

Admissions Policy September 2025 – August 2026

Committee:	Teaching and Learning
Approved by FGB on:	6 th December 2023
Approved with non-substantive amendments:	FGB on 3 rd July 2024
Date of Next Review:	September 2024 (for 2026-27 Admissions)
Responsible Officer:	Sean Sycamore

CATCHMENT AREA FOR ADMISSION TO YEARS 7-11

Children living in the catchment areas of the following feeder primary schools: Barton, Barnabas Oley – Great Gransden, Bourn, Caldecote, Coton, Dry Drayton, Everton Heath, Gamlingay, Hardwick and Cambourne Community Primary School (those pupils attending the Hardwick campus only), Haslingfield, and Meridian, Comberton.

1) POLICY AND NUMBERS

The Published Admission Number for **Years 7 - 11** for the year commencing 1 September 2025 will be 290

2) ADMISSIONS CRITERIA TO BE APPLIED IF PLACES ARE OVER-SUBSCRIBED

Children who have an Education, Health and Care Plan that names the College take priority over all applications. Those children with an Education, Health and Care Plan that do not name the College will be referred to the Statutory Assessment and Resources Team (S.T.A.R.T) to determine an appropriate place.

In the event of the number of applications exceeding the PAN, the criteria that follows will be used to determine the allocation of places:

1. Children in Care, also known as Looked After Children (LAC) to include those who were previously looked-after but ceased to be so because they were adopted or became subject to a residence, or care arrangements order or special guardianship order.
2. 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.
3. Children living¹ in the catchment area², who attend one of the feeder primary schools listed above and who have a sibling³ at the school at the time of admission. *Parents may contact the Local Authority (LA) if they are uncertain whether or not they reside in the catchment area.*
4. Children living¹ in the catchment area² and who have a sibling³ at the school at the time of admission.
5. Children living¹ in the catchment area² and who attend one of the feeder primary schools listed above.
6. Other children living¹ in the catchment area².
7. Children of staff³ employed at Comberton Village College at the time of application.
8. Children who live outside the catchment area², who attend a feeder primary school within it and who have a sibling⁴ at the school at the time of admission.
9. Children who live outside the catchment area² who have a sibling⁴ at the school at the time of admission.
10. Children who live outside the catchment area² who attend the primary schools within the catchment area².
11. Children who live outside the catchment area².

If more applications are received than there are places under any of the over-subscription criteria then the places will be offered in order of distance from the home address to the relevant point, distance being measured in a straight line from the front door of the pupil's accommodation to the relevant point.

The Cabin

The Cabin is a specialist provision built to accommodate children who have an Autistic Spectrum Condition and assessed by the appropriate panel to access education beyond mainstream schools. Our aim is for our students to attend a minimum of 90% of their mainstream classes and to ensure for them a whole school approach to the integration of ASC within the wider school community. We can accommodate 40 pupils in the Cabin, with a maximum of 10 in any one year group.

3) HOW TO APPLY FOR A PLACE IN YEAR 7

The application process for admissions into year 7 is coordinated 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 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 at the end of October. Offer letters will be issued by the LA on the National Offer Date (1st March 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.

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

LA Admissions Team Contact: 0345 045 1370 or admissions@cambridgeshire.gov.uk

All parents are advised to read the 'Next Steps' Local Authority booklet for parents on secondary admissions. Parents wishing to visit the school prior to submitting an application are welcome to do so. However, this is not always possible to organise at short notice and visits are usually conducted in small groups. Visits are not interviews and do not affect any decision regarding the availability of a place. Please contact the school Admissions Officer to make arrangements.

How places are offered

For admission into Year 7 in September 2024, the LA, on behalf of the Governing Body, will offer places to 290 children. This is the Published Admission Number (PAN) for that year group. In the event that more than 290 applications are received, the oversubscription criteria will be applied to determine priority for places. (See section 2)

¹ The home address is defined as the address of the adult with parental responsibility with whom the child normally lives and which applies at the time of application. Applications based on future addresses can only be considered up to 6 teaching weeks before the child is expected to take up the place and upon confirmation of a minimum of six-month tenancy agreement or exchange of contracts.

² A map showing the catchment area and/or further information can be obtained from the Local Authority.

³ Staff are defined as those having a contract of employment with The Cam Academy Trust for at least 2 years and are working at Comberton Village College or are a member of staff at Comberton Village College that has been recruited to fill a vacant post at the college for which there is a demonstrable skill shortage.

⁴ A sibling is defined as another child attending Comberton Village College or Comberton Sixth Form living in the same family home at the time of application.

4) HOW TO APPLY FOR PLACES IN YEARS 8, 9, 10 AND 11

For applications for places in years 8, 9, 10 and 11 at any time of the year, a Local Authority 'in-year' application form must be completed and returned to the Local Authority Admissions team. See website www.cambridgeshire.gov.uk/admissions

In the event of over-subscription the criteria set out above in Section 2, will be applied and places offered in accordance with those criteria.

Parents wishing to visit the school prior to submitting an application are welcome to do so. However, this is not always possible to organise at short notice and visits are usually conducted in small groups. Visits are not interviews and do not affect any decision regarding the availability of a place.

5) HOW TO APPLY FOR PLACES IN YEARS 12 AND 13

For all issues relating to admission to years 12 and 13, please refer to the separate Admissions Policy for Comberton Sixth Form which is available on the Comberton Sixth Form website <http://www.combertonsixthform.org/>

6) OPERATION OF THE RESERVE LIST

Year 7 intake:

As part of the coordinated scheme for secondary admissions, the LA Admissions team holds the initial reserve list on behalf of the governing body until the end 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. If parents wish to remain on the waiting list until the end of August the following year, they need to inform the LA in writing by December.

Mid-phase applications:

Parents whose applications are not immediately successful will be held on the reserve list for that year group by the LA Admissions team on behalf of the governing body until the end of the academic year. All mid-phase applications should be coordinated with the LA Admissions team. Applications will be ordered on the list according to the over-subscription criteria and when places become available, they will be offered accordingly. Parents should be aware that their place on the reserve list may vary if applications are subsequently received which meet a criterion higher on the list than their own.

Parents wishing to remain on the list should contact the Local Authority.

7) APPEALS

The parent of any child who is refused a place at the school has a right of appeal to an independent Appeals Panel. The panel consists of three people who are independent of the school's Governing Body and the Local 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. Arrangements will comply with the Schools Admission Appeals Code found on the Cambridgeshire County Council website. Please go to the link below for further information: <http://www.cambridgeshire.gov.uk/childrenandfamilies/education/secondary/applyforsecondaryschool/secondaryadmissionappeals.htm>