

## ADMISSIONS POLICY 2020-21

### 1. PURPOSE

To comply with:

- the School Admissions Code 2014
- the School Admission (Co-ordination of Admission arrangements)(England) Regulations 2008
- the School Standards and Framework Act 1998
- the Education Act 1996
- Cornwall Council's Fair Access Protocol.

### 2. SCOPE

Whole school

### 3. OWNERSHIP

Strategic direction: Governing Body

Implementation: Headteacher

Stakeholders: All members of the school and area that it serves

### 4. QUALITY OBJECTIVES

To offer admission to students irrespective of social, racial or religious considerations.

### 5. ADMISSIONS

Budehaven Community School is a foundation Co-operative Trust School and the governors are the admitting authority.

Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names Budehaven Community School will be admitted to the School, regardless of the number on roll in the year group.

The school will participate fully in the Cornwall Local Authority's Fair Access Protocol (for details, please see Cornwall Council website)

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.

Budehaven Community School's Published Admission Number (PAN) is 210 for each year group, Years 7-11, in 2020-21. The PAN for new admissions in the Sixth Form, in each of Year 12 and Year 13 (ie, students who have not attended Budehaven in Year 11) is 25; all Year 11 students have a right to admission into the Sixth Form provided the entry requirements for each course they wish to study have been met. The same minimum entry requirements will also apply to external students joining the Sixth Form.

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## Years 7 to 11

- 5.1.1 All applications for school places in Years 7-11 must be made to a parent's home Local Authority, Cornwall or Devon depending on the child's home address. For children moving from primary school to secondary at the start of Year 7, this is part of the school transfer process administered directly by Cornwall and Devon Councils. For admissions to other year groups, or for Year 7 after the month of September then application should also be made through the LA, although parents are encouraged to contact the school to notify the school of their intention to apply for a school place; this will enable the school to make contact with the child's current school and ensure minimal delay in the child starting at Budehaven.
- 5.1.2 The responsibility for managing in-year applications in Years 7-11 rests with the Local Authority. The Admissions Code states that Local Authorities must:
- be informed of the receipt and outcome of all in-year applications;
  - on request, provide information to a parent about the places still available in all schools within its area;
  - provide a suitable form for parents to complete when applying for a place for their child at any school for which the Local Authority is the admitting authority;
  - refer an objection to the Schools Adjudicator if they are of the view or suspect that schools or other admission authorities are acting unlawfully.
- 5.1.3 For parents who live in Cornwall the home Local Authority is Cornwall Council (CC); for those living in Devon the home Local Authority is Devon County Council (DCC).
- 5.1.4 Budehaven Community School fully participates in CC's co-ordinated admission schemes for secondary transfer and in-year admissions. All applications for secondary transfer places at Budehaven Community School must be made directly to Cornwall Council on the Cornwall Admission Common Application Form (CACAF). Where the child lives in Devon, application should be made to Devon County Council on the Devon Admission Common Application Form. There is no supplementary information or application procedure required by the School Governors.
- 5.1.5 All applications to the school's Area Resource Base (ARB) for children with severe learning/physical needs must be made through the Local Authority. The school itself cannot accept applications to the ARB.
- 5.1.6 The majority of in-year admission applications will be straightforward and places will be allocated immediately where the designated number on School roll in the year group in question is below the Published Admission Number (PAN). However, if a preference cannot be met, the application will then be considered to see whether priority can be given to the application under CCs Fair Access Protocol. (See Appendix).
- 5.1.7 Details of secondary school designated areas are available from the School or Cornwall Council.
- 5.2.1 **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.

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- 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.

### 5.3.1 Sixth Form

- All applications to the Sixth Form should be made directly to Budehaven Community School.
- Pupils may be admitted into Budehaven Sixth Form from other schools as well as Budehaven. For those children admitted to Budehaven for the first time (i.e. those not transferring from Year 11), there is a published admission number for Year 12. The Year 12 admission number for Budehaven Community School is 25.

