



Secondary Admissions Policy 2025/26

Author: Clare Ridehalgh
Adopted by (body): CELT Trustees

ORGANISATION
 OBJECTIVITY
 SELFLESSNESS
 GOVERNANCE
 LEADERSHIP
 STRENGTHEN IMPROVE
 VALUES
 INTEGRITY MANAGEMENT
 OVERSIGHT

- Collaborate** Ability to work effectively as a team
- Empower** Ability to take initiative and problem solve in order to improve performance
- Lead** To lead by example and achieve shared goals
- Transformation** Ability to recognise a need for change and adapt accordingly

Contents

Our Schools	4
Applying for a place	5
Allocation of places	5
Late applications	6
Waiting Lists	6
Admission outside the normal age group	6
Appeals	7
Oversubscription criteria	7
Tiebreakers	8
Admission to Sixth Form	9
Oversubscription to Sixth Form	9
Notes & definitions	10
History of changes	11



CELT Vision

Our vision is for our trust to be a learning organisation in the truest sense.

At the heart of our vision for education is a self-improving school-led system which has the best evidence-led practice and in which every child fulfils their potential. This is a learning community in which:

- Our leaders are driven by moral purpose. They are outwards focused and not afraid to take risks to achieve system transformation. The focus of policy is on continually improving the quality of teaching.
- Our teachers strive to be outstanding. They work across organisational boundaries to promote a collective sharing of knowledge, skills, expertise and experience in order to deepen pupil learning.
- The individual talents and strengths of our pupils are recognised and nurtured. A passion and curiosity for learning is sustained in every child from the moment they join us. A CELT pupil leaves our family of academies with a purpose, and the confidence to fulfil that purpose.
- Our parents are engaged in our learning community and actively work in partnership with us to raise the level of attainment and aspiration of every child.

CELT Mission

“Learning together to help every child achieve more.”

We believe there is no limit to what every child can achieve, and that every child deserves the chance to fulfil their potential.

As a learning community we are on an ambitious journey. We want to deliver a model for education in the 21st century which instils curiosity and a love for learning in every child so that they develop into young adults who contribute to humanity, follow their passions, and think for themselves.

By learning and improving together – as part of a global learning community – we create much richer and more sustainable opportunities for rigorous transformation than can be provided by any one of our academies alone.

COLLABORATE
EMPOWER
LEAD
TRANSFORM

Should you require further information, please contact
The Governance Officer.
Cornwall Education Learning Trust (CELT), Atlantic Centre,
Trenance Leisure Park, Newquay, Cornwall TR7 2LZ

Telephone: 01637 800293
www.celtrust.org

Email: ccarter@gov.celtrust.org

The following schools are part of Cornwall Education Trust and provide secondary education in Cornwall. Further information about their admission policies can be found on the relative websites.

School	Address	Further Information
Bodmin College	Lostwithiel Road, Bodmin PL31 1DD	https://mainsite.bodmincollege.co.uk/college
Brannel School	Rectory Road, St Austell PL26 7RN	https://brannel.com/school-policies
Newquay Tretherras	Trevenson Road, Newquay TR7 3BH	https://tretherras.net/policies
Penrice Academy	Charlestown Road, St Austell PL25 3NR	https://www.penriceacademy.org/policies
Poltair School	Trevarthian Road, St Austell PL25 4BZ	https://poltairschool.co.uk/policies

The Board of Trustees of CELT is the Admissions Authority for the Academy (The Admissions Authority) as part of the co-ordinated scheme with the Local Authority. This means that parents must apply to the Local Authority for a place at the Academy using the Common Application Form which must be returned to the Local Authority as specified on the form.

Alternatively, parents may apply online directly to the Local Authority at:
www.cornwall.gov.uk/admissions.

Applying for a place

This policy is written with full adherence to and in accordance with the School Admission Code (2022) and the School Admission Appeals Code (2022). 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 CELT.

In-year admissions will be coordinated by the Local Authority.

Allocation of Places

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

Children in care and children who were previously 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 2024 are given below:

School	Planned admission Number (PAN)
Bodmin College	270
Brannel School	180
Newquay Tretherras	300
Penrice Academy	270
Poltair School	180

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 will be processed at a later stage so it is possible that all places will have been filled. For further information please see the council's website.

If you are unsuccessful in obtaining a place at the school you can request to be placed on a waiting list – which is regularly monitored by the school and maintained until the end of the academic year. Please be aware that the length of time you have been on a waiting list does not confer any additional priority – if a place becomes available and there are two or more children on the waiting list then the oversubscription criteria above will be applied.

