



# **ADMISSIONS POLICY**

**Main School (Years 7-11)  
and  
Sixth Form (Years 12-13)**

**In force with effect from  
September 2025 admissions round**

**Presented to Four Cs Trust:  
14 December 2023**

# **ADMISSION TO ARTHUR MELLOWS VILLAGE COLLEGE**

## **Years 7-11**

### **1.0 Introductory statement**

Arthur Mellows Village College is part of the Four Cs MAT and is its own Admission Authority. The College applies the regulations on admissions fairly and equally to all those who wish to attend the Academy. This policy conforms to the legislative requirements of the latest version of the School Admissions and School Admission Appeal Codes which are issued under Section 84 of the School Standards and Framework Act 1998.

All In-Year admission enquiries are administered by the College following receipt of an In-Year admissions application form. The College is traditionally over-subscribed, therefore early dialogue is essential.

If your child is in Year 6 and you are applying for a new Year 7 place at the College, this must be done through Peterborough Local Authority:

<https://www.peterborough.gov.uk/residents/schools-and-education/school-admissions>

### **2.0 Admission number(s)**

The Academy has a Published Admission Number of 264 in Year Groups 7-11.

Published Admission Number (PAN) - 264 (Years 7-11)

PAN is the number of children that the Academy can accommodate. The standard number for the Academy is 264 in each Year Group 7-11. The Trust feel it would be prejudicial to the education of the children at the College to over-admit children into Year Groups.

### **3.0 Application process – Year 7**

This procedure is carried out by the Local Authority. Peterborough children who attend a Local Authority Peterborough Primary school will be given information in September of their Year 6 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 in the September prior to entry into Secondary Education.

**The information in this policy may assist prospective parents / carers. Please study the admission and over-subscription criteria below carefully.**

The closing date for applications is 31 October 2024.

Offers will be made on 1 March 2025.

#### 4.0 **Application process – In Year**

The College is usually oversubscribed so early discussion is essential

Please contact the College immediately you know you wish to apply for admission. This is particularly important if you are moving into the Catchment Area or are being posted to RAF Wittering. In-Year Admissions are administered by the College. Applications can be made by visiting the Academy to complete an application form or using the form that can be found on the College website. Full details on the In-Year admissions process and the allocation timetable can be found on the College website: [www.arthurmellows.org](http://www.arthurmellows.org).

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 over-subscription Criteria for further reference.

#### 5.0 **Over-subscription criteria**

The criteria in this section apply to entry to Arthur Mellows Village College.

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. The following admission criteria will then apply

- i. Children in Care# – Looked After Children' and children who were previously looked after, but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order
- ii. Children in Care# - Children who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- iii. Children living in the catchment area (identified in criteria 5) 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.)
- iv. Children of all members of staff at the College 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.
- v. 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).
- vi. The attendance of a sibling\* who is on the College roll at the time of admission.
- vii. 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 Local Land Property Gazetteer (LLPG) provided from the seed point located at the child's home address to the seed point for the school. The seed point is taken from the ordinance survey's (OS) Address-Base dataset. It is used to locate individual residential and school addresses using grid references as seed points.

## Definitions

# i) A looked after child is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions.

# ii) A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

\*Siblings are defined as children aged between 4 and 16, living together in the same family unit, who have a sibling on the roll of the school at the time of application and admission to the school. Sibling includes: brother or sister, half-brother or sister, adopted brother or sister, child of the parent/carer or their partner, children looked after, or previously looked after. This doesn't include children temporarily living in the same family unit - for example a looked after child in short-term, or interim, foster placement. In every case, the sibling must be living permanently in the same family home (at least Monday to Friday) and must be on the roll of the school, or have been offered and accepted a place at the school at the time of application and when the child starts. 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. When parents live separately, the application must be based on the address at which the child usually lives. When parents live separately but the child lives with both parents at different addresses, the child's home address will be taken to be the address where the child lives for most of the week. If the child spends an equal amount of time with each parent, the address will be taken to be that of the main parent / carer eligible to receive Child Benefit and Child Tax Credit.

### **6.0 Tie-break**

If in the over-subscription criteria a tie-break is necessary to determine which child is admitted, the child living closest to the Academy will be given priority for admission.

