



Admissions Policy 2024/2025

Bodmin College

CELT Vision

Our vision is for our trust to be a learning organisation in the truest sense.

- At the heart of our vision for education is a self-improving school-led system which has the best evidence-led practice and in which every child fulfils their potential. This is a learning community in which:
- Our leaders are driven by moral purpose. They are outwards focused and not afraid to take risks to achieve system transformation. The focus of policy is on continually improving the quality of teaching.
- Our teachers strive to be outstanding. They work across organisational boundaries to promote a collective sharing of knowledge, skills, expertise and experience in order to deepen pupil learning.
- The individual talents and strengths of our pupils are recognised and nurtured. A passion and curiosity for learning is sustained in every child from the moment they join us. A CELT pupil leaves our family of academies with a purpose, and the confidence to fulfil that purpose.
- Our parents are engaged in our learning community and actively work in partnership with us to raise the level of attainment and aspiration of every child.

CELT Mission

“Learning together to help every child achieve more.”

Cornwall Education Learning Trust (CELT) is a Multi Academy Trust (MAT) of mixed gender schools. We are a large and dynamic multi-academy trust educating over 7,500 children and young people across Mid-Cornwall from Newquay on the Atlantic Coast to St Austell on the south coast.

We believe there is no limit to what every child can achieve, and that every child deserves the chance to fulfil their potential.

As a learning community we are on an ambitious journey. We want to deliver a model for education in the 21st century which instils curiosity and a love for learning in every child so that they develop into young adults who contribute to humanity, follow their passions, and think for themselves.

By learning and improving together – as part of a global learning community – we create much richer and more sustainable opportunities for rigorous transformation than can be provided by any one of our academies alone.

The following schools are part of Cornwall Education Learning Trust and provide secondary education in Cornwall. Further information about their admission policies can be found on the relative websites.

School	Address	Further Information
Bodmin College	Lostwithiel Road, Bodmin PL31 1DD	https://mainsite.bodmincollege.co.uk/college
Brannel School	Rectory Road, St Austell PL26 7RN	https://brannel.com/schoolpolicies
Newquay Tretherras	Trevenson Road, Newquay TR7 3BH	https://tretherras.net/policies
Penrice Academy	Charlestown Road, St Austell PL25 3NR	https://www.penriceacademy.org/policies
Poltair School	Trevarthian Road, St Austell PL25 4BZ	https://poltairschool.co.uk/policies

The Board of Trustees of CELT is the Admissions Authority for the Academy (The Admissions Authority) as part of the co-ordinated scheme with the Local Authority. This means that parents must apply to the Local Authority for a place using the Common Application Form which must be returned to the Local Authority as specified on the form.

Alternatively, parents may apply online directly to the Local Authority at:

www.cornwall.gov.uk/admissions

Allocation of places

Children with an Education, Health and Care Plan 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 Cornwall Council (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 school has an agreed admission number of 240 pupils¹ for entry in Year 7 and 100 for external applicants in Year 12 with the total number in the 6th Form expected to be 350. 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 school 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 at a school for which they have applied have the right of appeal to an independent admission appeal

¹ For 2024/2025, the school has made an operational capacity change for entry to Year 7 only which will be 270.

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 Cornwall Council on behalf of the Board of Trustees. Further details and a timeline can be found in Cornwall Council'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, after the offer of places has been made in Year 7, 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. This waiting list will be administered by the Trustees of the college in partnership with the Local Authority for the duration of one term in the year of admission. A child's position on this waiting list will be determined by the college's published oversubscription criteria. However, children who are the subject of a direction by the Local Authority 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.

Once the first term of year 7 is complete the college will no longer keep a waiting list.

