

# Admissions Policy 2024/25

Camborne Science and International Academy



**Approved by:** Governors' Policy Committee **Date:** 8 December 2022

**Last reviewed on:** 19 January 2022

**Next review due by:** December 2023

All CSIA policies are reviewed by the Governors' Policy Committee (which meets termly), according to a fixed schedule. On extremely rare occasions, there may be circumstances where an event (for example, a change in legislation/national guidance), necessitates a policy being amended immediately, outside of this schedule. Where this is necessary, the Principal will seek permission from the Chair of the Governors' Policy Committee, to amend the policy immediately. The Principal will then confirm details of any amendments with all members of the committee by email and the policy will be reviewed at the next scheduled meeting of the committee.

#### **Meeting your communication needs:**

We want to ensure that your needs are met. If you would like this information in Braille, large print, any other format or interpreted in a language other than English, please contact the HR office, telephone: 01209 712280 or email: [enquiries@cambornescience.co.uk](mailto:enquiries@cambornescience.co.uk)

Camborne Science and International Academy is the admitting authority for the academy.

Camborne Science and International Academy is an 11-19 Academy serving the needs of the young people of Camborne and beyond. Camborne Science and International Academy will work closely with all primary schools where parents have expressed an interest in enrolling their child at the academy and will collaborate at every opportunity with its primary school partners to enrich the curriculum for all learners aged 3-19.

The main principle of admission to Camborne Science and International Academy is to maintain its character as an independent state comprehensive academy providing for the needs of young people within the 11-19 age range. We are an inclusive school with high expectations and an excellent reputation for progress, behaviour, attendance and overall standards. We welcome applications from parents who share and actively support these high expectations and standards. Our uniform policy is to be adhered to in full and ensures a professional appearance and pride in the academy.

This policy is written with full adherence to and in accordance with the School Admission Code (2021) and all statutory obligations defined within this code apply.

The number intended to admit in September 2024 will be 285.

Camborne Science and International Academy participates in the Local Authority co-ordinated scheme and applicants should adhere to all stated deadlines. All applications for places in Year 7 must be made on the common application form. No completed forms will be accepted at the academy. Although the academy will decide its own admissions, the local authority co-ordinates all admission procedures and will communicate all admission decisions to parents.

We consider Home School Agreements to be a positive way of promoting greater involvement of parents and strengthening the relationship between home and school. All parents of students allocated a place at Camborne Science and International Academy will be provided with an opportunity to meet with a member of the senior team, in order to seek the support of parents for the high expectations the academy has for student progress, behaviour, attendance and overall standards.

To support the successful transition of students the following information will be requested from primary schools for those students allocated a place:

- Behaviour – details of all incidences of poor behaviour, including suspensions and the support of external agencies.
- Attendance - % attendance for each academic year with details of support provided through external agencies.
- Achievement – KS2 data – targets and teacher assessments.
- Safeguarding/Child Protection history, including social services referrals and involvement of external agencies.
- SEN – identification of SEN and previous/current/planned provision.

There is no additional application form or information required by Camborne Science and International Academy.

Children with an Education, Health and Care Plan that names Camborne Science and International Academy will be admitted to the academy.

## Over subscription

In the event of there being more than 285 applications for places the academy will consider admitting up to 25 additional students for the September of the specific admission year. A review will then be triggered as to whether a permanent increase in our Published Admission Number (PAN) is deemed necessary for future admission years.

In the event of the academy being oversubscribed, the following oversubscription criteria (in descending order of priority) will be used to prioritise applications up to the additional 25 places, after the admission of children whose Education, 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. Children previously in care will include those children who appear to the academy to have been in state care outside of England and ceased to be in care as a result of being adopted. A supporting statement from the Local Authority, Social Worker or Foster Carer will be required. (Please refer to definitions annex).
2. Children who have a sibling attending the academy at the time of application and who will still have a sibling attending the academy at the proposed date of admission. (Please refer to definitions annex).

Where a place is awarded to a twin, triplet or member of other multiple birth group, all their multiple birth siblings who have also applied will be admitted, even if this goes above the (PAN) for the year group.

