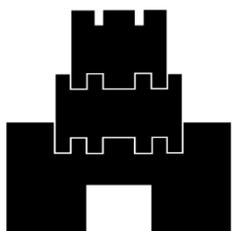


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# Launceston College

*A Multi Academy Trust*

## ADMISSIONS POLICY 2017/18

Launceston College

Updated on: February 2017

Review by: February 2018

Reference:	Approved by:	Date:	Review:

## **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 2017/18 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 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.

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## 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 223 applications for places in Year 7 for the 2017/18 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 2017/2018 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

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## 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.

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## **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

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Next review date: 28/02/2018