



## **South East Cornwall Multi Academy Regional Trust**

Dobwalls Primary School, Landulph Primary School, Liskeard School and Community College, Looe Community Academy, saltash.net community school, and Trewidland Primary School and Pre-School

# **SMART Admission Arrangements for 2019- 2020**

Adopted Date: 5th March 2018

Review Date: Spring Term 2019

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## Introduction

SMART is the South East Cornwall Multi Academy Regional Trust and is the Admission Authority for the following academies.

- saltash.net community school
- Liskeard School and Community College
- Looe Community Academy
- Landulph Primary School
- Dobwalls Community Primary School
- Trewidland Primary and Pre-School

All academies in SMART will participate fully in the Local Authority's Fair Access Protocol and the Local Authority's Co-ordinated Admissions Schemes for starting school, Secondary School Transfer and applying for a place during the school year.

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

If your child has an Education, Health and Care Plan (EHC Plan) or Statement of Special Educational Needs (SEN), you do not need to complete an application form as a school place will be identified through a separate process. Please contact the SEN Assessment and Provision Team for more information:

Tel: 01872 324242 Email: [specialeducation@cornwall.gov.uk](mailto:specialeducation@cornwall.gov.uk)

However, if a request has been made for an EHC needs assessment for your child, or your child is currently being assessed to decide whether an EHC Plan is necessary, you will need to make an application using the normal process.

All other applications for places at the start of reception or year 7, or during the academic year must be made direct to the applicant's home authority on the appropriate application form. The CAF (Common Application Form) and supporting information will be available electronically on the Local Authority's website or in paper form on request from the Local Authority (see contact details at the end of this document). There is no supplementary information form required by the Local Governing Committee. Places in Reception will be allocated as full time from September. If you wish to ask for part-time admission, you must do so as soon as possible after receiving your notification of a place. You can request that your child attends part-time until they are of compulsory school age.

## Allocation of places

Children with a Statement of Special Educational Needs that name an academy in SMART as their chosen academy will be admitted regardless of the number on roll in the year group. Children in Care who are directed to the academy by the Local Authority or Secretary of State will be admitted to the academy regardless of the number on roll in the year group.

In the case of admission into reception of a primary academy, attendance at a particular nursery class or early years' provider does not give a pupil any priority within the admissions policy for admission to any primary academy. Parents/carers must still submit an application for a place in Reception.

The published admissions number (PAN) and Council designated areas for each of the academies in the MAT in 2019/20 will be as follows:

<b>Academy</b>	<b>PAN 2019/20</b>
saltash.net community school	230
Liskeard School and Community College	210
Looe Community Academy	122
Landulph Primary School	12
Dobwalls Community Primary School	30
Trewidland Primary and Pre-School	10

Places will be allocated up to this number. In the event that more applications are received than places available, the oversubscription criteria listed in this document will be used to decide on allocations.

## **Oversubscription criteria**

In the event of the number of applications for places being higher than the PAN for this academic year, the following oversubscription criteria will be used to prioritise applications, after the admission of children, whose Statement of Special Educational Needs names the academy:

1. Children in care and who were previously in care, but immediately after being in care became subject to an Adoption, Child Arrangement, or Special Guardianship Order<sup>1</sup> will be given the highest priority
2. Children who live within the designated area of the academy, as defined by the Local Authority, or whose parents/carers can provide evidence that they will be living in the designated area of the academy by the beginning of the autumn term of the 2019/2020 academic year.

If there are more designated area children wanting places at the academy than there are places available, criteria 3 to 5 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 7 will be used to decide which of the remaining children should have priority for any spare places.

3. Children with siblings who will still be attending the academy at the time of their admission.
4. For Secondary Admissions, 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 Secondary Academy.

5. Children of staff employed by SMART, Multi Academy Trust:
  - a. Where the member of staff has been employed at the academy to which the child is applying, for two or more years at the time at which the application for admission is made, or
  - b. The member of staff is recruited to fill a vacant post within the Academy to which the child is applying, for which there is a demonstrable skill shortage.
6. Children with an unequivocal professional recommendation from a doctor, school medical officer, educational psychologist or education welfare officer that placement at the academy would be in the best interest of the child. Such recommendations must be made in writing, giving fully supported reasons and will be reviewed by the LA.
7. All other children.

## In-Year admissions

All applications for places for in-year admissions at any academy in SMART Multi Academy Trust must be made directly to the Local Authority. The following priority order will be used to decide which children should occupy any vacant places, after the admission of pupils with statements of special educational needs where the requested school is named in the statement, in the 2019/2020 academic year.