Under the co-ordinated Local Authority scheme for new Year 7 admissions, the distance is measured from the child's home to the front gates of the Academy in a straight line using the Local Land Property Gazetteer (LLPG) provided from the seed point located at the child's home address to the seed point for the Academy. The seed point is taken from the Ordnance Survey's (OS) Address-Base dataset. It is used to locate individual residential and school addresses using grid references as seed points.

In-Year admission distance measurements are measured using the tool Google Maps by measuring a straight line from the Academy to the home address of the child.

Random allocation will not be applied to multiple birth siblings (twins and triplets etc) from the same family ties for the final place. We admit them all and exceed our PAN.

### **7.0 Late applications – Year 7**

All applications received by the Academy after the deadline of 31 October 2024 will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the Academy is oversubscribed, parents may request that their child is placed on the Academy's waiting list.

## **8.0 Admission of children outside their normal age group**

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal Year Group is being requested.

When such a request is made, the Academy will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Headteacher and any supporting evidence provided by the parent.

## **9.0 Accelerated admission**

There are some circumstances which mean that parents might feel that their child should start school a full academic year earlier, this is known as an accelerated admission into school, however the Academy does not encourage this. In accordance with the Schools Admissions Code, all requests will be considered on the basis of the circumstances of each case, and in the best interests of the child, taking account of the child's educational and social development.

## **10.0 Waiting Lists**

The Academy will operate a waiting list for each Year Group. Where the Academy receives more applications for places than there are places available, a waiting list will operate until the end of the first term after the beginning of the school year/the end of the academic year. This will be maintained by the Academy and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the over-subscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the over-subscription criteria. The waiting list will be reordered in accordance with the over-subscription criteria whenever anyone is added to or leaves the waiting list.

## **11.0 Appeals**

If a child is not offered a place at the Academy, it is because to do so would prejudice the education of other children, as it would exceed the Published Admission Number. All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Parents / carers should contact the College for further information should they wish to appeal.

The timetable for admission appeals to be heard can be found on the College website and the Peterborough City Council website.

## **12.0 Review**

This policy will be reviewed annually, in light of any changes to the Published Admission Numbers (PAN) and/or the over-subscription criteria. (A full consultation may required for some of the changes).

## Sixth Form Admissions (Years 12-13)

1.0	<p><b>Sixth Form Admissions (Years 12-13)</b></p> <p>The College welcomes applicants for Post 16 Education. Places in the Sixth Form will be offered in accordance with the detail provided below.</p>
2.0	<p><b>What qualifications are needed for a Sixth Form course?</b></p> <p>Students may be admitted to the Sixth Form, if they have obtained the relevant academic entry requirements.</p> <p>To qualify for entry to Arthur Mellows Village College Sixth Form, all students need to meet the matriculation criteria for individual course pathways as outlined in the Sixth Form Prospectus published annually.</p> <p>In discussing options, information will be sought from the current school as to suitability for successful Sixth Form study in the subjects of their choice, from the range offered by the College.</p>
3.0	<p><b>Applicants from other schools</b></p> <p>Students from other schools should apply for a place in the Sixth Form at Arthur Mellows. Applications will be accepted after the Sixth Form Open Evening held in November of each year. The closing date for applications will be a date in December published on the College website. A copy of our internal assessment criteria will be sent to the applicant's current Headteacher, so that Heads of Departments in their own school will have the opportunity to comment on the applicant's predicted GCSE performance and suitability for Sixth Form study.</p>
4.0	<p><b>What happens if Arthur Mellows Village College Sixth Form is oversubscribed?</b></p> <p>The Published Admission Number (PAN) for the Sixth Form (Years 12 and 13) is a total of 400, split between a maximum of 210 in Year 12 and 190 in Year 13. In the first instance priority will be given to students currently attending Year 11 at Arthur Mellows Village College. After that, places will be offered to applicants from outside the College who satisfy the application criteria set out in the Sixth Form Prospectus. In the event of oversubscription, offers will be made to external applicants on the basis of there being places available within the relevant and planned subject groups. Offers will be made to candidates giving priority to looked-after and SEN students who meet the criteria. Thereafter, applicants' names will be added to the Waiting list and places offered from this list, if they become available.</p>