



**South East Cornwall Multi Academy Regional Trust**

# **SMART Admission Arrangements for 2021-22**

Adopted by the Trust Board: 22 January 2020

**Amended October 2021 to reflect the legislative changes arising from the new Schools Admissions Code 2021 (no consultation required)**

Review: October 2020

## Contents

Introduction	3
Applying for a place	3
Allocation of places	3
Deferred/delayed entry to primary school	4
Admission of children outside their normal age group	4
Oversubscription criteria	5
In-Year admissions	6
Tie-breakers (except for sixth forms applications)	7
Final tie-breaker	7
Admission to sixth form	7
Oversubscription to sixth form	8
In year admissions to sixth form	8
Tie breaker specific to sixth form applications	8
Appeals	8
Waiting lists	8
Designated areas	8
Professional Recommendation	10
Siblings	10
Multiple birth siblings	10
Distances	10
Home address	10
Help and advice	11

## Introduction

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

- Saltash 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 or on request from the Local Authority (see contact details at the end of this document). 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), you do not need to complete an application form as a school place will be identified through a separate process. Please contact the Statutory SEN Service for more information:

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

Applications for places at the start of Reception or Year 7 must be made to the applicant's home Local Authority.

All other applications, including for places during the academic year, should be made direct to Cornwall Council (see contact details at the end of this document).

The application form and supporting information will be available electronically on the relevant Local Authority's website or in paper form on request from that Local Authority. There is no supplementary information form required by the Local Governing Committee.

## Allocation of places

Children with an EHC Plan 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 an 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 Year 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) for the year of entry (Reception Year in primaries and Year 7 in secondaries) for each of the academies in the MAT in 2021/22 will be as follows:

<b>Academy</b>	<b>PAN 2021/22</b>
Saltash 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. If an academy is not oversubscribed, all applicants will be admitted.

### **Deferred/delayed entry to primary school**

All children are entitled to start school full-time in the September following their fourth birthday. However, parents may choose deferred or part-time entry to the Reception Year for their child, bearing in mind that by law children have to be in full-time education by the start of the term following their fifth birthday; this is when they reach compulsory school age.

Parents of summer-born children may also seek a place for their child outside their normal age group i.e. entry to Reception Year a year later than normal, for example if the child may naturally have fallen into a lower age group if it were not for being born prematurely.

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. Parents choosing part-time or deferred entry or wishing to delay entry to the Reception Year must contact the academy's Headteacher.

### **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 considered to be more able or has experienced problems such as ill health. Those wishing to request placement outside the normal age group should contact the academy's Headteacher.

Such requests will be considered on a case-by-case basis and in the best interests of the child concerned. Guidance is available from the Local Authority website or on request from the School Admissions Team.

Parents who are refused a place at an academy 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.

## **Oversubscription criteria**

In the event of the number of applications for places being higher than the PAN for the 2021/22 academic year, the following oversubscription criteria will be used to prioritise applications, after the admission of children whose EHC Plan 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 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<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 2021/22 academic year.

If there are more designated area children wanting places at the academy 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. 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 all staff employed by SMART:
  - 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. Where 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, for example, 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 Local Authority.
7. All other children.

## In-Year admissions

All applications for places for in-year admissions at any academy in SMART 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 EHC Plans where the requested academy is named in the statement, in the 2021/22 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 2021/22 academic year.

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. 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 school.
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 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 Local Authority.

---

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

7. All other children.

## 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's main gate.

## 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, supervised by an independent person, which is available on request.

## Admission to sixth form

Our academies with sixth forms also admit pupils from other schools. Their published admission numbers are:

Sixth form	Sixth form admissions 2021/22
Saltash Community School	30
Liskeard School and Community College	30

The entry requirements and over-subscription criteria for Year 12 admissions are listed below. Queries regarding sixth form admissions should be directed to the academy 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 academy.

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 an academy in SMART will be used to prioritise applications after the admission of children whose EHC Plan names the academy.