3. Children of all employees of Camborne Science and International Academy where employed for over 2 years at the time of student admission and/or where the academy can demonstrate difficulties in recruitment.
4. Children who attend one of the following partner primary schools on the closing date for applications as part of the coordinated admissions scheme in the year preceding admission to secondary school:

- o Connor Downs
- o Crowan Primary School
- o Kehelland Village School
- o Pencoys Primary School
- o Penponds School
- o Rosemellin Community Primary School
- o Roskear Primary School
- o St. John the Baptist Catholic Primary School
- o St. Meriadoc C of E Junior School
- o Trevithick Learning Academy
- o Troon Community Primary School
- o Weeth Community Primary School

5. Children with an unequivocal professional recommendation from school medical officers or educational psychologists that non-placement would result in medical or psychological harm. Parents must complete the relevant section on the application form and attach medical reports from either the School's Medical Officer or an Educational Psychologist backed up by a second health opinion by the student's GP. These reports must set out in particular the reasons why Camborne Science and International Academy is the most suitable school and what difficulties would occur if the child had to

go elsewhere. These reports should normally be received with the application form by the published date. These applications will be considered by the Admissions Committee. Where deemed appropriate the academy will seek independent advice and guidance in considering the application. Information received after the published date for receipt of applications under the Local Authority's coordinated scheme will not normally be considered but the academy will consider at its own discretion.

6. In the event of oversubscription from similarly qualified candidates the ultimate decision will be based on distance from school with those living closer having greater priority.

### **Proof of residence**

In the event of any discrepancy regarding the child's place of residence, the academy may require proof of residence. The academy 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 academy's appeal procedure.

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 Academy 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. The home address of a relative/carer other than a parent may be used if it can be demonstrated that the child normally spends most of the school week with that relative/carer.

### **Tie-breaker**

In the event of two or more students having equal priority for a place at the academy then distance from the home address front gate to the nearest entrance gate to the academy, measured 'as the crow flies' using software designed to measure accurately distances between two addresses will be used as a tie-breaker.

### **Admission outside the normal age group**

Although most children will be admitted to the 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, the academy will consider these requests carefully, and will make a decision based on the particular circumstances of each case. Those wishing to request placement outside the normal age group should contact Mark Fenlon, Vice Principal.

### **Late Applications**

Late applications are those applications for Year 7 which are submitted after the closing date of the coordinated admissions scheme and they will be dealt with in accordance with that scheme.

Late applications will be considered up to the September of admission.

### **Right of Appeal**

Parents have the right to an independent appeals panel if wishing to challenge the outcome of an application. Repeat applications in the same academic year will not be considered unless there is a significant and material change in circumstances. Appeals should be addressed to the Clerk to the Governors, Camborne Science and International Academy, Cranberry Road, Camborne TR14 7PP within

twenty days of refusal. In the event of the academy being oversubscribed, the academy will maintain a waiting list for the first term of the academic year of admission, with children ranked in line with the oversubscription criteria.

### **Waiting lists**

If the school is oversubscribed, a waiting list will be held for one term 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 a 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 and 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.

### **Fair access protocol**

As part of the co-ordinated admissions arrangements with the Local Authority the school may accept hard-to-place pupils onto the school roll from time to time in accordance with the in-year Fair Access agreement. These are special cases arranged at the discretion of the Principal, outside the boundaries of this admissions policy and are not automatic even if places are available.

### **Admissions outside the coordinated scheme/in-year entries**

Camborne Science and International Academy will co-ordinate its own in-year admissions. Parents who wish for their child to be admitted to the school will submit the on-line application form via the school website, which must be completed in full. In addition, parents/carers will be offered the opportunity to meet with a member of the Senior Leadership Team, including a tour of the school, to discuss their child's aspirations and educational provision.

Where the academy is oversubscribed, the academy will rank applications for in-year admissions in accordance with the oversubscription criteria above.

If the application is unsuccessful the child will be refused a place at the academy. Parents of children who are refused a place at the academy will be notified of their right of appeal and are to seek advice from the Local Authority regarding alternative schools.

### **Admissions to the Gifted Programme**

The Gifted Programme is only available to students of CSIA. Once a member of CSIA, access to the Gifted Programme is through aptitude testing and interview, when the student's place at CSIA has been confirmed.

Information on the application process and aptitude testing dates will be available from the Admissions Officer at CSIA.

If not successful in the initial application, students can re-apply for a place in the Gifted Programme each year. Further information can be found on the school's website.

