



Admissions Policy

2019 - 2020

Newquay Tretherras

Newquay Tretherras Admission Arrangements 2019-2020

Introduction

Newquay Tretherras is a mixed 11-18 comprehensive school serving the needs of Newquay and its surrounding villages. The Directors of Newquay Education Trust are the admitting authority.

We are an inclusive school and welcome all applications. We are happy to arrange a tour of school with a member of our senior team who will answer any questions parents or children may have. To arrange a tour please contact our Office Manager on 01637-872080.

Applying for a place

This policy is written with full adherence to and in accordance with the School Admission Code (2014) and the School Admission Appeals Code (2012). The school participates fully in the Local Authority's Fair Access Protocol and the Local Authority's Co-ordinated Admissions Schemes for starting school and applying for places during the school year. Details of these schemes are on Cornwall Council's website (www.cornwall.gov.uk/admissions) or on request from the Local Authority. All statutory obligations defined within this code apply, including the operation of an equal preference scheme.

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.

All applications for places in Year 7 or during the school year must be made directly to the applicant's home local authority on the appropriate application form. The application form and supporting information is available on the local authority's website or in paper form on request from that local authority. There is no extra information needed by Newquay Tretherras.

In-year admissions will be coordinated by Newquay Tretherras: parents and carers should contact Newquay Tretherras in the first instance.

Allocation of places

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

Children in Care who are directed to the school by the Secretary of State will be admitted regardless of number on roll in the year group.

The published admission number (PAN) for Year 7 in September 2019 will be 280. Places will be allocated up to this number. In the event that more applications are received than places available, the over-subscription criteria listed later in this document will be used to decide on allocations.

Late Applications

Late applications are those applications for Year 7 which are submitted after the closing date of the Local Authority's Co-ordinated Admissions Scheme and they will be dealt with in accordance with that scheme.

Waiting List

If, after the offer of places has been made, the school is over-subscribed, all parents whose applications have been unsuccessful will be asked whether they wish to be placed on a waiting list. This waiting list will be administered by the school's Admissions Committee for the duration of one term in the year of admission. A child's position on this waiting list will be determined by the school's published over-subscription criteria. However, children who are the subject of a direction by the Local Authority 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. Waiting lists will be maintained for all over-subscribed year groups. No priority is given to the length of time that a child has been on the list.

Admission outside the normal age group

Although most children will be admitted to Newquay Tretherras with their own age group, from time to time parents seek places outside their normal age group. 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 school will consider these requests carefully and will make a decision based on the particular circumstances of each case.

The Admissions Code 2014 makes it clear that admission authorities must make decisions about placements outside the normal age group on **the basis of the circumstances of each case** and in the best interests of the child concerned.

This will include taking account of:

- the parents' view;
- the views of the headteacher;
- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have been previously educated out of their normal age group;
- and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

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.**

Appeals

In the event of a place being available in the appropriate year group, an offer of a place at Newquay Tretherras will be made. If no places are available, the child will be refused a place.

Parents of children who are refused a place at the school will be notified of their right of appeal and will receive advice from the Local Authority regarding alternative schools. For admissions relating to 2019-2020 all appeals for Newquay Tretherras will be dealt with by the Local Authority on behalf of the Board of Directors.

Parents wishing to appeal against a decision to refuse a place, following notification from the Local Authority, should complete the online School Admission Appeal form on the Cornwall Council website: <https://www.cornwall.gov.uk/education-and-learning/schools-and-colleges/school-admissions>

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 material and significant change in the circumstances of the parent or carer, child or school (e.g. a change of address into the school's designated area), but has determined that the new application must also be refused.

Oversubscription Criteria

In the event that Newquay Tretherras is oversubscribed, after the admission of pupils with a Statement of Special Educational Needs with an Education, Health and Care plan where the school is named in the statement, priority for admission will be given to those children who meet the criteria set out below, in order to allocate places.

1. 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. (see Note 1).
2. Children with an unequivocal professional recommendation from school medical officers or educational psychologists that non-placement would not be in the best interests of the child. Such recommendations must be made in writing and must give full supporting reasons, which will be reviewed by the Local Authority. These reports must be received with the application form by the published date. These applications will be considered by the Admissions Committee (see Note 2).
3. Children who have a sibling (see Note 3) attending Newquay Tretherras at the time of application and who will still have a sibling attending the School, in Years 7 – 13 at the proposed date of admission.
4. Children of staff who have been employed by NET for at least 2 years.
5. Children who attend one of the following primary schools on the closing date of applications as part of the Co-ordinated Admissions Scheme in the year preceding admission to a secondary school:
 - Cubert
 - Goonhavern
 - Mawgan in Pydar
 - Newquay Junior
 - Perranporth
 - St Columb Minor
 - St Newlyn East
 - The Bishops CEVA
6. Children who attend one of the following primary schools on the closing date of applications as part of the Co-ordinated Admissions Scheme in the year preceding admission to a secondary school:
 - Indian Queens
 - St Columb Major
 - Summercourt
 - Trevisker
7. Distance from Newquay Tretherras, with those living closer having greater priority. For specific details see 'Tie Breaker' below.

