

# Meridian Trust

## Admissions Policy



### Document Control

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# Swavesey Village College

## Admissions Policy 2024-2025

Swavesey Village College has high expectations of all its students and in return offers a high-quality education at the heart of its local community. We develop our pupils into successful, confident, responsible and employable citizens. The school is a cultural hub for its students, their families and the community. The academy is supported by the ethos and values of the Meridian Trust, its sponsor.

Arrangements for applications for places in Year 7 at Swavesey Village College will be made in accordance with Cambridgeshire County Council's co-ordinated admission arrangements; parents resident in Cambridgeshire can apply online at:

[http://www.cambridgeshire.gov.uk/info/20059/schools\\_and\\_learning/363/apply\\_for\\_a\\_school\\_place/5](http://www.cambridgeshire.gov.uk/info/20059/schools_and_learning/363/apply_for_a_school_place/5)

Swavesey Village College will use the Cambridgeshire County Council's timetable published online for these applications and the relevant local authority will make the offers of places on their behalf as required by the School Admissions Code.

For a midyear place, an application can be made through

[http://www.cambridgeshire.gov.uk/info/20059/schools\\_and\\_learning/363/apply\\_for\\_a\\_school\\_place/5](http://www.cambridgeshire.gov.uk/info/20059/schools_and_learning/363/apply_for_a_school_place/5)

The published admission number for Year 7 is 240.

In accordance with the 1996 Education Act, the allocation of school places for children with a statement of special educational needs or an education health and care plan, will take place first. We will then allocate the remaining places in accordance with this policy.

### **Admissions**

As an Academy, the Academy Council are responsible for establishing the Admission Criteria and oversubscription criteria for the College set out below. The responsibility for the administration of the Admissions process remains with the Local Authority.

The advertised admissions limit for Swavesey Village College is 240.

### **Catchment Area:**

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

- Bar Hill
- Elsworth
- Fen Drayton
- Fenstanton and Hilton
- Over
- Pendragon (Papworth Everard)
- Swavesey

Since 2005, applications to Swavesey have exceeded 240 and have been allocated on the basis of the College's published oversubscription criteria (see below).

### **Oversubscription Criteria**

SVC follows the oversubscription criteria of Cambridgeshire County Council as set out below:

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

1. Children in Care, also known as Looked After Children (LAC) and children who were looked after but ceased to be so by reason of adoption, a residence order or a special guardianship order. Also 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 school at the time of admission;
3. Children who live in the catchment area with a sibling at the school at the time of admission;
4. Children who live in the catchment area who are attending the primary schools within it;
5. Children who live in the catchment area;
6. 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;
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 are attending the primary schools within the catchment area;
9. Children who live outside the catchment area, but nearest the school as measured by a straight line.

In cases of equal merit in each set of criteria, priority will go to children living nearest the school as measured by a straight line. 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.

### **Appeals Procedure**

The school follows the published appeals procedure set out by the Local Authority. Please go to

[http://www.cambridgeshire.gov.uk/info/20059/schools\\_and\\_learning/363/apply\\_for\\_a\\_school\\_place/8](http://www.cambridgeshire.gov.uk/info/20059/schools_and_learning/363/apply_for_a_school_place/8)

## **Reserve Lists**

For admission into Year 7 the county council will keep a waiting list which we call a reserve list. If you do not get a place at your first preference school your child is automatically put on the reserve list for any schools above the one you were offered. This list is in the order of the oversubscription criteria. Names can move down the list if someone moves into the area and is higher placed on the oversubscription criteria. The list is kept by the Schools Admission Team until the end of the coordinated admission round in August each year. After, the admissions team will keep the reserve list until the end of the academic year.

If you wish your child to join the school in another year group and it is full, you can contact the County Council's Admissions team and request to be added to the reserve list. This will be kept in the order of the oversubscription criteria. The time you have been on the list is not taken into account. An application must be made to be placed on the waiting list and it is up to the school to accelerate or defer a child into a year group outside of the normal age appropriate group. This can only be done if there are spaces in the relevant year group with no waiting list.

The waiting list for Year 7s are held until the end of December when parents must request to remain on the waiting list. This will then expire at the end of August of that academic year. In year applications remain on the waiting list until the end of the academic year, after which time if they wish to remain a new application in a new transfer group must be made.

## **Appeals**

The procedures for appeals relating to admissions will be in accordance with all relevant legislation. They are independent and organised by the County Council Legal Services Section and entirely separate from the admission system. The decision of the independent appeal panel is binding on all parties. Details of Cambridgeshire County Council's Appeals procedure can be found here:

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

## **Fraudulent or Misleading Applications**

As an admission authority Swavesey Village College have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example a false address was given which denied a place to a child with a stronger claim.

We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.

## **Fair Access Protocol**

Local authorities are required to have Fair Access Protocols in order to make sure that unplaced children who live in the home local authority, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to schools that are already full.

## **Children of UK service personnel (UK Armed Forces)**

In order to meet the government's military covenant aimed at helping Service personnel, and Crown Servants returning from abroad the local governing body have adopted the following arrangements.

- For late applications to the normal intake year and mid-year applications the local governing body aim to remove any disadvantage to UK service personnel (UK Armed Forces) by applying the school's oversubscription criteria to their Posting Order (base address).
- The Academy Council will check to see if the base address is within the distance of the last child admitted in the last admission round that was oversubscribed on offer day.
- If the address is within the distance the Academy Council will consider admitting providing all children in public care and siblings have already been admitted and there is no child with higher priority under the oversubscription criteria on the reserve list.

This will be irrespective of the fact that the school has had appeals or appeals are scheduled.

It may be that the Academy Council still cannot admit because of organisational or curriculum difficulties within the school.

The Academy Council will need the notice of posting or official government letter and posting address before considering an application under these arrangements.