Southerly Point
Co-operative
Multi-Academy Trust

Southerly Point Co-operative Multi-Academy Trust

ADMISSIONS POLICY
2021 / 2022

Equality Impact Assessment

The EIA has not identified any potential for discrimination or adverse impact and all opportunities to promote equality have been taken.*	✓
The EIA has not identified any conflict with the Trust's co-operative values and the Church Schools' values.	✓
Adjust the policy to remove barriers identified by the EIA or better promote equality.	✓

*Inclusive of protected characteristics

Provenance	Date
Working Party	**Sept 2017**
HR checks	**N/A**
Union Consultation	**Oct 2017**
Trustees' Ratification	**Jan 2020**
Implementation	**Feb 2020**

Review Date
Jan 2021

To be read in conjunction with:	

Self Help Self Responsibility Equity Equality Democracy Solidarity
Social Responsibility Honesty Openness Caring for Others

Southerly Point Co-operative Multi-Academy Trust

ADMISSIONS POLICY 2021 / 2022

1. Introduction

1.1 The Trustees of Southerly Point Co-operative Multi-Academy Trust are the admitting authority for all member schools in the Trust. They will operate an admissions policy which ensures that all applications for admission to Southerly Point Co-operative Multi-Academy Trust are dealt with in accordance with the requirements of the School Admissions and Appeals Codes, including the application of an agreed set of published oversubscription criteria and, where appropriate, adherence to Cornwall Council's coordinated admissions schemes. Details of these schemes are available on the Council's website [www.cornwall.gov.uk/admissions] or on request from the Local Authority [0300 1234 101]. Closing dates, deadlines and timescales [including those relating to late applications] will be as stated in those schemes.

1.2 All decisions regarding admission to each school are the responsibility of Southerly Point Co-operative Multi-Academy Trust. However, it should be noted that Cornwall Council has a statutory duty to co-ordinate the admissions process for Reception and Year 7 applications. In addition, Cornwall Council will assist parents by acting as a "clearing house" for applications to other main school year groups.

1.3 If your child has an Education Health and Care Plan [EHCP] you **DO NOT** need to complete an application form as a school place will be identified through a separate process. If a child with an Education, Health and Care Plan has the name of a school specified in his/her statement/plan, the child must be admitted to that school. However, if a request has been made for any EHCP needs assessment for your child or your child is currently being assessed to decide whether any EHCP is necessary, you **WILL** need to make an application using the normal process.

1.4 Children in Care who are directed to the school by the Local Authority will be admitted to the school regardless of the number on roll in the year group.

1.5 The Trust's schools will participate fully in the Local Authority's Fair Access protocol. The School Admissions Code 2014 requires all local authorities to operate in-year fair access protocols to ensure that access to education is secured quickly for children who have no school place and to ensure that all schools and academies in an area admit their fair share of vulnerable and challenging children and young people. This could include admitting children above the published admission number to schools and academies that are already full.

1.6 Our schools and their Published Admission Numbers:

Breage [12]
Coverack [7]
Crowan [17]
Cury [10]
Garras [9]
Godolphin [15]
Grade Ruan [13]
Halwin [17]
Helston Community College [250]
Landewednack [12]
Manaccan [7]
Mullion Primary [25]
Mullion Secondary [115]
Parc Eglos [60]
Porthleven [40]
Sithney [13]
St Keverne [12]
Trannack [12]
Wendron [15]

2. How to Apply

2.1 All applications for places in reception and Year 7 or during the school year must be made directly to the applicants' 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 the Local Authority.

Tel: 0300 1234 101 or email: schooladmissions@cornwall.gov.uk

2.2 If a school is oversubscribed, after the admission of children with an Education, Health and Care Plan where the school is named in the Plan, priority for admission will be given to those children who meet the criteria set out below, in order.

2.3 These oversubscription criteria will also be used, if necessary, to decide on in year admissions to all year groups [Reception to Year 11, and for those applying to Y12 who have not previously been on roll at Helston Community College] for the 2021/2022 school year:

Oversubscription criteria for the 2021/2022 academic year:

1. Children in care and children who were in care but ceased to be so because they were adopted [or became subject to a child arrangement or special guardianship order] immediately after being in care.
2. Children with siblings who will still be attending the preferred school at the time of their admission.
3. Children who live in the designated area of the preferred School, or whose parents can provide evidence that they will be living in the designated area of the preferred School by the beginning of the autumn term of the 2020/21 school year.
   [For Cury School, this includes the Ecclesiastical United Parish of Cury with Gunwalloe, whether or not they attend church.]
   If there are more designated area children wanting places at the preferred school than there are places available, criteria 4 to 8 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 8 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 preferred school would not be in the best interest of the child and that placement at the preferred school is essential. Such recommendations must be made in writing and must give full supporting reasons and will be reviewed.
5. [For Secondary Schools] 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 school.
6. For Church Schools [Breage, Cury, Grade Ruan and Wendron C of E Schools]: A child who regularly worships in a Christian Church, evidenced by a letter from the local vicar or priest. Regular worship is defined as a minimum of once a month for the past six months.
7. Children of Staff - where the member of staff has a permanent contract and has been employed at the school for 2 or more years at the time of application; or the member of staff has a permanent contract and has been recruited to fill a vacancy for which there is a demonstrable skill shortage.
8. All other children.

Tie-breaker: if any of the criteria outlined earlier leave more children with an equal claim than places available, a priority will be given to the child who lives nearer the school.