## **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 an academy have the right to appeal. Appeals are heard by an independent appeals panel arranged by the Local Governing Committee. Details of how to appeal will be sent with any letter refusing a place and the timetable for appeals can be found in the Local Authority's Co-ordinated Admissions Scheme.

Applicants can only appeal again for a place in the same academy within the same academic year if the admission authority for that academy has accepted a further application because there has been a significant and material change in the circumstances of the parent or carer, child or academy, but has determined that the new application must also be refused. 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 is oversubscribed, a waiting list will be held by the Local Authority for the whole of the academic year for all year groups and parents/carers can request that their child is added to this list if they are refused a place. A child'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 as 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 child with an EHC Plan, or any looked after child, previously looked after child and those allocated a place in accordance with a Fair Access Protocol will take precedence over those on a waiting list.

## **Designated areas**

The Local Authority has divided the county into geographical areas for primary and secondary schools. Each of the 'primary' areas are served by a specific primary school, or in some cases, groups of schools and each of the 'secondary' areas are served by a specific secondary school or schools. These areas are called 'designated areas'



(previously referred to as 'catchment' areas). The designated area used in our Trust's oversubscription criteria will be as defined by the Local Authority and any entitlement to home to school transport will be based on these areas. Your designated school will not always be the one nearest to your home address. Maps are available on the Local Authority website for all designated areas or from the School Admissions Team (see contact details below). If you are planning to move into the designated area of an academy, your application for a place for your child at that academy 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.

Secondary academy in SMART	Primary academies/ schools in their designated areas
Saltash Community School	Landulph Primary School Sir Robert Geffery's School Burraton CP School St Stephens CP School Bishop Cornish CofE Primary School Brunel Primary & Nursery Academy St Germans Primary School
Liskeard School and Community College	Braddock CofE Primary School Darite Primary Academy Dobwalls Community Primary School Liskeard Hillfort Primary School Menheniot Primary School St Cleer Primary School St Martin's C of E Primary School St Neot Community Primary School Trewidland Primary and Pre-School
Looe Community Academy	Duloe C of E School Looe Primary Academy Pelynt Primary Academy Polperro Primary Academy Trenode Primary School

## Professional Recommendation

Children with an unequivocal professional recommendation will only be considered under this criterion where the parent/carer can demonstrate that **only** the preferred academy can meet the exceptional medical or social needs of the child, supported by a recommendation from, for example, a doctor, school medical officer, an educational psychologist or an educational welfare officer. 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, or due to be on the roll, of the academy in question at the date of application, allocation and admission.

## 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. However, where this is not possible, parents will be invited to decide which of the children should be allocated the available place(s).

It is possible to admit multiple birth siblings as 'excepted pupils' over the infant class size limit.

## 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 Local Authority where measurements will be between the pupil's registered home address using a straight-line measurement as determined by the Local Authority's nominated Geographical Information System, 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 the Local Authority or the academy); the same system will be used by an academy for all admissions in 2021/22.

## 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 Local Authority 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, Local Authority will determine the home address.

For information on disputes between persons with parental responsibility in relation to school preferences please see the Local Authority'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.

## Help and advice

Should you have any queries, please contact either the academy to which you will be applying for a place, or the Local Authority School Admissions Team.

Contact details for the Local Authority

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>
	School Admissions Team	0300 1234 101	<a href="http://www.cornwall.gov.uk/admissions">www.cornwall.gov.uk/admissions</a> <a href="mailto:schooladmissions@cornwall.gov.uk">schooladmissions@cornwall.gov.uk</a>
	School Transport	0300 1234 100	<a href="http://www.cornwall.gov.uk/schooltransport">www.cornwall.gov.uk/schooltransport</a>
	SEN/EHCP	01872 324242	<a href="mailto:statutorysen@cornwall.gov.uk">statutorysen@cornwall.gov.uk</a>
Get help with your application	Family Information Service	0800 587 8191	

Contact details for our SMART academies

Landulph School	Landulph Saltash Cornwall	01752 845572	Email <a href="mailto:head@landulph.cornwall.sch.uk">head@landulph.cornwall.sch.uk</a> Website
-----------------	---------------------------------	--------------	--

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