



Admission Policy 2016-17

Helston Community College is a Co-operative Trust School and the Governors are the admitting authority. Helston is a mixed 11-18 comprehensive school serving Helston and surrounding villages.

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

Children In Care who are directed to the College by the Local Authority will be admitted to the College, regardless of the number on roll in the year group.

The College will participate fully in the Local Authority's Fair Access Protocol.

The College will participate fully in the Local Authority's co-ordinated admission schemes for secondary transfer and in-year admissions. Details of these schemes are available on the Council's website (www.cornwall.gov.uk/admissions) or on request from the Local Authority (0300 1234 101). Closing dates, deadlines and timescales (including those relating to late applications) will be as stated in those schemes.

All applications for places at Helston Community College must be made directly to the applicant's home authority on the appropriate Common Application Form (CAF). The CAF and supporting information will be available electronically on the Local Authority's website or in paper form on request from the Local Authority. There is no supplementary information form required by the governors.

The Governors will operate an equal preference scheme as defined in the School Admissions Code.

The published admission number (PAN) for Year 7 in 2016/17 will be 250.

I. In the event of there being more than 250 applications for places in Year 7 for the 2016/17 academic year the following oversubscription criteria, in descending order of priority, will be used to prioritise applications.

1. Children In Care or 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 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).

2. (a) For applications considered under the co-ordinated admission scheme for transfer to secondary school:

Children who live in the designated area of Helston Community College, or whose parents can provide evidence that they will be living in the designated area of Helston Community College by the beginning of the autumn term of the 2016/2017 school year.

- (b) For applications considered under the in-year co-ordinated admission scheme:

Children who live in the designated area of Helston Community College, or whose parents can provide evidence that they will be living in the designated area of Helston Community College by the requested date of admission. If there are more designated area children wanting places at the College 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 Helston Community College would cause harm to the child and that placement at Helston Community

College is essential. **Such recommendations must be made in writing and must give full supporting reasons.**

4. Children with siblings who will still be attending Helston Community College at the time of their admission.

5. (a) For applications considered under the co-ordinated admission scheme for transfer to secondary school:

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 Helston Community College.

(b) For applications considered under the in-year co-ordinated admission scheme:

Children who were on the roll of a feeder primary school (at the end of the summer term 2016) whose designated area is contained within or forms part of the designated area of Helston Community College.

6. All other children.

II. Oversubscription criteria for Years 8 to 11 (although applications for Year 11 that are for admission after January 2017 will be dealt with under the Fair Access Protocol)

1. Children In Care or children who were previously in care, but immediately after being in care became subject to an Adoption, Child Arrangement or Special Guardianship Order.

2. Children who live in the designated area of Helston Community College, or whose parents can provide evidence that they will be living in the designated area of Helston Community College by the requested date of admission. If there are more designated area children wanting places at the College than there are places available, criteria 3 to 5 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 5 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 Helston Community College would cause harm to the child and that placement at the preferred 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 Helston Community College at the time of their admission.

5. All other children.

III. Admission to Year 12

Most schools with sixth forms admit pupils from other schools as well as their own. For those children admitted to the College for the first time (i.e. those not transferring from Year 11), there must be a published admission number for Year 12. The Year 12 admission number for Helston Community College is **26**.

Although it is not necessary for pupils who are already in Year 11 at Helston Community College to apply formally for places in Year 12, there will be minimum entry qualifications for access onto chosen courses. The same minimum entry qualifications will also apply to external applicants. Details of these qualifications are available from the College. Where the number of eligible external applicants exceeds the places available then priority for admission will be determined according to the following oversubscription criteria:

1. Children In Care or children who were previously in care.

2. Children who live in the designated area of Helston Community College, or whose parents can provide evidence that they will be living in the designated area of Helston Community College by the beginning of the 2016/2017 school year. If there are more designated area children wanting places at Helston Community College than there are places available, criteria 3 to 5 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 5 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

Helston Community College would cause harm to the child and that placement at the College is essential. **Such recommendations must be made in writing and must give full supporting reasons.**

4. Children with siblings who will still be attending Helston Community College at the time of their admission.

5. All other children.

NOTES and DEFINITIONS

Children In Care

“Children In Care” are also referred to as “Looked After Children” and they are children who are in the care of the Local Authority.

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 (or schools). 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 Helston Community College, will be provided on the Council’s website (www.cornwall.gov.uk/admissions) to help parents to identify their child’s designated school (or schools). 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(s) for any address. These requests should be made to: School Admissions Team, Children, Schools and Families, County Hall, Treyew Road, Truro, TR1 3AY. Tel: 0300 1234 101, email: schooladmissions@cornwall.gov.uk

If you are planning to move into the designated area of Helston Community College, 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.

Professional recommendation for admission

If you think your child meets this criterion, you must send the relevant written evidence to the School Admissions Team, Directorate of Children, Schools and Families, Cornwall Council, County Hall, Treyew Road, Truro, TR1 3AY.)

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 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 Helston Community College at the date of application, allocation and admission.

Feeder Primary schools whose designated areas are contained within or form part of the designated area of Helston Community College are as follows:

- Boskenwyn
- Breage CE
- Germoe
- Godolphin
- Halwin
- Nansloe
- Parc Eglos
- Porthleven
- Sithney

- St Michael's VC CE
- Trannack
- Wendron CE

Tie-breakers

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 Helston Community College.

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.

Distances

Home to school distances used for tie-breaking will be measured by a straight-line measurement as determined by CAPITA One (formerly known as Education Management System or EMS) and supported by the CSA's Geographical Information System (data Map). 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.

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 Helston Community College, 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

The governing body of Helston Community College, in partnership with the LA, will maintain waiting lists for all oversubscribed year groups at the College throughout the school year relating to the processed application only. During the autumn term 2016 the governing body will ask parents with children still on the College's waiting list for Year 7 whether they wish them to remain there. For all year groups, parents will be reminded during the summer holidays that the waiting lists have now ceased and that they will have to submit a further application for the next year group if they wish their request for a place at Helston Community College to be ongoing.

A child's position on the waiting list will be determined by the oversubscription criteria stated above. However, children who are the subject of a direction by the Local Authority or who are allocated to the College in accordance with the Fair Access protocol will take precedence over any child already on the waiting list.

Placement outside the normal age group

Although most children will be admitted to the College with their own age group, from time to time, parents seek places outside their normal age group for most able children or those who have experienced problems or missed part of the year, often due to ill health. While it would not normally be appropriate for a child to be placed in a year group that is not concurrent with their chronological age, the College will consider these requests carefully, and will make a decision based on the particular circumstances of each case.

Appeals

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

October 2014