



Admissions Policy 2026-27

Approved by:	Trust Board
Last reviewed:	October 2024
Next review due by:	October 2025

Comberton Village College

1. Introduction

This policy sets out the admission arrangements for Comberton Village College for September 2026 entry. The CAM Academy Trust is the admissions authority for Comberton Village College. The school operates its admission arrangements as part of the coordinated admission scheme operated by Cambridgeshire County Council Local Authority. All applications must be made using the Local Authority's online portal.

2. Aims

This policy aims to:

- Explain how to apply for a place at Comberton Village College
- Set out the academy's arrangements for allocating places to the pupils who apply.
- Explain how to appeal against a decision not to offer your child a place.

3. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

Comberton Village College is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#)

This policy complies with our funding agreement and articles of association.

4. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by Cambridgeshire Local Authority (LA).

Looked-after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked-after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

5. How to apply for entry into Year 7

For applications in the normal admissions round you should use the application form provided by [Cambridgeshire County Council](#). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

You will receive an offer for school place directly from Cambridgeshire County Council.

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. Tours of the school are conducted at several times throughout the year and places can be booked by visiting the website [Admissions - Comberton Village College \(combertonvc.org\)](http://Admissions - Comberton Village College (combertonvc.org)). These do get booked up so it is advised to book your place early as the school does not offer individual tours on request. Visits are not interviews and do not affect any decision regarding the availability of a place.

6. Requests for admission outside of the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

In addition to the normal admission round application, parents should request in writing that the child is admitted to another year group (state which one), and the reasons for the request. Evidence should be submitted to support the case. Written requests should be sent to admissions@cambridgeshire.gov.uk

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 7. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at Comberton Village College, but it is not in their preferred age group.

7. Allocation of places

7.1 Admission numbers

The school has an agreed published admission number (PAN) of 290 pupils for entry into year 7.

7.2 Oversubscription criteria

All children whose education, health and care (EHC) plans name Comberton Village College will be admitted before any other places are allocated.

If Comberton Village College is not oversubscribed, all applicants will be offered a place.

If Comberton Village College receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order, until all places are filled.

1. Highest priority will be given to looked after children and all previously looked after children who apply for a place at Comberton Village College
2. Priority will next be given to children with siblings at Comberton Village College (excluding siblings attending Comberton Sixth Form). Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former pupils of Comberton Village College.
3. Priority will be given to children who attend named feeder schools. Our named feeder primary schools are: Barton, Barnabas Oley, Great Gransden, Bourn, Caldecote, Coton, Dry Drayton, Everton Heath, Gamlingay, Hardwick and Cambourne Community Primary School (those attending the Hardwick campus only), Haslingfield, Meridian, Comberton.
4. Priority will next be given to children living nearest to Comberton Village College, within the catchment area.
5. Priority will next be given to children of staff employed at Comberton Village College, in either of the following circumstances:
 - The member of staff has been employed at Comberton Village College for two or more years at the time at which the application to the school is made, or
 - The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

7.3 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.

7.4 Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school.

Distance will be measured in a straight line from the child's home address to the school's front gates on West Street, Comberton. Where a child lives with separated parents who have shared responsibility, each for part of the week, the home address will be considered to be the address that the child lives at for most of the week (including weekends). We will expect evidence to support this at the time of application. In cases where the child spends an equal proportion of the week with both parents, evidence of the main contact address and which parent receives the child benefit will be required to support the application. If neither parent is in receipt of child benefit, then we will use the address that the child is registered under at their GP surgery.

Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified. Sealed envelopes with the name of one child per envelope will be drawn randomly.

7.5 Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked-after children, previously looked-after children and children with EHC plans listing the school.

7.6 Fair Access Protocol

We participate in Cambridgeshire County Council's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

7.7 Operation of the reserve list

7.7.1 Year 7 intake

The LA Admissions team holds the initial reserve list on behalf of the Trust 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.

7.7.2 In-year admissions

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 Trust until the end of the academic year. All mid-phase applications should be co-ordinated with the LA Admissions team. Applications will be ordered on the list according to the oversubscription 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.

8. In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted, if the school is able to meet their needs.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group (see 7.7.2 above). When a space becomes available, it will be filled by 1 of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 7.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be completed and returned to the Local Authority Admissions team. See website for details www.cambridgeshire.gov.uk/admissions

Parents will be notified of the outcome of their in-year application in writing within 15 school days.

9. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals.

If you wish to appeal, you must complete the online form provided by Cambridgeshire County Council [School admission appeals | Cambridgeshire County Council](#)

10. Monitoring arrangements

This policy will be reviewed and approved by The CAM Academy Trust Board every year. Whenever changes to the admission arrangements are proposed (except where the change is an increase to the agreed Published Admission number) The CAM Academy Trust Board of Trustees will publicly consult on these changes. The CAM Academy Trust Board of Trustees will publicly consult of the admission arrangements at least every 7 years, even if there have been no changes during that period.

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