



# Launceston College

*A Multi Academy Trust*

## Admissions policy 2023/24 (Cornwall schools)

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<b>Ratified by</b>	<b>Trust Board</b>
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## Introduction

All schools within the Launceston College Multi Academy Trust are academies and the Trust 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](http://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:

Academy	Published Admission Number (PAN)
Altarnun primary school	12
Egloskerry primary school	15
Launceston primary school	30
Launceston College	292
Launceston College sixth form	30 (external candidates)

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Trust will offer places at the school to all those who have applied.

## PRIMARY ACADEMIES

### Application process

All applications for places in Reception 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.

Applications for all other year groups should be made to Cornwall Council:  
[www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions)

However, if your child has an Education, Health and Care (EHC) Plan 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: [StatutorySEN@cornwall.gov.uk](mailto:StatutorySEN@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.

The closing date for applications is 15/01/2023.

Offers for on-time applications will be made on 17/04/2023

The application form can be obtained from [www.cornwall.gov.uk/schooladmissions](http://www.cornwall.gov.uk/schooladmissions)

### Allocation of places

Children with an 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 2023-2024 will be 12 for Altarnun primary school, 15 for Egloskerry primary school and 30 for Launceston Primary school. 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.

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.

### **Oversubscription criteria**

In the event of there being more than 12 applications at Altarnun primary school, 15 applications at Egloskerry primary school or 30 applications at Launceston primary school for places in reception for the 2023-2024 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 Health and Care Plan names the school:

1. Children in care or children that were previously in care but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear (to the admission authority) to have been in state care outside of England and ceased to be in care as a result of being adopted.
2. Priority will next be given to the children of all paid employees at the relevant school who have been recruited to fill a skill-shortage area.
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 2023-2024 school year. This applies to Altarnun and Egloskerry primary schools only.
4. Priority will next be given to children based on their exceptional medical or social needs. Each application must include evidence, from a medical specialist or social worker of the child's need and why they must attend this school rather than any other, based on those needs. If evidence is not submitted to the LA with the application, a child's medical or social needs cannot be considered.
5. Priority will next be given to the siblings of pupils attending the school at the time the application is received.
6. All other children.

## **Tie break**

If in categories 2-5 above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured from the child's home to the front gates of the school in a straight line by google maps.

Random allocation undertaken by the local authority will be used as a tie-break in categories 2-5 above to decide who has highest priority for admission if the distance between a child's home and the school is equidistant in any two or more cases.

Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. We will admit them all, as permitted by the infant class size rules and exceed our PAN.

## **SECONDARY ACADEMIES**

### **Launceston College**

#### **Applying for a place**

All applications for places in Year 7 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.

Applications for all other year groups should be made to Cornwall Council:

[www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions)

#### **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 an 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 2023-2024 will be 292. 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.

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. 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 292 applications for places in Year 7 for the 2023-2024 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 Health and Care Plan names the school:

1. Children in care or children that were previously in care but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear (to the admission authority) to have been in state care outside of England and ceased to be in care as a result of being adopted.

2. Children of all paid employees by Launceston College Multi Academy Trust:
  - a. Where the member of staff has been employed at the academy to which the child is applying, for two or more years at the time at which the application for admission is made, or
  - b. Where the member of staff is recruited to fill a vacant post within the academy to which the child is applying, 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 2023-2024 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. See table under Designated areas section of this policy.
7. All other children.

### **Tie break**

If in categories 2-5 above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured from the child's home to the front gates of the school in a straight line by google maps.

Random allocation undertaken by the local authority will be used as a tie-break in categories 2-5 above to decide who has highest priority for admission if the distance between a child's home and the school is equidistant in any two or more cases.

### **Sixth Form**

All applications to the sixth form should be made directly to Launceston College Multi Academy Trust. Pupils may be admitted into Launceston College Multi Academy Trust from another school as well as from Year 11.

For those children admitted to Launceston College for the first time (i.e. those not transferring from Year 11) there is a Published Admission Number for Year 12. The Year 12 admission number for Launceston College is 30. Where the number of eligible external applicants exceeds the places available, the same over-subscription criteria as for all pupils joining Launceston College will be used to prioritise applications, after the admission of children whose EHC Plan names the academy.

Please see the academy's sixth form prospectus for details of the minimum entry requirements for each of the courses offered. The sixth form prospectus and application information is available on the academy's website at <http://www.launceston-college.cornwall.sch.uk/sixth-form/>

## 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).

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society (see Section 23ZZA(8) of the Children Act 1989 (inserted by Section 4 of the Children and Social Work Act 2017)).

### 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 Trust, 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.

Secondary academy in Launceston College Multi Academy Trust	Primary academies/schools in their designated area
Launceston College	Trekenner Altarnun Egloskerry Tregadillett Primary School South Petherwin Community Primary School St Stephens Community Academy St Catherine's CofE Primary School Windmill Hill Academy Coads Green Primary School Boyton Community Primary School

	Lewannick CP School North Petherwin School and Werrington School Warbstow Primary Academy Harrowbarrow School Mount Kelly Prep Calstock CP School Stoke Climsland St Giles On The Heath County Primary School Lifton Community Primary School
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### **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 Council).

### **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 authority will make the final decision on whether or not to accept an application under this criterion.

### **Admission of children outside their normal age group**

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested and the year group in which they wish their child to be allocated a place.

When such a request is made, the Trust will decide on the basis of the circumstances of the case and in the best interests of the child concerned, considering the views of the Principal and any supporting evidence provided by the parent.

Guidance can also be found at [www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions) or on request from the School Admissions Team.

### **Appeals**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Appeals are heard by an independent appeals panel (arranged by Cornwall Council on behalf of the Trust). Further details and a timeline can be found in Cornwall Council's Co-ordinated 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 but has determined that the new application must also be refused.

## **Waiting lists**

The school will operate a waiting list for each year group. Where the school receives more applications for places than there are places available a waiting list will be in place until the end of the academic year. This will be maintained by the Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list. No priority is given to the length of time that a child has been on the list.

## **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.

## **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).