept by the College, ranked according to the criteria listed above. Applicants will join the waiting list according to these criteria, regardless of the order in which they are received. When a place becomes available, it will be allocated 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 to do otherwise would mean the twins would 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 either be made directly to the College or to Cambridgeshire County Council. If an application is made directly to the College and the College believes 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 is not offered a place at the College. Details of how to appeal are available from the College.

5.2 Where a student is granted a place on 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 are 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. Applications are possible after this date, but they will be treated as late applications by the County Council.