



**Launceston College**

*A Multi Academy Trust*

## **ADMISSIONS POLICY 2019/20**

Updated on: February 2018

Review by: LJS

## **Launceston College Multi Academy Trust**

### **Admission arrangements 2019/20**

#### **Introduction**

Schools within the Launceston Multi Academy Trust are academies and the Trust is the Admission Authority for these schools.

The academies will participate fully in the Local Authority's Fair Access Protocol and the Local Authority's Co-ordinated Admissions Schemes. Details of these schemes are available on the Council's website ([www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions) or [www.devon.gov.uk/admissions](http://www.devon.gov.uk/admissions) ) or on request from the appropriate Local Authority. Closing dates and other details about the application process will be stated in those Schemes. Each of the academies admissions policies are included below:

Appendix B – Bideford College

Appendix E – Egloskerry Primary School

Appendix L – Launceston College.

## **Appendix B – Bideford College**

### **Introduction**

Schools within the Launceston Multi Academy trust are academies and the Multi Academy Trust is the Admission Authority for the schools.

The schools will participate fully in the Local Authority's Fair Access Protocol and the Local Authority's Co-ordinated Admissions Schemes. Details of these schemes are available on the Council's website ([www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions) or [www.devon.gov.uk/admissions](http://www.devon.gov.uk/admissions) ) or on request from the appropriate Local Authority. Closing dates and other details about the application process will be stated in those Schemes.

### **Applying for a place**

All applications for places in **Year 7** must be made direct to the applicant's home local authority on the appropriate application form. The application form and supporting information will be available on the Local Authority's website. [There is no supplementary information form required by the Multi Academy Trust].

However, if your child has an Education, Health and Care Plan or Statement of Special Educational Needs, you do not need to complete an application form as a school place will be identified through a separate process.

Applications for places in **Year 8 -11**, or at any time **during the school year** to Bideford College must be made direct to the college, not the local authority. Contact details and application form can be found at the end of this document.

All applications will be logged, and details of their receipt will be shared with the Local Authority, within 2 school days of receipt. All applications will be considered within 1 school week of application and parents will be notified of the outcome of their application. Where a student is admitted directly to Bideford College, the Local Authority will be notified of the start date.

Where an application direct to Bideford College should be considered under Fair Access arrangements, parents will be notified within 1 week of application of the relevant process to be followed.

### **Allocation of places**

Children with an Education, Health and Care Plan or Statement of Special Educational Needs that names the school will be admitted regardless of the number on roll in the year group.

Children in Care who the Local Authority request are admitted the College (or the Secretary of State directs) will be admitted to the school regardless of the number on roll in the year group.

The published admission number (PAN) for year 7 in 2019/20 300 for Bideford College. Places will be allocated up to this number. In the event that more applications are received than places available then an operational capacity will be put in place to accommodate any child who meets the our admissions criteria; children for whom Bideford College is their nearest school. In other cases the oversubscription criteria below will be used to decide on allocations. If the school is not oversubscribed, all applicants will be admitted.

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

Parents may seek a place for their child outside their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Those wishing to request placement outside the normal age group should contact the Principal. Such requests will be considered on a case by case basis and in the best interests of the child concerned. Guidance can also be found at [www.devon.gov.uk/admissions](http://www.devon.gov.uk/admissions) or on request from the School Admissions Team. Parents who are refused a place at a school for which they have applied have the right of appeal to an independent admission appeal panel. However, they do not have a right of appeal if they have been offered a place and it is not in the year group they would like.

## **Appeals**

Applicants refused a place at the school have the right of appeal. Appeals are heard by an independent appeals panel arranged by Bideford College. All appeals hearings will be in line with the DfE statutory guidance as set out in the School Admissions Appeals Code. Applicants can only appeal again for a place in the same school within the same academic year if the admission authority for that school has accepted a further application because there has been a significant and material change in the circumstances of the parent or carer, child or school (e.g. a change of address into a school's designated area), but has determined that the new application must also be refused.

