



ADMISSIONS POLICY

**In force with effect from
September 2019 admissions round**

Approved:

Consultation Process	
Full Governing Body Meeting	Tuesday 9 December 2014
Full Consultation with all Stakeholders (Parents/Schools (Peterborough and Lincolnshire)	For 8 weeks commencing Monday 15 December 2014
Full Governing Body Meeting - Determined	Tuesday 10 March 2015
Full Governing Body Meeting – Determined	Tuesday 8 December 2015
Full Governing Body Meeting – Determined	Tuesday 13 December 2016
Four Cs MAT Trustees	Thursday 14 December 2017

ADMISSION TO ARTHUR MELLOWS VILLAGE COLLEGE

Students transferring from Year 6 to 7

This procedure is carried out by the Local Authority. Peterborough children who attend a Local Authority Peterborough Primary school will be given a booklet in September of their Year 6 to take home 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 for the booklet in the September prior to entry into Secondary Education. Up to 1 March all enquiries should be made to the Admissions team at the Local Authority. **After 1 March enquiries should be direct to the College.**

The following information may assist prospective Year 7 parents / carers. Please study the admission criteria below carefully.

ADMISSION CRITERIA

Admission Criteria (In force with effect from September 2019 admissions round)

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.

1. Children in Care – ‘Looked After Children’ and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Children living in the catchment area (identified in criteria 4) 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.)*
3. 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.
4. 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).
5. The attendance of a sibling* who is on the College roll at the time of admission.
6. Children living nearest the College as measured by the shortest straight line distance, from the centre of the home address# 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.

*Sibling is defined as a brother or a sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent / carer’s partner and in every case the child must be living in the same family unit at the same address. Every effort will be made to ensure that twins and those from multiple births can be admitted together.

#The home address is the address of the parent with whom the child normally lives from Monday to Friday. Where children spend time with both parents at more than one address, the address used to allocate a school place will be the one at which the child spends the majority of school nights.

Where children spend equal amounts of school nights with both parents; the address used will be the one most advantageous to the application. Both parents must declare this individually in a letter and send it to the College at time of application. Applications from children living at a different address from Monday to Friday should be accompanied by a copy of the Parental Responsibility Order or Residence Order for the person the child lives with.

Admission Limit 264.

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.

ALL PREFERENCES EQUAL

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.

WAITING LIST

Vacancies may occur after the allocation of places on 1 March.

Places on the Waiting List are allocated in accordance with the College's Admission Criteria. Distance from the College is carefully measured by the Local Authority between the College and the centre of the home address. Please bear in mind that this is calculated by the Local Authority using the National Ordnance Survey seed points via a computerised measuring system.

Once the 264 pupil limit has been reached the Waiting List is created by the Local Authority.

Therefore, the nearer you live to the College out of catchment the better your chance of possibly gaining a place at the College and being included in the 264 or higher up on the Waiting List.

Within a few days of the Acceptance List being published by the Local Authority the Waiting List is available at the College.

After 1 March all matters relating to Admissions are handled by the College.

During the time between 1 March and 1 September changes to the Admission List may take place because:

1. 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.
2. 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. If parents / carers wish to Appeal for a place in Year 7, then they must contact the College immediately after 1 March. The Appeal is heard before an independent panel.
3. If any Appeal is successful then no further admission through the Waiting List is possible until the year number has fallen to 263 pupils.

Please remember that the Admissions Appeal Panel is independent to the College, no member of the College is able to influence the admissions process.

Information for all seeking admission other than transfer from Year 6 to 7

The College is usually oversubscribed so early discussion is essential

Please contact the College immediately you know you wish to seek 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.

Post 16

The College welcomes applicants for Post 16 Education.

Places in the Sixth Form will be offered in accordance with the Sixth Form Admissions Policy.

Admission Appeals

Parents/carers have the right to express a preference for their child's school.

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.

Should I appeal?

Not all families appeal if their request for a school is unsuccessful. Those who appeal usually do so because they feel that they have a particularly strong case.

