



Admission Arrangements

for Richard Lander School 2025/26

Introduction

Richard Lander School is a community school. Cornwall Council is the admission authority for the school. This means that Cornwall Council sets the admission arrangements for the school which include the criteria that will be used in the event that any of those schools has more applications than places available.

Related documents

- Co-ordinated Admissions Scheme 2025/26
- Co-ordinated In-year Admissions Scheme 2025/26
- School Admissions Code 2021 and related Regulations

Applying for a place

All applications for places in year 7 must be made direct to the applicant's home local authority on the Common Application Form. The application form and supporting information will be available on Cornwall Council's website. Applications for places during the school year can be made to Cornwall Council using the In-year Application Form.

If a child has an Education, Health and Care Plan parents¹ **do not** need to complete an application form as a school place will be identified through a separate process. Contact the Statutory SEN Service for more information (01872 324242).

Published Admission Number

The Published Admission Number (PAN) is the maximum number of children that a school will admit to a year group at the normal point of entry (e.g. year 7 in a secondary school). It is agreed by the admission authority before the admissions process begins.

The PAN for entry to year 7 in September 2025 to Richard Lander School is **290**.

Admission of children outside their normal age group (early or delayed transfer to year 7)

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 that their child's entry to year 7 is delayed or accelerated or seeking placement outside the normal age group during the school year should contact the school's admission authority which must make the decision on this. For Richard Lander School, parents should contact the School Admissions Team. Guidance on the process can be found at www.cornwall.gov.uk/admissions or on request from the School Admissions Team.

¹ Any reference to parent or parents includes carer or carers

Appeals

If it is not possible to allocate a place at Richard Lander School the applicant will have the right to appeal to an independent appeal panel. The outcome letter will explain how to do this. For refusals in the normal admissions round parents will have 20 school days after they receive the notification to appeal the decision. Appeals must then be heard within 40 school days of this deadline. Further details and a timeline can be found in the Co-ordinated Admissions Scheme for September 2025 entry to secondary school or Co-ordinated In-year Scheme 2025/26 available at www.cornwall.gov.uk/admissions or on request from the School Admissions Team.

Waiting lists

If the school is oversubscribed, a waiting list will be held for the whole of the academic year for all year groups. Children will be automatically added to the 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

All local authorities are required to have a Fair Access Protocol which applies to all schools. This document sets out how Cornwall Council and schools will ensure that, during the school year, any children without a school place can be offered a place at a suitable school as soon as possible, even if the school is full. It does not apply to applications in the normal admissions round. To find out more about admissions during the school year and the Fair Access Protocol go to www.cornwall.gov.uk/admissions or contact the School Admissions Team.

Oversubscription criteria

In the event of there being more than 290 applications for places in year 7 for the 2025/26 academic year or more applications than places available 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 that 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 including those who appear (to the admission authority) to have been in state care outside England and ceased to be in care as a result of being adopted.
2. **Children who live in the designated area** of Richard Lander School, or whose parents can provide evidence at the time of making the application that they will be living in the designated area of the preferred school on the date that the place is required. *See section on 'Home Address' for more information.*

If there are more designated area children wanting places at a school than there are places available, the following criteria 3 to 7 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 7 will be used to decide which of the remaining children should have priority for any spare places.

3. **Children of paid staff** at Richard Lander School:
 - a) where 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; or
 - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. **Children with an unequivocal professional recommendation** that non-placement at Richard Lander School would not be in the best interests of the child and that placement at the preferred school is essential.
5. **Children with a sibling** who will still be attending the preferred community secondary school at the time of their admission.
6. **Children on the roll of a listed primary school**, at the time of allocation (applies to transfer to year 7 only).
7. **All other children** using the tie-breaker as defined later in this document as necessary.

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 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]).

Designated areas

Cornwall Council has divided Cornwall into geographical areas called 'designated areas' (sometimes called 'catchment areas') which are each served by a specific school or schools. Designated areas assist Cornwall Council in ensuring there are enough school places and are also used to determine entitlement to home to school travel assistance. The designated school for an address may not always be the one nearest to that address.

Not all schools include 'living in the designated area' as a priority in their oversubscription criteria (the criteria that will be used to decide who should be allocated places when there are more applications than places available). However, entitlement to travel assistance to all schools is determined by Cornwall Council with regard to whether the school is in the designated area for a child's home address or is their nearest school.

Designated areas can be viewed using the mapping system at www.cornwall.gov.uk/admissions or by contacting the School Admissions Team. If a property is near a designated area border shown on the mapping system it is advisable to check the designated school with the School Admissions Team.

Families planning to move into the designated area of a school and apply for a place at that school will need to submit evidence of their new address by the deadlines stated in the Co-ordinated Admissions Scheme for the year of entry, for example a copy of a signed and dated tenancy agreement or confirmation that contracts have been exchanged. Further information on evidence which can be accepted can be found on the Cornwall Council website: www.cornwall.gov.uk/admissions.

Children with an unequivocal professional recommendation

Applicants will only be considered under this criterion where the parent can demonstrate that **only** Richard Lander 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 by the deadlines stated in the Co-ordinated Admissions Scheme for the year of entry and must give full supporting reasons. Cornwall Council will make the final decision on whether or not to accept an application under this criterion.

Home address

Each child can have one registered address only for the purposes of determining priority for admission and travel assistance entitlement. The address must be:

- the child's principal permanent residence at the point of application and the address from which they will attend school; or
- a future address from which the child will attend school, supported by a form of evidence from the list in the Co-ordinated Admissions Scheme.

Cornwall Council may refuse to accept an address if an applicant still owns or rents an address at which their child previously lived. It is for Cornwall Council to determine:

- if the address given on an application is a child's current or future principal permanent residence and the address from which they will attend school; and
- which address should be used to determine eligibility for a place.

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, Cornwall Council 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 where the child resides.

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 may need to settle the matter through the courts. Where no agreement is reached or order obtained the admission authority will determine the home address.

Applicants will need to submit evidence of a new address in accordance with the Co-ordinated Admissions Scheme for the year of entry or the In-year Co-ordinated Admissions Scheme. Applicants may also need to submit evidence of a current address on request, in accordance with the relevant Co-ordinated Admissions Scheme.

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.

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. Children who are in years 11, 12 or 13 of a school with a sixth form would not be treated as siblings unless this was supported by the headteacher of the secondary school in question.

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.

Where applications are received on behalf of ‘multiple birth siblings’ (i.e. 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 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).

Children on the roll of a listed primary school

For the criterion ‘Children on the roll of a listed primary school, at the time of allocation’, this means the following schools:

Blackwater School
 Bosvigo School
 Chacewater School
 Cusgarne School
 Mithian School
 Mount Hawke Academy
 Shortlanesend School
 St Agnes Academy
 Threemilestone School
 Truro Learning Academy

Tie-breakers

If any of the criteria outlined in this document leave more children with an equal claim than places available priority will be given to the child who lives nearer to the preferred school. Should this tie-breaker still leave children with an equal claim because distances are exactly the same, random allocation, which will be independently verified, will be used to decide on priority. Cornwall Council’s Random Allocation Protocol is available from Cornwall Council on request.

Distances

Home to school distances used for tie-breaking will be established using a straight-line measurement as determined by Cornwall Council's nominated Geographic Information System software. Measurements will be between the 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 identify the nearest suitable school with a space available are measured as the shortest available route as determined by Cornwall Council's Geographic Information System. This is considered to be the walking route of up to three miles for secondary school children. For schools outside these distances, driving route will be used.

Prepared by:

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Together for Families

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