Waiting List

Subject to any provision regarding waiting lists in the LA's co-ordinated admissions scheme, the Academy, in partnership with the Local Authority, will operate a waiting list for each year group.

A child's position on this waiting list will be determined by the Academy's published over-subscription criteria. However, children who are the subject of a direction by the Local Authority, who are subject to a successful admissions appeal 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.

Admission outside the normal age group

Although most children will be admitted 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. Guidance is available from the Local Authority website 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.

Appeals

Applicants refused a place at the school have the right to appeal. Appeals are heard by an independent appeals panel arranged by the Local Governing Committee. Details of how to appeal will be sent with any letter refusing a place and the timetable for appeals can be found in the Local Authority's Co-ordinated Admissions Scheme.

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 significant and material change in the circumstances of the parent or carer, child or academy, but has determined that the new application must also be refused. In the case of applicants to the sixth form who have been refused a place, if the pupil will be over 16 at the start of their courses, they are able to appeal on their own behalf, if they choose to do so.

Oversubscription Criteria

In the event of there being more applications for places than the PAN allows in year 7 for the 2025/26 academic year or more applications than places for any year group during the school year, the following oversubscription criteria will be used to prioritise applications, after the admission of pupils with an Education, Health and Care Plan that names the school, 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 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 (see Note 1).
2. Children who have a **sibling** (see Note 2) attending the chosen school 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.
3. **Children of all staff** who have been employed by the school for at least 2 years at the time at which the application for admission to the school is made, or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. 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 [schools listed on the following page].
5. Children who live in the designated area of the school, or whose parents can provide evidence that they will be living in the designated area of the school by the proposed date of admission.

Bodmin College	Brannel School	Newquay Tretherras
St Petrocs CE VA Primary School (The Saints Way Academy)	Foxhole Learning Academy	Cubert School
Beacon ACE Academy	Nanpean School	Goonhavern Primary School
Nanstallon CP School	Roche Community Primary School	Indian Queens Primary School
St Tudy CE VA Primary School (The Saints Way Academy)	St Dennis Primary Academy	Mawgan-in-Pydar Primary School
Berrycoombe Primary School	St Mewan CP School	Nansledan School
Cardinham School (Truro and Penwith Academy Trust)	St Stephen Churchtown Academy	Newquay Junior Academy
St Wenn School	Whitemoor Academy	Newquay Primary Academy
Lanlivery Primary Academy (Bridge Multi-Academy Trust)		Perranporth C.P. School
St Mary's Catholic Primary School (Plymouth CAST)		St Columb Major Academy
Blisland Primary Academy (Bridge Multi-Academy Trust)		St Columb Minor Academy
St Mabyn CE School (The Saints Way Academy)		St Newlyn East Learning Academy
Lanivet CP School (Truro and Penwith Academy Trust)		Summercourt Academy
Lostwithiel Primary School (Peninsula Learning Trust)		The Bishops' C of E Learning Academy
St Winnow CE School (The Saints Way Academy)		Trevisker Primary School

Penrice Academy	Poltair School
Bishop Bronescombe School	Bishop Bronescombe School
Cardlaze School	Cardlaze School
Charlestown School	Charlestown School
Luxulyan School	Luxulyan School
Mevagissey School	Mevagissey School
Mount Charles School	Mount Charles School
Pondhu Primary School	Pondhu Primary School
St Mewan School	St Mewan School
Sandy Hill Academy	Sandy Hill Academy

Tie-breakers

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school. Where the distance between multiple children's homes and the school is the same, random allocation will be used to decide between them. This process will use Cornwall Council's Random Allocation Protocol, supervised by an independent person, which is available on request.

Admission to 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 that school 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 an Education, Health and Care Plan that names the school will be admitted regardless of number on roll in the year group. Children in Care or children that were previously in care but immediately after being looked after became subject to an adoption, child arrangements, 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 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 oversubscription criteria for the main school will be used.

For students wishing to apply for a place on Bodmin College's Pathways course, they must have an Education, Health and Care Plan and be educated within specialist provision, complete an application form and attend an interview for our staff to ascertain suitability for the programme of study; places are limited to 15.

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.

Notes and definitions

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 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)).

Siblings

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.

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.

Home address

Each child may have one registered address only for the purposes of determining priority for admission. This 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.

The final decision with regard to establishing the home address will rest with the Trust.

History of Changes

Version	Date	Page	Change	Origin of Change
1.0	07.12.2022		Original Draft	1.0
2.0	07.12.2022	4,5,8,9	Addition of Bodmin College	