

**PENRYN COLLEGE**

**Admissions Policy – 2017/2018**

**Approved by:** Student and Curriculum Committee – January 2016

**Responsible SLT member:** DBDO

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## 1. Introduction

The Academy Trust (Governing Body) of Penryn College is the admitting authority for the College. Penryn College is an 11-16 mixed Academy serving the needs of the young people of Penryn and the surrounding area. The College works very closely with its partner primary schools and aims to provide a seamless education from the age of 3 to 16. We collaborate closely with our primary schools in aspects of curriculum development, staff training and, in particular, educational philosophy. There is no guarantee of a place for children attending one of the primary schools as listed below in the Oversubscription Criteria 2 (5)

The main principle of admission to Penryn College is to maintain the character of the College as a comprehensive school, providing for the needs of young people within the 11-16 age range, who live in Penryn and the surrounding areas, provided that they can be accommodated within the agreed admission limits. We are an inclusive school and welcome all applications. Our uniform policy is intended to encourage a professional appearance and a pride in the College. We have tried to keep this at a reasonable cost while maintaining a high level of conformity. The policy also recognises health and safety requirements.

Admission to our College is not dependent on any 'voluntary' contribution and we have a full range of extra-curricular activities available for all students. We have an extensive programme of opportunities including visits for which a charge is made but we are ALWAYS pleased to discuss any concerns you may have.

The College will endeavour to provide places for students who live within our designated area and whose parents wish them to attend Penryn College provided that they can be accommodated within the agreed admission limits.

This policy is written with full adherence to and in accordance with the School Admissions Code (2014). All statutory obligations defined within this code apply, including the operation of an equal preference scheme. For more information please visit the Cornwall Council website [www.cornwall.gov.uk](http://www.cornwall.gov.uk) and select the Education and Learning option.

Students will be admitted to Year 7 without reference to ability or aptitude using the procedures detailed in this document, which includes arrangements and criteria that will be applied in the event of oversubscription. The Published Admission Number (PAN) for 2017/2018 will be 210.

The College participates in the Local Authority co-ordinated scheme and applicants should adhere to all deadlines within that. All applications for places in Year 7 must be made on the (Cornwall Admissions) Common Application Form (also available on the Cornwall Council website). There is no additional application form or information required by the Governors of Penryn College.

Children with a Statement of Special Educational Needs (SEN) which names Penryn College will be admitted to the College.

## 2. Over subscription

In the event of there being more than 210 applications for places, after the admission of pupils with a Statement of SEN or Education, Health and Care Plan naming Penryn College, the following admission criteria will be used (in descending order of priority) to allocate places:

- (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.  
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).

- (2) Children of staff at the school:
- where the member of staff has been employed at the Academy for two or more years at the time at which the application to the Academy is made; and/or
  - where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- (3) Children who live in the designated area of Penryn College, or whose parents can provide evidence that they will be living in the designated area of Penryn College by the beginning of the autumn term of the 2017/2018 school year. The designated area as defined by the Cornwall Council Interactive Mapping System. This may be accessed through the Cornwall Council website:  
<http://map.cornwall.gov.uk/website/ccmap/?zoomlevel=1&xcoord=187430&ycoord=64380&maptype=basemap&wsName=ccmap&layerName=>
- If there are more designated area children wanting places at the school than there are places available, criteria 4 to 8 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 4 to 8 will be used to decide which of the remaining children should have priority for any spare places.
- (4) Children with an unequivocal professional recommendation from a doctor, school medical officer, educational psychologist, health visitor, education welfare officer or social worker that non-placement at Penryn College would cause harm to the child and that placement at Penryn College is essential. **Such recommendations must be made in writing and must give full supporting reasons.** *(If you think your child meets this criterion, you must send the relevant written evidence to Cornwall Council, School Admissions Team, East O, County Hall, Truro TR1 3AY).*
- (5) Children who were on the roll (at the end of their Year 5 summer term) of a primary school listed below **and** with a sibling attending Penryn College at the time of application *and who will still have a sibling attending Penryn College at the proposed date of admission*. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, step brothers or sisters and foster brothers and sisters. **(This applies to Year 7 applications only)**

The primary schools are:-

Mabe Community Primary School;  
 Penryn Primary Academy  
 Mylor Community Primary School  
 Perran-Ar-Worthal Community Primary School  
 Kennall Vale School  
 Mawnan CofE VA Primary School  
 Flushing School  
 Constantine Primary School

- (6) Children with a sibling attending Penryn College at the time of application *and who will still have a sibling attending Penryn College at the proposed date of admission*. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, step brothers or sisters and foster brothers and sisters.
- (7) Children who were on the roll (at the end of their Year 5 summer term) of a primary school listed in Clause 2(5) above. **(This applies to Year 7 applications only)**

- (8) All other children, by distance from the child's home address to the address of Penryn College, with priority for admission given to children who live nearest to Penryn College. For clarification on how distances are determined please refer to '**5. Distances**' below.