Proof of residence

The school, in the event of any discrepancy regarding the child's place of residence, may require proof of residence. Newquay Tretherras 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 the appeal procedure.

Cornwall Council has divided the county into geographical areas and entitlement to home school transport is based on these areas. Your designated school will not always be the one closest 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. If you are planning to move into the designated area for Newquay Tretherras, 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.

Please note that when parents live separately, the address used should be the address that the child usually lives at and attends school from. If the child lives equally with both parents at different addresses, then it is the parents' responsibility to make this clear on the application form. If they cannot agree, then the Admissions Committee at Newquay Tretherras will use the address of the parent who is claiming the Child Benefit allowance. Parents may be asked to provide acceptable proof that this is the case. It is expected that parents will submit only one application for each child and that any disputes in relation to the child's home address are settled before applying.

The home address of a relative/carer other than a parent may be used if it can be demonstrated, through official documentation, that the child spends the school week with that relative/carer. However, this will only be acceptable with the explicit agreement of the School's Admissions Committee.

Tie-breakers

In the event of two or more students having equal priority for a place at the School, then the distance from the home postcode to the main entrance to the School will be used as a tie-breaker, measured using the following website to measure accurately the distance between the two points: <https://www.freemaptools.com/distance-between-uk-postcodes.htm>

Should the tie breaker still leave children with an equal claim because the distances are exactly the same, then random allocation will be used to decide on priority. The school will use the Local Authority's Random Allocation Protocol which is available on request.

Multiple birth siblings

Where applications are received on behalf of multiple birth siblings (twins, triplets etc.) or siblings whose dates of birth place them in the same chronological year group, every effort will be made to offer places at the school, which may mean admitting pupils above the Published Admission Number (PAN) where that is possible.

Notes and definitions

Note 1: Children in care and children who were previously in care

A 'child in care' is also referred to as a 'looked after child' and is a child who is:

- (a) in the care of the local authority, or
- (b) (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).

Note 2: The Admissions Committee, comprising the Headteacher, Head of Admissions and a school Director, will consider applications. The committee will decide whether the applicant should be given priority under this category.

Note 3: For the purposes of admission arrangements a sibling is defined as a full, half, step, adopted or long-term fostered child living at the same address. In the case of siblings living at a different address, the siblings must be blood relatives. We do not include 'cousins' within our definition of siblings.

Policy agreed by NET Board of Directors' QA Committee on 30th January 2018

Net review date: Autumn Term 2018



Admissions Policy

2019 - 2020

Newquay Tretherras

SIXTH FORM 2019 - 2020

Newquay Tretherras Admission Arrangements 2019- 2020

Introduction

The Directors of Newquay Education Trust are the Admission Authority for the School's Sixth Form.

Newquay Tretherras is an 11-18 mixed School serving the needs of the young people of Newquay and the surrounding villages. We work very closely with our primary school partners and aim to provide seamless education from the age of 7 to 19. We collaborate closely with our primary schools in aspects of curriculum development, staff training and educational philosophy. In order to support the continued development of these strong links with our partner primary schools, applications from students attending our partner primary schools will be considered as high priority in our oversubscription criteria. The 'oversubscription criteria' is the criteria used to decide on the allocation of places when a school has more applications than places available. The School's Directors recognise that a large number of our students are siblings and have therefore placed siblings as one of the highest oversubscription criteria.

The main principle of admission to Newquay Tretherras is to maintain the comprehensive character of the School, providing for the needs of young people within the 11-18 age range, who live in Newquay and the surrounding areas, provided that they can be accommodated within the agreed admission limits. We are an inclusive School and welcome all applications.

Applying for a place

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Transfer from Year 11 and applications to the Sixth Form

The admission number for external applicants in Year 12 is 26. Historically we have been able to accommodate all external applications notwithstanding the need to meet course requirements. If numbers grow substantially, we may need to review entry requirements and admission numbers.

All entrants to the Sixth Form will be provided with a course-suitability meeting to ensure that they have a reasonable chance of success on their chosen courses. Alternative courses might be suggested at this meeting. This meeting will be held with one member of a specialist team of sixth form staff. In cases where candidates do not meet course requirements they will be refused a place. Parents are entitled to the normal route of appeal against such decisions. Entry requirements for each of our courses and pathways in the sixth form are available in our sixth form prospectus.