## **Waiting lists**

If the school is oversubscribed, a waiting list will be held from when allocations have been made for the whole of the academic year and parents/carers can request that their child is added to this list if they are refused a place. Parents can request their child's name is added to the waiting list by contacting Bideford College, either by telephone or in writing. The waiting list will be based on the school's oversubscription criteria and a child's place on a waiting list is subject to change according to additional information received about applications, for example if the child should be given priority based on the oversubscription criteria, or children being added to the list. As a result their place on the list might move up or down. No priority is given to the length of time that a child has been on the list.

Children with an Education, Health and Care Plan or Statement of Special Educational Needs and children in care or children that were previously in care will take precedence over those on the waiting list. Children admitted under the Fair Access Protocol will also be given priority over children on the waiting list. Therefore these children may be admitted in advance of another child on the waiting list, once an application is received.

## **Oversubscription Criteria [secondary]**

In the event of there being more than 300 applications for places in Year 7 at Bideford College for the 2019/20 academic year or more applications than places for any year group during the school year, the following oversubscription criteria will be used to prioritise applications, after the admission of children whose Education, Health and Care Plan or Statement of Special Educational Needs names the school:

1. Children in care and children who were previously in care but immediately after being in care became subject to an Adoption, Child Arrangement, or Special Guardianship Order.
2. Children who live within the designated area of the school, as defined by the Local Authority, or whose parents/carers can provide evidence that they will be living in the designated area of the school by the date from which admission is required. The current designated area can be found on <http://map.devon.gov.uk/dccviewer/schoolareaplusone/>

If there are more designated area children wanting places than there are places available, criteria 3 to 6 below will be used to decide which of these children should have priority for admission. If there are still places available after all the designated area children have been allocated places, criteria 3 to 6 will be used to decide which of the remaining children should have priority for any spare places.

3. Children with an unequivocal professional recommendation from a doctor, school medical officer, educational psychologist or education welfare officer that non-placement at the school would not be in the best interest of the child. Such recommendations must be made in writing and must give full supporting reasons and will be reviewed by the LA.

4. Children with siblings who will still be attending the school at the time of their application.

5. Children on the roll of a primary school (at the time of application) whose designated area is contained within or forms part of the designated area of the preferred secondary school, as shown on <http://map.devon.gov.uk/dccviewer/schoolareaplusone/>

6. All other children.

### **Sixth form admissions**

The PAN for Year 12 at Bideford College is 120. To be considered for a place on a Sixth Form programme of study at Bideford College, all students, whether internal or external must complete and submit the relevant expression of interest form (<http://sixthform.bidefordcollege.org/apply-online/>) and attend a meeting to discuss their intended programme of study. All students must also meet the criteria laid out below.

#### **1. Eligibility criteria**

- Applicants must have the right to study in the UK. For students who are not British Citizens and/or EU nationals and under 19 years of age at the time of enrolment, they must have:
  - Exceptional or indefinite leave to remain in the UK
  - Refugee status
  - Residency due to parents legal employment status in the UK

Students who have taken qualifications in other countries must have a Statement of Comparability available from UK NARIC. This documentation is required by the college to access funding for the student.

Students who have taken qualifications that are not on the Register of Regulated Qualifications (see list on [www.register.ofqual.gov.uk](http://www.register.ofqual.gov.uk)) and wish these qualifications to be considered for the offer of a place on a Sixth Form programme of study can also obtain a Statement of Comparability.

Students over the age of 19 may apply, but will be required to pay a termly fee based on the courses studied, unless they have a current EHCP.

#### **2. Internal Students**

All Year 11 students at a school within the Launceston College MAT are entitled to apply for a place in one of the sixth forms.

Students will be offered a place if the following criteria are met:

- a. The students predicted grades are in line with the requirements of the programme of study they are applying for. All requirements can be found on the respective college website

- b. A suitable programme of study is available that is appropriate and meets the needs of the student.
- c. The student must be applying for a full time programme of study

The place offered is then provisional, and is dependent on their achieving the entry requirements for their programme of study. Students will confirm their programme of study upon enrolment, once their GCSE results are known.