Final Tie-breaker: should the tie breaker above 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 from the LA on request.

3. Admission to Year 12 [Helston Community College only]

3.1 Most schools with sixth forms admit students from other schools as well as their own. For those children admitted to Helston Community College for the first time [i.e. those not transferring from Year 11], there must be a published admission number for Year 12. The Year 12 admission number for Helston Community College is **26**.

3.2 Although it is not necessary for students who are already in Year 11 at Helston Community College to apply formally for places in Year 12, there will be minimum entry qualifications for access onto chosen courses. The same minimum entry qualifications will also apply to external applicants. Details of these

qualifications are available from the College. Where the number of eligible external applicants exceeds the places available then priority for admission will be determined according to the oversubscription criteria above.

4. Waiting Lists

4.1 If the school is oversubscribed the Local Authority will maintain a waiting list. The waiting list will be held for the whole of the academic year for all year groups and parents/carers can request that their child is added to this list if they are refused a place.

4.2 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.

4.3 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.

5. Admission of Children Outside Their Normal Age Group

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'.

5.1 Parents may seek a place for their child outside of their normal age group if, for example, the child has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than Year 1.

5.2 The process for requesting admission out of the normal age group is to contact the preferred school to request a meeting with the head teacher [or his or her representative] to discuss the issue. The Trust will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The Trust will also take into account the views of the head teacher of the school. When informing a parent of their decision on the year group the child should be admitted to, the Trust will set out clearly the reasons for their decision.

5.3 Where the Trust agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to Reception, the application will be processed as part of the main admissions round, [unless the parental request has been made too late for this to be possible] and on the basis of Trust's determined admission arrangements only, including the application of the oversubscription criteria where applicable. The application will not be given a lower priority on the basis that the child is being admitted out of their normal age group.

5.4 Parents have a statutory right to appeal against the refusal of a place at their preferred school. This right does not apply if they are offered a place for their child at the preferred school but not in their preferred year group.

6. Arrangements for appeals panels:

6.1 Where a parent/carer has been refused a place for their child at one of the schools, they will have the right of appeal to an appeal panel. The appeal panel [arranged by the Local authority on behalf of the Trust] will be independent of the school and the Trust. The arrangements for appeals will be in line with the School Admission Appeals Code published by the department for Education. The determination of the appeal panel will be made in accordance with the Code and is binding on all parties. Appeal forms should be requested from and returned to the Secretary of the relevant school.

6.2 Applicants can only appeal again for a place at the same school for the same academic year if the Trust has accepted a further application because there has been a significant and material change in

the circumstances of the parent/carer, child or school [e.g. a relevant change of address] but has determined that a new application must also be refused.

Notwithstanding the arrangements outlined above, the Secretary of State may direct a school to admit a named pupil on application from any Local Authority. Before doing so the Secretary of State will consult the school in question.

7. 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. Children in care **will be** admitted to the school considered most suitable by the Corporate Director, Education, Health and Social Care, regardless of the number on roll.

Designated areas
The Local Authority has divided the county into geographical areas. Each of these areas is served by a specific secondary school [or schools]. These areas are called 'designated areas'. [You may also have heard these areas referred to as 'catchment' areas.] Your designated school will not always be the one nearest to your home address.

Maps will be provided on the Council's website [www.cornwall.gov.uk/admissions] help you to identify your child's designated school [or schools]. Please note, however, that these maps are, of necessity, small scale and if your property is near a border it is advisable to check your designated school with the School Admissions Team. Larger scale maps are available for all designated areas on request. You can also ask to be notified of the designated school[s] for any address. These requests should be made to: School Admissions Team, Cornwall Council, New County Hall, Truro, TR1 3AY. Tel: 0300 1234 101, email: schooladmissions@cornwall.gov.uk

The Local Authority will continue to give free transport to eligible children on the basis of residence in the areas which is defined as the designated area for the school, in line with the Home to School Transport Policy.

If you are planning to move into the designated area of the school, your application for a place for your child at that school 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.

Distance
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. 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 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 Geographical Information System software.

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 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 reached 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 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 is 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 area address. Until a fixed address is available, the unit 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.

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 direct to the school.

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.

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.

The primary schools in Helston Community College's designated area are listed below:

Boskenwyn
Breage C of E
Germoe
Godolphin
Halwin
Nansloe
Parc Eglos
Porthleven
Sithney
St Michael's VC
Trannack
Wendron C of E

The primary schools in Mullion School's designated area are listed below:

Coverack
Cury C of E
Garras
Grade Ruan C of E
Landewednack
Manaccan
Mullion
St Keverne

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

Final tie-breaker
Should the tie-breaker 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 from the LA on request.

Distances
Home to school distances used for tie-breaking will be measured by a straight-line measurement as determined by Cornwall Council's nominated Geographical Information System. Measurements will be between your home address using Ordnance Survey's Point Dataset [usually the centre of the main building of the property] and the main gate of the school [as determined by the CSA].

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 Local Authority's Geographical Information System.

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 to the preferred School for each child. If you require further clarification, please download the 2017-18 admissions booklet at: www.cornwall.gov.uk/admissions.

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 our school, which may mean allocating places above the Published Admission Number [PAN] where that 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].

Relevant area[s] Consultations on proposed admission arrangements must be carried out within an area called ‘the relevant area’. It is the responsibility of LAs to determine relevant areas and to consult on and review their relevant areas on a regular basis.