



## **Admission Policy for Bodmin College 2018 - 2019**

The Governors of Bodmin College are the admitting authority for the College.

Bodmin College is an 11-18 Academy serving the needs of the young people of Bodmin and the surrounding villages. The College works very closely with its 14 feeder primary school partners and aims to provide a seamless education from the age of 3 to 19. We collaborate closely with our primary schools in aspects of curriculum development, staff training and, in particular, educational philosophy through the Bodmin Learning Partnership (BLP). In order to support the continued development of these strong links with our feeder primary schools applications from students attending any of our partners primary schools will be considered as high priority in our oversubscription criteria.

The main principle of admission to Bodmin College is to maintain the character of the College as a comprehensive school, providing for the needs of young people within the 11-18 age range, who live in Bodmin 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. The policy also recognises health and safety requirements. We have tried to keep this at a reasonable cost while maintaining a high level of conformity. 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 visits for which a charge is made but again we are pleased to discuss any concerns you may have.

The College will endeavour to provide places for students who are educated in our partner primary schools and whose parents wish them to attend Bodmin 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 Admission Code (2014). All statutory obligations defined within this code apply, including the operation of an equal preference scheme.

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 number intended to admit in September 2018 will be 240.

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 common application form. There is no additional application form or information required by the Governors of Bodmin College.

Children with a statement of Special Educational Needs or Education, Health and Care Plan (EHC) that names Bodmin College will be admitted to the college.

#### Over subscription

In the event of there being more than 240 applications for places the following admission criteria will be used (in descending order of priority) to allocate places.

1. 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
2. Children with an unequivocal professional recommendation from school medical officers or educational psychologists that non-placement would result in medical or psychological harm. Parents must complete the relevant section on the application form and attach medical reports from either the School's Medical Officer or an Educational Psychologist backed up by a second health opinion by the student's GP. These reports must set out in particular the reasons why Bodmin College is the most suitable school and what difficulties would occur if the child had to go elsewhere. These reports must be received with the application form by the published date. These applications will be considered by the Admissions Committee (see Note 2). Information received after the published date for receipt of applications under the Local Authority's coordinated scheme will not be considered.
3. Children who attend one of the following primary schools on the closing date for applications as part of the coordinated admissions scheme in the year preceding admission to secondary school:
  - St Petrocs CE VA Primary School
  - Robartes ACE Academy
  - Nanstallon CP School
  - St Tudy CE VA Primary School
  - Berrycoombe Primary School
  - Cardinham School
  - St Wenn School
  - Lanlivery CP School
  - St Mary's Catholic Primary School
  - Blisland CP School
  - St Mabyn CE School
  - Lanivet CP School
  - Lostwithiel Primary School
  - St Winnow CE School

4. Children who have a sibling (see Note 3) attending the College at the time of application and who will still have a sibling attending the college at the proposed date of admission.
5. Distance from school with those living closer having greater priority. For specific details see 'Tie Breaker' below.

#### Proof of residence

In the event of any discrepancy regarding the child's place of residence, the 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 the 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.

#### Tie-breaker

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 school (as determined by Cornwall Council).

Distances used to determine nearest school with room (ie- 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).

#### 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.

### Admissions outside the coordinated scheme

All in year applications for places have to be made to the Cornwall Council Admissions Team.

### 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.

### 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. This waiting list will be administered by the Governors 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 over-subscription 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.

### **Transfer from Year 11 and applications to the Sixth Form**

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.

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 don't 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 also apply to external applicants.

Children with a statement of Special Educational Needs or Education, Health and Care (EHC) Plan that names Bodmin College will be admitted to the College.

If there are more applications than the College can cater for from external candidates who meet the entry requirements (i.e. more than 50) then every attempt will be made to accommodate them. However, if necessary the following criteria would be used in the event of oversubscription:

#### Oversubscription to the sixth form

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
2. - Children who have a sibling (see Note 3) attending the college at the time of application and who will still have a sibling attending the college at the proposed date of admission.
- 3.- Distance from school with those living closer having greater priority. For specific details see 'Tie Breaker' below

#### Tie Breaker

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 school (as determined by Cornwall Council).

Distances used to determine nearest school with room (ie- 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).

Where a particular course is heavily oversubscribed and we cannot run a parallel course then the places will be offered to those internal candidates who have the better grades at GCSE or subject specific requirements. We will strive to offer alternative courses for any student affected by this criterion.

## Notes

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

*Note 2:* the Admissions Committee, comprising the Headteacher, Head of Admissions and a Governor, will consider Applications. The Committee will decide whether the applicant should be given priority under this category.

*Note 3:* 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.

## Appeals

For admissions relating to 2018-2019 all appeals for Bodmin College will be dealt with by the Local Authority.

Agreed by Bodmin College Full Governors on 19 September 2016.