Where students have been permanently excluded from Bideford College, they will not be permitted to apply for a Sixth Form place.

### **External Students**

The sixth form at Bideford College is also open to students from any external establishment and also previously home educated students.

External students will be offered a place if **all** the following criteria are met:

- a. The students predicted grades are in line with the requirements of the programme of study they are applying for. All requirements can be found on the respective college website. This can be demonstrated through a reference from their current school or a recent report.
- b. A suitable programme of study is available that is appropriate and meets the needs of the student.
- c. The student must be applying for a full time programme of study

The place offered is then provisional, and is dependent on their achieving the entry requirements for their programme of study. Students will confirm their programme of study upon enrolment, once their GCSE results are known.

### **Special Considerations**

Students may be able to claim special consideration if a medical condition exists (supported by a health professional's letter) that significantly influenced results or ability to study.

### **GCSE Maths and English**

All students studying at Level 3 must have achieved GCSE Maths and English at the grade specified in the course entry requirements. Any student who has not achieved these results will be required to be working towards achieving them and will have maths and/or English included in their programme of study.

### **Oversubscription**

The PAN for Sixth Form at Bideford College is 240 . Should the sixth form be oversubscribed then priority will be given as follows:

1. Students who are a child looked after or were previously looked after
2. Students who live within the designated area of the school, as defined by the Local Authority, or whose parents/carers can provide evidence that they will be living in the designated area of the school by the date from which admission is required. The current designated area can be found on <http://map.devon.gov.uk/dccviewer/schoolareaplusone/>
3. Students who are already on roll at a College within the Launceston College MAT

4. Students with a sibling at a school within the Launceston College MAT at the time of application to the Sixth Form
5. Students who previously have at any time had a sibling at the school
6. Students who can prove that they have particular medical or social reasons which makes the Sixth Form at Bideford College uniquely well suited to the applicant

A waiting list will be in operation and prospective students will be contacted if places become available.

### **Appeals**

Prospective students who are refused permission to join the Sixth Form are entitled to appeal in writing, to the Principal. If parents are not happy with the outcome of this, they can follow the appeals process as listed above.

### **After Enrolment**

After enrolment day, any subjects that still have vacancies will be listed on our website, and the Sixth Form Team will consider applications from both internal and external students.

### **Progression from Year 12 to Year 13.**

This is not an automatic progression and is dependent on students achieving appropriate grades in the exams at the end of Year 12. Students who do not achieve the requirements may have the opportunity to return and retake Year 12.

### **Notes and definitions**

#### **Children in care**

A 'child in care' may also be referred to as a 'looked after child' and is a child who is (a) in the care of a local authority, (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

A 'child arrangement order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

#### **Designated areas**

Devon County Councils have divided the County into geographical areas. The current designated area can be found on <http://map.devon.gov.uk/dccviewer/schoolareaplusone/> Each of these areas is served by a specific primary school, or in some cases, groups of schools. These areas are called 'designated areas' (you may also have heard these areas referred to as 'catchment' areas). The designated area used in Bideford College's oversubscription criteria will be as defined by Devon County Council. NB: not all schools prioritise on the basis of designated area or use the Local Authority's defined area, however, entitlement to home to school transport will still be based on these areas. Your designated school will not always be the one nearest to your home address.

If you are planning to move into the designated area of a school within the Launceston College MAT, your application for a place for your child will not be given the priority accorded to designated area pupils, without firm evidence of your new address and moving date. Evidence can include a copy of a signed and dated tenancy agreement, confirmation from a solicitor that contracts have

been exchanged on a named property or communication between parties about the intended move to a new address.

### **Children with an unequivocal professional recommendation**

Applicants will only be considered under this criterion where the parent/carer can demonstrate that only the preferred school can meet the exceptional medical or social needs of the child, supported by a recommendation from, for example, a doctor, school medical officer or educational psychologist. Such recommendations must be made in writing to the School Admissions Team (year 7 applications) or with the application to Bideford College and must give full supporting reasons. The admission authority will make the final decision on whether or not to accept an application under this criterion.

