



## **Admissions Policy**

### **2025-2026**

<b>Approved/Reviewed:</b> July 2023	<b>Next review due:</b> July 2024
<b>Governing Body Committee:</b> FGB	<b>CLT contact:</b> Jeremy Plumb
<b>Policy adopted by the Full Governing Body on:</b> 08/05/2024	

## Policy – Amendment Record Sheet

<b>Amendment Number</b>	<b>Section Amended</b>	<b>Amended By</b>	<b>Reason for Amendment</b>	<b>Date</b>
01	Key dates	J. Plumb	New school admission code taken affect	18/11/21
02	Oversubscription criteria	J. Plumb	Point 6 added-children of staff	18/11/21
03	Sixth Form	J. Plumb	Point 6 added-children of staff	18/11/21
04	Waiting lists	J. Plumb	Duration amended	18/11/21
05	Key Dates	J. Plumb	Annual review	15/09/22
06	Key Dates	J. Plumb	Annual review	25/04/2023
07	In-year admissions	J. Plumb	Added section on In-year admissions	26/04/2023
08	Key dates	J. Plumb	Annual Review	April 2024
09				
10				
11				
12				

## Key dates

**1<sup>st</sup> September 2023-** New School admissions code will take effect

**September 2023-** Review current arrangements and plan for 2025/26

**1 October 2023 – 31 January 2024-** Consultation (if required) to take place for at least six weeks.

**28 February 2024-** Admission arrangements to be agreed by this date and placed on school website

**15 March 2024-** Admission arrangements must be sent to the Local Authority by this date

## Introduction

Torpoint Community College is a Trust School and the governors are the admitting authority. The College is a mixed 11-18 comprehensive school serving Torpoint and surrounding villages on the Rame peninsula.

The College will participate fully in the Local Authority's Fair Access Protocol and the Local Authority's Co-ordinated Admissions Schemes. Details of these schemes are available on the Council's website ([www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions)) or on request from the Local Authority. Closing dates and other details about the application process will be stated in those Schemes.

## Applying for a place

All applications for places in year 7 or during the College year must be made direct to the applicant's home local authority on the appropriate application form. The application form and supporting information will be available on the Local Authority's website. The College will participate fully in the Local Authority's co-ordinated admission schemes for secondary transfer and in-year admissions. Details of these schemes are available on the Council's website ([www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions)) or on request from the Local Authority (0300 1234 101) or email [schooladmissions@cornwall.gov.uk](mailto:schooladmissions@cornwall.gov.uk). Closing dates, deadlines and timescales (including those relating to late applications) will be as stated in those schemes. However, if your child has an Education, Health and Care Plan, you **do not** need to complete an application form as a school place will be identified through a separate process.

## In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name 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 for the relevant year group. When a space becomes available, it will be filled by 1 of the pupils on the waiting list in accordance with the oversubscription criteria. Priority will not be given to children on the basis that they have been on the waiting list the longest.

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

## **Allocation of places**

Children in Care who are directed to the College by the Local Authority will be admitted to the school regardless of the number on roll in the year group.

Children with an Education, Health and Care Plan that names the College will be admitted regardless of the number on roll in the year group.

The published admission number (PAN) for year 7 in 25/2026 will be 175 for Torpoint Community College. 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 College is not oversubscribed, all applicants will be admitted.

The College will participate fully in the Local Authority's Fair Access Protocol.

## **Oversubscription Criteria**

In the event of there being more than **175** applications for places in Year 7 for the 2025/26 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 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 within the designated area of the College, as defined by the Local Authority, or whose parents/carers can provide evidence that they will be living in the designated area of the school by the date from which admission is required.

If there are more designated area children wanting places than there are places available, criteria 3 to 6 below 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 from a doctor, school medical officer, educational psychologist or education welfare officer that non-placement at the College would not be in the best interest of the child. Such recommendations must be made in writing and must give full supporting reasons and will be reviewed by the LA.
4. Children with siblings who will still be attending the College at the time of their admission.

