

# Bassingbourn Village College



## Admissions Policy 2018/2019

Approved/Ratified by Governors on	2 <sup>nd</sup> November 2017
Review cycle	1 year

### College Aim:

To know all our students as individuals. To provide a wide variety of opportunities and experiences through a personalised curriculum and support. To ensure rapid and sustained progress within a kind, caring and close family environment. To nurture individuals to have high aspirations, a love of learning and to become confident, responsible and independent members of society.

## **BASSINGBOURN VILLAGE COLLEGE ADMISSION ARRANGEMENTS FOR 2018-19**

The Governing Body of Bassingbourn Village College is the admission authority for the College. This means that it is the Governing Body that sets and applies the admissions policy for the College..

### **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 on 31<sup>st</sup> October. Offer letters will be issued by the LA on the National Offer Date (1<sup>st</sup> March or first working day after). Late applications (those submitted between the November deadline and the end of the co-ordination period) will be handled by the Admissions Team.<sup>1</sup>

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 application form by phoning 01223 699200/699662 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 then 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 and, where appropriate, a suitable start date.

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.

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 125 children. This is the Published Admission Number (PAN) for that year group. In the event that more than 125 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..

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<sup>1</sup> For further information and specific dates, please refer to the full scheme for secondary co-ordination, available from the LA Admissions Team or from the website, [www.cambridgeshire.gov.uk/admissions](http://www.cambridgeshire.gov.uk/admissions)

## **Admissions of UK service personnel children**

Bassingbourn Village College is committed to working closely with the MOD to ensure the best educational provision for children of service personnel with a confirmed posting at Bassingbourn Barracks.

Where possible, an application should be included in the normal admissions round. An official letter, such as a posting note or letter of support from the commanding officer should be sent to the school and local authority admissions team. This should include; relocation date and unit postal address or fixed address if available.

Bassingbourn Village College will not refuse a child of UK service personnel a place because the family does not currently live in the area. Admissions will be timely and may be above the planned admission number (where appropriate). This arrangement recognises the nature of MOD postings and is not available to non-service personnel children.

## **Oversubscription Criteria**

Bassingbourn Village College is a non-selective comprehensive school with an agreed admissions limit of 125. This is reviewed each year by the Governors and published in the College information.

Each year group will be no bigger than 125 students, this is to ensure that practical subjects such as PE, technology, science, art and music do not have more than 25 students per group. This is to adhere to health and safety considerations due to the nature of the subject, the physical space and equipment available. The college also has a maximum class size of 30 students. All group sizes are at the discretion of the governors and the Principal.

The College primarily serves a catchment area comprising the catchment areas of the following partner primary schools: Bassingbourn County Primary School, Guilden Morden Primary School, Petersfield Primary School, Orwell and Steeple Morden Primary School but welcomes applications from families who live outside this 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 so by reason of adoption, a resident order or special guardianship order.
2. A child who lives in the catchment area and attends Bassingbourn County Primary School, Guilden Morden Primary School, Petersfield Primary School,

Orwell or Steeple Morden Primary School, and has a sibling\* at Bassingbourn Village College at the time of admission.

- 3 A child who lives in the designated catchment area who attends one of the named primary schools within it (*see 2 above*).
- 4 A child who lives in the designated catchment area with a sibling at Bassingbourn Village College at the time of admission.
5. A child who lives in the designated catchment area of the named primary schools
6. A child who lives outside the designated catchment area who attends one of the named primary schools within it and who has a sibling at Bassingbourn Village College at the time of admission
7. A child who lives outside the designated catchment area who attends one of the named primary schools within it.
8. A child who lives outside the designated catchment area who has a sibling at Bassingbourn Village College at the time of admission
9. If places remain available, the distance between home and school as measured by the shortest straight line distance

In cases of equal merit, priority will go to children within Cambridgeshire by measuring a straight line from the centre point of the home to the main reception entrance to the school as determined by the National Land and Property Gazetteer (NLPG)

For Years 8 to 11, the PAN is also 125.

### **Home Address**

The home address is defined as the address of the adult with parental responsibility with who the child normally lives and which on a permanent basis applies at the time of application. For further details, please see the full definition in the LA admissions booklet for parents, "Admissions to schools in Cambridgeshire – a guide for parents".

### **Siblings**

Siblings are defined as children, usually brothers or sisters, aged between 4 and 16, who live together in the same family unit, including step siblings, foster siblings and adopted siblings. Unless otherwise stated, for the purposes of the oversubscription criteria, children who are in an attached nursery or sixth form provision are not included.

### **Reserve Lists**

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 the governing body until the end of the first week of the autumn term in the initial year of intake.

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 parent of any child who is refused a place at the College has a right of appeal to an independent Appeals Panel.

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

### Appendix 1 – Guidance for applications from out of catchment and mid –phase

Applicants wishing to apply for a place mid-year should do so by applying through Cambridgeshire admissions service. Telephone: 01223 699200/699662  
Email: [admissions@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.uk)

Applicants wishing to apply for a place at the beginning of an academic year who are in a transition period (for either year 7 or year 9) then should apply to the local authority admissions service in which they pay their council tax. They should name Bassingbourn Village College as the school and the application will then be passed onto Cambridgeshire admissions.

Applicants wishing to apply for a place at the beginning of an academic year who are not in a transition year should do so by applying through Cambridgeshire admissions team (as above). These applications will only be dealt with 6 weeks prior to the start of the year; earlier applications are treated as mid –year applications and places allocated on this basis. The school can only hold a place open for a student for 6 weeks on this basis.

Any parent who is making an application for a place from an out of county school should contact the school office to inform them an application has been made. We recommend that all parents visit the school prior to seeking a place wherever possible.