



Document Control

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This Policy is written with reference to the School Admissions Code: DfE 2021

1 Introduction

The Meridian Trust is the admission authority for Sawtry Village Academy. This means that it sets and applies the admissions policy. This policy is reviewed annually and consultation of admission arrangements takes place at least every seven years.

The pupil admission number (PAN) for Sawtry Village Academy is 180.

1.2 Please note that the address used for the purpose of admission is the child's usual place of residence. 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 tenancy or exchange of contracts with details of the proposed completion date. Parents are expected to notify the Academy of any changes of address as this may affect the allocation of a place. Further guidance on this issue is available from the Academy.

2 Admissions into Year 7 for September

Catchment Area: Children living in the area served by the following primary schools fall within the catchment area:

- Alconbury
- Folksworth
- Holme
- Sawtry
- Stilton
- Alconbury Weald

2.2 In the event that applications to Sawtry Village Academy exceed 180, students will be allocated a place on the basis of the Academy's published over subscription criteria (see point 4).

2.3 If you would like to enrol your child at Sawtry Village Academy for **Year 7 September** then parents should follow the online process which is accessed via:

<https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-learning/apply-for-a-school-place/secondary-school>

no later than the Local Authority deadline of 31 October.

There is no automatic transfer to a secondary school, an application must be made. Offer letters will be issued by the LA on the National Offer Date (1 March). Late applications, i.e. those submitted between 1 November and 31 March, will be processed on 1 April. For further information and specific dates, please refer to the full scheme for secondary co-ordination on the weblink above.

2.4 Parents wishing to visit the Academy prior to making an application are welcome to do so. An Open Evening will be held in **October for prospective year 6 students** details of which can be found on the Academy website.

2.5 Visits during the Academy day are also available, by appointment only. However, such visits may not be possible to organise at short notice and it should be emphasized that such visits are not interviews and do not affect any decision regarding the availability of places. Please contact the Academy to make arrangements.

3 In Year admissions

If you are applying for an In-Year place; i.e. you want a place at SVA for any student after a September start for a year 7, you should follow the online process which is accessed via:

[In-year admissions \(moving schools\) - Cambridgeshire County Council](#)

4 Over subscription

In the event that more than 180 applications are received, SVA uses the following oversubscription criteria.

Children who have a statement of special educational needs (SEN) or educational health care (EHC) plan that names the school will be admitted. NB. Those children with a statement of special educational needs or EHC that does not name the school will be referred to Student Assessment and Resources (STAR) Team to determine an appropriate place.



1. **Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangement order, or special guardianship order.** (A looked after child is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions).
2. **Children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.** (A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.)
3. Children who live in the catchment area, attend primary schools within the catchment area and who have a sibling at the school at the time of admission;
4. Children who live in the catchment area with a sibling at the school at the time of admission;
5. Children who live in the catchment area who are attending the primary schools within it;
6. Children who live in the catchment area;
7. Children who live outside the catchment area, who are attending primary schools within it and who have a sibling at the school at the time of admission;
8. Children who live outside the catchment area who have a sibling at the school at the time of admission;
9. Children who live outside the catchment area who are attending the primary schools within the catchment area;
10. Children who live outside the catchment area, but nearest the school as measured by a straight line.

4.2 The distance, for admissions purposes, is measured using the straight line distance from the centre point of the home address to the main student entrance to the school. These distances are produced by the LA Admissions team for the school. The home address is defined as the address of the adult with parental responsibility with whom the child normally lives and which applies at the time of application.

4.3 Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address or siblings who are current students of the school. A full definition appears in the Local Authority (LA) admission booklet for parents

4.4 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.

4.5 The application must be completed for the LA Admissions Team who will then contact parents preferred schools to determine the availability of a school place. The Admissions Team will then write to confirm the details of the school at which a place is to be offered and, where appropriate, a suitable start date. Under the terms of the co-ordinated scheme for secondary admission all preferences are treated equally.

4.6 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.

5 Reserve Lists and Appeals

For transfer to secondary school, as part of the co-ordinated scheme for secondary admission, when an application is refused, the child's details are automatically placed on a reserve list for the year group, ranked according to the oversubscription criteria. The LA Admissions Team holds this reserve list on behalf of the Academy Council until the end of the autumn term.

5.2 Where an in-year application is refused the child's details will be held on the reserve list for the appropriate year group by the LA Admissions Team on behalf of the Academy Council for a period of one term following the term for which the place was refused.



5.3 The parent of any child who is refused a place at the Academy has a right of appeal to an independent Appeals Panel. The school follows the published appeals procedure set out by the Local Authority.

[School admission appeals - Cambridgeshire County Council](#)

Academy Council (September 2025)

This policy will next be reviewed in September 2025 for September 2027 entry.