



**ADMISSIONS POLICY**

**With effect from 2017/18**

**Notice to staff using a paper copy of this policy**

Learn Liskeard holds the most recent procedural version of this guidance. Staff must ensure they are using the most recent guidance

# Liskeard School and Community College

## Admissions Policy

### Introduction

Liskeard School and Community College is a foundation school and the governing body is the Admission Authority. The school is a mixed 11-18 comprehensive school serving the community in the Liskeard area.

Liskeard School and Community College will participate fully in the Local Authority's Fair Access Protocol and Local Authority's Co-ordinated Admissions Schemes for secondary transfer and in-year admissions. 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, deadlines and timescales (including those relating to late applications) will be as stated in those schemes.

### Applying for a place

All applications for places at Liskeard School and Community College must be made directly 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 governors. The Governors will operate an equal preference scheme as defined in the School Admissions Code.

### Allocation of places

Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names Liskeard School and Community College will be admitted to the school regardless of the number on roll in the year group. 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.

The published admission number (PAN) for Year 7 in 2017/18 will be 210. Places will be allocated up to this number. In the event that more applications are received than places available, the over-subscription criteria listed later in this document will be used to decide on allocations.

### Admission of children outside their normal age group

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. Those wishing to request placement outside the normal age group should contact the Head Teacher of Liskeard School and Community College. 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](http://www.cornwall.gov.uk/admissions) or on request from the School Admissions Team (Tel: 0300 1234 101) or emailing: [schooladmissions@cornwall.gov.uk](mailto:schooladmissions@cornwall.gov.uk)

### Appeals

Applicants refused a place at the school have the right of appeal. Appeals are heard by an independent appeals panel (arranged by the Local Authority on behalf of the governing body). 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 over-subscribed, a waiting list will be held 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. 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.

### **Over-subscription criteria**

In the event of there being more than 210 applications for places in Year 7 for the 2017/18 academic year or more or more applications than places for any year group during the school year, the following over-subscription 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 previously in care but immediately after being in care became subject to an Adoption, Child Arrangement or Special Guardianship Order.
2. Children who live in the designated area of Liskeard School and Community College, as defined by the Local Authority, or whose parents/carers can provide evidence that they will be living in the designated area of Liskeard School and Community College by the beginning of the autumn term of the 2017/2018 school year.

If there are more designated area children wanting places at Liskeard School and Community College than there are places available after the allocation of children under criterion 2, criteria 3 to 6 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 3 to 6 will be used to decide which of the remaining children should have priority for any spare places.

3. Children with an unequivocal professional recommendation from a doctor, school medical officer, educational psychologist or education welfare officer that non-placement at Liskeard School and Community College would not be in the best interest of the child and that placement at Liskeard School and Community College is essential. Such recommendations must be made in writing and must give full supporting reasons and will be reviewed by the LA.
4. Children with siblings who will still be attending the Liskeard School and Community College at the time of their admission.
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 Liskeard School and Community College.
6. All other children.

### **Admission to Sixth Form**

Most schools with Sixth Forms admit pupils from other schools as well as their own. For those children admitted to the school for the first time (i.e. those not transferring from year 11), there must be a published admission number for year 12. These numbers are shown on the spreadsheet showing the proposed Published Admission Numbers for secondary schools. The number for Liskeard School and Community College is 230. Separate entry requirements and over-subscription criteria are also necessary for year 12 admissions and these are listed below.

Cornwall Council is the admissions authority for foundation schools, but has delegated the responsibility for the administration of admissions to those schools' Sixth Forms to the Headteacher of each school, as long as they are not over-subscribed. Queries regarding Sixth Form admissions should be directed to the school in the first instance.

It is not necessary for children already in year 11 at a school to apply formally for places in year 12 at that school, but there will be minimum entry qualifications for access onto chosen courses. The same minimum entry qualifications will also apply to external applicants.

Where the number of eligible external applicants exceeds the places available, the following over-subscription 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.
2. Children who live in the designated area of Liskeard School and Community College, as defined by the Local Authority, or whose parents/carers can provide evidence that they will be living in the designated area of Liskeard School and Community College by the beginning of the autumn term of the 2017/2018 school year.

If there are more designated area children wanting places than there are places available, criteria 3 to 5 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 3 to 5 will be used to decide which of the remaining children should have priority for any spare places.

3. 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. Such recommendations must be made in writing and must give full supporting reasons and will be reviewed by the LA.
4. Children with siblings who will still be attending the preferred school at the time of their admission.
5. All other children.

## **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, 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).

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. Each of these areas is served by a specific secondary school (or 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 Liskeard School and Community College's over-subscription 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](http://www.cornwall.gov.uk/admissions) or by calling the School Admissions Team on 0300 1234 101 or emailing: [schooladmissions@cornwall.gov.uk](mailto:schooladmissions@cornwall.gov.uk).

If you are planning to move into the designated area of Liskeard School and Community College, 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.

### **Professional recommendation for admission**

If you think your child meets this criterion, as described in the over-subscription criteria, you must send the relevant written evidence to Liskeard School and Community College.

### **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 Liskeard School and Community College's designated area are listed below:

- Braddock CE Primary School
- Darite Primary School
- Dobwalls CP School
- Liskeard Hillfort Primary School
- Menheniot Primary School
- St Cleer Primary School
- St Martins CE VA School
- St Neot CP School
- Trewidland CP School

### **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 for tie-breaking will be measured by a straight-line measurement as determined by CAPITA One and supported by Cornwall Council's chosen Geographical Information System. 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).

### **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 Liskeard School and Community College for each child.

### **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).

Policy agreed by the governing body on: 11 February 2016

Next review date: autumn term 2016