

## TREVIGLAS COMMUNITY COLLEGE

### POLICY STATEMENT: ADMISSIONS

**Governors have adopted the policy of Cornwall Local Authority in respect of admissions.**

Under the Newquay area open enrolment scheme all children who live in the designated area which is normally served by the primary schools listed below may apply to attend Treviglas Community College:

Cubert CP School	Website: <a href="http://www.cubert.cornwall.sch.uk">www.cubert.cornwall.sch.uk</a>
Goonhavern CP School	Website: <a href="http://www.goonhavern.cornwall.sch.uk">www.goonhavern.cornwall.sch.uk</a>
Indian Queens CP School	Website: <a href="http://www.indianqueensschool.org">www.indianqueensschool.org</a>
Mawgan in Pydar CP School	Website: <a href="http://www.mawgan-in-pydar.org.uk">www.mawgan-in-pydar.org.uk</a>
St Newlyn East Learning Academy	Website: <a href="http://www.st-newlyn-east-cornwall.co.uk">www.st-newlyn-east-cornwall.co.uk</a>
Newquay Junior Academy	Website: <a href="http://www.newquayjunior.com">www.newquayjunior.com</a>
Perranporth CP School	Website: <a href="http://www.perranporth.cornwall.sch.uk">www.perranporth.cornwall.sch.uk</a>
St Columb Major Academy	Website: <a href="http://www.st-columb-major.cornwall.sch.uk">www.st-columb-major.cornwall.sch.uk</a>
St Columb Minor Academy	Website: <a href="http://www.st-columb.eschools.co.uk">www.st-columb.eschools.co.uk</a>
St Wenn CP School	Website: <a href="http://www.st-wenn.cornwall.sch.uk">www.st-wenn.cornwall.sch.uk</a>
Summercourt Academy	Website: <a href="http://www.summercourtacademy.org">www.summercourtacademy.org</a>
The Bishops C of E School	Website: <a href="http://www.the-bishops.cornwall.sch.uk">www.the-bishops.cornwall.sch.uk</a>
Trevisker CP School	Website: <a href="http://www.treviskerprimaryschool.co.uk">www.treviskerprimaryschool.co.uk</a>

### TRANSFER FROM PRIMARY SCHOOL

Parents of children in Year 6 of the above primary schools are asked to make a choice of school in the year preceding transfer.

The Published Admission Number of the college is 205 in Years 7, 8, 9, 10 & 11 and if there are more than this number of applications then the LA has decided that the following priority order shall be used:

- 1 Children with an unequivocal professional recommendation from a school medical officer or educational psychologist.
- 2 Children having a brother or sister attending the college.
- 3 The majority of the child's peer group transferring to the college.
- 4 Children with a parent employed at the college.
- 5 Children having family connections with the college because
  - (a) a brother or sister attended the college
  - (b) there are relatives currently attending the college.
- 6 Religious reasons.
- 7 Domestic reasons.

### ADMISSION DURING THE ACADEMIC YEAR

Parents wishing their child to be admitted to Treviglas Community College during the school year, are required to contact the child's home Local Authority. Children cannot be admitted to schools without the application being managed by The Children's Services Authority at Cornwall County Council. Any parent who makes enquiries direct to a school regarding admission must be referred to the Council, although parents who approach a school in person may be given a copy of the CACAF (Cornwall Admissions – Common Application Form – attached) and the written information.

Parents can request a tour of the college and a meeting. They will be requested to bring evidence of the child's latest formal assessment and copies of the child's latest reports from his/her present school to that meeting. The child is expected to attend this interview during which the aims and expectations of the college, stated in the college handbook, will be explained.

Parents will be given:

- a prospectus
- a copy of the college uniform policy
- a copy of the college medical policy
- a copy of the mobile devices policy

## Policy No 2

- a copy of the home-college agreement
- transport information
- a copy of the latest Ofsted report (if required/requested)
- information about Parent Plus or the latest college bulletin

It is accepted that parents who choose to enrol children at this college accept our student code of conduct and uniform policy and parents are asked to sign a form to this effect. The Admissions Officer will assist with contacting the child's present school to establish academic and behaviour records in order that setting arrangements and any necessary support can be put in place before the student is admitted.

Admission is subject to a place being available.

Parents have the right to appeal if their child is refused a place at Treviglas Community College.

### **STUDENTS TRANSFERRING FROM TREVIGLAS TO OTHER SCHOOLS**

If students are transferring from Treviglas Community College to other schools, before the statutory leaving age, parents are requested to notify the college in writing, but they must also complete and return the CACAF application form to Cornwall County Council who will forward the application to the appropriate Local Authority. The student completes a leaving form which is signed by all his/her teachers, the Librarian, Form Tutor, Head of House and Student Services before it is returned to the college office. The child's records will be forwarded to their new school when a request for the information is received from the new school.

