

# ST IVES INFANT SCHOOL

## Academy Trust

### ADMISSIONS POLICY 2014 - 2015

#### INTRODUCTION

The Governing Body of the Academy Trust is the admission authority for the school. This means that it is the Governing Body that sets and applies the Admissions Policy for the school. All decisions regarding the admission of children into the school are made by a sub-committee of the Governing Body. In determining the Admission Policy the school complies with current legislation. There is a Statutory Code of Practice on School Admissions set out in the School Standards and Framework Act 1998 that states no school providing education for children up to the age of seven-years-old should exceed class sizes of 30 children. St Ives Infant School ("the School") is approved by the Secretary of State for Education to admit up to a certain maximum number of children in each of the three year groups: Reception, Year 1 and Year 2. This figure is set at 60 children per year group, (a year group is then divided into two classes with each class having a maximum of 30 children). The school has, in the past, had several occasions when we have been unable to offer places to all parents wishing their child to attend the school. It is unfortunate when this occurs, but the school has a set limit beyond which it cannot function efficiently, pupil/teacher ratios would be unacceptable and the school would not be able to comply with various health and safety, etc. regulations. In order to allocate places on a fair basis to all, we have formalised the admissions procedure and clearly defined the method of prioritising in the event of over subscription. The school places no constraints on who may apply for entrance to the school and all applications will be considered and processed in accordance with the guidelines in this document. Children will be admitted without reference to ability or aptitude.

This document sets out to clearly state the following regarding admission to St Ives Infant School.

#### DEFINITIONS

Throughout this document the following definitions apply:

**Parent:** section 576 of the Education Act 1996 defines 'parent' to include all natural parents, whether they are married or not; and any person who, although not a natural parent, has parental responsibility for a child or young person: and any person who, although not a natural parent, has care of a child or a young person. Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. People other than a child's natural parent can acquire parental responsibility.

**Brothers or Sisters 'sibling connection':** For admissions purposes the school considers the following a sibling:

- A brother or sister who share the same parents
- A half brother or sister, where two children share one common parent
- A step brother or step sister, where two children are related by a parents marriage
- Adopted or fostered children living in the same household under the terms of a residence order.

The school does not consider these as siblings:

- Cousins or other family relationships not included in 1 above.
- Siblings who will not be registered at either the Infant or Junior School at the 1st of September 2014

**Looked after Children (also referred to as children in care):** Children who are in the care of a Local Authority.

**Home Address:** This is defined as the child's permanent place of residence which is deemed to be the residential property at which the child normally and habitually resides with the person or persons having parental responsibility for the child at the time of completion of the application form. If a child's parents live at separate addresses, whichever of the two addresses the child permanently spends at least three school nights i.e. Sunday, Monday, Tuesday, Wednesday or Thursday, will be taken as the place of residence. Addresses of relatives or friends will not be considered as the place of residence even when the child stays there for all or part of the week. Proof of permanent residence (minimum twelve months' tenancy agreement from date of application in the case of rented accommodation) and other evidence from the court regarding parental responsibilities in these matters may be required. Where a child is resident at two addresses for an equal amount of time, the child's permanent place of residence will be taken as the address shown on the child benefit letter. Places cannot be allocated on the basis of intended future changes of address, unless house moves have been confirmed through the exchange of contracts, or the signing of a formal lease agreement. A temporary address will only be used for allocation purposes where no permanent address is available.

**Catchment Area:** Details of the schools defined catchment area can be obtained from the Local Authority admission team.

#### **Admission Criteria for Reception Year- September intake**

In order to qualify for entry into a reception class children must have reached the age of four by the 31st of August in that year.

#### **Application Procedures**

The application process for admissions into Reception Year, (the initial year of entry), is co-ordinated by Cornwall Local Authority (LA), which acts on behalf of the Governing Body to offer places at the school. Parents should apply online at [www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions) or submit a Cornwall Application Form available from the school or from the LA Admissions Team, no later than the national closing date. Offer letters will be issued by the LA on the published offer date. Late applications, (those submitted after the national closing date), will also be handled by the LA Admissions Team.

Parents wishing to visit the school prior to submitting an application are welcome to do so, though it may not always be possible to organise this at short notice. Visits are not interviews and do not affect any decision regarding the availability of a place. No interviews are held as part of the admissions process. All parents are advised to read the LA booklet for parents on primary admissions before submitting an application.

Applications outside the normal year of entry must be made to the Local Authority using their application form. Once an application has been made, details will be passed to the school for consideration. If the respective year group total is below the published admissions number for that year group, the child will be offered a place. If the respective year group total is full, the child will only be offered a place if there are very exceptional circumstances and if the governors decide that the education of pupils in that year group will not be detrimentally affected by the admission of an extra pupil. Parents will have ten working school days to accept the offer of a school place.

If there is oversubscription within any year group, the school will maintain a waiting list. Details will be provided on request. Inclusion in a schools waiting list does not mean that a place will eventually become available.

## **Appeals**

Parents have a right to an independent appeals panel in the event that their child is declined admission to the school. Parents should write to the clerk to governors at the school within ten working school days of notification that the child has not been given a place.

In 1998 the School Standards and Framework Act was passed which changed the legislation relating to infant class sizes. It is no longer permitted to exceed 30 children in an infant class with only one qualified teacher. The appeal panel can only overturn the decision to refuse a place if you are able to show that:

The child would have been offered a place if the admission arrangements had been properly implemented;

Or

The child would have been offered a place if the arrangements had not been contrary to mandatory provisions in the School Admissions Code and the School Standards Framework Act (SSFA) 1998;

Or

The decision to refuse a place was not one which a reasonable admission authority would have made in the circumstances of the case.

Very few infant class size appeals are successful.

Repeat applications in the same academic year will not be considered unless there is a significant and material change in circumstances.

Local authorities are required to have FAIR ACCESS PROTOCOLS in order to make sure that unplaced children who live in the Local Authority, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to school that are already full.

## **Oversubscription Criteria**

The school will abide by the oversubscription criteria which are used by Cornwall Council for the allocation of places at Community and Voluntary Controlled schools. These criteria are published each year by the local authority.

## **Withdrawing an offer of a place**

Any offers of a place found to be made on a basis of inaccurate information can be withdrawn. Such examples would include fraudulent or intentionally misleading applications (e.g. a false claim to residence in the catchment area). Failure to accept a place offered at our school within the ten working school days previously specified will also lead to the withdrawal of that offer