



Admissions Policy

2028-2029

Approved/Reviewed: Sept 2026	Next review due: Sept 2027
Governing Body Committee: AGM	CLT contact: Martine Blandin-Neeves, Jeremy Plumb
Policy to be adopted by the Full Governing Body after consultation period and by: 28 February 2027	

Policy – Amendment Record Sheet

Amendment Number	Section Amended	Amended By	Reason for Amendment	Date
01	Key dates	J. Plumb	New school admission code taken affect	18/11/21
02	Oversubscription criteria	J. Plumb	Point 6 added- children of staff	18/11/21
03	Sixth Form	J. Plumb	Point 6 added- children of staff	18/11/21
04	Waiting lists	J. Plumb	Duration amended	18/11/21
05	Key Dates	J. Plumb	Annual review	15/09/22
06	Key Dates	J. Plumb	Annual review	25/04/23
07	In-year admissions	J. Plumb	Added section on In-year admissions	26/04/23
08	Key dates	J. Plumb	Annual Review	01/04/24
09	Key dates	J. Plumb	Annual Review	17/09/24
10	Key dates	M Blandin-Neaves	Annual Review	22/09/25
11	PAN	J. Plumb	Proposal to reduce PAN from 175 to 120	15/09/26
12	Insertions	J. Plumb	Keys dates, PAN 120, allocation of places, final tiebreaker, consultation compliance notes	15/09/26
13	13. Sixth Form	J. Plumb	Removed	25/09/26

Key dates

September/October 2026 - Review current arrangements and plan for 2028/29.

1 October 2026 – 12 November 2026 - Consultation period to take place for at least six weeks.

28 February 2027 - Admission arrangements to be agreed by this date and placed on school website.

15 March 2027 - Admission arrangements must be sent to the Local Authority by this date.

Introduction

Torpoint Community College is a maintained school and the governors are the admitting authority. The College is currently a mixed 11-18 comprehensive school serving Torpoint and surrounding villages on the Rame peninsula, following formal consultation Cornwall Council has approved the change in age range from 11 – 18 to 11 – 16 from September 2027. This policy aligns with the school admission code 2021.

Published Admission Number (PAN)

For the 2028/29 academic year, the Published Admission Number (PAN) for Year 7 at Torpoint Community College will be 120.

The College will participate fully in the Local Authority's Fair Access Protocol and the Local Authority's Co-ordinated Admissions Schemes. Details of these schemes are available on the Council's website (www.cornwall.gov.uk/admissions) or on request from the Local Authority (0300 1234 101) or email schooladmissions@cornwall.gov.uk. Closing dates and other details about the application process will be stated in those Schemes.

1. Applying for a place

All applications for places in year 7 or during the College year must be made direct to the applicant's home local authority on the appropriate application form. The application form and supporting information will be available on the Local Authority's website. Details of these schemes are available on the Council's website (www.cornwall.gov.uk/admissions) or on request from the Local Authority. Closing dates, deadlines and timescales (including those relating to late applications) will be as stated in those schemes. Children with an Education, Health and Care Plan naming the school will be admitted through a separate process.

a. In-year admissions

Parents may apply for a place for their child at any time outside the normal admissions round.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there is no space available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be sent to the following address:

<https://www.cornwall.gov.uk/schools-and-education/schools-and-colleges/school-admissions/changing-school-or-joining-a-school-during-the-school-year-in-year/>

b. Allocation of places

Children in Care who are directed to the College by the Local Authority will be admitted to the school regardless of the number on roll in the year group.

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

The published admission number (PAN) for year 7 in 2028/2029 will be 120 for Torpoint Community College. Places will be allocated up to this number. In the event that more applications are received than places available, the oversubscription criteria listed below will be used to decide on allocations. If the College is not oversubscribed, all applicants will be admitted.

The College will participate fully in the Local Authority's Fair Access Protocol.

