

Admissions Policy 2011 - 12

Sawston Village College is a state-maintained mixed comprehensive foundation school providing secondary education for pupils in the 11-16 age range. Its published admissions number is 230.

The College is not selective in its intake and all pupils who are able to access the National Curriculum are entitled to a place.

Most pupils are drawn from the seven local primary schools set out below, but each year a significant number of pupils apply to join the school from outside its defined catchment area. For more detailed information on the College's catchment area, parents may contact the Local Authority's Admissions Department.

For admission into Year 7 in September 2010, the LA, on behalf of the Governing Body, will offer places to 230 children. Should there be applications above that limit, the following admissions criteria would be applied; it is important to note that all preferences will be treated equally.

Oversubscription Criteria

Children who have a statement of special educational needs that names the school will be admitted. Those children with a statement of special educational needs that does not name the school will be referred to Student Assessment to determine an appropriate place.

1. Children in care, also known as Looked After Children (LAC).
2. Pupils who live within the College's catchment area, have a sibling (i.e. a brother or sister who lives in the same family unit) in the College at the time of admission and attend the following primary schools, Babraham, The Bellbird, Duxford Community, Great and Little Shelford, The Icknield Sawston, Stapleford Community and William Westley, Whittlesford.
3. Pupils who live within the College's catchment area and attend the primary schools listed above.
4. Pupils who live within the College's catchment area and have a sibling in the College at time of admission, but do not attend the above primary schools.
5. Pupils who live within the College's catchment area but do not attend the above primary schools.
6. Pupils 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. Pupils who live outside the catchment area but attend primary schools within it.
8. Pupils who live outside the catchment area, do not attend primary schools within it, but have a sibling at the College at the time of admission.
9. Children who live nearest the school according to the shortest available travel route.

In cases of equal merit, priority will go first to children living nearest the school according to the shortest available travel route. The distance, for admissions purposes, is measured using the straight line distance from the centre point of the home to the main pupil entrance to the school. 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. Interviews for the purpose of admissions are not lawful and are therefore not included as part of the admissions procedures.

For the purposes of this policy where a child lives refers to the address of the adult/s with parental responsibility with whom the child normally lives, and that which applies at the time of the application, and 'sibling' refers usually to brothers or sisters, aged between 4 and 16 who live together in the same family unit. For further clarification, please see the LA's booklet "Admission to schools in Cambridgeshire – a guide for parents"

The application process for admissions into Year 7 is co-ordinated by Cambridgeshire LA, who acts on behalf of the governing body to offer places at the College. Parents should submit an Application Form, available from their child's primary school or from the LA Admissions Team, no later than the national closing date on 31st October 2010. Offer letters will be issued by the LA on 1st March 2011. Late applications (those submitted after the national closing date) will be handled by the Admissions Team.

To apply for a place after the start of the school year, or for any other year group, please contact the LA Admissions Team, or the school, for an application form.

School Contact: the Principal's PA at the College on 01223 712818, the Office Manager on 01223 712813 or at admissions@sawstonvc.org or the LA Admissions Team on 01223 699200/699662 or by email to admissions@cambridgeshire.gov.uk.

The application form must be returned to the LA Admissions Team who will then contact your preferred schools to determine the availability of a school place. The LA Admissions Team will then write to you 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.

Any child who is refused a place at the College has a right of appeal to an independent appeal panel convened from the LA's pool of trained independent panel members. They will take into consideration the circumstances of the case put before them; any decision they make is binding on the College and the parents concerned. Any parent wishing to appeal should put his or her case in writing to the Chair of Governors, who will arrange for a panel to be convened.

As part of the co-ordinated scheme for primary admissions, the LA Admissions Team hold the initial reserve list on behalf of the Governing Body until the end of the autumn term in the initial year of intake. Where an in-year application is received, the child's details will be held on a reserve list by the LA Admissions Team on behalf of the Governing Body for a minimum period of one term following the term of application.

Any parent who requires further information regarding the school's admissions policy should, in the first instance contact the Principal's PA.

JCA February 2010