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

Students already in Year 11 at Camborne Science and International Academy need to apply for a place in Year 12 and will be provided with guidance at the VI Form Opportunities Evening and through a Post 16 consultation with a senior member of staff, which parents are invited to attend.

All applications will be considered by the academy. Students offered a place on their chosen course must meet the course entry requirements as detailed in The VI Form Academy prospectus and supplementary course guidance. Students must be seen to have demonstrated a commitment to study in Years 10 and 11 and have a good record of behaviour, attendance and punctuality. Entry to The VI Form Academy is not automatic.

The admission number for external applicants in Year 12 is 100. It is anticipated that the total number of students within The VI Form Academy will be 350.

All entrants to The VI Form Academy will be provided with a course-suitability meeting to ensure that appropriate courses are chosen to support student success. This meeting will be held with one of a specialist team of VI Form staff and alternative suggested courses might be made at this meeting. In cases where candidates don't meet course requirements they will not be offered a place and guidance will be provided on alternative programmes of study and/or advised to seek further guidance from external careers advisers. Entry requirements for each of our courses and pathways in the VI Form are available in The VI Form Academy prospectus.

Those seeking admission to The VI Form Academy will be expected to achieve:

- At GCSE, a minimum of five grade 4 grades or equivalent, including English and Maths for A level courses.
- A minimum of four grade 4 grades or equivalent, including English or Maths for level 3 vocational subjects.
- Students who do not achieve a grade 4 in Maths or English will need to re-sit these qualifications in Year 12 or a stepping stone qualification.
- In addition, minimum subject requirements apply for individual subjects and are documented in the individual course requirements document available on the school website. Meeting the requirements of any course does not automatically guarantee that applicants will be offered places on their preferred choices.

Students may apply to be part of Cornwall School of Maths and Science (CSMS), which is part of The VI Form Academy. There are 35 places for students wishing to continue studying STEM subjects at a higher level. CSMS aims to widen participation in the field of STEM subjects and our application process takes this into account.

We would expect students applying to have, or be likely to gain, a minimum of grade 8 at GCSE in their chosen A level subjects or equivalent, as well as an additional four GCSEs at grade 6 or above. However, we will not just take exam results into account and we will consider contextual information from the current school to determine whether it is likely that the student will benefit from a place within the CSMS programme.

Any student who applies with an EHCP, and meets the entrance criteria for CSMS, will be offered a place.

Any student wishing to be considered for a place on the CSMS programme should apply by 31 December 2023. A discussion with applicants will be held in January 2024 to discuss the courses available and potential options. If appropriate, a conditional offer will then be provided to the student which will be confirmed on/after results day in August. Students are still able to apply after the 31 December 2023 and a conditional offer, if appropriate will be offered. However, their application will be processed after those students who applied on-time.

If there are more students than places available, the places will be allocated in accordance with the oversubscription criteria set out in the admissions policy. Those who are unsuccessful will be offered the right of appeal and will be placed on the waiting list; which will be held open until the 31 December of the year of entry. The waiting list will be held in priority order and re-ranking will take place when any new applicant is added.

### **Oversubscription Criteria**

If there are more applications than the academy can cater for from external candidates who meet the entry requirements (i.e. more than 100) then every attempt will be made to accommodate them. However, if necessary the oversubscription criteria for The VI Form Academy is the same as that for the main school.

### **Late Applications**

Students applying to join The VI Form Academy after the start of VI Form courses in September should note that admission will be subject to availability of places on chosen courses and achieving the specific entry requirements for the courses. Provided places remain available and entry requirements are met, applicants seeking a place after the start of the academic year will be invited in to discuss suitability of joining the courses at their requested time of entry.

### **Right of Appeal**

Parents have the right to an independent appeals panel if wishing to challenge the outcome of an application. Repeat applications in the same academic year will not be considered unless there is a significant and material change in circumstances. Appeals should be addressed to the Clerk to the Governors, Camborne Science and International Academy, Cranberry Road, Camborne TR14 7PP within twenty days of refusal. In the event of the academy being oversubscribed, the academy will maintain a waiting list for the first term of the academic year of admission, with children ranked in line with the oversubscription criteria.

### Definitions Annex

1. 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.

2. For the purposes of admission arrangements a sibling is defined as a full, half, step, adopted sibling 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.