

Looe Community Academy

Admissions Policy for 2018/19

Introduction

The Governing Body of Looe Community Academy Trust is the Admissions Authority for the Academy as part of the co-ordinated scheme with the Local Authority (LA) and engages in the LA's fair access protocol and co-ordinated admissions schemes; details are available on the Council's website¹ or on request from the LA. Closing dates and other details about the application process will be stated in those Schemes. Following due consultation in accordance with the School Admissions Code 2014, the Governing Body has agreed the following Admissions Policy for Academic Year 2018/19.

About us

The Academy is non-selective and non-denominational, delivering inclusive secondary 11-16 education while maintaining a caring, learning community of high quality, where everyone is valued for who they are and what they may become; this often starts even before students join us through our strong educational, sporting, artistic and welfare links with our local primary schools.

We set and maintain high expectations through our commitments to excellence. Our students take pride in their uniform, through which the Academy motto, "Be the best you can be", is enshrined in Cornish - "Bydh gwella gylli" - on the blazer badge.

We welcome all applications, though we do encourage parents and carers to consider travel arrangements and discuss their requirements with the LA's admission and transport teams² in advance.

You can find out much more about us through our prospectus³.

Overriding criteria

All students with an Education, Health and Care Plan (EHCP) or Statement of Special Educational Needs that names the Academy will be allocated a place, regardless of the number on roll in their year group.

Children in care⁴ who are directed to the Academy by the Secretary of State for Education will be admitted to the Academy regardless of the number on roll in the year group.

Allocation of places

There are no tests or entry criteria. All applications for places in the Year 7 co-ordinated admissions intake or during the school year must be made direct to the applicant's home LA on the appropriate application form; the Academy requires no supplementary information. The application form and supporting information will be available on the LA's website. However, if your child has an EHCP or Statement of Special Educational Needs, you do not need to complete an application form as a school place will be identified through a separate process.

¹ www.cornwall.gov.uk/admissions

² By phone on 0300 1234 101, or by e-mail to schooladmissions@cornwall.gov.uk.

³ See details at www.looe.cornwall.sch.uk or phone 01503 262625.

⁴ 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).

The published admissions number for Year 7 is 122 and places will be allocated up to this number. If the Academy is oversubscribed, then the Academy's oversubscription criteria, listed below, will apply.

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.

Oversubscription criteria

In the event of there being more than 122 applications for places in Year 7 for the 2018/19 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 any children whose EHCP or Statement of Special Educational Needs names the Academy, or any children in care who are directed to the Academy by the Secretary of State for Education:

Criteria 1 - Children in care and children who were previously in care but immediately after became subject to an adoption, child arrangement, or special guardianship order⁵.

Criteria 2 - Children with siblings⁶ who will still be attending the Academy at the time of their admission.

Criteria 3 - Children on the roll, at the time of allocation, at our feeder primary schools:

Duloe C of E VA Junior and Infant School
Looe Primary Academy
Pelynt Primary School
Polperro Community Primary School
Trenode C of E School

If there are more feeder primary school children wanting places than there are places available, Criteria 4 to 7 will be used to decide which of these children should have priority for admission.

If there are still places available after all the feeder primary school children have been allocated places, Criteria 4 to 7 will be used to decide which of the remaining children should have priority for any spare places.

⁵ 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).

⁶ '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. 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).

Criteria 4 - Children who live in the Academy's designated area⁷, or whose parents can provide evidence that they will be living in the designated area by the beginning of the autumn term of the 2018/19 Academic Year.

Criteria 5 - Children of staff employed by the Academy:

- a. Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, or
- b. The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Criteria 6 - Children with an unequivocal professional recommendation from a doctor, school medical officer, educational psychologist or education welfare officer that non-placement at the Academy would not be in the best interest of the child and that placement at the Academy is essential. Such recommendations must be made in writing and must give full supporting reasons and will be reviewed by the Admissions Authority. You must submit all relevant written evidence with your application.

Criteria 7 - All other children.

If the criteria above leave more children with an equal claim than places available then a tie-breaker will be used based on shortest straight line distance from the Academy's postal address to the student's home address, as calculated by the Academy's chosen mapping solution⁸. In the case of a tie, selection will be by the drawing of lots, which will be independently verified.

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 LA 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.

⁷ The LA divides Cornwall into geographical areas served by a secondary school, which may not be the one nearest to the home address. Please note that 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.

⁸ This will either be outsourced to the LA using a straight-line measurement as determined by Capita One and supported by Cornwall Council's nominated Geographical Information System (currently DataMap), or undertaken by the Academy using Google Maps® advanced distance calculator; the same system will be used for all admissions in 2018/19. 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/Academy). Distances used to determine the 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 Cornwall Council's nominated Geographic Information System software (currently DataMap).

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.

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.

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 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.

Waiting list

If the Academy remains over-subscribed in Year 7 after the offer of Year 7 intake places, parents and carers whose applications have been unsuccessful will be able to apply to the Academy, by letter, to be placed on a waiting list.

Similarly, applicants outside of the Year 7 intake process for any oversubscribed year group can also request, by letter, to go on the waiting list for that year group.

Waiting lists will be administered by the Academy's Admissions Committee. An applicant's position on the waiting list will be determined by the Academy's oversubscription criteria, though children who are the subject of a direction by the LA, or who are allocated to the Academy in accordance with the fair access protocol, will take precedence over any child already on the waiting list. 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; 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 or Statement of Special Educational Needs 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.

Appeals

All applicants who are refused a place for their child at the Academy will be advised of their right of appeal to an independent appeal panel⁹. 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

⁹ All appeals will be administered either by the LA or another independent authority on behalf of the Governing Body.

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.

Contact details

Looe Community Academy Trust:

Looe Community Academy Sunrising East Looe PL13 1NQ	01503 262625	www.looe.cornwall.sch.uk
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Cornwall Council:

School Admissions Team New County Hall Truro TR1 3AY	0300 1234 101	www.cornwall.gov.uk/admissions
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Approved by the Governing Body 10 February 2017