## 6. Oversubscription criteria

In the event of there being more than 210 applications for school places in Year 7 for the 2020-21 academic year the following oversubscription criteria, in descending order of priority, will be used to prioritise applications, after the admission of children whose Statement of Special Educational Need of Education, Health and Care Plan which names the school

1. Children in Care or children who were previously in care.
2. Children who live in the designated area of Budehaven Community School, or whose parents can provide evidence that they will be living in the designated area of Budehaven Community School by the beginning of the autumn term of the 2020-21 school year or, if an admission mid-year, by the date of requested admission. If there are more designated area children wanting places at the School 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.
3. 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 Budehaven Community School would cause harm to the child and that placement at Budehaven Community School is essential. Such recommendations must be made in writing and must give full supporting reasons.
4. Children with siblings who will still be attending Budehaven Community School at the time of their admission.
5. Children on the roll of a feeder primary school (at the time of allocation) whose designated area is contained within or forms part of the designated area of Budehaven Community School.
6. All other children (see below special consideration for twins and other multiple births in the section 'Siblings').

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## Waiting lists

- If the school is oversubscribed, a waiting list will be held for the whole of the academic year for all year groups. 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

## Tie-breaker

If any of the criteria outlined above leave more children with an equal claim than places available, the following tie-breaker will be used: where two or more children fulfil the same criterion, *priority will be given to the child who lives nearer to Budehaven Community 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.

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## 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).

### Children previously in care

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. 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. 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 Budehaven Community School, will be provided on the Council's website ([www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions) - follow the link 'Find your nearest or designated school' ) and at the back of the secondary transfer booklet to help parents to identify their child's designated school. 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 School Admissions Team. Larger scale maps are available for all designated areas on request. Parents can also ask to be notified of the designated school for any address. These requests should be made either by writing, telephoning or emailing the contact details below::

School Admissions Team  
County Hall,  
Treyew Road,  
Truro,  
TR1 3AY.

[Tel: 03001234101](tel:03001234101)

Email: [schooladmissions@cornwall.gov.uk](mailto:schooladmissions@cornwall.gov.uk)

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*List of primary schools who lie within Budehaven Community School designated area – sometimes called ‘feeder schools’*

- Bude Junior School
- Hartland Primary School
- Jacobstow Community Primary School
- Kilkhampton Junior and Infant School
- Marhamchurch CE Primary School
- St Mark’s C.E Primary School, Morwenstow
- Stratton Primary School
- Whitstone Community Primary School

### 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, at the address above. Directorate of Children, Schools and Families, Cornwall Council, County Hall, Treyew Road, Truro, TR1 3AY.)

### Siblings

Sibling means brother or sister. Siblings 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 Budehaven Community School at the date of application, allocation and admission.

Where an application is made for twins or other multiple birth siblings, the school will admit all those children even if this takes the school above PAN.

### Distances

Home to school distances used for tie-breaking will be determined by Cornwall Council’s nominated Geographical Information System (or, for parents living in Devon by Devon County Council’s preferred system. Distances will be measured by a straight-line measurement. Measurements will be between the child’s home address using Ordnance Survey’s Point Dataset (usually the centre of the main building of the property) and the main gate of the school (as determined by the CSA).

### 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.

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**Appeals**

All parents who are refused a place for their child at Budehaven Community 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.

**HEALTH AND SAFETY IMPLICATIONS**

None identified

**MONITORING**

This process is monitored by Cornwall Council and the Headteacher.

**OTHER RELATED POLICIES/DOCUMENTS**

- Schools Admissions Code 2014
- Cornwall Council’s Co-ordinated Scheme for Secondary Schools 2017-18
- Cornwall Council’s Fair Access Protocol

**9. POLICY STATUS**

Policy status: Statutory  
 Policy source: County  
 Review cycle: Annually

Next review date: Spring 2019

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*DfE - 25<sup>th</sup> October 2012*

*Status: Statutory*

**Admissions arrangements**

*(Applies to voluntary aided schools and foundation schools directly and to community and voluntary controlled schools if the local authority formally delegates the responsibility).*

*Review frequency: Arrangements to be determined annually. Any changes must be consulted on and where no changes are made, consultation is required at least every 7 years.*

*Approval: Full governing body or a committee of the governing body where the school is an admissions authority.*

*Legislation: Section 88C of the School Standards and Framework Act 1998 and the School Admissions Regulations 2012. <http://www.legislation.gov.uk/ukpga/1998/31/section/88>*

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