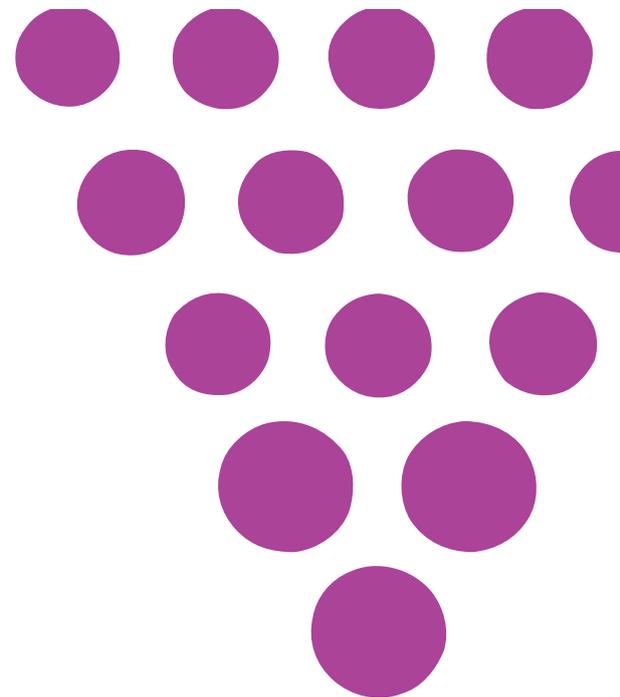




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Admission Arrangements

for Richard Lander School 2020/21



Introduction

Cornwall Council is the admission authority for all community and voluntary-controlled infant, primary and junior schools in Cornwall and therefore sets the admission arrangements for those schools which include the criteria that will be used in the event that any of those schools has more applications than places available.

Related documents

- Co-ordinated Admissions Scheme for September 2020 entry to infant, junior and primary schools
- Co-ordinated In-year Admissions Scheme 2020/21
- School Admissions Code 2014 and related Regulations

Applying for a place

All applications for places in year 7 must be made direct to the applicant's home local authority on the Common Application Form. The application form and supporting information will be available on the Local Authority's website. Applications for places during the school year can be made to Cornwall Council using the In-year Application Form.

However, if a child has an Education, Health and Care Plan parents¹ **do not** need to complete an application form as a school place will be identified through a separate process. Contact the Statutory SEN Service for more information (01872 324242).

Published Admission Number

The Published Admission Number (PAN) is the maximum number of children that a school will admit to a year group at the normal point of entry (e.g. year 7 in a secondary school). It is agreed by the admission authority before the admissions process begins.

The PAN for entry to year 7 in September 2020 to Richard Lander School is **290**.

Admission of children outside their normal age group (early or delayed transfer to year 7)

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

¹ Any reference to parent or parents includes carer or carers

request that their child's entry to year 7 is delayed or accelerated or seeking placement outside the normal age group during the school year should contact the school's admission authority which must make the decision on this. The School Admissions Team can advise on who a school's admission authority is. Guidance on the process can be found at www.cornwall.gov.uk/admissions or on request from the School Admissions Team.

Appeals

If an applicant is not allocated a place at their preferred school(s) they will have the right to appeal to an independent panel. The refusal letter will explain how to do this. For refusals in the normal admissions round parents will have 20 school days after they receive the notification to appeal the decision. Appeals must then be heard within 40 school days of this deadline. Further details and a timeline can be found in the Co-ordinated Admissions Scheme for September 2020 entry to secondary school or Co-ordinated In-year Scheme 2020/21 available at www.cornwall.gov.uk/admissions or on request from the School Admissions Team.

Waiting lists

If the school is oversubscribed, a waiting list will be held for the whole of the academic year for all year groups and parents 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 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

Fair Access Protocol

All local authorities are required to have a Fair Access Protocol which applies to all schools. This document sets out how the Local Authority and schools will ensure that, during the school year, any children without a school place can be offered a place at a suitable school as soon as possible, even if the school is full. It does not apply to applications in the normal admissions round. To find out more about admissions during the school year and the Fair Access Protocol visit www.cornwall.gov.uk/admissions or contact the School Admissions Team.

