

BODMIN COLLEGE

Admissions Policy 2022/2023

Aims

This policy aims to:

- Explain **how to apply** for a place at the school
- Set out the school's **arrangements for allocating places to the pupils** who apply
- Explain **how to appeal** against a decision not to offer your child a place

Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

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.

As we await the outcomes of the consultation on proposed changes to the Admissions Code our definition of Children in Care remains as per our 2020/21 policy (below, bold font). However, we will intend to include the change (below, italics) should it later be included in the Admissions Code.

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.

How to apply

For applications in the normal admissions round for Year 6 to 7 you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order. You will receive an offer for a school place directly from your local authority.

Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group. Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

Allocation of places

Admission number

The school has an agreed admission number of **240** pupils 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**.

Oversubscription criteria

All children with an education, health and care (EHC) plan that names the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

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 non-placement 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 Petrocs CE VA Primary School (The Saints Way Academy)
 - Beacon ACE Academy o 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. Siblings include full, half, step, adopted or long-term fostered child living permanently 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. 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. Home addresses are defined in this policy as the one 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 formal tenancy agreement. Exceptional circumstances will be considered on a case-by-case basis and in line with Cornwall County School Admission Team policy and practice.

Tie break

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. 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).

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 the Local Authority's Random Allocation Protocol, supervised by an Independent Person, which available on request.

In-year admissions

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children with an EHC plan that names the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list, held for the academic year, for the relevant year group by the school. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria described in this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest. Should there be a significant change to circumstances a child's place on the waiting list may move up/down. Children with an EHC plan, in care or previously in care will take precedence as will children admitted under the Fair Access Protocol.

Applications for in-year admissions should be sent to the following address:

Dm@bodmincollege.co.uk

Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address:

If you have applied for a school and it has not been possible for a place to be allocated to your child you may wish to consider submitting an appeal to the **Education Appeals Team (01209 614361)** or by email educationappeals@cornwall.gov.uk who will be able to assist with the timetable and process of the appeal procedure within Cornwall.

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 an EHC plan that names Bodmin College will, where appropriate, 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:

- Children in care and previously looked after children
- Children who have a sibling attending the college at the time of application and who will still have a sibling attending the college at the proposed date of admission.
- 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 ARC Map). 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 Geographic Information System software.

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 the Local Authority's Random Allocation Protocol, supervised by an Independent Person, which available on request.

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.

Monitoring arrangements

This policy will be reviewed and approved by the **Full Governing Body** every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes.

Agreed by Bodmin College Governors: 8 December 2020