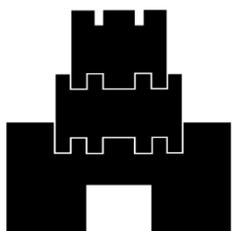


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Launceston College

A Multi Academy Trust

ADMISSIONS POLICY 2018/19

Launceston College

Updated on:

Review by:

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**Launceston College Multi Academy Trust
Launceston College, Cornwall & Bideford College, Devon**

Admission arrangements 2018/19

Introduction

Schools within the Launceston Multi Academy trust are academies and the Academy Trust is the Admission Authority for the schools.

The schools 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 or www.devon.gov.uk/admissions) or on request from the appropriate 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 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 on the Local Authority's website. [There is no supplementary information form required by the Governing Body.]

However, if your child has an Education, Health and Care Plan 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.

Applications for places during the school year to Launceston College 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 on the Local Authority's website. [There is no supplementary information form required by the Governing Body.]

NB Applications for places during the school year to Bideford College must be made direct to the college. Contact details can be found at the end of this document.

Allocation of places

Children with an Education, Health and Care Plan or Statement of Special Educational Needs 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 year 7 in 2018/19 will be 222 for Launceston College and 300 for Bideford College. The operating capacity at Launceston College will be 240. 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 or Bideford College is their nearest school), in other cases the oversubscription criteria below will be used to decide on allocations. If the school is not oversubscribed, all applicants will be admitted.

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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 Principal. 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 www.devon.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.

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. Further details and a timeline can be found in the Local Authority'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 (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 oversubscribed, a waiting list will be held from 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 if they are refused a place. The waiting list will be based on the school's oversubscription criteria and 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 – so 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.

Oversubscription Criteria [secondary]

In the event of there being more than 300 applications for places in Year 7 at Bideford College and more than 240 applications for places in Year 7 at Launceston College 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 children whose Education, Health and Care Plan or Statement of Special Educational Needs 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 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 date from which admission is required.

If there are more designated area children wanting places than there are places available, criteria 3 to 6 below will be used to decide which of these children should have priority for

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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 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.

4. Children with siblings who will still be attending the school 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 the preferred secondary school.

6. All other children.

Sixth form admissions

To be considered for a place on a Sixth Form programme of study at any school within the Launceston College MAT, all students, whether internal or external must complete and submit an application form (available on the website or from the College sixth form) and attend a personal interview. All students must also meet the criteria laid out below.

1. Eligibility criteria

- Students must be British Citizens and/or EU nationals and under 19 years of age at the time of enrolment.

If they are not, then they must have:

- Exceptional or indefinite leave to remain in the UK
- Refugee status
- Residency due to parents legal employment status in the UK

Students who have taken qualifications in other countries must have a Statement of Comparability available from UK NARIC. This documentation is required by the college to access funding for the student.

Students who have taken qualifications that are not on the Register of Regulated Qualifications (see list on www.register.ofqual.gov.uk) and wish these qualifications to be considered for the offer of a place on a Sixth Form programme of study can also obtain a Statement of Comparability.

Students over the age of 19 may apply, but will be required to pay a termly fee based on the courses studied

2. Internal Students

All Year 11 students at a school within the Launceston College MAT are entitled to apply for a place in one of the sixth forms.

Students will be offered a place if **all** the following criteria are met:

- a. The students predicted grades are in line with the requirements of the programme of study they are applying for. All requirements can be found on the respective college website
- b. In the judgement of the Sixth Form Leadership Team, a suitable programme of study is available that is appropriate and meets the needs of the student.

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- c. The student must be applying for a full time programme of study
- d. The student has demonstrated a commitment to their academic work, as well as a positive attitude to attendance and behaviour.

The place offered is then provisional, and is dependent on their achieving the entry requirements for their programme of study.

3. External Students

The sixth form at both Launceston College and Bideford College is open to students from any external establishment and also previously home educated students.

External students will be offered a place if **all** the following criteria are met:

- a. In the judgement of the Sixth Form Leadership Team, a suitable programme of study is available that is appropriate and meets the needs of the student.
- b. The student must be applying for a full time programme of study.
- c. Subject to the reference from the current school or tutors showing that the students predicted grades are in line with the requirements of the programme of study they are applying for. All requirements can be found on the college website.
- d. Also the reference shows a demonstrable commitment to current academic study, positive attendance and behaviour.

The place offered is then provisional, and is dependent on their achieving the entry requirements for their programme of study.

Special Considerations

Students may be able to claim special consideration if a medical condition exists (supported by a health professional's letter) that significantly influenced results or ability to study.

GCSE Maths and English

All students studying at Level 3 must have achieved GCSE Maths and English at the grade specified in the course entry requirements. Any student who has not achieved these results will be required to be working towards achieving them and will have maths and/or English included in their programme of study.

Oversubscription

Should the sixth form be oversubscribed then priority will be given as follows:

1. Students who are a child looked after or were previously looked after
2. Students who are already on roll at a College within the Launceston College MAT
3. Students with a sibling at a school within the Launceston College MAT at the time of application to the Sixth Form
5. Students who previously have at any time had a sibling at the school

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6. Students who can prove that they have particular medical or social reasons which makes the Sixth Form at Bideford or Launceston College uniquely well suited to the applicant

7. The applicant whose normal residence is closest to the School as measured by the relevant local authority.

A waiting list will be in operation and prospective students will be contacted if places become available.

Appeals

Prospective students who are refused permission to join the Sixth Form are entitled to appeal, in writing, to the Principal.

After Enrolment

After enrolment day on the 1st September, any subjects that still have vacancies will be listed on our website, and the Sixth Form Team will consider applications from both internal and external students.

Progression from Year 12 to Year 13.

This is not an automatic progression and is dependent on students achieving appropriate grades in the exams at the end of Year 12, and also demonstrating a commitment to academic study. Students who do not achieve the requirements may have the opportunity to return and retake Year 12.

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).

Designated areas

Cornwall and Devon County Councils have divided the County into geographical areas. Each of these areas is served by a specific primary 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 Launceston College's oversubscription criteria will be as defined by Cornwall Council. The designated area used in Bideford College's oversubscription criteria will be as defined by Devon County 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 or www.devon.gov.uk/admissions.

If you are planning to move into the designated area of a school within the Launceston College MAT, your application for a place for your child will not be given the priority accorded

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to designated area pupils, without firm evidence of your new address and moving date. Evidence can include a copy of a signed and dated tenancy agreement or confirmation from a solicitor that contracts have been exchanged on a named property.

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.

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.

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).

Tie-breakers

If any of the criteria outlined earlier 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, supervised by an independent person, which is available on request.

Distances

Home to school distances used for tie-breaking will be measured by [insert your chosen mapping system and method here or if the LA do this for you insert: a straight-line measurement as determined by Capita One and supported by Cornwall Council’s nominated Geographical Information System (currently DataMap). 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).]

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 Cornwall Council’s nominated Geographic Information System software (currently DataMap).

Home address

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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.

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.

Policy agreed by the Governing Body on: xxx

Next review date: Autumn term 2017

Contact details

Launceston College

Hurdon Road

Launceston

Cornwall

PL15 9JR

01566 772468

Bideford College

Abbotsham Road

Bideford

Devon

EX39 3AR

01237 477611

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Cornwall County Admissions

www.cornwall.gov.uk/admissions

0300 1234 101

3 West

County Hall

Treyev Road

Truro

TR1 3AY

Devon County Admissions

www.devon.gov.uk/admissions

0345 155 1019 or 0845 155 1019

School Admissions

County Hall

Topsham Road

Exeter