### **Siblings**

'Siblings' means brothers or sisters. They are defined as children with at least one natural or adoptive parent in common, living at the same or a different address. Children living permanently in the same household at the same address would also be counted as siblings, regardless of their actual relationship to each other. To qualify as a sibling a child must be on the roll of the school in question at the date of application.

If a child is a sibling of a multiple birth (e.g. twins, triplets, etc.) and has been offered a place at the requested school, every effort will be made to offer places to siblings at the same school, which may mean allocating places above the Published Admission Number (PAN) where this is possible. However, where this is not possible, parents will be invited to decide which of the children should be allocated the available place(s).

### **Tie-breakers**

If any of the criteria outlined earlier leave more children with an equal claim than places available, priority will be given to the child who lives nearer to the preferred school.

### **Final tie-breaker**

Should the tie-breakers above still leave children with an equal claim because distances are exactly the same, random allocation will be used to decide on priority. The school will use the Local Authority's Random Allocation Protocol, supervised by an independent person, which is available on request.

### **Distances**

Home to school distances used for tie-breaking will be measured a straight-line measurement as determined by Capita One and supported by Devon County Council's nominated Geographical Information System (currently DataMap). Measurements will be between your home address (the centre of the main building of the property) and the main gate of the school (as determined by Devon County Council).

### **Home address**

Each child can have only one registered address for the purposes of determining priority for admission and transport entitlement. This address should be the place where the child is normally resident at the point of application or evidence of the address from which a child will attend school, in the form of written confirmation of a house purchase or a formal tenancy agreement. Exceptional circumstances in relation to the provision of a home address will be considered on a case-by-case basis. If there is shared residence of the child or a query is raised regarding the validity of an address, the LA will consider the home address to be with the parent with primary day to day care and control of the child. Residency of a child may also be clarified through a Child Arrangement



Order where it is shown who has care of the child. Evidence may be requested to show the address to which any Child Benefit is paid and at which the child is registered with a doctor's surgery.

It is expected that parents will submit only one application for each child. Any disputes in relation to the child's home address should be settled before applying, the admission authority will not become involved in any parental disputes. If agreement cannot be obtained before an application is made then parents/carers may need to settle the matter through the courts. Where no agreement is reached or order obtained, Devon County Council will determine the home address.

For information on disputes between persons with parental responsibility in relation to school preferences please see the LA's Co-ordinated Admissions Scheme for the relevant year.

Applications for children of Service Families will be processed and places allocated based on the proposed address (with supporting evidence) or, if the family are not able to confirm a proposed address and a unit or quartering address is provided, an allocation will be made based on the unit or quartering address. Until a fixed address is available, the unit postal address or quartering area address will be used to determine allocation of a school place. For the purposes of measuring distances, the main entrance of the unit will be used.

Policy agreed by the Governing Body on: xxx

Next review date: Autumn term 2019

#### **Contact details**

##### **Bideford College**

Abbotsham Road

Bideford

Devon

EX39 3AR

01237 477611

##### **Devon County Admissions**

[www.devon.gov.uk/admissions](http://www.devon.gov.uk/admissions)

**0345 155 1019**

##### **School Admissions**

**County Hall**

**Topsham Road**

**Exeter**

**EX2 4QD**

## Appendix E – Egloskerry Primary School

### Introduction

Egloskerry is a Local Authority school and part of Launceston College MAT and the Launceston College MAT Board is the Admission Authority for the school.

The school will participate fully in the Cornwall Council Local Authority's Fair Access Protocol and the Local Authority's Co-ordinated Admissions Schemes for starting school and applying for a place during the school year. Details of these schemes are available on the Council's website ([www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions)) or on request from the Local Authority. Closing dates and other details about the application process will be stated in those schemes.

### Applying for a place

All applications for places in Reception or during the school year must be made direct to the applicant's home local authority on the appropriate application form. The application form and supporting information will be available electronically on the local authority's website or in paper form on request from that local authority.

