



**Trumpington Community College**

The best in everyone™

Part of United Learning

**Trumpington Community College**

**Admissions Policy  
2025 - 2026**

## **Introduction**

On behalf of all our students and staff, I would like to thank you for taking an interest in Trumpington Community College.

As part of United Learning, our aim is to bring out “the best in everyone” and we continuously strive to ensure that students and staff have every opportunity to do so. Our framework for excellence focuses on teaching our students powerful knowledge so that their life chances are maximised, delivering an education with character so that students develop both academically and personally at school; providing students with leadership opportunities; and focussing the school on continuous improvement.

At Trumpington Community College, we are unashamedly ambitious for our students and believe that our first priority is to help our children learn. We place this at the heart of every decision that we make and ask ourselves: will this improve student learning?

As a school we have high expectations of our students in terms of conduct, work ethic, uniform and attendance. We know that by targeting these areas we will maximise your child’s progress in school and best prepare them for their adult lives. We are relentless in our pursuit of the small things that we believe have a big impact on our school culture and environment and our students’ attitude to learning.

We believe that all students are capable of making outstanding progress and attaining at the highest level, whatever their starting point. We do not make excuses for our students; we firmly believe that there are no barriers to achievement that cannot be overcome by a determined and resilient student and a supportive school team. As a school, we aim to deliver excellence in every lesson, every day.

The bedrock on which our school community is built is the excellent relationships between staff and students and between students themselves. When you visit our school you will notice the positivity and mutual respect that is shown to all members of the school community. We believe that respect should always be given and that all members of the school community should act with humility and understanding at all times.

## How to Apply

The application process for admission into Year 7 is coordinated by Cambridgeshire Local Authority (LA), on behalf of the college.

Parents should apply online at [www.cambridgeshire.gov.uk/admissions](http://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 national closing date on 31st October. Offer letters will be issued by the LA on the National Offer Date (1st March or the first working day after). Late applications (those submitted after the national closing date) will be handled by the Admissions Team.

The college will comply with the provisions within the Schools Admissions Code and the School Appeals Code, which is available at:

<https://www.gov.uk/government/publications/school-admissions-code--2>

<https://www.gov.uk/government/publications/school-admissions-appeals-code>

### LA Admissions Team Contact

0345 045 1370 [admissions@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.uk)

To apply for a place after the start of term or in any other year group, please contact the school or visit the school's website <http://www.trumpingtoncc.org.uk/about-us/admissions>.

### Trumpington Community College Contact

01223 551600

[tru-admissions@trumpingtoncc.org.uk](mailto:tru-admissions@trumpingtoncc.org.uk)

### How places are offered

For admission into Year 7 for September 2023, the LA, on behalf of the college, will offer places to 120 children. This is the Published Admission Number (PAN) for that year group. In the event that more than 120 applications are received, the oversubscription criteria will be applied to determine priority for places. All preferences are treated equally.

The catchment area for the college is defined as the area serving the following primary schools; Fawcett, Trumpington Meadows and Trumpington Park.

Children whose statement of special educational needs names the school take priority over all other applicants and will be admitted irrespective of whether there are places available in the year group. Those children with a statement of special educational needs that does not name the school will be referred to Student Assessment to determine an appropriate place.

### **Oversubscription criteria for Trumpington:**

1. Looked after children and all previously looked after children, including those 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.<sup>1</sup>
2. Children who live in the catchment area, who have a sibling<sup>2</sup> at college at the time of admission;
3. Children who live in the catchment area;
4. Children who have a sibling at the college at the time of admission
5. Children who attend a primary school within the catchment area
6. Children who live nearest the college by the shortest straight line distance by measuring a straight line from the reference point of the home<sup>3</sup> to the main pupil entrance to the secondary school

In cases of equal merit, priority will go to children living nearest the school according to the shortest straight-line distance. The distance, for admissions purposes, is measured using the straight line distance from the reference point of the home to the reference point of the school both as determined by the Ordnance Survey (OS) AddressBase Premium™. These distances are 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 online resources.

### **How to apply for places in all other year groups, or Year 7 after the beginning of the Academic Year**

Trumpington Community College administers the In Year Applications process for the school. An application form must be completed and returned to the school. This form can be obtained from the school's website <http://www.trumpingtoncc.org.uk/about-us/admissions>

Where the school is unable to meet the preference expressed the application form will, where other preferences are listed, be forwarded to the LA Admissions team to process.

In the event of oversubscription, the criteria set out above will be applied and places offered in accordance with those criteria. In cases of equal merit, priority will go to children living nearest the school according to the shortest straight-line distance. In the event of a

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<sup>1</sup> Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). All references to previously looked after children in the Code mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those 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.

<sup>2</sup> This includes step siblings, foster siblings, adopted siblings and other children living permanently at the same address

<sup>3</sup> Home address means the place the child resides for the majority of school nights with an adult who has parental responsibility

tie break, a random allocation will be used. This will be carried out by an independent panel. Eligible names will be placed in a hat, one name will be drawn from the hat and the place will be offered to that person.

The College's Admissions Team uses the My Cambridgeshire online mapping system, and the online resource FreeMapTools.com.

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.

### **Reserve Lists Year 7**

As part of the co-ordinated scheme for secondary admissions, the LA Admissions Team holds the initial reserve list on behalf of Trumpington Community College. This is then passed to the school to manage at the start of the new academic year.

Parents will be contacted 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.

### **In Year applications:**

When an in-year application is received, the child's details will be held on a reserve list by the school for a period of two terms which will include the term of application. Parents wishing to remain on the list should contact the school.

Please note names held on the reserve list will not be carried over to a new school year.

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 waiting list may vary if applications are subsequently received which meet a criterion higher on the list than their own.

### **Appeals**

The parents 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, the school's Governing Body and the Local Authority. The panel will consider the circumstances of the case put before them. Both the college and the parents must abide by the decision it makes.

Appeals in relation to co-ordinated admission to Year 7 are currently arranged by the LA Admissions Team on behalf of the college. Further information and appeal forms are available from the Admissions Team.

Appeals in relation to In Year admissions to all year groups are administered by the Local Authority. All appeals are held in accordance with the Department for Education's [School Admissions Code](#) and the [School Admissions Appeal Code](#). The purpose of these codes is to ensure that the admission appeal panel is independent and that appeals are conducted in a fair, transparent and lawful way.

Further information is available on the college website <http://www.trumpingtoncc.org.uk/about-us/admissions> and [School admission appeals - Cambridgeshire County Council](#).