Admissions

(Statutory)

Approved: Spring 2020

Date of Next Review: Spring 2021

Equality Impact Assessment - Policy Review
In reviewing this policy, we have tried to make a positive impact on equality by considering and reducing or removing inequalities and barriers which already existed. We have ensured that this policy does not impact negatively on the dimensions of equality.

Admission Arrangements 2021/22

Introduction
The Roseland Multi Academy Trust [Trust] is the admitting authority for member schools in the Trust. The 'school' in this document refers to the preferred school within The Roseland Multi Academy Trust unless stated otherwise.

The Trust will participate fully in the Local Authority's Fair Access Protocol and the Local Authority's Coordinated Admissions Schemes. Details of these schemes are available on Cornwall Council's website (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 and Year 7 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 on the Local Authority's website.

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

Allocation of Places
Children with an Education, Health and Care Plan that names a school will be admitted regardless of the number on roll in the year group, providing the school is able to meet their needs.

Children in Care who are directed to a school by the Secretary of State will be admitted to the school regardless of the number on roll in the year group.

The published admission number (PAN) for each school in the Trust, at the normal point of entry, are:

Gerrans School (10)
The Roseland Academy (120)
Tregony Community Primary School (24)
Treviglas Academy (200)

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.

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 Headteacher. 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.**

Deferred/Delayed 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 ie 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 relevant Headteacher.

Appeals
Applicants refused a place at the preferred school have the right of appeal. Appeals are heard by an independent appeals panel arranged by the Local Authority on behalf of the Trust Board. Further details and a timeline can be found in the Local Authority's Coordinated Admissions Scheme. 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 (eg 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 preferred school is oversubscribed, a waiting list will be held by the Local Authority for the whole of the academic year for all oversubscribed year groups 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 Trust'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
If the preferred school is oversubscribed 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 Education, Health and Care Plan that 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 with siblings who will still be attending the preferred school at the time of their admission.

3. For The Roseland Academy and Treviglas Academy only: 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 (applies to transfer to Year 7 only).

<u>The Roseland Academy</u>	<u>Treviglas Academy</u>
Gerrans School	Cubert School
Gorran School	Goonhavern Primary School
Grampound Road Village School	Indian Queens Primary School
Grampound with Creed Church of England School	Mawgan-in-Pydar Primary School
Ladock Church of England Primary School	Nansledan School
Probus Primary School	Newquay Junior Academy
St Mawes County Primary School	Perranporth Community Primary School
Tregony Community Primary School	St Columb Major ACE Academy
Veryan Church of England Primary School	St Columb Minor ACE Academy
	St Newlyn East Learning Academy
	Summercourt Academy
	The Bishops' C of E Learning Academy
	Trevisker Primary School

4. Children who live in the designated area of the school as defined by the Local Authority, whose parents can provide evidence that they will be living in the designated area of the school by the date when admission is required.

5. Children of staff employed within the Trust on a permanent contract:
    a. where the member of staff has been employed at a school in the Trust for two or more years at the time at which the application for admission to the school is made;
    b. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

6. All other children.

Applications into the Sixth Form/Transfer from Year 11 [Treviglas Academy only]
The admission number for external applicants in Year 12 is 20. Historically, Treviglas Academy have been able to accommodate all external applications notwithstanding the need to meet course requirements. However, if numbers grew substantially, the Trust Board would review entry requirements and admission numbers accordingly.

All entrants to the Sixth Form will be provided with an interview to ensure that they have a reasonable chance of success on their chosen courses. Alternative courses might be suggested at this interview. This interview will be held with a member of a specialist team of sixth form staff and/or a senior leader from the school. In cases where candidates do not meet course requirements they will be refused a place and provided with information, advice and guidance about alternative pathways. Parent/carers are entitled to the normal route of appeal against such decisions. Entry requirements for each of our courses and pathways in the sixth form are available in our sixth form prospectus.

Young people already in Year 11 at Treviglas Academy apply for places in Year 12 in the Spring term. The application process involves:

- individual and group destination briefings;
- Careers Officer appointments (independent);
- bespoke appointments on request at any time;
- the completion of the application letter to confirm option choices.

There will be minimum entry qualifications for access onto chosen courses. The same minimum entry qualifications will also apply to external applicants.

A young person with a Statement of Special Educational Needs or Education, Health and Care Plan that names Treviglas Academy will be admitted regardless of number on roll in the Post-16 year, providing the school is able to meet their needs. Children in Care who are directed to the school by the Secretary of State will be admitted regardless of number on roll in the Post-16 year group.

If there are more applications than the school can cater for from external candidates who meet the entry requirements (ie more than 20), then every attempt will be made to accommodate them. However, if necessary, the following criteria will be used by the Admissions Committee (comprising the Headteacher, Deputy Headteacher (Post-16) and Director of Post-16 Studies) in the event of oversubscription:

Oversubscription to the Sixth Form (external candidates)
Where a particular course is heavily oversubscribed and we cannot run a parallel course, then the places will be offered to those internal candidates who have the better grades at GCSE or subject specific requirements. We will strive to offer alternative courses for any student affected by this criterion.

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-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 Trust will use the Local Authority's Random Allocation Protocol, supervised by an independent person, which is available on request.

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

Service Families
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.

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 Cornwall 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 for the preferred school'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 will not always be the one nearest to your home address. Maps are available for all designated areas online at: www.cornwall.gov.uk/admissions or by calling the School Admissions Team on 0300 1234 101 or emailing: schooladmissions@cornwall.gov.uk.

If you are planning to move into the designated area of your preferred school, your application for a place for your child will not be given the priority accorded to designated area students 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.

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 or due to be on the roll of the school in question at the date of admission.

If a child is a sibling of a multiple birth (eg 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).

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. 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 (ie 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 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 Local 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 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.