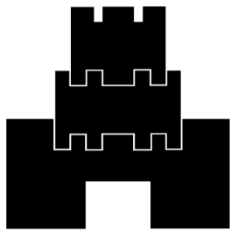


ADMISSIONS POLICY 2021/2022

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.

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