1. Children in care and who were previously in care, but immediately after being in care became subject to an Adoption, Child Arrangement, or Special Guardianship Order<sup>1</sup>.
2. Children who live in the designated area of the academy or whose parents can provide evidence that they will be living in the designated area of academy by the beginning of the autumn term of the 2019/2020 academic year.

If there are more designated area children wanting places at the school than there are places available, criteria 3 to 5 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 7 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 placement at the school would be in the best interest of the child. Such recommendations must be made in writing, giving fully supported reasons and will be reviewed by the LA.

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### <sup>1</sup> Children in care and children who were 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).

4. Children with siblings who will still be attending the academy at the time of their admission.
5. For Secondary Admissions, 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 Secondary School.
6. Children of staff employed by SMART, Multi Academy Trust:
  - a. Where the member of staff has been employed at the Academy to which the child is applying, for two or more years at the time at which the application for admission is made, or
  - b. The member of staff is recruited to fill a vacant post within the Academy to which the child is applying, for which there is a demonstrable skill shortage.
7. All other children.

## Admission to sixth form

SMART schools with sixth forms admit pupils from other schools as well as their own. For those children admitted to the school 6th form there must be a published admission number. These are shown in the table below:

Sixth form	Sixth form admissions 2019/2020
saltash.net community school	240
Liskeard School and Community College	230

Separate entry requirements and over-subscription criteria are also necessary for year 12 admissions and these are listed below. Queries regarding sixth form admissions should be directed to the school in the first instance.

Admissions are subject to minimum entry requirements for the courses chosen and the total number of guided learning hours required for sixth form study across SMART. The same minimum entry qualifications will also apply to external applicants as well as those continuing from year 11 in the school.

Please see the sixth form prospectus for details of the minimum entry requirements for each of the courses offered. The sixth form prospectus is available on the academy's website.

The diversity of courses and opportunities available to sixth form pupils means that not all of the same conditions apply to each course or sixth form centre.

Applicants should check the specific requirements of the course and centre to which they are applying. The following requirements may be necessary in some cases:

- Some courses require letters of application to be completed
- Some courses require five GCSE qualifications at grade 5, grade C or higher
- Some courses require the applicant to attend an interview with the Head of Sixth form or Deputy Head of Sixth form within which alternative courses may be offered which are deemed more suitable or with more secure availability. This can happen,

for example, if a course attracts too few applicants to be viable and so alternatives need to be considered.

## **Oversubscription to sixth form**

Where the number of eligible external applicants exceeds the places available, the same over-subscription criteria as for all pupils joining a school in SMART will be used to prioritise applications after the admission of children whose Statement of Special Educational Needs or Education, Health and Care Plan names the school.

## **In year admissions to sixth form**

Late entry (following the Autumn Census in early October) is not normally permitted to the sixth form except in exceptional circumstances. Please contact the academy for details.

## **Tie breaker specific to sixth form applications**

If any of the criteria outlined above leave more children with an equal claim than places available, priority will be given to the aptitude of the child as expressed in references received from their previous school or employer.

## **Appeals**

Applicants refused a place at any of the academies have the right to appeal. Appeals are heard by an independent appeals panel arranged by the Local Governing Committee.

Applicants will be able to appeal once for a place at a given academy in any one academic year unless any significant new information becomes available which was not available at the original hearing. Details of how to appeal will be sent with any letter refusing a place and the timetable for appeals will be available on the Council's website.

In the case of applicants to the sixth form who have been refused a place, if the pupil will be over 16 at the start of their courses, they are able to appeal on their own behalf if they choose to do so.

## **Waiting lists**

If an academy in SMART is oversubscribed, a waiting list will be held from when allocations have been made and parents/carers can request that their child is added to this list. A pupil's position on the list will be determined by the criteria set out in this document. Children's places on a waiting list are subject to change according to additional information received about applications or children being added to the list. (Each added child will require the list to be ranked again in line with the oversubscription criteria.) No priority is given to the length of time that a child has been on the list. Any looked after children, previously looked after children and those allocated a place at the school in accordance with a Fair Access Protocol must take precedence over those on a waiting list.

## Designated areas

Cornwall Council has divided the County into geographical areas for primary and secondary schools. Each of the 'primary' areas is served by a specific primary school, or in some cases, groups of schools and each of the 'secondary' areas is served by a specific secondary school. These areas are called 'designated areas' (you may also have heard these areas referred to as 'catchment' 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 a school, your application for a place for your child at that school 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.

