



# ADMISSIONS POLICY

**Main School (Years 7-11)  
and  
Sixth Form (Years 12-13)**

**In force with effect from  
September 2020 admissions round**

**Approved: 28 February 2019**

<b>Consultation Process</b>	
Full Consultation with all Stakeholders (Parents/Schools/Local Authorities (Peterborough and Lincolnshire)	For 6 weeks commencing 19 November 2018
Four Cs MAT Trustees	28 February 2019

## ADMISSION TO ARTHUR MELLOWS VILLAGE COLLEGE

1.0	<p><b>Introduction</b></p> <p>Arthur Mellows Village College is part of the Four Cs MAT and is its own Admissions Authority. All in-year admission enquiries are administered by the College following receipt of an in-year admissions application form. The College is traditionally over-subscribed, therefore early dialogue is essential.</p> <p>If your child is in Year 6 and you are applying for a new Year 7 place at the College, this must be done through Peterborough Local Authority.</p>
2.0	<p><b>Students transferring from Year 6 to 7</b></p> <p>This procedure is carried out by the Local Authority. Peterborough children who attend a Local Authority Peterborough Primary school will be given information in September of their Year 6 which explains the process. Parents / carers of Year 6 students who do not attend a Peterborough Primary school but live in Peterborough should contact the Admissions Team at the Education Office in Peterborough in the September prior to entry into Secondary Education.</p> <p><b>The following information may assist prospective Year 7 parents / carers. Please study the admission criteria below carefully.</b></p>
3.0	<p><b>Information for all seeking admission other than transfer from Year 6 to 7 (not including Sixth Form)</b></p> <p><u>The College is usually oversubscribed so early discussion is essential</u></p> <p>Please contact the College immediately you know you wish to apply for admission. This is particularly important if you are moving into the Catchment Area or are being posted to RAF Wittering. If there is a vacancy in the Year Group, then a place will be allocated. If the College does not have a place in the Year Group being sought then the procedure for Appeal will be explained. Please see the Admissions Criteria for further reference.</p>
4.0	<p><b>Admission Criteria</b> <u>(In force with effect from September 2020 admissions round)</u></p> <p>Priority will be given to children with a statement of Special Educational Needs or Education, Health and Care Plan which names the College. This will be in addition to any specific arrangements to specialist provision.</p> <ol style="list-style-type: none"> <li>i. Children in Care# – Looked After Children’ and children who were previously looked after, but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order</li> <li>ii. Children in Care# - Children who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.</li> <li>iii. Children living in the catchment area (identified in criteria 5) who would be in receipt of the Service Premium. (The service premium is additional funding paid annually to schools under section 14 of the Education Act 2002 for the purposes of supporting the pastoral needs of the children of Armed Services personnel.)</li> <li>iv. Children of members of staff provided that they have been employed for a minimum of two years and/or are recruited to fill a vacant post for which there is a demonstrable skills shortage.</li> </ol>

- v. Children living in the catchment area of the following primary schools: Barnack Church of England; Castor Church of England; Duke of Bedford, Thorney; Eye Church of England; John Clare, Helpston; Newborough Church of England; Northborough County Primary; Peakirk cum Glinton Church of England; Wittering County Primary. (See map of catchment area posted on the College website).
- vi. The attendance of a sibling\* who is on the College roll at the time of admission.
- vii. Children living nearest the College as measured by the shortest straight line distance, from the centre of the home address<sup>^</sup> to the College using the National Ordnance Survey seed points via the Local Authority's computerised measuring system and the Council's Geographic Information System (GIS) from the seed point located at the child's home address to the seed point for the College, using a straight line.

**Definitions**

# i) 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.

# ii) 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.

\*Siblings are defined as children aged between 4 and 16, living together in the same family unit, who have a sibling on the roll of the school at the time of application and admission to the school. Sibling includes: brother or sister, half-brother or sister, adopted brother or sister, child of the parent/carer or their partner, children looked after, or previously looked after. This doesn't include children temporarily living in the same family unit - for example a looked after child in short-term, or interim, foster placement. In every case, the sibling must be living permanently in the same family home (at least Monday to Friday) and must be on the roll of the school, or have been offered and accepted a place at the school at the time of application and when the child starts. Every effort will be made to ensure that twins and those from multiple births can be admitted together.

<sup>^</sup>The home address is the address of the parent with whom the child normally lives from Monday to Friday. When parents live separately, the application must be based on the address at which the child usually lives. When parents live separately but the child lives with both parents at different addresses, the child's home address will be taken to be the address where the child lives for most of the week. If the child spends an equal amount of time with each parent, the address will be taken to be that of the main parent / carer eligible to receive Child Benefit and Child Tax Credit.

**Published Admission Number (PAN) - 264 (Years 7-11)**

It is impossible to predict how many equal preferences will be made for Arthur Mellows Village College, numbers of siblings and house buying/building changes from year to year.

**5.0 Proof of Address**

As part of the admissions process you may be asked to provide proof of address. To ensure that offers of school places are made fairly, the College is committed to following strict address verification procedures.

