

ADMISSIONS ARRANGEMENTS 2023-24

This document sets out Cornwallis Academy's admissions arrangements for entry in September 2023, to be determined by Future Schools Trust in its role as the admission authority. The academy will comply with all relevant provisions of the Department for Education's (DfE's) School Admissions Code and School Admission Appeals Code and will participate in the Kent County Council (KCC) coordinated admission arrangements for Year 7.

Throughout this document the term 'parent' is used to refer to parents or legal guardians.

Overview

The admission arrangements for Cornwallis Academy¹ for the academic year 2023-24 and, subject to any changes approved by the Secretary of State, for subsequent years are:

- a) Cornwallis Academy has an agreed Pupil Admissions Number (PAN) of 210 pupils, to be admitted into Year 7 each year if sufficient applications are received.
- b) The Future Schools Trust may set a higher admission number as its Published Admission Number for any specific year.

Process of application

Applications into Year 7

Applications for admission to Cornwallis Academy should be made on the "Common Application Form" provided and administered by Kent County Council. More information and detail can be found in the Secondary Admissions Booklet available from Kent County Council. Use the contact link on the <http://www.kent.gov.uk/education-and-children/schools/school-places> website.

To avoid confusion, the Academy has agreed to follow the Local Education Authority's timetable for applications and will offer 210 places for September 2023.

If you wish to move your child to move school or are moving into the area and wish to apply for a place, then you will need to complete an In Year Application form available on Kent County Council's website. There is no guarantee that the Academy will be able to offer your child a place.

Consideration of applications for entry into Year 7

Pupils with an Educational Health Care Plan (EHCP) will be admitted where Cornwallis Academy is named as the appropriate school. These pupils will be counted against the PAN.

After the admission of pupils with EHCP's where the Cornwallis Academy is named on the statement, the remaining applicants will be offered places in the priority order of the oversubscription criteria as set out below.

If the Academy is oversubscribed, places will be ranked using each of the following in priority order, with applications submitted by the published deadline taking initial priority. Late applications will be allocated in the same order.

¹ Part of Future Schools Trust, an education provider that runs New Line Learning and Cornwallis Academies, Tiger Primary School, Tiger Cubs Day Nursery and a large Sixth Form, in Maidstone, Kent.

The criteria will be applied in the order in which they are set out below:

a) **Looked After Children and previously Looked After Children**

A looked after child 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) at the time of making an application to a school.

A previously looked after child means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.

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.

b) **Children of staff employed by Future Schools Trust and working at Cornwallis Academy as their primary place of work where:**

i) 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.

ii) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

c) **Children applying from Tiger Primary School** on the Boughton Lane site which is run by the Future Schools Trust and is a named feeder school for Cornwallis Academy.

d) **Sibling/Current family association** a child with a brother or sister already attending the school when the child is due to start. In this context brother or sister means children who live as a brother or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sister and foster brothers and sisters.

e) **Health and Special Access Reasons** – Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose parents'/guardians' physical or mental health or social needs mean that they have a demonstrable and significant need to attend a particular school. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the particular school.

f) **Nearness of children's homes to school** - we use the distance between the child's permanent home address and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody. When we apply the distance criterion for the school, these straight line measurements are used to determine how close each applicant's address is to the school.

In the event of any of the above criteria being oversubscribed, priority will be given based on distance as described above with those closest being given higher priority. In the unlikely event that two or more children in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place.

If the last pupil to be offered a place within Cornwallis Academy's published admission number (PAN) is a multiple birth or same cohort sibling, any further sibling will be admitted, if the parents so wish, even though this may raise the intake number above the school's PAN. The PAN will remain unchanged so that no other pupil will be admitted until a place becomes available within the PAN.

These criteria apply for Y7 entry and for any admission at any other time up to Y11. Admissions to the 6th form are covered by different criteria.

Operation of waiting lists for admission into Year 7

Where in any year the Cornwallis Academy receives more applications for places in Year 7 than there are places available, a waiting list will operate between March and the end of the following academic year. This list will be maintained by The Future Schools Trust. It will be open to any parent or guardian who requests that his/her daughter/son's name be placed on the waiting list, following an unsuccessful application

Children's position on the waiting list will be determined solely in accordance with the relevant oversubscription criteria above.