It is not necessary for children already in Year 11 at Newquay Tretherras to apply formally for places in Year 12, but there will be minimum entry qualifications for access onto chosen courses. The same minimum entry qualifications will also apply to external applicants. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names Newquay Tretherras will be admitted regardless of number on roll in the year group. Children in Care who are directed to the school by the Secretary of State will be admitted regardless of number on roll in the year group.

If there are more applications than the School can cater for from external candidates who meet the entry requirements (i.e. more than 26), then every attempt will be made to accommodate them. However, if necessary, the following criteria will be used by the Admissions Committee (comprising the Headteacher, Head of Admissions and a School Director) in the event of oversubscription:

Oversubscription to the Sixth Form

Where a particular course is heavily oversubscribed and we cannot run a parallel course, then the places will be offered to those internal candidates who have the better grades at GCSE or subject specific requirements. We will strive to offer alternative courses for any student affected by this criterion.

Tie-breakers

In the event of two or more students having equal priority for a place at the School, then the distance from the home postcode to the main entrance to the School will be used as a tie-breaker, measured using the following website to measure accurately the distance between the two points: <https://www.freemaptools.com/distance-between-uk-postcodes.htm>

Should the tie breaker still leave children with an equal claim because the distances are exactly the same, then random allocation will be used to decide on priority. The school will use the Local Authority's Random Allocation Protocol which is available on request.

Appeals

In the event of a place being available in the appropriate year group, an offer of a place at the School will be made. If no places are available, the child will be refused a place.

Parents of children who are refused a place at the School will be notified of their right of appeal and will receive advice from the Local Authority regarding alternative schools.

Applicants refused a place at Newquay Tretherras have the right of appeal. For admissions relating to 2019-2020 all appeals for Newquay Tretherras will be dealt with by the Local Authority on behalf of the Board of Directors.

Parents wishing to appeal against a decision to refuse a place, following notification from the Local Authority, should complete the online School Admission Appeal form on the Cornwall Council website: <https://www.cornwall.gov.uk/education-and-learning/schools-and-colleges/school-admissions>

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 material and significant change in the circumstances of the parent or carer, child or school (e.g. a change of address into the school's designated area), but has determined that the new application must also be refused.

Notes and definitions

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A 'child in care' is also referred to as a 'looked after child' and is a child who is:

- (a) in the care of the 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).

Note 2: The Admissions Committee, comprising the Headteacher, Head of Admissions and an School Director, will consider Applications. The Committee will decide whether the applicant should be given priority under this category.

Note 3: For the purposes of admission arrangements a sibling is defined as a full, half, step, adopted or long-term fostered child living at the same address. In the case of siblings living at a different address, the siblings must be blood relatives, in other words share at least one parent. We do not include 'cousins' within our definition of siblings.

Policy agreed by NET Board of Directors' QA Committee on 30th January 2018

Net review date: Autumn Term 2018

SCHOOL ADMISSION APPEAL PANEL
NOTES FOR GUIDANCE

SCHOOL STANDARDS AND FRAMEWORK ACT 1998 (S.84)

School Admission Appeal Panels have been set up to enable parents who have been refused a place (or places) for their child at their preferred school(s) to appeal against the decision. As you have been refused a place at an "School" school (Newquay Tretherras), this decision has been made by the school's Governing body.

If you are not satisfied with the CSA's or the Governing body's decision, the Appeal Panel provides an independent, impartial and informal forum for both parents and the admission authority/governing body to present their respective cases. The decision of the Appeal Panel is binding on the CSA and the governing body.

If you wish to make an appeal please read the following notes carefully, especially note 6 where immediate action is required.

1. The Panel is drawn from persons with experience of education and lay members. Usually the Panel will comprise three persons. All Panel members have received appropriate training.
2. Hearings are usually held at County Hall, Truro. Hearings are heard in private and will be as informal as possible.
3. Although we do recommend that parents attend the hearing if at all possible, the appeal may, if you wish, be determined by the Panel on the basis of your written representations without you having to attend (see para 17). The CSA or governing body will still have the right to make its case in person.
4. You will be responsible for your own expenses in making an appeal (i.e. your travelling costs to the appeal venue).
5. The Clerk of the Cornwall School Admission Appeal Panel is The Head of Legal and Democratic Services, Cornwall Council, County Hall, Treyew Road, Truro, TR1 3AY.
6. Parents wishing to appeal against a decision to refuse a place, following notification from the Local Authority, should complete the online School Admission Appeal form on the Cornwall Council website. You should only complete and sign the form if you have parental responsibility for the child. If you are acting on behalf of a child's parent(s) or carer(s), they must provide a signed letter giving you authorisation to act on their behalf: <https://www.cornwall.gov.uk/education-and-learning/schools-and-colleges/school-admissions/the-appeals-process>
7. If you are appealing for a place at more than one school a separate form must be completed for each and you should clearly indicate your first preferenceschool.
8. The Clerk will send you a photocopy of the form by way of acknowledgement of receipt of your completed appeal.
9. At least ten school days in advance of the hearing you will be notified in writing of the time, date and venue of your appeal. It is important that you read the information carefully and complete and return a copy to the Clerk. If you fail to attend, the appeal will be determined on the information available. Of necessity,