6.0	<p><b>Late Applications (Year 6-7 applications)</b></p> <p>Late applications received after the closing date set by the Local Authority will only be considered after all applications received by the closing date. This means it is much more likely you will <u>not</u> get a place at your preferred school as the places may already have been given to other children. If you are moving within Peterborough, you must still make your application by the deadline. Late applications for the College, if oversubscribed, will be placed on the waiting list.</p>
7.0	<p><b>All Preferences Equal (Year 6-7 applications)</b></p> <p>All preferences listed by parents / carers on the preference form (paper or on-line application) are considered by the Local Authority equally. Where a pupil can be offered a place at more than one school, parents / carers will be offered the school they placed higher on their list.</p>
8.0	<p><b>Waiting List (Year 6-7 applications)</b></p> <p>For September Year 7 intake, vacancies may occur after the allocation of places on 1 March.</p> <p>Places on the Waiting List are allocated in accordance with the College's Admission Criteria. Distance is measured in a straight line using the Local Land Property Gazetteer (LLPG) provided from the seed point located at the child's home address to the seed point for the school. The seed point is taken from the Ordnance Survey's (OS) Address-Base dataset. It is used to locate individual residential and school addresses using grid references as seed points.</p> <p>Once the 264 pupil limit has been reached the Waiting List is created by the Local Authority.</p> <p>Within a few days of the Acceptance List being published by the Local Authority the Waiting List is available at the College.</p> <p><b>After 1 September all matters relating to Admissions are handled by the College.</b></p> <p>During the time between 1 March and 1 September changes to the Admission List may take place because:</p> <ol style="list-style-type: none"> <li>i. Parents / carers withdraw children from the Acceptance List due to moving out of the area, RAF postings or other factors. If a vacancy becomes available then the first person on the Waiting List is offered the place.</li> <li>ii. Admission Appeals for Year 7 take place later in the year, usually in the Summer term. Any applicant refused a place has the right to Appeal. Details regarding the Appeal Procedure are available after 1 March from the College. <u>If parents / carers wish to Appeal for a place in Year 7, then they must contact the College.</u> The Appeal is heard before an independent panel.</li> <li>iii. If any Appeal is successful then no further admission through the Waiting List is possible until the year number has fallen to 263 pupils.</li> </ol> <p>Please remember that the Admissions Appeal Panel is independent to the College, no member of the College is able to influence the admissions process.</p>

	<p><b>Waiting List (In-Year admissions)</b></p> <p>Waiting lists are normally in operation for all Year Groups at the College. Positions on the waiting list are determined by the admission criteria set in Section 3 of this policy. For this reason, early dialogue with the school is encouraged.</p>
9.0	<p><b>Admission Appeals</b></p> <p>Parents / carers have the right to express a preference for their child's school.</p> <p>If parents / carers are not allocated a place for their child at the school of their preference they may appeal to an independent body called the Appeals Panel.</p> <p>Parents / carers should contact the College for further information should they wish to appeal.</p>

## Sixth Form Admissions (Years 12-13)

10	<p><b>Sixth Form Admissions (Years 12-13)</b></p> <p>The College welcomes applicants for Post 16 Education. Places in the Sixth Form will be offered in accordance with the detail provided below.</p>
10.1	<p><b>What qualifications are needed for a Sixth Form course?</b></p> <p>Students may be admitted to the Sixth Form, if they have obtained the relevant academic entry requirements.</p> <p>To qualify for entry to Arthur Mellows Village College Sixth Form, all students need to meet the matriculation criteria for individual course pathways as outlined in the Sixth Form Prospectus published annually.</p> <p>In discussing options, information will be sought from the current school as to suitability for successful Sixth Form study in the subjects of their choice, from the range offered by the College.</p>
10.2	<p><b>Applicants from other schools</b></p> <p>Students from other schools should apply for a place in the Sixth Form at Arthur Mellows. Applications will be accepted after the Sixth Form Open Evening held in November of each year. The closing date for applications will be a date in December published on the College website. A copy of our internal assessment criteria will be sent to the applicant's current Headteacher, so that Heads of Departments in their own school will have the opportunity to comment on the applicant's predicted GCSE performance and suitability for Sixth Form study.</p>
10.3	<p><b>What happens if Arthur Mellows Village College Sixth Form is oversubscribed?</b></p> <p>The Published Admission Number (PAN) for the Sixth Form (Years 12 and 13) is a total of 400, split between a maximum of 210 in Year 12 and 190 in Year 13. In the first instance priority will be given to students currently attending Year 11 at Arthur Mellows Village College. After that, places will be offered to applicants from outside the College who satisfy the application criteria set out in the Sixth Form Prospectus. In the event of oversubscription, offers will be made to external applicants on the basis of there being places available within the relevant and planned subject groups. Offers will be made to candidates giving priority to looked-after and SEN students who meet the criteria. Thereafter, applicants' names will be added to the waiting list and places offered from this list, if they become available.</p>