Admissions Policy 2028-29

Budehaven Community School

Status:	
Recommended	
Statutory	Yes
Adopted V 1.0	March 2026
Reviewed and approved as V1.1	
Reviewed and approved as V1.2	
Next review	Spring 2027
Committee	**SISC**

ADMISSIONS POLICY 2028-29

1. PURPOSE

To comply with:

- the School Admissions Code 2021
- 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 an 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 and Cornwall Council's Co-ordinated Admission Schemes (for details, please see Cornwall Council website). Closing dates and other details about the application process will be stated in those Schemes.

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) for Year 7 in 2028/29 is 210. The PAN for new admissions in the Sixth Form, in each of Year 12 and Year 13 (i.e. students who have not attended Budehaven in Year 11) is 50; 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.

Years 7 to 11

5.1.1 All applications for school places in Year 7 or during the school year must be made direct to the applicant's home local authority must be made to a parent's home local authority, Cornwall or Devon depending on the child's home address, on the appropriate application form. The application form and supporting information will be available on Cornwall Council's/Devon County Council'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.

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 and carers 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 and carers 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 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). All local authorities must have a Fair Access Protocol. The Fair Access Protocol must be agreed with the majority of schools in the local authority area. It is for children who have not been able to secure a school place during the school year, after normal admissions procedures have been followed: www.cornwall.gov.uk/fairaccess

5.2.1 Admission of children outside their normal age group

- Parents and carers 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 or on request from the School Admissions Team.
- Parents and carers 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 at 50 per year group. This is subject to course availability.

6. Oversubscription criteria

In the event of there being more than 210 applications for school places in Year 7 for the 2028-29 academic year the following oversubscription criteria, in descending order of priority, will be used to prioritise applications, after the admission of children whose Education, Health and Care Plan which names the school.

1. Children in Care or children who were previously in care but immediately after being looked after became subject to an adoption, child arrangements, 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.

2. Children who live in the designated area of Budehaven Community School, or whose parents and carers 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 2028-29 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').

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 remaining place(s) will be allocated by a process of random allocation.

This process will be supervised by an independent scrutineer who is entirely separate from the school and the local authority admissions team. The draw will be conducted openly, transparently, and in accordance with the school's formal Random Allocation Procedure.

In the case of multiple-birth applications (e.g., twins or triplets) where one child is drawn for the final remaining place, the school will admit the remaining sibling(s) as "excepted pupils" in accordance with relevant class-size legislation, ensuring that siblings are not separated.

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, 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).

