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# BOTTISHAM VILLAGE COLLEGE

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## ADMISSIONS POLICY

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| THIS POLICY WAS APPROVED:                       | SUMMER 2022 |
| THIS POLICY WILL BE REVIEWED:                   | SUMMER 2023 |
| MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW: | PRINCIPAL   |

## **Introduction**

As a multi academy trust (MAT), Anglian Learning is the Admissions Authority for all its schools and has responsibility for establishing the admissions criteria for the College. However, it's schools continue to follow the Local Authority arrangements regarding over-subscription criteria and appeals.

Bottisham Village College is a mixed comprehensive academy providing secondary education for pupils in the 11-16 age range. Its published admissions number is 300 for Year 7, 270 for year 8 and 210 for years 9, 10 and 11.

The College is not selective in its intake and all pupils who are able to access the National Curriculum are entitled to a place. Due regard will be paid to the Equality Act 2010.

Most pupils are drawn from the ten 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 2022, the Local Authority, on behalf of the Governing Body, will offer places to 300 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.

### **Our Catchment area**

The College's catchment area is defined as the area served by the following Primary schools: Bottisham, Burwell, Cheveley, Kettlefields (Dullingham / Stetchworth villages), Fen Ditton, Fulbourn, Great Wilbraham, Teversham, Swaffham Bulbeck, and Swaffham Prior. [A link to a map on the Cambridgeshire County Council website can be found here.](#)

### **Oversubscription criteria**

Children who have a statement of special educational needs that names the college will be admitted. NB. Those children with a statement of special educational needs or education health and care plan that does not name the college will be referred to the Statutory Assessment Team (SAT) Team to determine an appropriate place.

1. Children in care (CiC) and children who were in care but ceased to be so by reason of adoption, a resident order or special guardianship order. 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.

2. Children who live in the catchment area, attend primary schools within the catchment area and who have a sibling at the college at the time of admission.
3. Children who live in the catchment area with a sibling at the college 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 college at the time of admission.
7. Children who live outside the catchment area who have a sibling at the college 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 college as measured by a straight line.

In cases of equal merit, priority will go first to children living nearest the school according to the straight-line distance. 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.

### **At other times of the year (all year groups)**

Please contact the Admissions Team to check availability of numbers and to begin the admissions process. We are always very pleased to meet with parents/carers to discuss admission arrangements and to show you around our facilities in order to help you to make your decision.

Students living within the catchment area and more than three miles from the College are entitled to free travel on a local authority bus. If you live out of catchment, parents are responsible for transporting their children to and from school as no transport is provided. eg: Many students who live in Cambridge travel to and from the College on a service bus.

These distances are produced by the LA Admissions team for the school. All measurements are calculated using a digital mapping system. For families who live outside

the area covered by the system used in Cambridgeshire, both straight line distances and travel routes 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.

### **Admissions for year 7**

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 either online via [www.cambridgeshire.gov.uk/admissions](http://www.cambridgeshire.gov.uk/admissions) or on a paper application form, available from their child's primary school or from the LA Admissions Team, no later than the national closing provisional date of 31 October 2021. Offer letters will be issued by the LA on a provisional date of 1 March 2022. Late applications (those submitted after the national closing date) will be handled by the Admissions Team. For further information and full details on how to apply, please see the booklet 'Next Steps: Admission to Secondary School; a guide for parents 2022-23. This is available from the College or online at [www.cambridgeshire.gov.uk/admissions](http://www.cambridgeshire.gov.uk/admissions).

### **In year admissions**

To apply for a place after the start of the school year, or for any other year group, please contact the LA Admissions Team for an 'In-Year School Application Form' on 0345 045 1370 or by email to [admissions@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.uk). The application form must be returned to the LA Admissions Team who will 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. 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 may appeal using an appeal form available from the LA Admissions Team. Further information is available from their website at [www.cambridgeshire.gov.uk/admissions](http://www.cambridgeshire.gov.uk/admissions) or by calling 0345 045 1370.