



Humphry Davy School Admissions Policy 2021-2022

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Linked Documents

Admissions Code 2014:

www.gov.uk/government/publications/school-admissions-code--2

Admission Appeals Code 2012:

www.gov.uk/government/publications/school-admissions-appeals-code

LA information:

www.cornwall.gov.uk/admissions

Adopted by the Governing Body on: 11th February 2020

Review period: Annual

Review due: Autumn 2020



Humphry Davy School Admissions Policy 2021-2022

Vision and values – the school’s Vision is to be “an inspiring and vibrant place for learning, which enriches, and is a valued part of, the Penzance community.

A place where we:

celebrate individuality; nurture a true sense of belonging; aspire to excellence in everything we do; and seek to maximise the life chances of all our young people.”

We promote high achievement and look to develop the full academic, creative, physical and personal potential of our students. Our values include a commitment to justice and equality for all. Following from our Vision and values our Admissions policy is formulated to be fair and transparent

1. Introduction and Objectives

1.1 Humphry Davy School is a Foundation School and the Governors are the admitting authority. The school is a mixed 11-16 comprehensive school serving the wider Penzance community.

1.2 The Objectives for the policy are:

- To provide clear guidance on the process for applying for a place at Humphry Davy School;
- To ensure that the process is transparent and fair;
- To enable the school to plan for future student numbers;

2. Context and Background

2.1 SEN admissions

As of September 2016 parents/carers of children with an Education, Health and Care Plan or a Statement of Special Educational Needs in Cornwall no longer have to make an application through the general school admissions system. (See the Briefing Note attached in Appendix 2).

2.2 Children in Care Admissions

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. 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). This also includes A Residency Order or Adoption Order which are now referred to as “A Child Arrangement Order”.

All definitions are referred to in Appendix 1.

2.3 Humphry Davy School will participate fully in the Local Authority’s Fair Access Protocol and the Local Authority’s Co-ordinated Admissions Schemes. Details of these schemes are available on the Council’s website (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.



3. Applying for a place

3.1 All applications for places in year 7 or during the school year must be made direct to the applicant's home local authority on the appropriate application form. The application form and supporting information will be available on the Local Authority's website. There is no supplementary information form required by the Admissions Authority (Humphry Davy School). 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.

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

4. Allocation of places

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

4.2 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.

4.3 The published admission number (PAN) for 2021/22 will be 175. Places will be allocated up to this number. In the event that more applications are received than places available, the oversubscription criteria listed later in this document will be used to decide on allocations. If the school is not oversubscribed, all applicants will be admitted.

5. Admission of children outside their normal age group

5.1 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 Head teacher. Such requests will be considered on a case-by-case basis and in the best interests of the child concerned.

5.2 Guidance can also be found at 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 to appeal to an independent admission appeal panel. However, they do not have a right to appeal if they have been offered a place and it is not in the year group they would like.

6 Appeals

6.1 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 Body. Further details and a timeline can be found in the Local Authority's Co-ordinated Admissions Scheme.

6.2 Applicants can only appeal for a place in the school more than once in the same academic year if the school accepts that 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), and a new application has also been refused.



7 Waiting lists

7.1 If the school is oversubscribed a waiting list will be held, for the whole of the academic year for all year groups and for the first term for Year 7. 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 admitted under the Fair Access Protocol will be given priority over children on the waiting list.

8 Oversubscription Criteria for Year 7

8.1 In the event of there being more than 175 applications for places, after the admission of pupils:

- with an Education, Health and Care Plan naming Humphry Davy School
- who are 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.

The following admission criteria will be used (in descending order of priority) to allocate places:

- i. Children of staff at the school, where a member of staff has been employed at the school for 2 or more years at the time the application is made; and/or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- ii. Children who live in the designated area of Humphry Davy School, or whose parents can provide evidence that they will be living in the designated area of Humphry Davy School by the beginning of the autumn term of the 2021/2022 school year.
- iii. Children with an unequivocal professional recommendation from a doctor, school medical officer, educational psychologist or education welfare officer that non-placement at Humphry Davy School would not be in the best interest of the child and that placement at Humphry Davy School is essential. Such recommendations must be made in writing and must give full supporting reasons and will be reviewed by the Governing Body and LA.
- iv. Children with siblings who will still be attending the Humphry Davy School at the time of their admission.
- v. 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 Humphry Davy School. (see definition of designated area in Appendix 1)
- vi. All other children.

9. Oversubscription Criteria for Years 8 to 11

As 8 (above).

Note: Applications for Year 11 that are for admission after October 2021 will be dealt with under the Fair Access Protocol.

10. Monitoring, Evaluation and Review

- 10.1 The school's Admissions Policy, including admissions arrangements, will be reviewed annually by the Governing Body to ensure it remains relevant, effective and compliant with relevant guidance. The review will be carried out in the autumn term, to come into effect for applications in the following school year.
Any proposed changes to the policy or arrangements will be subject to public consultation.



Appendix 1

Notes and definitions

Children with statements of special educational needs or with an Education, Health Care Plan

If a child with a statement of special educational needs or an Education, Health Care Plan has the name of a school specified, the child **must** be admitted to that school.

Children 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 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).

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 Humphry Davy School's oversubscription criteria will be as defined by Cornwall Council. Humphry Davy School prioritises on the basis of designated area and entitlement to home to school transport is 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 or

by calling the School Admissions Team on 0300 1234 101 or

emailing: schooladmissions@cornwall.gov.uk

If you are planning to move into the designated area of Humphry Davy 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 the requested 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).

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 as determined by Capita One and supported by Cornwall Council's nominated Geographical Information System. Measurements will be between your 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 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, Cornwall Council 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.



Briefing note

New arrangement for entry into school for children with an Education, Health and Care Plan or a Statement of SEN

From September 2016 parents/carers of children with an Education, Health and Care Plan (EHC Plan) or a Statement of Special Educational Needs (Statement of SEN) in Cornwall no longer have to make an application through the general school admissions system.

All requests for a change of school during the school year ('in-year' admissions) and all requests for entry into school at the normal point of entry (starting in the reception year, transferring from infant to junior school or transferring from primary to secondary school) will be handled by the SEN Assessment and Provision Team.

Parents will be able to discuss the educational options with a member of the SEN Team to enable them to make an informed decision regarding their preferred school.

Where a request for an EHC needs assessment has been made or where a child is under assessment (but no decision has yet been made about issuing an EHC Plan) an application for a school place must be made through the normal school admissions process www.cornwall.gov.uk/admissions

Parents/carers should be advised:

If your child has an Education, Health and Care Plan (EHC Plan) or Statement of Special Educational Needs (SEN), you do not need to complete an application form as a school place will be identified through a separate process. Please contact the SEN Assessment and Provision Team for more information:

Tel: 01872 324242 Email: specialeducation@cornwall.gov.uk

However, if a request has been made for an EHC needs assessment for your child, or your child is currently being assessed to decide whether an EHC Plan is necessary, you will need to make an application using the normal process.

The process for SEN admissions can be found in the Local Authority's Local Offer: www.supportincornwall.org.uk

For more information please contact:

Maggie Dalton, SEN Assessment and Provision Manager (for SEN admissions)
specialeducation@cornwall.gov.uk

Sarah Lewis, Pupil Placement Manager (for standard school admissions)
schooladmissions@cornwall.gov.uk