

**PENRYN COLLEGE**

**Admissions Policy – 2022/2023**

**Reviewed/Approved by:** Fully Governing Body – December 2020  
Finance & Premises Committee – February 2021

**Responsible SLT member:** Mr James Lushington

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## 1. Introduction

The Academy Trust (Governing Body) of Penryn College is the admitting authority for the College. The main principle of admission to Penryn College is to maintain the character of the College as a comprehensive school, providing for the needs of young people within the 11-16 age range, who live in Penryn and the surrounding areas, provided that they can be accommodated within the agreed admission limits. The College works very closely with its partner primary schools and aims to provide a seamless education from the age of 3 to 16. We collaborate closely with our primary schools in aspects of curriculum development, staff training and, in particular, educational philosophy. There is no guarantee of a place for children attending one of the primary schools as listed below in the Oversubscription Criteria 2 (5)

We are an inclusive school and welcome all applications. Our uniform policy is intended to encourage a professional appearance and a pride in the College. We have tried to keep this at a reasonable cost while maintaining a high level of conformity. The policy also recognises health and safety requirements.

Admission to our College is not dependent on any 'voluntary' contribution and we have a full range of extracurricular activities available for all students. We have an extensive programme of opportunities including visits for which a charge is made but we are ALWAYS pleased to discuss any concerns you may have.

The College will endeavour to provide places for students who live within our designated area and whose parents wish them to attend Penryn College provided that they can be accommodated within the agreed admission limits.

This policy is written with full adherence to and in accordance with the School Admissions Code (2014). All statutory obligations defined within this code apply, including the operation of an equal preference scheme. For more information please visit the Cornwall Council website [www.cornwall.gov.uk](http://www.cornwall.gov.uk) and select the Education and Learning option.

Students will be admitted to Year 7 without reference to ability or aptitude using the procedures detailed in this document, which includes arrangements and criteria that will be applied in the event of oversubscription. The Published Admission Number (PAN) for 2022/2023 will be 210.

The College will participate fully in the Local Authority's Fair Access Protocol and the Local Authority's Coordinated Admissions Schemes and applicants should adhere to all deadlines within that. 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. There is no supplementary information form required by the Governing Board of Penryn College.

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.

## 2. Allocation of Places

Children with an Education, Health and Care Plan that name Penryn College will be admitted regardless of the number on roll in the year group.

The published admission number (PAN) for Year 7 in 2022/2023 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 in Clause 3 below will be used to decide on allocations. If Penryn College is not oversubscribed, all applicants will be admitted.

### 3. Oversubscription Criteria

In the event of there being more than 210 applications for places, after the admission of pupils with an Education, Health and Care Plan naming Penryn College, the following admission criteria will be used (in descending order of priority) to allocate places:

- (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.
  - 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 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).
- (2) Children of staff at the school:
  - where the member of staff has been (in continuous) employment at the Academy for two or more years at the time at which the application to the Academy is made; and/or
  - where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- (3) Children who live in the designated area of Penryn College, or whose parents can provide evidence that they will be living in the designated area of Penryn College by the beginning of the autumn term of the 2022/2023 school year. The designated area as defined by the Cornwall Council Interactive Mapping System. This may be accessed through the Cornwall Council website:  
<http://map.cornwall.gov.uk/website/ccmap/?zoomlevel=1&xcoord=187430&ycoord=64380&maptype=basemap&wsName=ccmap&layerName=>

If there are more designated area children wanting places at the school than there are places available, criteria 4 to 8 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 4 to 8 will be used to decide which of the remaining children should have priority for any spare places.
- (4) Children with an unequivocal professional recommendation from a doctor, (school medical officer) educational psychologist, that non-placement at Penryn College would cause harm to the child and that placement at Penryn College is essential. Such recommendations must be made in writing and must give full supporting reasons. (If you think your child meets this criterion, you must send the relevant written evidence to Cornwall Council, School Admissions Team, East O, County Hall, Truro TR1 3AY).

- (5) Children who were on the roll (at the end of their Year 5 summer term) of a primary school listed below and with a sibling attending Penryn College at the time of application. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, step brothers or sisters and foster brothers and sisters. (This applies to Year 7 applications only).

The primary schools are:-

Mabe Community Primary School;  
Penryn Primary Academy;  
Mylor Community Primary School;  
Perran-Ar-Worthal Community Primary School;  
Kennall Vale School;  
Mawnan CofE VA Primary School;  
Flushing School ; and  
Constantine Primary School.

- (6) Children with a sibling attending Penryn College at the time of application. 'Sibling' 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 sibling, regardless of their actual relationship to each other.
- (7) Children who were on the roll (at the end of their Year 5 summer term) of a primary school listed in Clause 2(5) above. (This applies to Year 7 applications only).
- (8) All other children, by distance from the child's home address to the address of Penryn College, with priority for admission given to children who live nearest to Penryn College. For clarification on how distances are determined please refer to '5. Distances' below.