However, if your child has an Education, Health and Care (EHC) Plan or Statement of Special Educational Needs, you do not need to complete an application form as a school place will be identified through a separate process. Please contact the **SEN Assessment and Provision Team** for more information: Tel: 01872 324242, Email: [specialeducation@cornwall.gov.uk](mailto:specialeducation@cornwall.gov.uk). However, if a request has been made for an EHC needs assessment for your child, or your child is currently being assessed to decide whether an EHC Plan is necessary, you will need to make an application using the normal process.

### Allocation of places

Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school will be admitted regardless of the number on roll in the year group.

Children in Care who are directed to the school by the Local Authority (or Secretary of State in the case of academies) will be admitted to the school regardless of the number on roll in the year group.

The published admission number (PAN) for Reception in 2019/20 will be 15. Places will be allocated up to this number. In the event that more applications are received than places available, the oversubscription criteria listed later in this document will be used to decide on allocations. If the school is not oversubscribed, all applicants will be admitted.

### Deferred entry

Places in reception will be allocated as full time from September. All children are entitled to start school full-time in the September following their fourth birthday. However, parents/carers are able to request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age or request that their child takes up the place part-time until they are of compulsory school age. Parents/carers should direct any deferred entry or part-time requests to the Principal

*Compulsory School Age = Your child is of "compulsory school age" on the 1st January, 1st April or 1st September following their 5th birthday. Children becoming 5 years old between 1st January and 31st March are of compulsory school age at the beginning of the term after 1st April.*

The school will automatically accept all deferred entry applications for summer born children, following Government guidance

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/458797/Nick-Gibb-open-letter-summer-born-children-admissions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/458797/Nick-Gibb-open-letter-summer-born-children-admissions.pdf) .

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

Parents may seek a place for their child outside of their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. Those wishing to request placement outside the normal age group should contact the Principal. Such requests will be considered on a case by case basis and in the best interests of the child concerned. Guidance can also be found at [www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions) or on request from the School Admissions Team.

Parents who are refused a place at a school for which they have applied have the right of appeal to an independent admission panel. However, they do not have a right of appeal if they have been offered a place and it is not in the year group they would like.

### **Appeals**

Applicants refused a place at the school have the right of appeal. Appeals are heard by an independent appeals panel arranged by the Local Authority on behalf of the LC MAT Board. Applicants can only appeal again for a place in the same school within the same academic year if the admission authority for that school has accepted a further application because there has been a significant and material change in the circumstances of the parent or carer, child or school (e.g. a change of address into a school's designated area), but has determined that the new application must also be refused.

### **Waiting lists**

If the school is oversubscribed, a waiting list will be held from when allocations have been made for the whole of the academic year and parents/carers can request that their child is added to this list if they are refused a place. The waiting list will be based on the school's oversubscription criteria (see below) and a child's place on a waiting list is subject to change according to additional information received about applications or children being added to the list – so their place on the list might move up or down. **No priority is given to the length of time that a child has been on the list.** Children with an Education, Health and Care Plan or Statement of Special Educational Needs and Children in Care that were previously in care will take precedence over those on the waiting list. Children admitted under the Fair Access Protocol will also be given priority over children on the waiting list.

### **Oversubscription Criteria**

In the event of there being more than **15** applications for places in reception for the 2019/20 academic year or more applications than places for any year group during the school year, the following oversubscription criteria will be used to prioritise applications, after the admission of children whose Statement of Special Educational Needs or Education, Health and Care Plan names the school:

1. Children in care and children who were previously in care but immediately after being in care became subject to an Adoption, Child Arrangement, or Special Guardianship Order.
2. Children who live within the designated area of the school, as defined by the Local Authority, or whose parents/carers can provide evidence that they will be living in the designated area of the school by the beginning of the autumn term of the 2019/20 school year.

If there are more designated area children wanting places than there are places available after the allocation of children under criterion 2, criteria 3 to 5 below will be used to decide which of these children should have priority for admission. If there are still places available after all the designated area children have been allocated places, criteria 3 to 5 will be used to decide which of the remaining children should have priority for any spare places.