Advice can be sought at an early stage from the College.

How do I appeal?

The process is quite simple. You need to set out your reasons to the Appeals Panel on a form provided by the College. You should:

- Provide your child's name, date of birth, Year Group; your own address and telephone number and/or mobile number.
- State that you wish to appeal against the College's decision not to allocate your child a place at AMVC.
- Give all your reasons (backed up, if appropriate, by other documents).

What will happen next?

You will be informed by letter when your Appeal will be heard and you will receive a statement from the College giving reasons why it is not possible to allocate a place at the school of your choice. This will be sent to you at least seven days before the Hearing.

You will be invited to attend the appeal hearing in order to discuss your case with the Appeals Panel. You may bring a friend or representative to help you present the case or simply sit with you to provide support. Your child(ren) may not accompany you at the appeal hearing. If you require help with interpretation please contact the College. Parents who have Special Needs and may need extra help, eg signing, different access to the building; should also enquire at the College. If you cannot attend or do not wish to attend, the Panel will decide the appeal on the basis of the written information you have supplied.

Who is on the Appeals Panel?

Three people normally sit on the Panel and they will include:

- Lay person(s), who is not connected with the College and who has no personal experience in the management of a school.
- Person(s) 'experienced in education' (often a retired Headteacher), who is not a member of the College's staff or Governing Body.

The Panel is advised by an Independent Clerk whose role is only to provide legal advice for the Panel and to ensure that correct procedures are followed in the Appeal Hearing. Sometimes there is an observer who is being trained to be an Appeal Panel member.

What happens at the appeal hearing?

Hearings last about thirty minutes. Every effort is made to keep the Appeal informal. At the start of the Hearing the Chair of the Panel will introduce him or herself and the other members and will explain the composition of the Panel, its role and the way in which the Hearing will be conducted.

The Head of College or his representative will present the case for the College providing details about the College's admission limit, capacity and number on roll etc, and describing the problems for the College if more pupils are admitted. You (and the Panel) will be able to ask the Head of College or his representative questions about the College's case.

You will then be invited to present reasons why you particularly want your child to attend the College. The Head of College or his representative and the Appeal Panel will be able to ask you questions about your case. It is important that you explain all your reasons fully so that the Appeal Panel understand your particular circumstances.

You and the Head of College or his representative will then withdraw after all the information has been heard, for the Panel to discuss the case in private.

The Appeal Panel must take a two-stage decision:

The law requires the Panel to decide if allocation of a place to your child would "prejudice the provision of efficient education or the efficient use of resources." In practice, this means, are there good reasons to refuse the admission of extra pupils?

If the answer to this question is 'no' the appeal is allowed and the child is admitted to the College.

If the Panel decides there are good reasons to refuse the admission of extra pupils it must decide whether the strengths of your case outweigh these reasons. So even if there are good reasons presented by the Head of College or his representative, the Panel may still decide that the points you raise are strong enough for a place to be offered.

If there are other Appeals to be heard for the College on that same day final decisions will not be taken until all the Appeals have been heard. You will be notified formally by letter within 2 or 3 days of the decision. The Panel's decision is binding on the College and the family.

What if my Appeal is turned down?

You cannot Appeal again unless there is a significant change in circumstances such as a move to an address nearer the College or into the College catchment area.

We do appreciate that it is difficult for parents/carers when a place is not offered on an initial request and more so when an Appeal is lost. Local Authority Officers can be contacted to discuss the position with you and to advise you of alternative schools, where appropriate.

What can I do if I am dissatisfied with the decision?

If you feel that the procedures have not been correctly followed you are entitled to complain to the Local Government Ombudsman. However, such a complaint can only relate to procedures not if you disagree with the outcome of the Appeal.

What happens if a place becomes available at the College after the appeal decision?

The College's policy is as follows:

The College reserves the right to offer the place to the pupil considered to have first right to the next available place in accordance with the rules laid down by the College's admission criteria.