



## **Pool Academy**

### **Admissions Policy 2018-19**

**Policy Devised:** February 2012  
**Adopted on:** 2<sup>nd</sup> March 2017  
**Review date:** March 2018

Pool Academy is an Academy and the Academy Trust is the Admission Authority for the school.

The school will participate fully in the Local Authority's Fair Access Protocol and the Local Authority's Co-ordinated Admissions Schemes for starting school 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**

All applications for places in year 7 or during the school year must be made direct to the applicant's local authority on the appropriate application form. The application form and supporting information will be available electronically on the local authority website or in paper form on request from the local authority. [There is no supplementary information form required by the Governing Body.]

However, if your child has an Education, Health and Care Plan or Statement of Special Educational Needs, you do not need to complete an application form as a school place will be identified through a separate process.

#### **Allocation of places**

Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school will be admitted to the school.

Children in Care who are directed to the school by the Local Authority (or Secretary of State in the case of academies) will be admitted to the school.

The published admission number (PAN) for year 7 in 2017/18 will be 210. 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.

#### **Admission of Children Outside their Normal Age Group**

Parents may seek a place for their child outside of 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 Principal. 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 at [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 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.

## **Appeals**

Applicants refused a place at the school have the right of appeal. Appeals are heard by an independent appeals panel (arranged by the Local Authority on behalf of the Governing Body). 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 (eg a change of address into a school's designated area), but has determined that the new application must also be refused.

## **Waiting Lists**

If the school is over-subscribed, a waiting list will be held from when allocations have been made (for the whole of the academic year) 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 below. 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. No priority is given to the length of time that a child has been on the list.

## **Over-subscription Criteria**

In the event of there being more than 210 applications for places in Year 7 for the 2018/19 academic year or more applications than places for any year group during the school year, the following over-subscription criteria 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: 13/16

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 with siblings who will still be attending the school at the time of their admission
3. Children who live within the designated area of the school, 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 beginning of the Autumn Term of the 2018/19 school year.

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.

4. 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 skills shortage.
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. (This applies to Year 7 applications only).
  - Portreath Primary School
  - Illogan Primary School
  - Treloweth Primary School
  - Pencoys Primary School
  - Roskear Primary School
  - Rosemellin Primary School
6. Children with an unequivocal professional recommendation from a doctor, school medical officer, educational psychologist or education welfare officer that non-placement at the school would not be in the best interest of the child. Such recommendations must be made in writing and must give full supporting reasons.
7. All other children.

## **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 setting 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 Areas**

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 Pool Academy's over-subscription 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 Teams 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 Pool Academy, 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, as described in the Over-subscription 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 school in question at the date of application, allocation and admission.

### **Tie-breakers**

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 preferred school.

### **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 school will use the Local Authority's Random Allocation Protocol which is available on request.

### **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 the 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).

### **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. It is expected that parents will submit only one application for each child and any disputes in relation to the child's home address are settled before applying.

### **Multiple Birth Siblings**

Where applications are received on behalf of 'multiple birth siblings' (ie 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 school, which may mean allocating places above the Published Admission Number (PAN) where that is possible. (It is possible to admit multiple birth siblings as 'expected pupils' over the infant class size limit.)

Policy agreed by the Governing Body on: 2nd March 2017

New review date: Autumn Term 2017