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## **Penair School Admission arrangements for 2018/19**

Penair School became an Academy on 1 April 2011 and the governors are the admitting authority. Penair is a mixed 11-16 comprehensive school serving Truro and surrounding villages.

Children with a statement of Special Educational Need that name Penair School and Children in Care who are directed to the school by the Local Authority, will be admitted to the school, regardless of the number on roll in the year group.

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

The school will participate fully in the Local Authority's coordinated admission schemes for secondary transfer and in-year admissions. Details of these schemes are available on the Council's Admissions Team:

School Admissions Team,  
New County Hall,  
Truro,  
TR1 3AY  
[schooladmissions@cornwall.gov.uk](mailto:schooladmissions@cornwall.gov.uk)  
0300 1234 101  
[www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions)

Closing dates, deadlines and timescales (including those relating to late applications) will be as stated in those schemes.

All applications for places at Penair School must be made directly to the applicant's home authority on the appropriate Common Application Form (CAF). The CAF and supporting information will be available electronically on the Local Authority's website or in paper form on request from the Local Authority. There is no supplementary information form required by the governors.

The governors will operate an equal preference scheme as defined in the School Admissions Code.

The published admission number (PAN) for year 7 in 2018/19 will be 210.

In the event of there being more than 210 applications for places in year 7 for the 2018/19 academic year the following **oversubscription criteria**, in descending order of priority, will be used.

- 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.

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- 2 (a) For applications considered under the coordinated admission scheme for transfer to secondary school:  
Children who live in the designated area of Penair School, or whose parents can provide evidence that they will be living in the designated area of Penair School by the beginning of the autumn term of the 2018/2019 school year.

(b) For applications considered under the in-year coordinated admission scheme:

Children who live in the designated area of Penair School, or whose parents can provide evidence that they will be living in the designated area of Penair School by the requested date of admission.

If there are more designated area children wanting places at the school than there are places available, criteria 3 to 7 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 Where the child is the son/daughter of a permanent member of staff at the school  
a) where the member of staff has been employed at the school for two or more years at the time at which 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
- 4 Children with an unequivocal professional recommendation from a doctor, school medical officer, educational psychologist, health visitor, education welfare officer or social worker that non-placement at Penair School would cause harm to the child and that placement at Penair School is essential.  
**Such recommendations must be made in writing and must give full supporting reasons.**
- 5 Children with siblings who will still be attending Penair School at the time of their admission.
- 6 (a) For applications considered under the coordinated admission scheme for transfer to secondary school:  
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 Penair School.  
  
(b) For applications considered under the in-year coordinated admission scheme:

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Children who were on the roll of a primary school (at the end of the summer term 2017) whose designated area is contained within or forms part of the designated area of Penair School.

7. All other children.

### **Oversubscription criteria for Years 8 to 11**

- 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 live in the designated area of Penair School, or whose parents can provide evidence that they will be living in the designated area of Penair School by the requested date of admission.

If there are more designated area children wanting places at the school than there are places available, criteria 3 to 7 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 Where the child is the son/daughter of a permanent member of staff at the school
  - a) where the member of staff has been employed at the school for two or more years at the time at which 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
- 4 Children with an unequivocal professional recommendation from a doctor, school medical officer, educational psychologist, health visitor, education welfare officer or social worker that non-placement at Penair School would cause harm to the child and that placement at Penair School is essential. Such recommendations must be made in writing and must give full supporting reasons.
- 5 Children with siblings who will still be attending Penair School at the time of their admission.
- 6 (a) For applications considered under the coordinated admission scheme for transfer to secondary school:

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 Penair School.

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(b) For applications considered under the in-year coordinated admission scheme:

Children who were on the roll of a primary school (at the end of the summer term 2017) whose designated area is contained within or forms part of the designated area of Penair School.

7. All other children.

## **NOTES and DEFINITIONS**

### **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).

Priority shall be given to all children adopted from local authority care.

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**

The Children's Services Authority (CSA) has divided the county into geographical areas. Each of these areas is served by a specific secondary school (or schools). These areas are called "designated areas". (Parents may also have heard these areas referred to as "catchment" areas.) A child's designated school will not always be the one nearest to his/her home address.

Maps of designated areas, including the map for Penair School, will be provided on the Council's website ([www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions)) and at the back of the secondary transfer booklet to help parents to identify their child's designated school (or schools). Please note, however, that these maps are, of necessity, small scale and if a property is near a border it is advisable to check the designated school with the Admissions and Transport (Policy) Team. Larger scale maps are available for all designated areas on request. Parents can also ask to be notified of the designated school(s) for any address. These requests should be made to: Admissions and Transport (Policy) Team, Children, Schools and Families, County Hall, Treyew Road, Truro, TR1 3AY. Tel: 0300 1234 101, email: [admissionsandtransport@cornwall.gov.uk](mailto:admissionsandtransport@cornwall.gov.uk)

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If a child lives in the designated area that previously served Tresillian Infant School (which closed on 31 August 2004), that child has an equal priority for admission to The Roseland Community College and Penair School.

If you are planning to move into the designated area of Penair School, 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.

### **Professional recommendation for admission**

If you think your child meets this criterion, you must send the relevant written evidence to the Admissions and Transport (Policy) Team, Directorate of Children, Schools and Families, Cornwall Council, County Hall, Treyew Road, Truro, TR1 3AY.

### **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 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 Penair School at the date of application, allocation and admission.

### **Primary schools whose designated areas are contained within or form part of the designated area of Penair School**

Archbishop Benson CE  
Bosvigo  
Devoran  
Kea  
St Erme with Trispen  
St Mary's CE Truro  
Tregolls

### **Tie-breakers**

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

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

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### **Final tiebreaker**

Should the tiebreaker above still leave children with an equal claim because distances are exactly the same, random allocation (in accordance with 1.34 and 1.35 of the School Admissions Code) will be used to decide on priority.

### **Distances**

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 (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 (currently DataMap).

### **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 residency 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 or to request a copy of a utility bill in order to make a decision.

### **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 both or all the children places at Penair School, which may mean allocating places above the Published Admission Number (PAN) where that 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).

### **Waiting lists**

The governing body of Penair School, in partnership with the LA, will maintain waiting lists for all oversubscribed year groups at the school throughout the school year relating to the processed application only. During the autumn term 2018 the governing body will ask parents with children still on the school's waiting list for year 7 whether they wish them to remain there. For all year groups, parents will be reminded during the summer holidays that the waiting lists have now ceased and that they will have to submit a further application for the next year group if they wish their request for a place at Penair School to be ongoing.

A child's position on the waiting list will be determined by the oversubscription criteria stated above. However, children who are the subject of a direction by the

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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.

### **Appeals**

All parents who are refused a place for their child at Penair School will be advised of their right of appeal to an independent appeal panel. Such appeals will be administered by the Local Authority on behalf of the governing body.

In accordance with the School Admissions Code 2014, 2.17 Penair School adopts Cornwall Council's procedure for admitting pupils outside their normal age group. Please refer to <https://www.cornwall.gov.uk/media/12342631/admission-of-pupils-outside-their-normal-age-group.pdf>

Policy agreed by the Governing Body on 15 March 2017

Next review date: Autumn term 2017