Admission Policy

2027-2028

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New version Number	Key changes from previous version	Date of ratification
2.0	Section 2 – insertion regarding operational PANS. Section 8 insertion of operational PANS for within-year applications	September 2025
2.1	Change of date to 2026-2027 admission year.	September 2025

1 Introduction

Witchford Village College is a College within the Eastern Learning Alliance Trust (ELA).

The College is committed to ensuring that we carry out admissions in line with statutory guidance. We will admit students without reference to ability, aptitude or culture. These arrangements are established in accordance with Annex 1 of the College's Supplemental Funding Agreement.

The College provides for pupils aged 11-16 and has a single Normal Point of Entry, at the start of the Year 7 school year. Applications for admission at the normal point of admission will be co-ordinated by Cambridgeshire County Council in accordance with its common application procedures and Paragraphs 3, 4, 5, 6 and 7 below. Arrangements for late admission into Year 7 and for admission to other year groups will be co-ordinated by the College's Governing Body in accordance with paragraphs 7, 8, 9 and 10 below.

2 Planned Admission Number

Witchford Village College PAN is **180**. At least 180 pupils will be admitted each year to Year 7 at the Normal Point of Entry provided sufficient eligible applications have been received. Where fewer than 180 applications have been received, all applicants will be admitted. Operational pans may apply to subsequent year groups.

3 Ordinary Applications for the Normal Point of Entry

Application for admission to Year 7 should be made to the local authority in whose area the applicant is normally resident by the closing date of October 31st of the preceding year.

Applications will be co-ordinated by Cambridgeshire County Council who will consult as required with the College's Governing Body.

Places will be offered to all successful applicants by Cambridgeshire County by March 1st. Where the College is oversubscribed, places will be awarded on the basis of the oversubscription criteria set out in Paragraph 6 below.

4 Late Applications for the Normal Point of Entry

Applications received after the closing date and before the Normal Point of Entry will be dealt with by Cambridgeshire County in accordance with its procedures for late applications, after places have been awarded to ordinary applications.

Where the College is oversubscribed as a result of late applications, these applications will be judged according to the oversubscription criteria.

Places will be offered to successful applicants by March 1st or as soon as possible thereafter and in any case before September 1st.

5 Acceptance of Offer of a Place

Where an offer is made, the applicant should be notified that they have four weeks in which to accept the offer. Where an offer is not accepted by the applicant in writing within four weeks, the College's Governing Body reserves the right to withdraw the offer and the offer of a place to be made to the next applicant on the waiting list.

6 Procedures to be followed in the event of over-subscription

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 the Statutory Assessment and Resources (STAR) Team to determine an appropriate place.

Any remaining places will be allocated according to the following criteria, in order of

priority:

i) 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 a 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.

ii) Children of staff who have been employed at the Academy for at least two years at the time of application or have been recruited to fill a vacant post for which there is a demonstrable skill shortage.

iii) Children who live in catchment area, attend primary schools within the catchment area and who have a sibling at the school at the time of admission.

iv) Children who live in the catchment area with a sibling at the school at the time of the admission.

v) Children who live in the catchment area who attend the primary schools within it.

vi) Children who live in the catchment area

vii) Children who live outside the catchment area, who attend primary schools within it and who have a sibling at the school at the time of admission.

viii) Children who live outside the catchment area who have a sibling at the school at the time of admission

viii) Children who live outside the catchment area who attend the primary schools within the catchment area

ix) Children who live outside the catchment area, but nearest the school as measured by a straight line.

A map of the College's defined catchment area is shown on the County Council's website.

Where places are oversubscribed within any of the above groups, priority will be given to children living nearest to the College as measured by a horizontal straight line between the College's main entrance and the front door of the dwelling (e.g. house or flat) at which the child is normally resident.

A sibling is defined as a brother or 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 normally resident in the same family unit at the same address.

Traditional feeder schools

Students attending the following primary schools at the time of application:

- Rackham C of E Primary School
- Sutton C of E (CV) Primary School
- Mepal & Witcham Primary School
- Wilburton C of E Primary School
- Robert Arkenstall Primary School
- Stretham Community Primary School
- Little Thetford C of E Primary School

7 Waiting List

Where the College is oversubscribed for the Normal Point of Admission, all unsuccessful applicants will be placed on the waiting list which will be administered by Cambridgeshire County Council up to the Normal Point of Admission and thereafter by the College's Governing Body, their position in the waiting list determined by application of the oversubscription criteria.

When a vacancy arises, it will be offered to the next applicant on the waiting list. Paragraph 5 will apply in respect of acceptance of any places offered in this way.

Parents of children remaining on the waiting list at December 31st in the case of Year 7 or August 31st in any case will be required to reapply in order to remain on the list.

8 Within-Year Applications for Admissions

Throughout the period September to December inclusive during Year 7, and at the start of the school year for all other year groups, the College will continue to offer places to applicants until the roll reaches 180 or operational PAN.

At other times – that is, for applications received during the course of the academic year - where there are fewer than 180 pupils on roll in the relevant year group, the Governing Body will determine the maximum number of pupils that can be admitted to that year group for the remainder of the year, taking into account the size of teaching groups, the efficient use of available resources and any Fair Access Protocol agreed by the College with Cambridgeshire County Council.

If the Year Group is oversubscribed a waiting list will be created. If a place becomes vacant it will be allocated according to the criteria outlined in 6.2 above.

Information from previous schools will be requested for all applicants.

Should this information cause concern to the Head of School, they will present the case to the LGB Admissions Sub-Committee. Where the Local Governing Body Admissions Committee does not wish to admit a child with challenging behaviour outside the normal admissions round, even though places are available, it will refer the case to the local authority for action under the Fair Access Protocol. A

letter will be sent withdrawing the place, and offering the opportunity to appeal against this decision. This will not apply to a looked after child, a previously looked after child or a child with a statement of special educational needs naming the school in question, as these children must be admitted.

9 Right of appeal

Parents/carers have the right of appeal to an independent admissions panel if their child does not receive an offer of a place at the College. Details of how to appeal are available from the College.

Where a student is granted a place via appeal, he/she must take up the place within 20 school days of the determination of the admissions panel.

10 Our Admissions Process for In-Year School Application

Please click the link below to view admission information for In Year School Application.

1. Read our college admission information here for all information about the College.
2. Complete an application via the Cambridgeshire County Council Apply for a School Place website.
3. We will write to you within 10-15 teaching days, to notify you of the outcome of the application.
4. Contact WVC on 01353 662053, or office@wvc.tela.org.uk when you have received your offer letter from the school.
5. Complete the WVC Admission Form and other relevant forms which we will send out.
6. Attend the necessary admission meeting at WVC. We will contact you with details about the arrangements for this meeting.