



MELBOURN VILLAGE COLLEGE

ADMISSIONS POLICY 2025 -2026

Date Reviewed: September 2023

Date of Next Review: September 2024

Reviewer: Assistant Principal (J Barnes)

Date of ratification by Governing body : 2nd November 2023

Document Control		
Edition	Issued	Changes from previous
1		Removal of section re application for places in year group of a different age expansion of the description of 'children previously in care'.
2		No change
3		No change
Policies/Documents referred to in this policy		Post holders/Persons named in this policy
This policy links to other school policies on:		

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1. Introduction

Melbourn Village College is committed to comprehensive education for the whole of the local community and welcomes all applications. Pupils will be admitted without reference to ability or aptitude.

Melbourn Village College follows the Cambridgeshire Local Authority guidance on admissions and admissions are processed by the Local Authority. The current number of admission places for the school is 148 pupils per year group.

The school has a catchment area defined as the catchment areas of the following partner primary schools: Barrington, Fowlmere, Foxton, Harston and Newton, Hauxton, Melbourn, Meldreth and Thriplow. A map of catchment areas is available from the Local Authority website. Pupils from outside the catchment area are welcome to apply but will not receive free transport from the Local Authority.

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Children in Care are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Children Previously in Care are children who were in the care of a local authority in England, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This also includes 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.

Home address is the address of the adult with parental responsibility with whom the child normally lives and which applies at the time of application. Applications based on future addresses can only be considered up to 6 teaching weeks before the child is expected to take up the place and upon confirmation of a minimum of six-month tenancy agreement or exchange of contracts

Sibling is another child attending Melbourn Village College, living in the same family home, at the time of application.

4. How to apply - normal admission round

The application process for admissions into year 7 is co-ordinated by Cambridgeshire Local Authority (LA), which acts on behalf of the governing body to offer places at the school. Parents who live in Cambridgeshire should apply online at www.cambridgeshire.gov.uk/admissions or submit a Cambridgeshire Application Form, available from their child's primary school or from the LA Admissions team, no later than the LA deadline at the end of October in order to be included in the first round of allocations.

Parents who live outside Cambridgeshire need to apply for a place at Melbourn Village College via their own Local Authority. These applications will then be passed to Cambridgeshire and processed alongside their applications. Parents who live in Hertfordshire can access the following site: <https://www.hertfordshire.gov.uk/services/schools-and-education/school-admissions/schooladmissions-and-transport.aspx>.

Offer letters will be issued by the LA on the National Offer Date (1st March or first working day after). Late applications (those submitted after the end of October) will be dealt with by the Admissions team at a later date.

For further information and specific dates, please refer to the full scheme for secondary co-ordination, available from the Cambridgeshire LA Admissions Team: 0345 045 1370, or from the website:

www.cambridgeshire.gov.uk/admissions

All parents are advised to read the 'Next Steps' Local Authority booklet for parents on secondary admissions.

5. How to apply – 'In-Year Admissions'

For applications for places in years 8, 9, 10 and 11 at any time of the year, or for year 7 after September, a Local Authority 'in-year' application form must be completed and returned to the Local Authority Admissions team. See website www.cambridgeshire.gov.uk/admissions. This process is the same, regardless of whether parents live in Cambridgeshire or not.

6. Allocation of places

Admission number

The school has an agreed admission number of 148 pupils for entry in year 7.

Oversubscription criteria

All children whose statement of special educational needs (SEN) or education, health and care (EHC) plan names the school will be admitted before any other places are allocated.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

1. Highest priority will be given to children in care and all children previously in care (see point 3 above) who apply for a place at the school;
2. Children who live (ie whose home address is) in the catchment area and attend a partner primary school (Barrington, Fowlmere, Foxton, Harston and Newton, Hauxton, Melbourn, Meldreth and Thriplow) and who have a sibling at the school at the time of admission;
3. Children who live in the catchment area and who have a sibling at the school at the time of admission;
4. Children who live in the catchment area who attend the primary schools within it;
5. Children who live in the catchment area;
6. Children 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;
7. Children who live outside the catchment area who have a sibling at the school at the time of admission;
8. Children who live outside the catchment area who attend the primary schools within the catchment area;
9. Children who live outside the catchment area, but nearest the school as measured by the straight-line distance.

Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school. Distance will be measured in a straight line from the child's home address to the school's front gates on The Moor. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

7. School Visits/Tours

Parents wishing to visit the school prior to submitting an application are welcome to do so. Visits are not interviews and do not affect any decision regarding the availability of a place. Please contact the school to make arrangements.

8. Appeals

The parent of any child who is refused a place at the school has a right of appeal to an independent Appeals Panel. Appeals are overseen by the Local Authority; please visit <https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-&-learning/apply-for-a-school-place/admission-appeals/> for further information or visit the Cambridgeshire County Council website under School Admissions and look for Appeals.

9. Monitoring arrangements

This policy will be reviewed and approved by the governing body every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing body will publicly consult on these changes.