Oversubscription criteria

In the event of there being more than 290 applications for places in year 7 for the 2020/21 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 that 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 in the designated area** of the preferred school, or whose parents can provide evidence at the time of making the application that they will be living in the designated area of the preferred school by the beginning of the 2020/21 school year.

If there are more designated area children wanting places at a school than there are places available, the following criteria 3 to 6 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** that non-placement at Richard Lander School would not be in the best interests of the child and that placement at the preferred school is essential.
4. **Children with a sibling** who will still be attending the preferred community secondary school at the time of their admission.
5. **Children on the roll of a listed primary school**, at the time of allocation (applies to transfer to year 7 only).
6. **All other children** using the tie-breaker as defined later in this document as necessary.

Notes and definitions

Children in care and children who were previously 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

Cornwall Council has divided Cornwall into geographical areas called 'designated areas' (sometimes called 'catchment areas') which are each served by a specific school or schools. Designated areas assist the Council in ensuring there are enough school places and are also used to determine entitlement to school transport. The designated school for an address may not always be the one nearest to that address.

Not all schools include 'living in the designated area' as a priority in their oversubscription criteria (the criteria that will be used to decide who should be allocated places when there are more applications than places available). However, entitlement to transport to all schools is determined by Cornwall Council with regard to whether the school is in the designated area for a child's home address or is their nearest school.

Designated areas can be viewed using the mapping system at www.cornwall.gov.uk/admissions or by contacting the School Admissions Team. If a property is near a designated area border shown on the mapping system it is advisable to check the designated school with the School Admissions Team.

Families planning to move into the designated area of a school and apply for a place at that school will need to submit evidence of their new address by the deadlines stated in the Co-ordinated Admissions Scheme for the year of entry, either 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 can demonstrate that **only** Richard Lander 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 by the deadlines stated in the Co-ordinated Admissions Scheme for the year of entry and must give full supporting reasons. Cornwall Council will make the final decision on whether or not to accept an application under this criterion.

Home address

Each child can 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 Local Authority 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 may need to settle the matter through the courts. Where no agreement is reached or order obtained the admission authority will determine the home address.

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.

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. Children who are in years 11, 12 or 13 of a school with a sixth form would not be treated as siblings unless this was supported by the headteacher of the secondary school in question.

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.

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 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).

Children on the roll of a listed primary school

For the criterion 'Children on the roll of a listed primary school, at the time of allocation', this means the following schools:

Blackwater School
Bosvigo School
Chacewater School
Cusgarne School
Mithian School
Mount Hawke Academy
Shortlanesend School
St Agnes ACE Academy
Threemilestone School
Truro Learning Academy

Tie-breakers

If any of the criteria outlined in this document leave more children with an equal claim than places available priority will be given to the child who lives nearer to the preferred school. Should this tie-breaker still leave children with an equal claim because distances are exactly the same, random allocation, which will be independently verified, will be used to decide on priority. The Local Authority's Random Allocation Protocol is available from the Local Authority on request.

Distances

Home to school distances used for tie-breaking will be established using a straight-line measurement as determined by Capita One and supported by Cornwall Council's nominated Geographic Information System software. Measurements will be between the 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 identify the nearest school or the nearest school with a space available are measured as the shortest available route as determined by Cornwall Council's Geographical Information System. This is considered to be the walking route of up to 2 miles for primary age children and 3 miles for secondary age children. For schools outside these distances, driving route will be used. Unlike when eligibility for free home to school transport is assessed, the suitability and safety of the walking route is not taken in to consideration when determining these distances.

Prepared by:

School Admissions Team

Education Access and Sufficiency

Education and Early Years Service

Children, Schools and Families

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