2. Oversubscription Criteria

In the event of there being more than 120 applications for places in Year 7 for the 2028/29 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 children whose Education, Health and Care Plan names the school:

1. Children in care and children who were previously in care and children who appear to have been in state care outside England or adopted. Children who became subject to an Adoption, Child Arrangement, or Special Guardianship Order immediately after being in care.
2. Children who live within the designated area of the College, 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 date from which admission is required.

If there are more designated area children wanting places than there are places available, criteria 3 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 3 to 6 will be used to decide which of the remaining children should have priority for any spare places.

3. Children with an unequivocal professional recommendation from a doctor, school medical officer, educational psychologist or education welfare officer that non-placement at the College would not be in the best interest of the child. Such recommendations must be made in writing and must give full supporting reasons and will be reviewed by the LA.
4. Children with siblings who will still be attending the College at the time of their admission.
5. Children on the roll of a feeder 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.
6. Children of staff A) where a member of staff has been employed at the school for 2 or more years at the time when 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 skill shortage.
7. All other children.

3. Further information, notes and definitions

a. Children in Care

A 'child in care' may also be referred to as a 'looked after child' and is a child who is (a) in the care of a local authority, (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).

b. Designated Area

Cornwall Council has divided the County into geographical areas. Each of these areas is served by a specific primary school, or in some cases, groups of schools. These areas are called 'designated areas' (you may also have heard these areas referred to as 'catchment' areas). The designated area used in Torpoint Community College's oversubscription criteria will be as defined by Cornwall Council. NB: not all schools prioritise on the basis of designated area or use the Local Authority's defined area, however, entitlement to home to school transport will still be based on these areas. Your designated school will not always be the one nearest to your home address. Maps are available for all designated areas online at: www.cornwall.gov.uk/admissions or by calling the School Admissions Team on 0300 1234 101 or emailing: schooladmissions@cornwall.gov.uk.

If you are planning to move into the designated area of Torpoint Community College, your application for a place for your child 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.

c. Children with an unequivocal professional recommendation

Applicants will only be considered under this criterion where the parent/carer can demonstrate that **only** the preferred school can meet the exceptional medical or social needs of the child, supported by a recommendation from, for example, a doctor, school medical officer or educational psychologist. Such recommendations must be made in writing to the School Admissions Team and must give full supporting reasons. The admission authority will make the final decision on whether or not to accept an application under this criterion.

d. 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.

e. Multiple Birth Siblings

If a child is a sibling of a multiple birth (e.g. twins, triplets, etc.) and has been offered a place at the requested school, every effort will be made to offer places to siblings at the same school, which may mean

allocating places above the Published Admission Number (PAN) where this 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).

Primary schools whose designated areas are contained within or form part of the designated area of Torpoint Community College are as follows (see map at the end of this document):

- Anthony CE School
- Carbeile Primary School
- Furlanesend
- Millbrook
- St Nicholas

4. Tiebreakers

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

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

5. Final Tiebreaker – Random Allocation (Updated for 2028/29)

If distances are exactly the same and no other tiebreaker can separate applications, **random allocation** will be used. The College will conduct random allocation in accordance with the School Admissions Code 2021 and will publish the procedure within its admission arrangements. The process will be supervised by an independent person.

6. Distances

Home to College distances used for tie-breaking will be measured by a straight-line measurement as determined by Capita and supported by Cornwall Council's nominated Geographical Information. Measurements will be between the child's 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.

7. Admission of children outside their normal age group

Parents may seek a place for their child outside 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 the Headteacher. 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 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.

8. Home Address

Each child can have only one registered address for the purposes of determining priority for admission and transport entitlement. This address should be the place where the child is normally resident at the point of application or evidence of the address from which a child will attend school, in the form of written confirmation of a house purchase or a formal tenancy agreement. Exceptional circumstances in relation to the provision of a home address will be considered on a case-by-case basis. If there is shared residence of the child or a query is raised regarding the validity of an address, the LA will consider the home address to be with the parent with primary day to day care and control of the child. Residency of a child may also be clarified through a Child Arrangement Order where it is shown who has care of the child. Evidence may be requested to show the address to which any Child Benefit is paid and at which the child is registered with a doctor's surgery.