#### **4. Proof of residence**

Each child can only have 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. Evidence can be in the form of a legally binding solicitor's letter, i.e. an exchange of contract of a house purchase or exchange. or a formal binding 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, Penryn College 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, Penryn College 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, Penryn College 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, or crown servants returning from overseas, 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.

Penryn College reserves the right to withdraw the offer of a place should it become apparent that such proof of residence is unsubstantiated. The parent retains the right to appeal against this decision following Penryn College's appeal procedure.

## **5. Tie-breaker**

If any of the criteria outlined above leave more children with an equal claim than places available, the following tie-breakers will be used:

In the event of two or more students having equal priority for a place at Penryn College then the distance from the child's home address to the address of Penryn College will be used as a tie-breaker.

- (i) Where two or more children fulfil the same criterion, priority will be given in the first instance to those children for whom Penryn College is the nearest designated school;
- (ii) **Final tie-breaker.** Should the tie-breaker above still leave children with an equal claim because distances are exactly the same, random allocation, in accordance with 1.34 and 1.35 of the School Admissions Code will be used to decide on priority.

## **Random Allocation**

This final tie-breaker will be determined by a random selection process which will be supervised by a person independent of Penryn College.

## **6. Distances**

Home to school distances will be measured by a straight-line measurement as determined by Capita One and supported by Cornwall Council's nominated Geographical Information System. Measurements will be between the child's home address (the centre of the main building of the property) and the main gate of Penryn College (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 Geographical Information System software.

## **7. Multiple birth siblings**

If a child is a sibling of a multiple birth (e.g. twins, triplets, etc.) and has been offered a place at Penryn College, every effort will be made to offer places to the siblings of the multiple birth 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).

## 8. Admission outside the 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 a placement outside the normal age group should, in the first instance, contact the Headteacher. Such requests will be considered on a case-by-case basis and in the best interests of the child concerned. This will include taking account of the parent's views, information about the child's academic, social and emotional development, where relevant, their medical history and the view of a medical professional, whether they have previously been educated out of their normal age group if it were not for being born prematurely. 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 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.

## 9. Admissions outside the Co-ordinated scheme

All in-year applications should be made via the application form which can be found on the Cornwall Council website here: [www.cornwall.gov.uk](http://www.cornwall.gov.uk). In the event of a place being available in the appropriate year group an offer of a place at the College will be made, if no places are available the child will be refused a place at Penryn College. Parents of children who are refused a place at the College will be notified of their right of appeal and will receive advice from Cornwall Council regarding an alternative place at a school.

## 10. Managed Move

We recognise that there are occasions when it would be appropriate to manage a transfer of a student from one maintained school/academy to another and this can be in the best interests of the student and of the schools. In extraordinary cases a "managed move" may be considered. In these circumstances an initial open formal discussion between the headteachers involved, followed by a meeting with all interested parties, will occur. The result of these discussions and meetings may result in a place being given at Penryn College, making the number on roll in a particular year group go above the Published Admission Number ("PAN")/Operational Capacity.

## 11. Late Applications

Late applications are those applications for Year 7 which are submitted after the closing date of the Coordinated admissions scheme and they will be dealt with in accordance with that scheme.

## 12. Waiting List

If Penryn College is oversubscribed, a waiting list will be held with 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. 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, or who are subject to a successful admissions appeal, or who are allocated to the school in accordance with the Fair Access Protocol, will take precedence over any child already on the waiting list.

## 13. Appeals

If it has been necessary to refuse a place at Penryn College you will have the right to appeal to an independent panel. Any applicants wishing to appeal must follow the appeal process as detailed in the

“refusal letter” sent to them by Cornwall Council. Further details can be found in Cornwall Council’s Coordinated Admissions Scheme and a timetable regarding the organisation of appeals can be found on the Cornwall Council website: [www.cornwall.gov.uk](http://www.cornwall.gov.uk).

Appeals are heard by an independent appeals panel arranged by Cornwall Council on behalf of the Governing Board of Penryn College.

#### **14. Applying/Appealing again**

All applicants are only allowed to apply for a place once within the same academic year. A further application within the same academic year will only be accepted if Penryn College, as the admitting authority, decides that there has been a significant and material change in the parent or carer’s circumstances or that of his/her child or the school. You can only appeal a second time within the same academic year if Penryn College has accepted a further application but has had to refuse the place again.

Penryn College will consider a significant and material change in the circumstances of the parent or carer, child or school on a case-by-case basis. Should the material change of circumstances be a change of address into the designated area, Penryn College may request proof of residence in accordance with Clause 4 herewith “Proof of residence”.

- 15. You can contact Penryn College on 01326 372379,  
or by email – [secretary@penryn-college.cornwall.sch.uk](mailto:secretary@penryn-college.cornwall.sch.uk)  
or by post at Kernick Road, Penryn, Cornwall, TR10 8PZ.**