



## **Admissions Policy 2024-2025**

**Policy Devised:** Autumn Term 2021  
**Implemented:** Feb 2023  
**Reviewed on:** Feb 2024

Pool Academy aims for excellence in everything we do' and 'seeks 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 Admissions policy is formulated to be inclusive and enable all students to access our high quality provision, irrespective of their background.

### **SEN admissions**

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

Pool Academy will participate fully in the Local Authority's Fair Access Protocol and the school 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 from;

School Admissions Team  
Cornwall Council  
New County Hall  
Treyew Road  
Truro  
TR1 3AY  
Tel: 0300 1234 101  
schooladmissions@cornwall.gov.uk

or on the Council's website; ([www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions)).

Closing dates, deadlines and timescales (including those relating to late applications) will be as stated in those schemes. The school may withdraw any offer of a place made under the scheme if it is found that the place was offered based on a fraudulent or intentionally misleading application.

### **Admission of Children Outside their Normal Age Group**

Parents may seek a place for their child outside of 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 Miss Lynsey White ([lwhite@poolacademy.uk](mailto:lwhite@poolacademy.uk)). 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](http://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 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.

### **Applications for a Place**

All applications for places at Pool Academy 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 required by the Admissions Authority of Pool Academy.

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

### **Over-subscription Criteria**

In the event of there being more than 210 applications for places in Year 7 for the 2024/25 academic year or more applications than places for any year group during the school year, the following over-subscription criteria will be used to prioritise applications, after the admission of children whose Health and Care Plan names the school.

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 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 with siblings who will still be attending the school at the time of their admission
3. Children who live within the designated area of the school, as defined by the Local Authority, or whose parents/carers can provide evidence that they will be living in the designated area of the school by the beginning of the Autumn Term of the 2024/25 school year.

If there are more designated area children wanting places than there are places available, criteria 4 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 4 to 6 will be used to decide which of the remaining children should have priority for any spare places.

4. Where the child is the son/daughter of a permanent member of staff at the school
  - a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
  - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage.
5. 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 the preferred secondary school. (This applies to Year 7 applications only).
  - Portreath Primary School
  - Illogan Primary School
  - Treloweth Primary School
  - Pencoys Primary School
  - Roskear Primary School
  - Rosemellin Primary School
6. Children with an unequivocal professional recommendation from a doctor, school medical officer, educational psychologist or education welfare officer that non-placement at the school would not be in the best interest of the child. Such recommendations must be made in writing and must give full supporting reasons.
7. All other children.

## **Oversubscription Criteria for Years 8 to 11**

### **Years 8 to 11**

The following priority order will be used to decide which children should occupy any vacant places, after the admission of pupils with an Education Health Care Plan, where Pool Academy is named, in years 8 to 11 at Pool Academy in the 2024/25 school year.

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
2. Children with siblings who will still be attending the school at the time of their admission
3. Children who live within the designated area of the school, as defined by the Local Authority, or whose parents/carers can provide evidence that they will be living in the designated area of the school by the beginning of the Autumn Term of the 2024/25 school year

If there are more designated area children wanting places than there are places available, criteria 4 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 4 to 6 will be used to decide which of the remaining children should have priority for any spare places.

4. Where the child is the son/daughter of a permanent member of staff at the school
  - a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
  - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage
5. Children with an unequivocal professional recommendation from a doctor, school medical officer, educational psychologist or education welfare officer that non-placement at the school would not be in the best interest of the child. Such recommendations must be made in writing and must give full supporting reasons
6. All other children

### **Waiting Lists If the School is Oversubscribed**

A waiting list will be held 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 the 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 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.

## **Appeals**

Applicants refused a place at Pool Academy have the right of appeal. Appeals are heard by an independent appeals panel arranged by the Local Authority on behalf of the Academy's Governing Body. Further details and a timeline can be found in the Local Authority's Co-ordinated Admissions Scheme. Applicants can only appeal again for a place in Pool Academy within the same academic year if the admission authority has accepted a further application because 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), but has determined that the new application must also be refused.

## **Appendix 1**

### **Notes and definitions**

#### **Children with an Education, Health Care Plan**

If a child with 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 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 being adopted.

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).

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 provider 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 areas**

The Local Authority (LA) 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'. (You may also have heard these areas referred to as 'catchment' areas.) Your designated school will not always be the one nearest to your home address.

A map of the designated area can be seen online at [www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions) following the link 'Find your nearest or designated school' or by calling the School Admissions Team on: 0300 1234 101 or Emailing: [schooladmissions@cornwall.gov.uk](mailto:schooladmissions@cornwall.gov.uk)

Please note, however, that these maps are, of necessity, small scale and if your property is near a border it is advisable to check your designated school with the Admissions and

Transport (Policy) Team. Larger scale maps are available for all designated areas on request. You can also ask to be notified of the designated school(s) for any address. These requests should be made to:

School Admissions Team,  
Cornwall Council,  
County Hall, Treyew Road,  
Truro, TR1 3AY.  
Tel: 0300 1234 101,  
email: [schooladmissions@cornwall.gov.uk](mailto:schooladmissions@cornwall.gov.uk)

The LA will continue to give free transport to eligible children on the basis of residence in the areas which is defined as the designated area for Pool Academy.

If you are planning to move into the designated area of Pool Academy, your application for a place for your child at that school 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, as described in the Oversubscription Criteria, you must send the relevant written evidence to Pool Academy.

### **Admission for out of year group places**

Although most children will be admitted to Pool Academy with their own age group, from time to time parents seek places outside their normal age group for gifted and talented 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, Pool Academy will consider these requests carefully, and will make a decision based on the particular circumstances of each case, at the discretion of the Headteacher.

### **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 the school in question at the date of application, allocation and admission.

### **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 the preferred secondary school.**

The primary schools in Pool Academy's designated area are listed below:

Portreath Primary School  
Illogan Primary School  
Treloweth Primary School  
Pencoys Primary School  
Roskear Primary School  
Rosemellin Primary School

### **Tie-breakers**

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

Where two or more children fulfil the same criterion, priority will be given to the child who lives nearer to the preferred school.

### **Distances**

Home to school distances used for tie-breaking will be measured by a straight-line measurement 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 Geographic 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 should be the place where the child is normally resident. If there is shared residence 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. If this is inconclusive, the registered address would be considered to be the address at which the child spends the majority of days during the school week. Details of how the LA establishes the 'home address' are available in the admissions booklet at [www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions). However, parents should settle any dispute prior to submitting only one application to Pool Academy for each child.

### **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 places our school, 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).

### **Relevant area(s)**

Consultations on proposed admission arrangements must be carried out within an area called 'the relevant area'. It is the responsibility of LAs to determine relevant areas and to consult on and review their relevant areas on a regular basis.