### **Transfer from Year 11 and applications to the Sixth Form**

The admission number for external applicants in Year 12 is 20. Historically we have been able to accommodate all external applications notwithstanding the need to meet course requirements. However, if numbers grew substantially, governors would review entry requirements and admission numbers accordingly.

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 a member of a specialist team of sixth form staff and/or a senior leader from the college. In cases where candidates do not meet course requirements they will be refused a place and provided with information, advice and guidance about alternative pathways. 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.

Young people already in Year 11 at Treviglas Community College apply for places in Year 12 through the Destination programme. This includes:

- individual and group destination briefings
- Careers officer appointments (independent)
- student/parent Destination appointments in January of year 11
- bespoke appointments on request at any time

There will be minimum entry qualifications for access onto chosen courses. The same minimum entry qualifications will also apply to external applicants

A young person with a Statement of Special Educational Needs or Education, Health and Care Plan that names Treviglas Community College will be admitted regardless of number on roll in the Post 16 year group. Children in Care who are directed to the college by the Local Authority will be admitted regardless of number on roll in the Post 16 year group.

If there are more applications than the college can cater for from external candidates who meet the entry requirements (i.e. more than 20), 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, Deputy Headteacher (Post 16) and Director of Post 16 Studies) in the event of oversubscription:

## **Oversubscription to the Sixth Form (external candidates)**

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 college, then the distance from the home address (usually the centre of the building) to the main entrance to the college will be used as a tie-breaker, measured using Cornwall Council's nominated Geographical Information System (currently DataMap) to measure accurately the distance between the two addresses, with those living closer having greater priority.

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

## **USEFUL ADDRESSES:**

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

Cornwall County Council website: [www.cornwall.gov.uk](http://www.cornwall.gov.uk)



**(Cornwall Admissions) Common Application Form (CACAF)**

**Please note that you need to read the enclosed leaflet before completing this form.  
Please use a black pen to complete this form and print in block capitals.**

**If one or more of your preferred schools is a Voluntary Aided (church) school, you should contact that school to find out whether any additional information is required.**

**Surname of child:**..... **First name(s) of child:**.....

**Date of Birth:**.....  **BOY**  **GIRL** (Please tick as appropriate)

**Current address of child:**.....  
.....

**Postcode:**..... **Parent/carer's e mail address:**.....

**Tel. Nos. Home:**..... **Daytime:**..... **Mobile:**.....

**If you are moving to a new address please give your proposed address below:**  
(Please note that evidence of your proposed address may be required before a place can be allocated)

**Proposed address:**.....  
.....

**Postcode:**.....

**Does your child have a statement of special educational needs?**  **YES**  **NO**

**Is your child in public care ("looked after" by a Local Authority)?**  **YES**  **NO**

(Please tick as appropriate)

**If "Yes", which Local Authority?**.....

**Name of child's current school:**.....

**Has your child been permanently excluded from a school?**  **YES**  **NO**

(Please tick as appropriate)

If "YES", please name the school(s) where the exclusion(s) occurred and the date(s) of the exclusion below:

**School:**..... **Date:**.....

**Signature of applicant:** (you must have parental responsibility for the above-named child):

..... **Date:**.....

**Name in Block Letters:**

.....**(Mr/Mrs/Miss/Ms//Dr/Other)**  
(Please delete as appropriate)

**Relationship to child:**.....  
(mother/father/carer, etc.)

**Date:**.....

**PTO**

**I would like my child to be allocated a place at the following school:**

<b>Name of first preference school:</b>		For office use only
Please name any brothers or sisters who will be attending this school:	Date of birth:	
.....	.....	
.....	.....	
Reasons for preferring this school (additional information may be attached on a separate A4 sheet):		

**If my child does not qualify for a place at my first preference school, I would like my child to be allocated a place at:**

<b>Name of second preference school:</b>		For office use only
Please name any brothers or sisters who will be attending this school:	Date of birth:	
.....	.....	
.....	.....	
Reasons for preferring this school (additional information may be attached on a separate A4 sheet):		

**If my child does not qualify for a place at my first or second preference school, I would like my child to be allocated a place at:**

<b>Name of third preference school:</b>		For office use only
Please name any brothers or sisters who will be attending this school:	Date of birth:	
.....	.....	
.....	.....	
Reasons for preferring this school (additional information may be attached on a separate A4 sheet):		

**WHEN IS THE PLACE AT THE ABOVE SCHOOL(S) NEEDED FROM: ..... / ..... / .....**

Applications will be processed no more than six school weeks in advance of a school place being required. If a parent/carer has not specified a desired start date, it will be expected that the place will be taken up within two school weeks of allocation.

**Please now check that you have signed and dated the form (overleaf) before returning it. Please return this form to:** Admissions and Transport (Policy), Camel Building, County Hall, Treyew Road, Truro, TR1 3AY