Oversubscription Criteria

In the event of there being more than the Published Admission Number (PAN) applications for places in year 7 for the 2023/24 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. Highest priority will be given to looked after children or those that were previously in care but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear (to the admission authority) to have been in state care outside of England and ceased to be in care as a result of being adopted.
2. Priority will next be given to children on the basis of social or medical need. The school defines social and medical need as recommendations from school medical officers or educational psychologists that nonplacement would result in medical or psychological harm. The school requires parents to complete the relevant section on the application form and attach medical reports from either the school medical officer or educational psychologist and reinforced by a second opinion obtained from the child's GP.
3. Priority will next be given to children who attend named feeder schools. Our named feeder schools are:
 - St Petros CE VA Primary School (The Saints Way Academy)
 - Beacon ACE Academy
 - Nanstallon CP School

- St Tudy CE VA Primary School (The Saints Way Academy)
 - Berrycoombe Primary School
 - Cardinham School (Truro and Penwith Academy Trust)
 - St Wenn School
 - Lanlivery Primary Academy (Bridge Multi-Academy Trust)
 - St Mary's Catholic Primary School (Plymouth CAST)
 - Blisland Primary Academy (Bridge Multi-Academy Trust)
 - St Mabyn CE School (The Saints Way Academy)
 - Lanivet CP School (Truro and Penwith Academy Trust)
 - Lostwithiel Primary School (Peninsula Learning Trust)
 - St Winnow CE School (The Saints Way Academy)
4. Priority will next be given to children with siblings at the school. A definition of the term 'siblings' is provided below. Priority will not be given to children with siblings who are former pupils of the school.
 5. Distance from school with those living closer having greater priority. For specific details see 'tie breaker' below. Definitions of 'home address' and 'distance' are also provided below.

Exceptional circumstances will be considered on a case-by-case basis and in line with Cornwall County School Admission Team policy and practice.

Sixth form admissions

The maximum admission number for external applicants in Year 12 is 100. Historically we have been able to accommodate all external applications notwithstanding the need to meet course requirements. If numbers grow substantially, we may need to review entry requirements and admission numbers. It is anticipated that the total number of students within the sixth form will be 350. In the event of student applications exceeding our PAN for the 6th Form the over-subscription criteria for all year groups will apply.

All entrants to the sixth form will be provided with a course-suitability meeting to ensure that they have a reasonable chance of success on their chosen courses. Alternative suggested courses might be made at this meeting. This meeting will be held with one of a specialist team of sixth form staff. In cases where candidates do not meet course requirements they will be refused a place. Parents are entitled to the normal route of appeal against such decisions.

Entry requirements for each of our courses and pathways in the sixth form are available in our sixth form prospectus.

It is necessary for children already in Year 11 at Bodmin College to apply formally for places in year 12, but there will be minimum entry qualifications for access onto chosen courses. The same minimum entry qualifications will apply to external applicants.

Pathways – for students wishing to apply for places on our Pathways course they must have an Education, Health and Care Plan and be educated within specialist provision, complete an application form and attend an interview for our staff to ascertain suitability for the programme of study. Places are limited to 15 with over-subscription criteria being applied if it is necessary to do so.

Notes and definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Children in care, children who were in care but immediately after being in care became subject to an Adoption, Child

Arrangement or Special Guardianship Order (see Note 1). Note 1: A supporting statement from the Local Authority, Social Worker or Foster Carer will be required to validate the Special Guardianship Order defined in The Adoption and Children Act 2002.

A **special guardianship order** is an order appointing one or more individuals to be a child's 'special guardian'. It is a private law order made under the Children Act 1989 and is intended for those children who cannot live with their birth parents and who would benefit from a legally secure placement.

Looked after children and previously looked after children are children who, at the time of making an application to a school, are:

- 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).
- A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society (see Section 23ZZA(8) of the Children Act 1989 (inserted by Section 4 of the Children and Social Work Act 2017)).

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

Designated areas

Cornwall Council has divided Cornwall 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 our oversubscription criteria will be as defined by Cornwall Council. NB: not all schools prioritise on the basis of designated area or use Cornwall Council'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 Bodmin College, your application for a place for your child will not be given the priority accorded to designated area pupils 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 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 or due to be on the roll of the school in question at the date of 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 Cornwall Council'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

Cornwall Council's nominated Geographical Information System. 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 Geographical Information System software.

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, Cornwall Council 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 Cornwall Council'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.

Late applications

Late applications will be dealt with in accordance with the procedures set out in Cornwall Council's Co-ordinated Admissions Schemes.

