



Policy Title	Admissions 2018/19
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Linked to (and should be applied in conjunction with) the College's policies on:	

Equality Impact Assessment

The EIA has not identified any potential for discrimination or adverse impact and all opportunities to promote equality have been taken.*	✓
The EIA has not identified any conflict with the College's co-operative values.	✓
Adjust the policy to remove barriers identified by the EIA or better promote equality.	

*Inclusive of protected characteristics

Provenance	Date
SLT	14/07/16
Staff Consultation	14/07/16
Governors' Committee	04/10/16
Full Governors' Meeting	24/11/16

Self-help Self-Responsibility Equality Equity Democracy Solidarity
 Openness Honesty Social Responsibility Caring for others

Admission Arrangements 2018-19

Introduction

Helston Community College is a Co-operative Trust School and the Governing Body is the Admission Authority for the College.

The College will participate fully in the Local Authority's Fair Access Protocol and in the Local Authority's Co-ordinated Admission Schemes for starting school and applying for a place during the school year. Details of these schemes are available on the Cornwall Council's website (www.cornwall.gov.uk/admissions) or on request from the Local Authority (0300 1234 101). Closing dates and other details about the application process will be stated on those schemes.

Applying for a place

All applications for places in year 7 or during the school year 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 the Local Authority. There is no supplementary information form required by the Governing Body.

However, if your child has an Education, Health and Care Plan, you **do not** need to complete an application form as a school place will be identified through a separate process.

Allocation of places

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

Children in care who are directed to the College by the Local Authority will be admitted to the College regardless of the number on roll in the year group.

The published admission number (PAN) for year 7 in 2018/19 will be 250. 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 College is not oversubscribed, all applicants will be admitted.

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 for their child at a school, for which they have applied, have the right of appeal to an independent admission appeal panel. However, they do not have the 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 College have the right of appeal. Appeals are heard by an independent appeal 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 College 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 College'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 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

In the event of there being more than 250 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 children whose Education, Health and Care Plan names the College:

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 the College, as defined by the Local Authority, or whose parents/carers can provide evidence that they will be living in the designated area of the College by the beginning of the autumn term of the 2018-19 academic year.

If there are more designated area children wanting places at the 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 the College 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 Local Authority.
4. Children with siblings who will still be attending the 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 the College.
6. All other children.

Admission to Year 12

Most schools with sixth forms admit students from other schools as well as their own. For those children admitted to the College for the first time (i.e. those not transferring from Year 11), there must be a published admission number for Year 12. The Year 12 admission number for Helston Community College is **26**.

Although it is not necessary for students who are already in Year 11 at Helston Community College to apply formally for places in Year 12, there will be minimum entry qualifications for access onto chosen courses. The same minimum entry qualifications will also apply to external applicants. Details of these qualifications are available from the College. Where the number of eligible external applicants exceeds the places available then priority for admission will be determined according to the following oversubscription criteria:

1. Children in care or 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 the College, as defined by the Local Authority or whose parents can provide evidence that they will be living in the designated area of Helston Community College by the beginning of the autumn term of the 2018-2019 academic year.

If there are more designated area children wanting places at the 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 the College 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 Local Authority.

4. Children with siblings who will still be attending Helston Community College at the time of their admission.

5. All other children.

Notes and definitions

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

Cornwall Council has divided the County into geographical areas. Each of these areas is served by a specific secondary school or in some cases, groups of schools. These areas are called "designated areas". (Parents may also have heard these areas referred to as "catchment" areas). The designated area used in Helston Community College's oversubscription 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, or by calling the School Admissions Team on 0300 1234 101 or emailing schooladmissions@cornwall.gov.uk

If you are planning to move into the designated area of Helston Community College, your application for a place for your child will not be given the priority accorded to designated area students 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.

Children with an unequivocal professional recommendation

Applicants will only be considered under this criterion where the parent/carer can demonstrate that **only** the College 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 College 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 College, every effort will be made to offer places to siblings at the College, 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 to the available place(s).

Feeder Primary schools whose designated areas are contained within or form part of the designated area of Helston Community College are as follows:

- Boskenwyn
- Breage CE
- Germoe
- Godolphin

- Halwin
- Nansloe
- Parc Eglos
- Porthleven
- Sithney
- St Michael's VC
- Trannack
- Wendron CE

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 College.

Final tie-breaker

Should the tie-breaker above still leave children with an equal claim because distances are exactly the same, random allocation will be used to decide on priority. The College 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 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 College (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

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 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 reached 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 is 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 area address. Until a fixed address is available, the unit 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.