

**Liskeard School and Community College**



**ADMISSIONS POLICY**

**With effect from 2016/17**

**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

Liskeard School and Community College is a foundation school and the Governors are the admitting authority. The school is a mixed 11-18 comprehensive school serving the community in the Liskeard area.

Children with Educational, Health and Care plans (formerly Statement of Special Educational Needs) 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.

Liskeard School and Community College will participate fully in the Local Authority's Fair Access Protocol.

The school will participate fully in the Local Authority's co-ordinated admission 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 (0300 1234 101). Closing dates, deadlines and timescales (including those relating to late applications) will be as stated in those schemes.

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.

The published admission number (PAN) for Year 7 in 2016/17 will be 210.

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 school will consider these requests carefully, and will make a decision based on the particular circumstances of each case.

**In the event of there being more than 210 applications for places in Year 7 for the 2016/17 academic year the following oversubscription criteria, in descending order of priority, will be used to prioritise applications.**

#### **Oversubscription criteria**

The following priority order will be used to decide which children should occupy any vacant places, after the admission of pupils with statements of special educational needs where Liskeard School and Community College is named in the statement, in year 7 at Liskeard School and Community College ~~a foundation school~~ in the 2016/17 school year.

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 the preferred school, or whose parents 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 2016/2017 school year.

If there are more designated area children wanting places at Liskeard School and Community College than there are places available, 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.

**Years 8 to 11 (although applications for year 11 that are for admission after January 2016 will be dealt with under the Fair Access Protocol)**

The following priority order will be used to decide which children should occupy any vacant places, after the admission of pupils with statements of special educational needs where Liskeard School and Community College is named in the statement, in years 8 to 11 at Liskeard School and Community College in the 2016/17 school year.

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, or whose parents can provide evidence that they will be living in the designated area of Liskeard School and Community College by the requested date of admission.

If there are more designated area children wanting places at Liskeard School and Community College 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 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 Liskeard School and Community College.
4. Children with siblings who will still be attending Liskeard School and Community College at the time of their admission.

5. 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 oversubscription 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 oversubscribed. 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 then priority for admission will be determined according to the following over-subscription criteria:

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 the preferred school, or whose parents can provide evidence that they will be living in the designated area of the preferred school by the beginning of the 2016/2017 school year. If there are more designated area children wanting places at a school than there are places available, criteria 4 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 and that placement at the preferred school 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 preferred school at the time of their admission.
5. All other children.

## **Notes and definitions**

### **Children with Education, Health and Care Plans (formerly Statements of Special Educational Needs)**

If a child with a statement of special educational needs has the name of a school specified in his/her statement, the child **must** be admitted to that school.

### **Children in care and children who were in care**

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).

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**

The Children's Services Authority (CSA) has divided the county into geographical areas. Each of these areas is served by a specific secondary school (or schools). These areas are called 'designated areas'. (You may also have heard these areas referred to as 'catchment' areas.) Your designated school will not always be the one nearest to your home address. Maps will be provided on the Council's website ([www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions)) and at the back of the secondary transfer booklet to help you to identify your child's designated school (or schools). Please note, however, that these maps are, of necessity, small scale and if your property is near a border it is advisable to check your designated school with the School Admissions Team. Larger scale maps are available for all designated areas on request. You can also ask to be notified of the designated school(s) for any address. These requests should be made to: Cornwall Council, School Admissions Team, Children, Schools and Families, County Hall, Treyew Road, Truro, TR1 3AY. Tel: 0300 1234 101, email: [schooladmissions@cornwall.gov.uk](mailto:schooladmissions@cornwall.gov.uk)

The CSA will continue to give free transport to eligible children on the basis of residence in the areas which is defined as the designated area for Liskeard School and Community College.

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 Oversubscription 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, the following tie-breakers will be used: Where two or more children fulfil the same criterion, 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 (in accordance with 1.34 and 1.35 of the School Admissions Code) will be used to decide on priority.

### **Distances**

Home to school distances used for tie-breaking will be measured by a straight-line measurement as determined by CAPITA One (formerly known as Education Management System or EMS) and supported by the CSA's Geographical Information System (dataMap). Measurements will be between your home address using Ordnance Survey's Point Dataset (usually the centre of the main building of the property) and the main gate of the school (as determined by the CSA). 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 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).

**Relevant area(s)**

Consultations on proposed admission arrangements must be carried out within an area called 'the relevant area'. It is the responsibility of LAs to determine relevant areas and to consult on and review their relevant areas on a regular basis.