the time advised will be an arrival time and there may be a delay in starting individual hearings.

10. At least seven working days before the hearing you will be sent details of the case which the CSA or the governing body representative will be presenting at the hearing, together with the names of the Panel members and clerk(s).
11. At the hearing the CSA or governing body representative will explain the reasons for making the decision to refuse your child a place at your preferred school and you will be able to put forward your reasons for disagreeing. Each party will be able to question the other party. Although adequate time will be given to both parties, the hearing is not intended as a forum for lengthy arguments. All written material should be submitted to the Clerk 3 working days before the hearing; only in exceptional circumstances will the Panel allow additional written material to be presented at the hearing. The Panel could decide to adjourn a hearing if extra time is needed for all the parties to consider additional written information.
12. If there is more than one appeal relating to the same school and year group the Panel may decide to hear appeals jointly. Please be assured though, that you will still be able to present your own case in private.
13. You may be accompanied or represented by a friend, adviser, interpreter or signer who may speak on your behalf at the hearing. If you think you will need the services of a translator or signer, please let the Clerk know as soon as possible so that the necessary arrangements can be made. Such services would be free of charge. Your friend or adviser could be a Choice Adviser, a locally elected politician, or an appropriate employee of the Local Authority, provided that this would not lead to a conflict of interest. Your friend or adviser cannot be an employee of the school you are appealing for or a member of the admission authority concerned.
14. Legal representation should not be necessary, but you are free to have such representation if you wish. It should be noted that appeal hearings are not intended to be a platform for a debate on the law. The Clerk should be informed in advance if you will be represented by a solicitor.
15. It is possible that a school representative will accompany the presenting officer from the CSA at the hearing in order to answer questions about the school. The school representative will not be able to comment on any individual child or case. It is not normally necessary for any other witnesses to attend appeal hearings, although this would be at the discretion of the Panel. It is up to you to decide whether your child should attend the hearing, but it is not necessary for your child to do so.
16. **It is stressed that the proceedings are as informal as possible and take the form of a structured discussion.**
17. If you have opted for written representations you will receive the written case of the Admission Authority or Governing Body seven days before the appeal hearing. You have the opportunity to submit any further written comments which the Panel will take into consideration when determining the appeal. The CSA or governing body will still have the right to make its case in person at the hearing.
18. The Panel, in making its decision, will take into account
 - (a) any preference expressed by you in respect of your child and the reasons for this preference; and
 - (b) the arrangements for the admission of pupils published by the CSA or governing body.

19. Subject to certain limited exceptions, no infant class may contain more than 30 pupils. (Infant classes are those in which the majority of pupils will reach the age of 5, 6 or 7 during the school year.) Where the admission of your child has been refused because to agree admission would mean an infant class size exceeding 30, you may appeal against this decision but the grounds on which your appeal can be dealt with are limited. Your appeal will only be successful if you can show that:
 - (a) the decision to refuse a place was not one which a reasonable CSA or governing body would make in the circumstances of the case; or
 - (b) your child would have been offered a place if the admission arrangements had been properly implemented; and/or
 - (c) your child would have been offered a place if the arrangements had not been contrary to mandatory provision in the School Admissions Code and the School Standards and Framework Act 1988.
20. Appeal Panels cannot hear complaints or objections on wider aspects of local admission policies and practice, such as the admission arrangements used by the CSA or governing body. However, the Panel must refer immediately to the Schools Adjudicator any unlawful admission arrangements they identify during the course of their deliberations.
21. Normally the Panel's written decision on the appeal will be sent to you within five working days of the hearing. The decision is binding on all parties. The Local Government Ombudsman can investigate complaints of maladministration concerning appeals for Local Authority maintained schools. The Secretary of State will investigate complaints of maladministration concerning appeals for School schools.
22. If you require any further information, or wish to talk to someone about the Appeal Panel procedure, please telephone 0300 1234 101 where a member of staff will be able to assist.

Policy agreed by NET Board of Directors' QA Committee on 30th January 2018

Net review date: Autumn Term 2018