



# PENAIR SCHOOL



## Admissions Arrangements 2023/2024

**Approved by:**

Full Governing Body

**Date:** October 2021

**Last reviewed on:**

October 2020

**Next review due by:**

October 2022 (Updated to reflect changes to the School Admissions Code for September 2021)

## **Penair School**

### **Admission arrangements for 2023/24**

Penair School became an Academy on 1 April 2011, Penair is a mixed 11-16 comprehensive school serving Truro and surrounding villages. The Governing Board is the Admissions Authority for the school.

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 from 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

<https://www.cornwall.gov.uk/schools-and-education/schools-and-colleges/school-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 in Year 7 or during the school year must be made directly to the applicant's home local authority on the appropriate application form. The application form and supporting information will be available electronically on the Local Authority's website.

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.

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

The published admission number (PAN) for year 7 in 2023/24 will be 270.

In the event of there being more than 270 applications for places in Year 7 for the 2023/24 academic year, after the admission of pupils with an Education, Health and Care plan where the school is named, the following **oversubscription criteria**, in descending order of priority, will be used to decide on allocations. If the school is not oversubscribed, all applicants will normally be admitted.

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 including those who appear to have been in state care outside of England and ceased to be in care as a result of being adopted (subject to Parliamentary approval of the School Admissions Code 2022).

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 2023/2024 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:

Children who were on the roll of a primary school (at the end of the summer term 2023) 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 including those who appear to have been in state care outside of England and ceased to be in care as a result of being adopted (subject to Parliamentary approval of the School Admissions Code 2022).
- 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.

(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 2023) 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).

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)).

## **Designated areas**

Cornwall Council has divided Cornwall 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 Penair School'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 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.

## **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 or due to be on the roll of the school in question at the date of admission.

If a child is a sibling of a multiple birth (e.g. twins, triplets, etc.) and has been offered a place at Penair 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 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 earlier 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, supervised by an independent person, which is available on request.

### **Distances**

Home to school distances used for tie-breaking will be measured by a straight-line measurement from the home address (centre point of the property) to the main entrance to the School (as identified within the Cornwall Council School Access Module - SAM). Within the oversubscription criteria where there are ties based on address measurement, and more applications under criterion than places available, further measurement to the home address will be carried out manually using ArcGIS for schools, the Cornwall Council interactive mapping system as well as the following Geographic Information System (GIS) website: <https://www.freemaptools.com/>.

In the event of two or more students having equal priority for a place at the School, should the tie breaker still leave children with an equal claim because the distances are exactly the same, then 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 used to determine the 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 the Local Authority using its nominated Geographical Information System.

## **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, Penair School 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.

## **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**

If the school is oversubscribed, a waiting list will be held 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. The waiting list will be based on the

school'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.

### **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 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 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.

### **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 Board. 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.

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/0xup2wi1/admission-of-pupils-outside-their-normal-age-group-september-2021.pdf>

Policy agreed by the Governing Body on XXXXXXX

Next review date: Autumn term 2022