



## **ADMISSIONS POLICY FOR 2022-23**

**AUTHORS:** HM & TD

**GROUP:** LVC Full Governors

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**LATEST REVIEW :** January 2022

## LINTON VILLAGE COLLEGE

### ADMISSION ARRANGEMENTS FOR 2022-23

Anglian Learning is the Admissions Authority for the College. The Governing Body of LVC sets and applies the admissions policy for the College. All decisions regarding the admission of children into the College are made by a sub-committee of the Governing Body.

#### HOW TO APPLY

The application process for admissions into Year 7 is co-ordinated by Cambridgeshire Local Authority (LA), which acts on behalf of The Governing Body to offer places at the College. Parents should apply online at [www.cambridgeshire.gov.uk/admissions](http://www.cambridgeshire.gov.uk/admissions) or submit a Cambridgeshire Application Form, available from their child's primary school or from the LA Admissions Team, no later than the LA deadline cut-off for online applications at 23:59 on 31 October 2021; paper applications must be received by the Admissions Team no later than 5pm on 31 October. Offer letters will be issued by the LA on the National Offer Date (1 March 2022) or first working day after). Late applications (those submitted between the October deadline and the end of the co-ordination period) will be handled by the Admissions Team.

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

LA Admissions Team Contact: South Team: 01223 699200 / 699201 or [admissions@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.uk)

College Office Contact: [admissions@lvc.org](mailto:admissions@lvc.org), 01223 891233

Parents wishing to visit the College prior to submitting an application are welcome to do so, though it may not always be possible to organise this at short notice. Visits are not interviews and do not affect any decision regarding the availability of a place. Please contact the College to make arrangements.

#### HOW PLACES ARE OFFERED

For admission into Year 7 each September, the Local Authority, on behalf of The Governing Body, will offer places to 165 children. This is the Published Admission Number (PAN) for that year group. In the event that more than 165 applications are received, the oversubscription criteria will be applied to determine priority for places by the LA on behalf of The Governing Body. All preferences are treated equally, regardless of whether they are first, second or third preferences.

## OVERSUBSCRIPTION CRITERIA

Linton Village College is a non-selective comprehensive school with an agreed admissions limit of 165. This is reviewed each year by The Governing Body. The College serves a catchment area across a number of villages in South Cambridgeshire, as identified by Cambridgeshire Local Authority, and works in partnership with a number of local primary schools comprising of the following partner primary schools: Ashdon, Burrough Green, Castle Camps, Great Abington, Great Sampford, Linton Heights Junior and The Meadow Primary School. The College also welcomes applications from families who live outside this area; traditionally between 10% and 20% of the Year 7 intake comes from outside the catchment area.

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 to determine an appropriate place. Should applications exceed the agreed admissions number, priority will go, in order, to:-

1. "Children in Care", also known as Looked After Children (LAC) and children who were looked after but ceased to be 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\* and attend a partner primary school\*\*;
3. Children who live in the catchment area\* and who will have a sibling at the College at the time of admission;
4. Children who live in the catchment area\*;
5. Children who live outside the catchment area\* but have attended a partner primary school\*\* for at least two years;
6. Children who live outside the catchment area who will have a sibling at the College at time of admission;
7. Oversubscription priority may be given to the children of members of staff provided they have been employed at LVC for a minimum of two years and/or are recruited to fill a vacant post for which there is a demonstrable skills shortage;

8. Children who live outside the catchment area.

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

For Years 8 to 11, the PAN is also 165. If a place becomes available it will be offered to the child at the top of the reserve list for the year group or, if no reserve list exists, the place will be offered to the first child for whom an application is received.

#### RESERVE LIST

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. As part of the co-ordinated scheme for secondary admissions, the LA Admissions Team holds the initial reserve list on behalf of Linton Village College until the end of the first week of the autumn term in the initial year of intake. Linton Village College then manages the reserve list until the end of the autumn term. When mid-term applications are received, children's details will be held on the reserve list for a period of one term following the term of application.

Parents will be contacted immediately if a place becomes available for their child, but should be aware that their child's place on a reserve list may change if an application is subsequently received that meets a higher criterion than their own.

#### APPEALS

The parents of any child who is refused a place at the College have the right of appeal to an independent Appeals Panel. The panel consists of three people who are independent of The Governing Body and the Local Education Authority. The panel will consider the circumstances of the case put before them. Both The Governing Body and the parents must abide by the decision it makes.

Appeals for the school are currently arranged by The Governing Body /LA Admissions Team. Further information and appeal forms are available from the Admissions Team.

*\* The school's catchment area is defined on Cambridgeshire Local Authority's website <http://my.cambridgeshire.gov.uk/>*

*\*\* Linton Village College's Partner Primary schools include: Ashdon, Burrough Green, Castle Camps, Great Abington, Great Sampford, Linton Heights and The Meadow School.*