<b>Secondary academy in SMART</b>	<b>Primary academies/ schools in their designated areas</b>
saltash.net community school	Landulph Primary School Sir Robert Geoffrey Primary Burraton CP School St Stephens CP School Bishop Cornish CE Primary School Brunel Primary Academy St Germans CP School
Liskeard School and Community College	Braddock CE Primary School Darite Primary School Dobwalls Primary School Liskeard Hillfort Primary School Menheniot Primary School St Cleer Primary School St Martins CE VA School St Neot CP School Trewidland Primary and Pre-School
Looe Community Academy	Duloe C of E VA Junior and Infant School Looe Primary Academy Pelynt Primary Academy Polperro Primary Academy Trenode CE Primary School

## Professional recommendation for admission

If you think your child meets this criterion, as described in the Oversubscription Criteria, you must send the relevant written evidence to the Local Authority.



## 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 academy in question at the date of application, allocation and admission.

## Tie-breakers (except for sixth forms applications)

If any of the criteria outlined above leave more children with an equal claim than places available, priority will be given to the child who lives nearer to the academy as measured from the centre of the property that the child resides in to the academy entrance.

### Final tie-breaker

Should the tie-breakers above still leave children with an equal claim because distances (or aptitude in the case of sixth form applicants) are exactly the same, random allocation will be used to decide on priority. The academy will use the Local Authority's Random Allocation Protocol, which is available on request.

## Distances

Home to the academy distances used for tie-breaking will be measured by a straight-line measurement. This will either be outsourced to the LA where measurements will be between the pupil's registered home address using either Ordnance Survey's Address Point dataset (usually the centre of the main building of the property), or undertaken by the Academy using Google Maps® advanced distance calculator or the closest other alternative and the main gate of the academy (as determined by Cornwall Council/the academy); the same system will be used by an academy for all admissions in 2019/20.

Distances used to determine the nearest academy with an available place (i.e. where it is not possible to offer a place at the academy) and for establishing transport entitlements, will be measured by the nearest available route as determined by the Geographical Information System (using data Map or similar).

## Home address

Each child may 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. If there is shared residence of the child or a query is raised regarding the validity of an address, it may be necessary to use the address of the person receiving child benefit for the child. If this is inconclusive, the registered address would be considered to be the address at which the child spends the majority of days during the school week. However, parents should settle any dispute prior to submitting only one application.

## Multiple birth siblings

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 academy, which may mean allocating places above the Published Admission Number (PAN) where that is possible. It is possible to admit multiple birth siblings as 'excepted pupils' over the infant class size limit.

Any queries please contact either the academy to which you will be applying or the Local Authority.

Contact details for the Council

Cornwall Council	New County Hall Treyew Road Truro Cornwall TR1 3AY	0300 1234 100	Website <a href="http://www.cornwall.gov.uk">www.cornwall.gov.uk</a>  <a href="mailto:schooladmissions@cornwall.gov.uk">schooladmissions@cornwall.gov.uk</a>
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Addresses of SMART Academies

Landulph School	Landulph Saltash Cornwall PL12 6ND	01752 845572	Email <a href="mailto:head@landulph.cornwall.sch.uk">head@landulph.cornwall.sch.uk</a> Website <a href="http://www.landulphschool.co.uk">www.landulphschool.co.uk</a>
Liskeard School and Community College	Luxstowe Liskeard Cornwall PL14 3EA	01579 342344	<a href="http://www.liskeard.cornwall.sch.uk">www.liskeard.cornwall.sch.uk</a>  <a href="mailto:Head@liskeard.cornwall.sch.uk">Head@liskeard.cornwall.sch.uk</a>
Saltash.net Community School	Wearde Road Saltash PL12 4AY	01752 843715	<a href="http://www.saltash.net">www.saltash.net</a>  <a href="mailto:Head@saltashcloud.net">Head@saltashcloud.net</a>
Dobwalls Community Primary School	Dobwalls Liskeard Cornwall PL14 4LU	01579 320527	<a href="http://www.dobwalls.cornwall.sch.uk">www.dobwalls.cornwall.sch.uk</a>  <a href="mailto:Head@dobwalls.cornwall.sch.uk">Head@dobwalls.cornwall.sch.uk</a>
Trewidland Primary and Pre-school	Trewidland Cornwall PL14 4SJ	01503 240275	<a href="http://www.trewidland.cornwall.sch.uk">www.trewidland.cornwall.sch.uk</a>  <a href="mailto:Head@trewidland.cornwall.sch.uk">Head@trewidland.cornwall.sch.uk</a>
Looe Community Academy	Sunrising East Looe PL13 1NQ	01503 262625	<a href="http://www.looe.cornwall.sch.uk">www.looe.cornwall.sch.uk</a>  <a href="mailto:Head@looe.cornwall.sch.uk">Head@looe.cornwall.sch.uk</a>