5. Children on the roll of a primary school (at the time of allocation) whose designated area is contained within or forms part of the designated area of the preferred secondary school.
6. Children of staff
  - a) where a member of staff has been employed at the school for 2 or more years at the time when the application for admission to the school is made and/or
  - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
7. All other children.

## **Sixth Form**

The admission number for Torpoint Community College Sixth Form (Year 12) is 10 (external candidates). Candidates who currently attend Torpoint Community College and who meet the entry criteria for the appropriate level of study will be admitted to the Sixth Form College.

Applications should be made on the Torpoint Community College Sixth Form application form available from the College.

To study any Level 3 qualifications:

- 5 or more GCSE passes at 4-9, including English and Maths (students who have not achieved this will be required to re-sit the examination).
- To study the current facilitating subjects (English Language, English Literature, Biology, Chemistry, Physics, History, Geography, French and Spanish) a guideline of a minimum of 4 6's at GCSE including Maths and English is strongly recommended.

The same minimum entry qualifications apply to internal and external applicants.

Where the number of eligible external applicants exceeds the places available then priority for admission will be determined according to the following oversubscription criteria:

1. Children in care, 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 within the designated area of the College, as defined by the Local Authority, or whose parents/carers can provide evidence that they will be living in the designated area of the school by the date from which admission is required.

If there are more designated area children wanting places than there are places available, criteria 3 to 6 below 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 from a doctor, school medical officer, educational psychologist or education welfare officer that non-placement at the College would not be in the best interest of the child. Such recommendations must be made in writing and must give full supporting reasons and will be reviewed by the LA.
4. Children with siblings who will still be attending the College at the time of their admission.
5. Children on the roll of a primary school (at the time of allocation) whose designated area is contained within or forms part of the designated area of the preferred secondary school.
6. Children of staff
  - a) where a member of staff has been employed at the school for 2 or more years at the time when the application for admission to the school is made and/or
  - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
7. All other children.

## **Further information, notes and definitions**

### **Children in Care**

A 'child in care' may also be referred to as a 'looked after child' and is a child who is (a) in the care of a local authority, (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 Area**

Cornwall Council has divided the County 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 Torpoint Community College's oversubscription criteria will be as defined by Cornwall Council. NB: not all schools prioritise on the basis of designated area or use the Local Authority'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](http://www.cornwall.gov.uk/admissions) or by calling the School Admissions Team on 0300 1234 101 or emailing: [schooladmissions@cornwall.gov.uk](mailto:schooladmissions@cornwall.gov.uk).

If you are planning to move into the designated area of Torpoint Community 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 the school in question at the date of application, allocation and admission.

### **Multiple Birth Siblings**

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).

### **Primary schools whose designated areas are contained within or form part of the designated area of Torpoint Community College are as follows:**

- Anthony CE School
- Carbeile Primary School
- Furlanesend
- Millbrook
- St Nicholas

### **Tie-Breakers**

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

Where two or more children fulfil the same criterion, priority will be given to the child who lives nearer to Torpoint Community College.

### **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 College will use the Local

Authority's Random Allocation Protocol, supervised by an independent person, which is available on request.

## **Distances**

Home to College distances used for tie-breaking will be measured by a straight-line measurement as determined by Capita and supported by Cornwall Council's nominated Geographical Information. Measurements will be between the child's 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

## **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 [www.cornwall.gov.uk/admissions](http://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 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.

## **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, the LA 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 the LA'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.

## **Waiting lists**

If the school is oversubscribed, a waiting list will be held for one term only in the year of entry eg. Year 7 (the whole of the academic year for all year groups) from when allocations have been made [from 2025] and parents/carers can request that their child is added to this list if they are refused a place. The waiting list will be based on the College'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.

## **Appeals**

Applicants refused a place at Torpoint Community College have the right of appeal. Appeals are heard by an independent appeals panel. Such appeals will be administered by the Local Authority on behalf of the governing body. Further details and a timeline can be found in the Local Authority'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.