

## Admissions Policy 2009 – 10

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 admission into Year 7 in September 2009, 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:

1. children who are looked after (i.e. in foster care) or who have a statement of special educational need which names the school or for whom this is the only school that can meet their long-term medical needs (i.e. exceptional long-term medical reasons that make it *essential* that the child should attend the College rather than an alternative school);
2. the attendance of a sibling (i.e. a brother or sister who lives in the same family unit) at the time of admission;
3. pupils who attend the following primary schools and live within the College's catchment area: Babraham, The Bellbird, Duxford Community, Great and Little Shelford, The Icknield Sawston, Stapleford Community and William Westley Whittlesford; for more detailed information on the College's catchment area, parents may contact the Local Education Department's Admissions Department;
4. pupils who do not attend the above primary schools but whose home address is within the catchment area;
5. 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;
6. pupils who attend the above schools but whose home address is outside the catchment area; (for the purposes of this policy, home address refers to the address of the adult/s with parental responsibility with whom the child normally lives; the home address is that which applies at the time of application – for further clarification, please see the LA's booklet 'Admission to secondary schools in Cambridgeshire—a guide for parents' );
7. 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. Interviews for the purpose of admissions are not lawful and are therefore not included as part of the admissions procedures.

The application process for admissions into Year 7 is co-ordinated by Cambridgeshire LA, which acts on behalf of the governing body to offer places at the College. Parents should submit a Common Application Form, available from their child's primary school or from the LA Admissions Team, no later than 7<sup>th</sup> November 2008. Offer letters will be issued by the LA on 2<sup>nd</sup> March 2009. Late applications (those submitted between 8<sup>th</sup> November 2008 and 30<sup>th</sup> September 2009) will be handled by the Admissions Team. Please note that the address used for admission purposes is the home address at the time of application.

To apply for a place after the start of term or in any other year group, please contact Mrs StJohn at the College on 01223 712818 or at [mstjohn@sawstonvc.org](mailto:mstjohn@sawstonvc.org) or the LA Admissions Team South on 01223 717391 or 712755, or at [admissions@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.uk), for an application form.

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 their case in writing to the Chair of Governors, who will arrange for a panel to be convened.

In the event that a particular year group be oversubscribed, the LA Admissions Team would hold the initial reserve list on behalf of the governing body until the end of the first week of the autumn term in the initial year of intake. Currently, there is no reserve list.

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

January 2008