3. Children with an unequivocal professional recommendation from a doctor, school medical officer, educational psychologist or education welfare officer that non-placement at the school would not be in the best interest of the child. Such recommendations must be made in writing and must give full supporting reasons and will be reviewed by the LA.
4. Children with siblings who will still be attending the school at the time of their admission.
5. All other children.

## **Notes and definitions**

### **Children in care**

A 'child in care' may also be referred to as a 'looked after child' and is a child who is (a) in the care of a local authority, (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

A 'child arrangement order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

### **Designated areas**

Cornwall Council has divided the County into geographical areas. Each of these areas is served by a specific primary school, or in some cases, groups of schools. These areas are called 'designated areas' (you may also have heard these areas referred to as 'catchment' areas). The designated area used in Egloskerry Primary's oversubscription criteria will be as defined by Cornwall Council. NB: not all schools prioritise on the basis of designated area or use the Local Authority's defined area, however, entitlement to home to school transport will still be based on these areas. Your designated school may not always be the one nearest to your home address. Maps are available for all designated areas online at: [www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions) or by calling the School Admissions Team on 0300 1234 101 or emailing: [schooladmissions@cornwall.gov.uk](mailto:schooladmissions@cornwall.gov.uk).

If you are planning to move into the designated area of Egloskerry Primary, your application for a place for your child will not be given the priority accorded to designated area pupils without firm evidence of your new address and moving date, such as a copy of a signed and dated tenancy agreement or confirmation that contracts have been exchanged.

### **Children with unequivocal professional recommendation**

Applicants will only be considered under this criterion where the parent/carer can demonstrate that **only** the preferred school can meet the exceptional medical or social needs of the child, supported by a recommendation from, for example, a doctor, school medical officer or educational psychologist. Such recommendations must be made in writing to the School Admissions Team and must give full supporting reasons. The admission authority will make the final decision on whether or not to accept an application under this criterion.

## **Siblings**

'Siblings' means brothers or sisters. They are defined as children with at least one natural or adoptive parent in common, living at the same or a different address. Children living permanently in the same household at the same address would also be counted as siblings, regardless of their actual relationship to each other. To qualify as a sibling a child must be on the roll of the school in question at the date of application, allocation and admission.

### **Multiple birth siblings**

If a child is a sibling of a multiple birth (i.e. twins, triplets, etc.) and has been offered a place at the requested school, every effort will be made to offer places to siblings at the same school, which may mean allocating places above the Published Admission Number (PAN) where this is possible. However, where this is not possible, parents will be invited to decide which of the children should be allocated the available place(s).

### **Tie-breakers**

If any of the criteria outlined above leave more children with an equal claim than places available, priority will be given to the child who lives nearer to the preferred school.

### **Final tie-breaker**

Should the tie-breakers above still leave children with an equal claim because distances are exactly the same, random allocation will be used to decide on priority. The school will use the Local Authority's Random Allocation Protocol, supervised by an independent person, which is available on request.

### **Distances**

Home to school distances used for tie-breaking will be measured by a straight-line measurement as determined by CAPITA One and supported by Cornwall Council's nominated Geographical Information System (currently DataMap). Measurements will be between the home address using Ordnance Survey's AddressPoint dataset (usually the centre of the main building of the property) and the main gate of the school (as determined by Cornwall Council).

Distances used to determine nearest school with room (i.e. where it is not possible to offer a place at a preferred school) and for establishing transport entitlements will be measured by the nearest available route as determined by Cornwall Council's nominated Geographic Information System software (currently DataMap).

### **Home address**

Each child can have one registered address only for the purposes of determining priority for admission and transport entitlement. This address should be the place where the child is normally resident at the point of application or evidence of the address from which a child will attend school, in the form of written confirmation of a house purchase or a formal tenancy agreement. Exceptional circumstances in relation to the provision of a home address will be considered on a case-by-case basis. If there is shared residence of the child or a query is raised regarding the validity of an address, the LA will consider the home address to be with the parent with primary day to day care and control of the child. Residency of a child may also be clarified through a Child Arrangement Order where it is shown who has care of the child. Evidence may be requested to show the address to which any Child Benefit is paid and at which the child is registered with a doctor's surgery.