### **3. Proof of residence**

In the event of any discrepancy regarding the child's place of residence, Penryn College may require proof of residence. The College reserves the right to withdraw the offer of a place should it become apparent that such proof of residence is unsubstantiated. The parent retains the right to appeal against this decision following Penryn College's appeal procedure.

Please note that when parents live separately, the address used should be the address that the child usually lives at and attends school from. If the child lives equally with both parents at different addresses then it is the parents' responsibility to make this clear on the application form. If they cannot agree, then the Governors will use the address of the parent who is claiming the Child Benefit Allowance. Parents may be asked to provide acceptable proof that this is the case. The home address of a relative/carer other than a parent may be used if it can be demonstrated that the child normally spends most of the school week with that relative/carer. However, this will only be acceptable with the explicit agreement of the LA.

### **4. Tie-breaker**

If any of the criteria outlined above leave more children with an equal claim than places available, the following tie-breakers will be used:

In the event of two or more students having equal priority for a place at Penryn College then the distance from the child's home address to the address of Penryn College will be used as a tie-breaker.

- (i) Where two or more children fulfil the same criterion, priority will be given in the first instance to those children for whom Penryn College is the nearest designated school;
- (ii) **Final tie-breaker.** Should the tie-breaker 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.

### **Random Allocation**

This final tie-breaker will be determined by a random selection process which will be supervised by a person independent of Penryn College.

### **5. Distances**

Distances are determined by Cornwall Council's nominated Geographical Information System – (currently 'Datamap'). Measurements will be between the child's home address (usually the centre of the main building of the property) and the main gate of Penryn College (as determined by Cornwall Council).

Home to school distances used for tie-breaking will be measured by a straight-line measurement.

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 Geographical Information System aforesaid.

### **6. 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 at the same 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).

## **7. Admission outside the normal age group**

Although most children will be admitted to the College 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 College will consider these requests carefully, and will make a decision based on the particular circumstances of each case.

## **8. Admissions outside the coordinated scheme**

At the time of adopting this policy it is not yet confirmed who will be responsible for coordinating the In Year Admissions process. The information will be available from the Cornwall Council website.

Before you apply, please read the guidance which accompanies the application form. This can be found on the Cornwall Council website here:

<http://www.cornwall.gov.uk/>

In the event of a place being available in the appropriate year group an offer of a place at the College will be made. If no places are available the child will be refused a place at the College.

Parents of children who are refused a place at the College will be notified of their right of appeal and will receive advice from the Local Authority regarding alternative schools.

## **9. Late Applications**

Late applications are those applications for Year 7 which are submitted after the closing date of the coordinated admissions scheme and they will be dealt with in accordance with that scheme.

## **10. Waiting List**

If, after the offer of places has been made, the College is over-subscribed, all parents whose applications have been unsuccessful will be asked whether they wish to be placed on a waiting list. A child's position on this waiting list will be determined by the College's published over-subscription criteria. However, children who are the subject of a direction by the Local Authority, who are subject to a successful admissions appeal or who are allocated to the school in accordance with the Fair Access Protocol, will take precedence over any child already on the waiting list. Waiting lists will be maintained for all over-subscribed year groups.

## **11. Appeals**

Penryn College will deal with all appeals for admissions relating to 2017/18. You can contact the College on 01326 372379, by email – [secretary@penryn-college.cornwall.sch.uk](mailto:secretary@penryn-college.cornwall.sch.uk) or by post - Appeals, Penryn College, Kernick Road, Penryn TR10 8PZ. Any applicants refused a place at Penryn College have the right of appeal. Appeals are heard by an Independent Appeals Panel (arranged by Cornwall Council on behalf of Penryn College). Applicants can only appeal a second time for a place with the same academic year if a second application for admission is rejected by Penryn College and the college accepts there has been a significant and material change in circumstances (e.g., a change of address into the designated area of Penryn College)

## **Notes**

*Note 1:* A supporting statement from the Local Authority, Social Worker or Foster Carer will be required.

*Note 2:* For the purposes of admission arrangements a sibling is defined as a full, half, step, adopted or long-term fostered child living at the same address. In the case of siblings living at a different address the siblings must be blood relatives, in other words share at least one parent. We do not include 'cousins' within our definition of siblings.