Appeals

In the event of an application being unsuccessful, parents or guardians have the right of appeal to an Independent Appeal Panel. Details of the procedure can be obtained from the Academy's Admissions Officer.

Arrangements for admitting pupils to other year groups (except Year 7)

If pupils leave during the course of an academic year, or between academic years, places will be offered to other applicants. If there are more applicants than places available, the Future Schools Trust will apply the oversubscription criteria above. Parents whose application is turned down are entitled to appeal.

The Academy will operate a waiting list where pupils who have not been successful in gaining a place and where parent / guardians request this.

Admissions of pupils outside their normal age group

The academy normally admits pupils into the designated year group for their age. Parents may seek a place for their child outside their normal age group if, for example, the child is gifted or talented, or has experienced significant problems such as ill health. As well as completion of the CAF, these applications need to be made in writing, giving one or more reasons for the request. Any parent considering this should contact the academy to discuss the implications of this arrangement before applying. Each application for admission outside the normal age group will be dealt with individually to ensure all the circumstances are taken into account when making a decision. In coming to a decision, the academy will consider a range of evidence as set out in the School Admissions Code, including that provided by the parent, and take account of:

- the parent's views
- any available 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 previously been educated out of their normal age group
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the headteacher.

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

Waiting Lists (other than Yr 6 into Yr 7)

Where the Academy receives more applications for admission to a year group than there are places available, the Academy will operate a waiting list kept open continuously for each year group. It will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application at any time in the year.

Children's position on the waiting list will be determined solely in accordance with the relevant oversubscription criteria above. As and when a place becomes vacant, it will be allocated to the highest ranking child on the waiting list based on circumstances at the time the place becomes available. It is the sole responsibility of parents/carers to keep the Academy updated regarding any changes of circumstances, including those that may affect the current ranking position on the waiting list e.g. change of address.

The Academy reserves the right to contact parents at any time to confirm if they wish to remain on the waiting list operated by the school.

Arrangements for admission to post-16 provision: Cornwallis Academy and New Line Learning Academy

The Cornwallis Academy operates a Sixth Form for a total of 350 students across Years 12 and 13 with 175 places available overall in Year 12.

175 places are open to students progressing from within the two Future Schools Trust academies (Cornwallis Academy and New Line Learning Academy) and who meet the appropriate published course entry criteria. It is expected that the majority of the student places across the two years will be provided at the Cornwallis Academy site. If fewer than 175 Future School Trust's own Yr 11 students successfully transfer into Year 12, additional external students will be admitted until Year 12 meets its capacity of 175.

The Future Schools Trust will publish specific criteria in relation to minimum entrance requirements for the range of courses available, based on GCSE grades or other measures of prior attainment. Offers will be confirmed once the Academy has been notified of results.

The Future Schools Trust will publish arrangements for allocating these places. They will vary from year-to-year depending on which courses are undersubscribed. If available courses are over-subscribed, a distance criteria will be applied if there is greater demand than places available, with places offered to those applicants who live closest to the mid-point between the Cornwallis Academy and the New Line Learning Academy as measured in a straight line from a designated point at their home to that mid-point. [OS Map 148 Ref: 756 509].

There is a statutory right of appeal to an Independent Appeals Panel for unsuccessful applicants should a place be refused. Parents/carers should write to The Clerk to the Governors, care of the school. Late applications will be considered if places in appropriate subjects are still available after all other applicants have been considered. A waiting list will be held, ranked according to the over-subscription criteria.

Academy's right to withdraw a place

The Academy reserves the right to withdraw a place offered to a pupil in the following circumstances:

- a) when a parent/pupil has failed to respond to an offer within a reasonable time; or
- b) when a parent/pupil has failed to notify the school of important changes to the application information; or
- c) it is evident the place has been offered on the basis of fraudulent or intentionally misleading information by the pupil/parents(s); or
- d) where an offer has been made in error.