Children previously in care

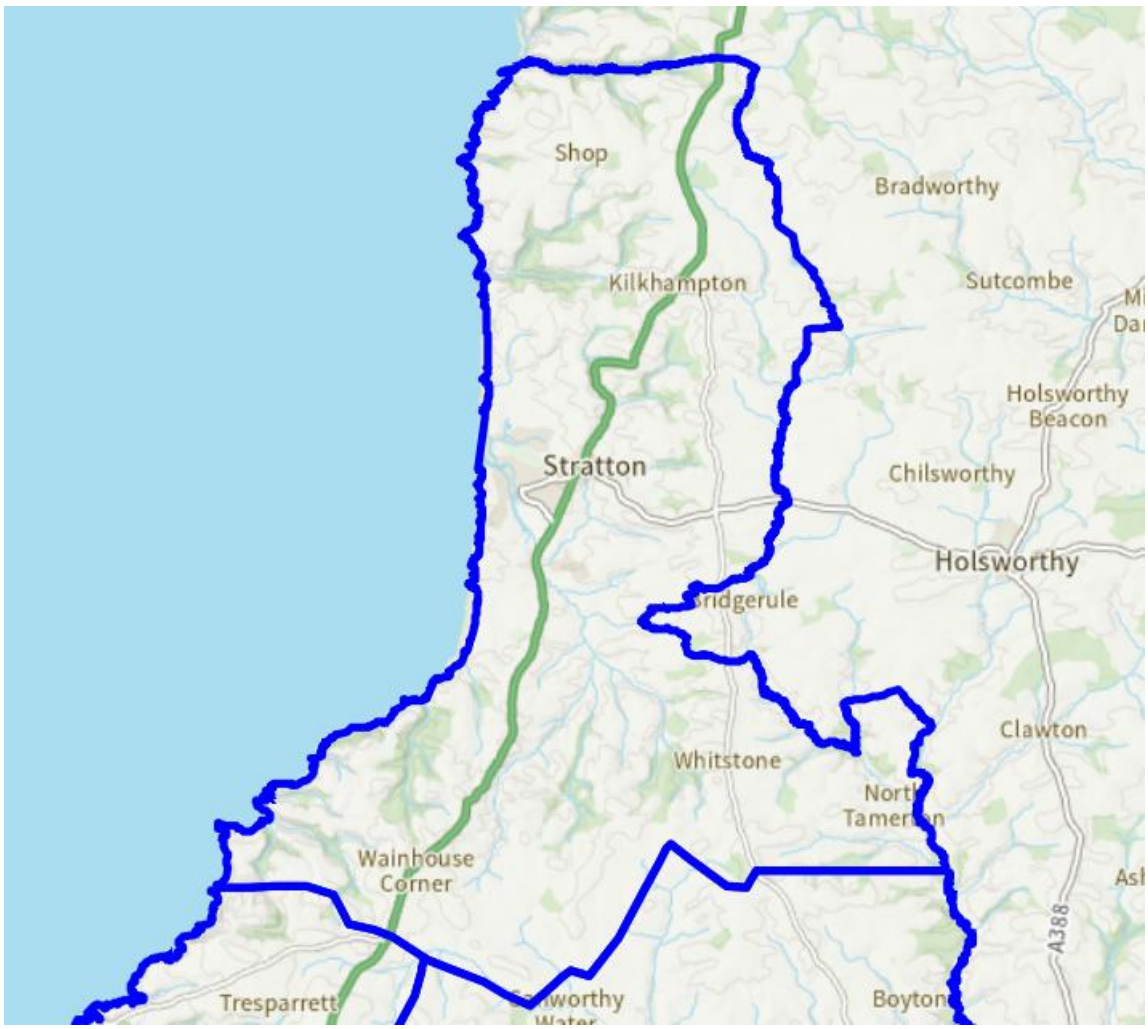
Children in Care and children who were previously in care but immediately after being in care became subject to an Adoption, Child Arrangement, or Special Guardianship Order. A 'Child Arrangement Order' is an order settling the arrangements to be made as to the person with whom the child is to live under 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).

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 provide 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 area

Cornwall Council 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 and carers 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. Entitlement to home to school transport will be based on these areas.

The designated area is defined overleaf:



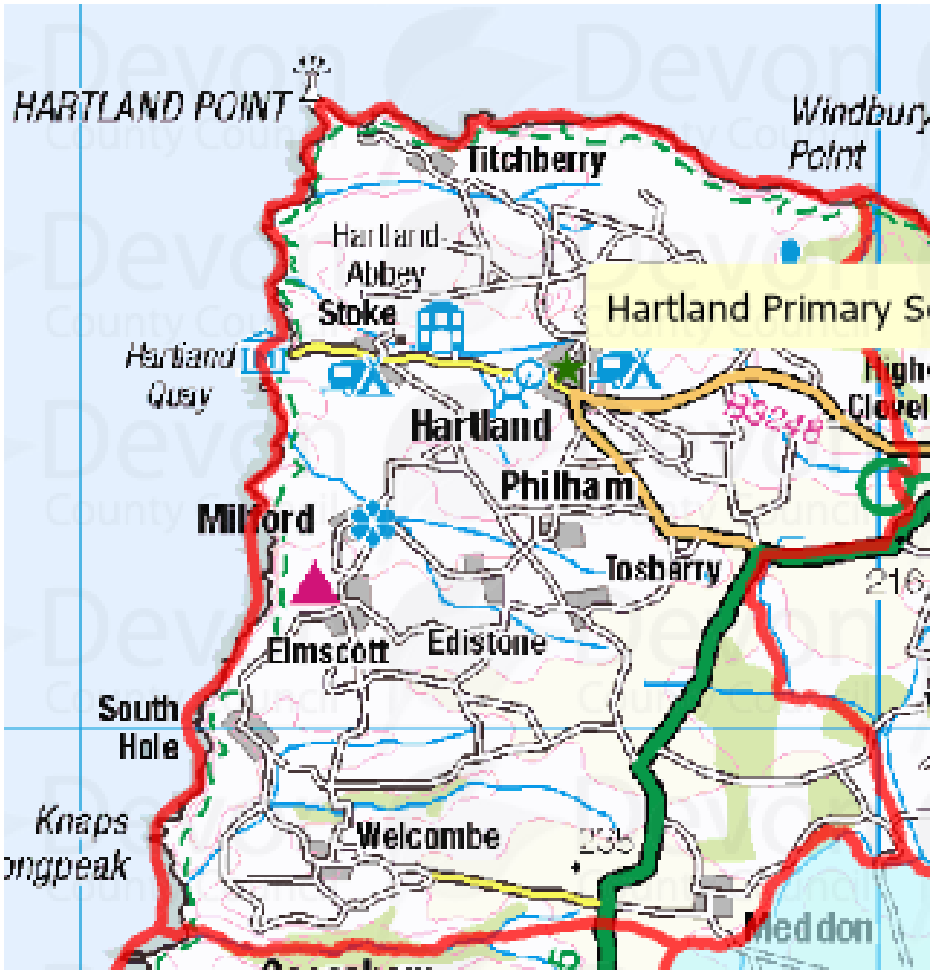
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Maps are available for all designated areas online at: www.cornwall.gov.uk/admissions or by calling the School Admission Team on 0300 1234 101 or emailing schooladmissions@cornwall.gov.uk

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

- Bude Junior 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

Note: Hartland Primary school lies within the designated area for Bideford College. However, Budehaven is also designated as a secondary school for transport purposes.



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If you are planning to move into the designated area of Budehaven Community 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

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 and carers 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 (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 Geographical Information System software.

Home address

Each child may have one registered address only for the purposes of determining priority for admission and transport entitlement. This address must be:

• the child's principal permanent residence at the point of application and the address from which they will attend school; or
• a future address from which the child will attend school, supported by a form of evidence from the list in Cornwall Council's Co-ordinated Admissions Scheme.

An admission authority may refuse to accept an address if an applicant still owns or rents an address at which their child previously lived. It is for the admission authority to determine:

• if the address given on an application is a child's current or future principal permanent residence and the address from which they will attend school; and
• which address should be used to determine eligibility for a place.

Exceptional circumstances in relation to the provision of a home address will be considered on a case-by-case basis. If there is shared residency of the child or a query is raised regarding the validity of an address, Cornwall Council 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 and carers will submit only one application per 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 and carers/carers may need to settle the matter through the courts. Where no agreement is reached or order obtained, Cornwall Council will determine the home address.
For information on disputes between persons with parental responsibility in relation to school preferences please see Cornwall Council'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.

Appeals

All parents and carers 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. 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/carer, child or school (e.g. change of address into the school's designated area, but has determined that the new application must also be refused.

HEALTH AND SAFETY IMPLICATIONS

None identified

MONITORING

This process is monitored by Cornwall Council and the Headteacher.

OTHER RELATED POLICIES/DOCUMENTS

- Schools Admissions Code 2021
- Cornwall Council's Co-ordinated Admissions Scheme 2028-29
- Cornwall Council's Fair Access Protocol