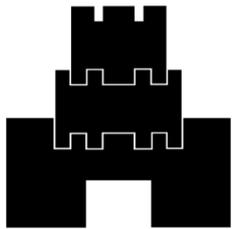


ADMISSIONS POLICY 2021/2022

Updated: February 2020

Reviewed by: Lynsey Slater



Launceston College

A Multi Academy Trust

Introduction

All schools within the Launceston Multi Academy Trust are academies and the Local Authority 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). Closing dates and other details about the application process will be stated in those Schemes. Each of the Cornwall academies admissions policies are included below:

Appendix 1 – Altarnun Primary

Appendix 2 – Egloskerry Primary

Appendix 3 – Launceston College

Appendix 1 – Altarnun Primary

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. 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 2021/2 will be 12. 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

All children are entitled to start school full-time in the September following their fourth birthday. However, parents may choose deferred or part-time entry to the reception year for their child, bearing in mind that by law children have to be in full-time education by the start of the term following their fifth birthday – when they reach 'compulsory school age'. Parents of summer-born children may also seek a place for their child outside their normal age group i.e. entry to reception a year later than normal, for example if the child may naturally have fallen into a lower age group if it were not for being born prematurely. Parents choosing part-time or deferred entry or wishing to delay entry to the reception year must contact 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.

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.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 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 for Altarnun Primary by Cornwall County Council. 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 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 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 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.

Oversubscription Criteria

In the event of there being more than **12** applications for places in reception for the 2021/22 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 of staff who work within Launceston College MAT:
 - Where a member of staff has been employed by the MAT for two or more years at the time at which the application to the Academy is made; and/or

- Where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
- 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 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 2021/22 school year.

If there are more designated area children wanting places than there are places available after the allocation of children under criterion 3, criteria 4 to 6 below will be used to decide which of these children should have priority for admission.

- 5. Children with siblings who will still be attending the school at the time of their admission.
- 6. All other children.

Tie break

Should there be 2 or more children with the same rank, priority will be given to children who live closest to the school. Home school distances will be measured using a straight line on Google maps. Measurements will be between the home address (the centre of the main building of the property) and the main gate of the 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.

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

www.cornwall.gov.uk/admissions

Appendix 2 – Egloskerry Primary School

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. 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 2021/22 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

All children are entitled to start school full-time in the September following their fourth birthday. However, parents may choose deferred or part-time entry to the reception year for their child, bearing in mind that by law children have to be in full-time education by the start of the term following their fifth birthday – when they reach 'compulsory school age'. Parents of summer-born children may also seek a place for their child outside their normal age group i.e. entry to reception a year later than normal, for example if the child may naturally have fallen into a lower age group if it were not for being born prematurely. Parents choosing part-time or deferred entry or wishing to delay entry to the reception year must contact 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.

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.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 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 for Egloskerry Primary by the Cornwall County Council. 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 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 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 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.

Oversubscription Criteria

In the event of there being more than **15** applications for places in reception for the 2021/22 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 of staff who work within Launceston College MAT:
 - Where a member of staff has been employed by the MAT for two or more years at the time at which the application to the Academy is made; and/or
 - Where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
3. 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 2021/22 school year.

If there are more designated area children wanting places than there are places available after the allocation of children under criterion 3, criteria 4 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 4 to 6 will be used to decide which of the remaining children should have priority for any spare places.

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 with siblings who will still be attending the school at the time of their admission.
6. All other children.

Tie break

Should there be 2 or more children with the same rank, priority will be given to children who live closest to the school. Home school distances will be measured using a straight line on Google maps. Measurements will be between the home address (the centre of the main building of the property) and the main gate of the 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.

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

www.cornwall.gov.uk/admissions

Appendix 3 – Launceston College

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 2021/22 will be 270. Places will be allocated up to this number. In the event that more applications are received than places available then an operational capacity of 300 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 an independent appeals panel arranged for Launceston College by Cornwall CC. 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 Launceston 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

In the event of there being more than 300 applications for places in Year 7 for the 2021/22 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 of staff who work within Launceston College MAT:

- where the member of staff has been employed by the MAT for two or more years at the time at which the application to the Academy is made; and/or
- where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

3 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 2021/22 school year.

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

5 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.

6 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.

7 All other children.

Sixth form admissions details are on separate policy on website

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. The current designated area can be found on <https://www.cornwall.gov.uk/education-and-learning/schools-and-colleges/school-admissions/designated-areas/> for our Cornish schools. Each of these areas is served by a specific 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 each Academy's oversubscription criteria will be as defined by the local authority. 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, for example, 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 6 into 7 applications only) or with the application to the relevant school and must give full supporting reasons. The admission's 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).

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 Google maps. Measurements will be between the home address (the centre of the main building of the property) and the main gate of the school (as determined by Cornwall 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 admission authority 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 demonstrate the child's home address.

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, admission authority 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 MAT Board 24 February 2020