It is expected that parents will submit only one application for each child. Any disputes in relation to the child's home address should be settled before applying, the admission authority will not become involved in any parental disputes. If agreement cannot be obtained before an application is made then parents/carers may need to settle the matter through the courts. Where no agreement is reached or order obtained, Cornwall Council will determine the home address.

For information on disputes between persons with parental responsibilities in relation to school preferences please see the LA's Co-ordinated Admissions Scheme for the relevant year.

Applications for children of Service Families will be processed and places allocated based on the proposed address (with supporting evidence) or, if the family are not able to confirm a proposed address and a unit or quartering address is provided, an allocation will be made based on the unit or quartering address. Until a fixed address is available, the unit postal address or quartering area address will be used to determine allocation of a school place. For the purposes of measuring distances, the main entrance of the unit will be used.

If you would like this information in another format please contact:

**Cornwall Council, County Hall, Treyew Road, Truro TR1 3AY**

Telephone: **0300 1234 101**

Email: [enquiries@cornwall.gov.uk](mailto:enquiries@cornwall.gov.uk)

[www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions)

## **Appendix L – Launceston College**

### **Introduction**

Launceston College is an Academy secondary school and the Governing Body are the Admission Authority for the school

The school will participate in the Local Authority's Fair Access Protocol and the Local Authority's Co-ordinated Admissions Schemes for starting secondary school and applying for a place during the school year. Details of these schemes are available on the Council's website ([www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions)) or on request from the Local Authority. Closing dates and other details about the application process will be stated in those schemes.

### **Applying for a place**

All applications for places in Year 7 or during the school year must be made direct to the applicant's home authority on the appropriate Common Application Form (CAF). The CAF and supporting information will be available electronically on the Local Authority's website or in paper form on request from the Local Authority. There is no supplementary information form required by the Governing Body.

### **Allocation of places**

Children for whom Launceston College is their nearest school will be admitted to the school regardless of the number on roll in the year group.

Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school will be admitted regardless of the number on roll in the year group.

If the Secretary of State directs any child to our school then they will be admitted to the school regardless of the number on roll in the year.

The published admission number (PAN) for Year 7 in 2018/19 will be 223. Places will be allocated up to this number. In the event that more applications are received than places available then an operational capacity of 240 will be put in place to accommodate any child who meets the first allocation criteria above (Children for whom Launceston College is their nearest school), in other cases the oversubscription criteria below will be used to decide on allocations.

### **Appeals**

Applicants refused a place at the school have the right of appeal. Appeals are heard by a panel arranged by the Governing Body. Applicants will be able to appeal once for a place at a given school in any one school year unless any significant new information becomes available which was not available at the original hearing. Details of how to appeal will be sent with any letter refusing a place and the timetable for appeals will be available on the Council's website.

### **Waiting lists**

If the school is oversubscribed, a waiting list will be held from when allocations have been made and parents/carers can request that their child is added to this list. A pupil's position on the list will be determined by the criteria set out below. Children's places on a waiting list are subject to change according to additional information received about applications or children being added to the list. No priority is given to the length of time that a child has been on the list.

### **Oversubscription Criteria**

In the event of there being more than 240 applications for places in Year 7 for the 2019/20 academic year or more applications than places for any year group during the school year, the following oversubscription criteria will be used to prioritise applications, after the admission of

children whose Statement of Special Educational Needs or Education, Health and Care Plan names the school:

**1 Children in care and children who were in care** but immediately after being in care became subject to an Adoption, Child Arrangement, or Special Guardianship Order.

A 'child in care' is also referred to as a 'looked after child' and is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989

2 Children for whom Launceston College is their nearest school or whose parents/carers can provide evidence that they will be living in the area for which Launceston College would be the nearest school by the beginning of the autumn term of the 2019/2020 school year.

