

ABBEY COLLEGE POLICY STATEMENT

Admissions

Rationale:

Abbey College is an 11 – 19 Academy with approximately 900 students on roll including approximately 150 post 16 students. Applying fair and consistent criteria to admissions is important for students entering all year groups.

Objectives:

The objectives of this policy are as follows:

1. To admit students to the school in a fair and consistent way
2. To ensure all decisions are based on published criteria

Guidelines:

Entry into Year 7

For entry into Year 7 at the college, parents must complete the LA preference form and return it to the child's primary school by the date published in the booklet 'Admissions to secondary schools in Cambridge – a guide for parents' issued to parents of Year 6 pupils in the autumn term.

The School Admissions Code requires that children with a statement which names the school sits before the over-subscription criteria.

Admissions are made according to the following criteria:

1. Children who are 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 special guardianship order.
2. Children, who live in the catchment area, attend primary schools within the catchment area and who have a sibling at the school at the time of admission.
3. Children who live in the catchment area with a sibling at the school at the time of admission.
4. Children who live in the catchment area who attend the primary schools within it.
5. Children who live in the catchment area
6. 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
7. Children who live outside the catchment area who have a sibling at the school at the time of admission.
8. Children who live outside the catchment area who attend the primary schools within the catchment area.
9. Children who live outside the catchment area, but nearest the school as measured by a straight line.

In cases of equal merit, priority will go first to children who are looked after (in the care of Social Services) and then the children living nearest the school according to the shortest available travel route.

The published admission number is 315 for 2015/16. From 2016/17 for three years, it will reduce to 180. Thereafter, it will revert to 210 from 2019 onwards.

Reserve List

Reserve lists for entry to Year 7 will be held until the end of the Autumn term only. Reserve lists for other groups will be held until the end of September only.

Admissions During the Year / In Year Admission (Years 7 – 11)

Parents / Carers are welcome to make enquiries regarding their child's requirements by contacting us at the college during the school year. Prospective parents and their children can attend a tour of the site. However applications must be made by contacting the Cambridgeshire Admissions Team on 0345 045 1370 or by downloading the In Year Admission Form from the Cambridgeshire County Council website.

Cambridgeshire County Council has a 10 working day turnaround for Admissions on receipt of an application, they will then allocate a place if available and either email or write to the parent and the school to offer a school place for the child.

Once a parent is in receipt of the offer of a school place in writing; the parent should contact Abbey College to arrange an Admission Meeting. Once the Admission Meeting has taken place, a start date will usually be arranged within the next 5 working days.

Admissions Post 16

Applications for Admissions to Year 12 (Sixth Form) should be sent directly to the College.

The College offers in the Sixth Form:

- Level 3 A2 levels
- Level 3 BTEC qualifications

For more specific details please see prospectus via the website

www.abbeycollege.cambs.sch.uk/sixthform or contact the Sixth Form office on 01487 811783

Entry Requirements

Level 3 Courses

The minimum requirement to follow a level 3 course is 5 GCSEs at grade C or above, including English or Maths. These must be gained from single or double award courses in at least four subjects. Students can re-sit **either** Maths or English GCSE in Year 12 but entry to Sixth Form will not be granted if students have D or below in both subjects.

Please note that these are minimum requirements. Please check each individual subject's entry requirements in our prospectus, for example A level Maths and Biology require Grade B at GCSE.

Admission number

Please note that admission to the College is not the same as admission onto individual courses, which may be full, or have not run as they failed to attract sufficient numbers. In such cases, applicants will be advised of alternative provision.

Entry will **not** be determined by a formal interview, but an informal guidance meeting will be held to advise students on appropriate course selections. For external students a written reference will be sought from an applicants' current school as to the suitability of the course or level being considered. Those who have a statement of special educational needs and fulfil the entrance requirement will be admitted.

Where required the oversubscription criteria below will be applied. Priority will be given in the following order:

- Students looked after by a local authority under the provision of the Childrens' Act 1989
- Students with a sibling at the school at the time of admission
- Students in a Cambridgeshire school without Years 12 & 13
- Students in a Cambridgeshire school not offering the courses requested
- Students in any school without Years 12 & 13
- Students in any school not offering the courses requested

Oversubscription in a category:

Priority will be given to students living nearest the school as measured by a straight line. The distance, for admissions purposes, is measured using the straight line distance from the reference point of the home to the main pupil entrance to the school. These distances can be produced by the LA Admissions team for the school. For families who live outside the area covered by the Cambridgeshire mapping system, distances are determined using a combination of local maps and on-line resources.

Parents and students have a right to appeal against any decision refusing a 6th Form place in a school with a 6th Form. Appeals must be heard by an independent panel within 40 school days of the appeal being lodged.

Conclusion

Effective application of this policy will ensure that students are admitted to the College in a fair and consistent way.

Policy Last Developed by: A Christoforou

Date adopted: 17th June 2009

Reviewing Committee: Learner Progress and Engagement

Frequency of Review: Annually in the light of Academy Status

Date last reviewed: Summer 2016

To be Reviewed: Summer 2017