It is expected that parents will submit only one application for each child. Any disputes in relation to the child's home address should be settled before applying, the admission authority will not become involved in any parental disputes. If agreement cannot be obtained before an application is made then parents/carers may need to settle the matter through the courts. Where no agreement is reached or order obtained, Cornwall Council will determine the home address.

For information on disputes between persons with parental responsibility in relation to school preferences please see the LA's Co-ordinated Admissions Scheme for the relevant year.

Applications for children of Service Families will be processed and places allocated based on the proposed address (with supporting evidence) or, if the family are not able to confirm a proposed address and a unit or quartering address is provided, an allocation will be made based on the unit or quartering address. Until a fixed address is available, the unit postal address or quartering area address will be used to determine allocation of a school place. For the purposes of measuring distances, the main entrance of the unit will be used.

9. Waiting lists

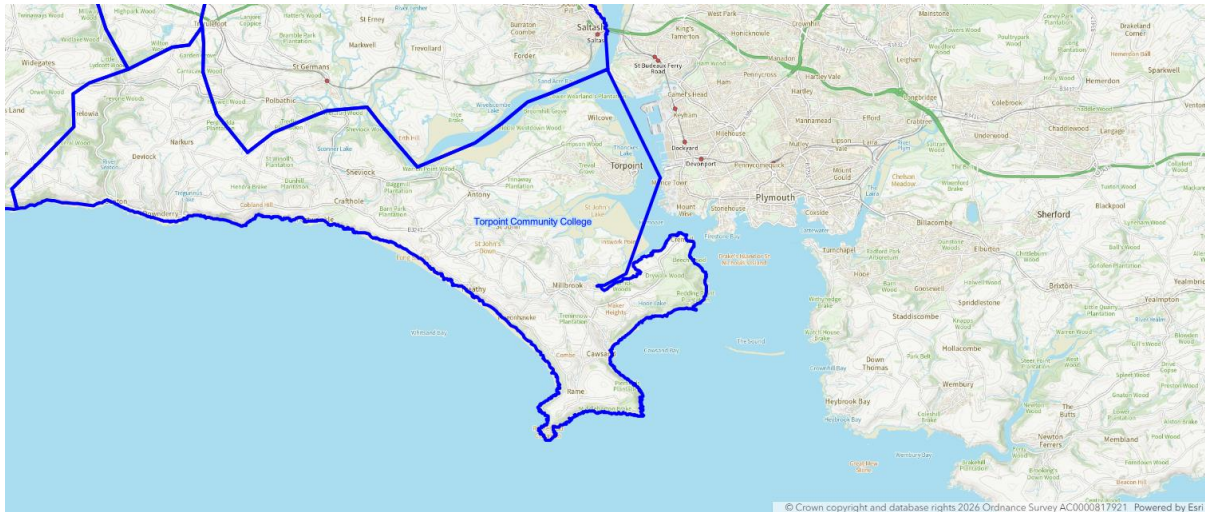
If the school is oversubscribed, a waiting list will be held for one term only in the year of entry eg. Year 7 until 31 December (the whole of the academic year for all year groups) from when allocations have been made [from 2028] and parents/carers can request that their child is added to this list if they are refused a place. The waiting list will be based on the College'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.**

10. Appeals

Applicants refused a place at Torpoint Community College have the right of appeal. Appeals are heard by an independent appeals panel. Such appeals will be administered by the Local Authority on behalf of the 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 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 school (e.g. a change of address into a school's designated area), but has determined that the new application must also be refused.

Consultation Compliance Note (New for 2028/29)

As the College has reduced its PAN for 2028/29, a full statutory consultation was carried out between **1 October 2026 and 12 December 2026**, in accordance with the School Admissions Code 2021. The governing board formally determined the 2028/29 admission arrangements, including the PAN of **120**, on **28 February 2027**.



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