3 Children with siblings who will still be attending the school at the time of their admission.

4 Children with an unequivocal professional recommendation from a doctor, school medical officer, educational psychologist or education welfare officer that non-placement at the school would not be in the best interest of the child. Such recommendations must be made in writing and must give full supporting reasons and will be reviewed by the LA.

5 Children on the roll of a primary school (at the time of allocation) whose designated area is contained within or forms part of the designated area of the preferred secondary school.

6 All other children.

Sixth form admissions details are on separate policy on web site

## **Notes and definitions**

### **Children in care**

'Children in care' are also referred to as 'looked after children' and they are children who are in the care of the Local Authority.

A child who is (a) in the care of a local authority, (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

### **Nearest school/Designated areas**

Launceston College defines "nearest school" as a measurement from the threshold of the child's home address to the reception entrance to Launceston College.

Your application for a place for your child at that school will not be given the priority accorded to pupils for whom the school is the nearest without firm evidence of your new address and moving date, such as a copy of a signed and dated tenancy agreement or confirmation that contracts have been exchanged.

### **Out of age group requests**

Although most children will be admitted to the school with their own age group, from time to time parents seek places outside their normal age group for gifted and talented children or those who have experienced problems or missed part of the year, often due to ill health. While it would not normally be appropriate for a child to be placed in a year group that is not concurrent with their chronological age, the College will consider these requests carefully, and will make a decision based on the particular circumstances of each case.

Cornwall Council will still assess eligibility for transport based on the designated areas that they have identified for schools Your Cornwall Council designated school will not always be the one



nearest to your home address. Maps are available for all Cornwall Council designated areas online at [www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions) or by calling the Admissions and Transport Team on 0300 1234 101 or emailing [schooladmissions@cornwall.gov.uk](mailto:schooladmissions@cornwall.gov.uk).

### **Professional recommendation for admission**

If you think your child meets this criterion, as described in the Oversubscription Criteria, you must send the relevant written evidence to the Local Authority.

### **Siblings**

'Siblings' means brothers or sisters. They are defined as children with at least one natural or adoptive parent in common, living at the same or a different address. Children living permanently in the same household at the same address would also be counted as siblings, regardless of their actual relationship to each other. To qualify as a sibling a child must be on the roll of the school in question at the date of application, allocation and admission.

### **Tie-breakers**

If any of the criteria outlined above leave more children with an equal claim than places available, priority will be given to the child who lives nearer to the preferred school.

### **Final tie-breaker**

Should the tie-breakers above still leave children with an equal claim because distances are exactly the same, random allocation will be used to decide on priority. The school will use the Local Authority's Random Allocation Protocol which is available on request.

### **Distances**

Home to school distances used to establish the nearest school for the home address under criterion 2 and for tie-breaking will be measured by a straight-line measurement as determined by CAPITA One and supported by Cornwall Council's Geographical Information System (dataMap). Measurements will be between your home address using Ordnance Survey's AddressPoint dataset (usually the centre of the main building of the property) and the main gate of the school (as determined by Cornwall Council).

Distances used to determine nearest school with room (i.e. where it is not possible to offer a place at a preferred school) and for establishing transport entitlements will be measured by the nearest available route as determined by the CSA's Geographical Information System (dataMap).

### **Home address**

Each child may have one registered address only for the purposes of determining priority for admission and transport entitlement. This address should be the place where the child is normally resident. If there is shared residence of the child or a query is raised regarding the validity of an address, it may be necessary to use the address of the person receiving child benefit for the child. If this is inconclusive, the registered address would be considered to be the address at which the child spends the majority of days during the school week. However, parents should settle any dispute prior to submitting only one application.

### **Multiple birth siblings**

Where applications are received on behalf of 'multiple birth siblings' (i.e. twins, triplets, etc.) or siblings whose dates of birth place them in the same chronological year group, every effort will be made to offer places at the school, which may mean allocating places above the Published Admission Number (PAN) where that is possible. However, where this is not possible, parents/carers will be invited to decide which of the children should be allocated the available place(s).

Policy agreed by the Governing Body

Next review date: 28/02/2019