The Learning Academy Trust
Admissions Policy 2018/2019

The Learning Academy Trust is a Multi Academy Trust (MAT) of mixed gender schools providing Foundation Stage, Key Stage One and Key Stage two Education in Cornwall.

<table>
<thead>
<tr>
<th>School</th>
<th>Address</th>
<th>Foundation</th>
<th>Infant</th>
<th>Junior</th>
<th>Form Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trenance Learning Academy</td>
<td>Trenance Rd, Newquay, TR7 2LU</td>
<td>✓</td>
<td>✓</td>
<td></td>
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<tr>
<td>St Newlyn East Learning Academy</td>
<td>Station Rd, St Newlyn East, TR8 5ND</td>
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<td>✓</td>
<td>✓</td>
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</tr>
<tr>
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<td>✓</td>
<td>✓</td>
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</tr>
<tr>
<td>Foxhole Learning Academy</td>
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<td>✓</td>
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<tr>
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<tr>
<td>Constantine Primary School</td>
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<td>✓</td>
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<tr>
<td>Mabe Community Primary School</td>
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<td>✓</td>
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<tr>
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<td>✓</td>
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</tr>
</tbody>
</table>

Arrangements for this school can be found separately on their website [http://www.the-bishops.cornwall.sch.uk/website/admissions/276935](http://www.the-bishops.cornwall.sch.uk/website/admissions/276935).

The Board of Directors of The Learning Academy Trust (TLAT) is the Admissions Authority for the Academy (The Admissions Authority) as part of the co-ordinated scheme with the Local Authority. This means that parents must apply to the Local Authority for a place at the Academy using the Common Application Form which must be returned to the Local Authority as specified on the form.

Alternatively, parents may apply online directly to the Local Authority at: [www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions).

**Allocation of Places**

The admission number for the Foundation Year is:

<table>
<thead>
<tr>
<th>School</th>
<th>Foundation</th>
<th>Planned admission Number (PAN)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trenance Learning Academy</td>
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<tr>
<td>St Newlyn East LA</td>
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<tr>
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<tr>
<td>Foxhole LA</td>
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<tr>
<td>St Merryn School</td>
<td>✓</td>
<td>15</td>
</tr>
<tr>
<td>Constantine School</td>
<td>✓</td>
<td>25</td>
</tr>
<tr>
<td>Mabe School</td>
<td>✓</td>
<td>17</td>
</tr>
<tr>
<td>Leedstown School</td>
<td>✓</td>
<td>10</td>
</tr>
<tr>
<td>Trevisker School</td>
<td>✓</td>
<td>30</td>
</tr>
</tbody>
</table>

Children with Statements of Special Educational Needs or Education, Health and Care Plans (EHC Plan) which names the Academy must be admitted and will count towards PAN if the information is available before the offer date. From September 2016 parents/carers of children with an Education, Health Care Plan or a Statement of Special Educational Needs in Cornwall no longer have to make an application through the general school admissions system. All requests for a change of school during the year (‘in-year’ admissions) and all requests for entry into school at the normal point of entry (starting in the reception year, transferring from infant to junior school or transferring from primary to secondary school) will be handled by the SEN Assessment and Provision Team (Tel: 01872 324242 Email: specialeducation@cornwall.gov.uk)

If the Academy is not over subscribed all applicants will be offered a place.
**Over Subscription Criteria**

In the event of there being **more than** the following applications for places:

<table>
<thead>
<tr>
<th>School</th>
<th>Foundation</th>
<th>Applications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trenance Learning Academy</td>
<td>✓</td>
<td>120</td>
</tr>
<tr>
<td>St Newlyn East LA</td>
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<tr>
<td>Falmouth LA</td>
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</tr>
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<td>10</td>
</tr>
<tr>
<td>Trevisker School</td>
<td>✓</td>
<td>30</td>
</tr>
</tbody>
</table>

The Board of Directors has set the following admissions criteria listed in order of priority for the allocation of the places:

1. Children in care and previously looked after children who left care under a child arrangement order or special guardianship order. All children adopted from care (see Note 1).

2. Children who have a sibling (see Note 2) attending the TLAT Academy they are applying for at the time of application and who will still have a sibling attending the Academy at the proposed date of admission.

3. Children of staff who are in the paid employment of The Learning Academy Trust for at least 2 years.

4. Any child who does not fit into one of the above categories will be considered next. Places will be allocated up to the published indicated admission number.

**Proof of Residence**

The Learning Academy Trust, in the event of any discrepancy regarding the child’s place of residence, may require proof of residence. The Learning Academy Trust 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 appeal procedure (see below).

Please note that when parents live separately, the child’s home address will be the address at which the child usually lives and travels to school from. If the child lives equally at each parent’s address then it is the parents’ responsibility to make this clear on the application form. If they cannot agree, then the Admissions Committee at The Learning Academy Trust will use the address of the parent who is claiming the Child Benefit Allowance as the child’s home address. 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, through official documentation or court order, that the child spends the school week with that relative/carer. However, this will only be acceptable with the explicit agreement of The Learning Academy Trust School Admissions Committee.

**Tie-breaker**

In the event of two or more children having equal priority for a place at the Academy, the following home to school distance tie-break applies.

Home to school distances used for tie-breaking will be measured by a straight-line measurement as determined by Capita One and supported by Cornwall Council’s nominated Geographical Information System (currently DataMap). Measurements will be between your home address (the centre of the main building of the property) and the main gate of the Academy (as determined by Cornwall Council). Priority will be given to the child who lives nearer to the academy.

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 (currently DataMap).
If a tie break situation still remains after applying distance from home to Academy then the Las Random Allocation Protocol will be applied – this information is available on request from Education, Access and Sufficiency Department, Cornwall Council, West 3, New County Hall, Truro, TR1 3AY.

**Notification of Places**
In accordance with the co-ordinated admissions policy the Local Authority will make the formal offer of a place to parents or guardians on behalf of the Admissions Authority of the Academy. Parents of children who are refused a place at the Academy will be notified of their right of appeal and will receive advice from the Local Authority regarding alternative schools.

**Appeals Procedure**
Parents/guardians who want to appeal against the Admissions Authorities’ decision not to offer their child a place at the Academy must appeal directly to the Academy. Appeals should be addressed to the Admissions Officer at the Academy within 20 school days of receiving the decision letter from the Local Authority. The appeal will be heard by an independent appeals panel. Parents or guardians will receive advanced notification of the date, time and place of their appeal hearing, to which they can make their case. If they wish, parents/guardians may be accompanied by an advisor or friend. Following the appeal, the Clerk to the Appeals Panel will write to parents/guardians with the decision.

**Late Applications**
Late applications are defined as those applications for Foundation Year which are submitted after the closing date of the Local Authority’s coordinated admissions scheme and they will be dealt with in accordance with that scheme.

**Waiting List for entry to Foundation Year**
If, after the offer of places has been made, the Academy is over-subscribed, all parents whose applications have been unsuccessful will be asked whether they wish to be placed on a waiting list. This waiting list will be administered by the Academy’s Admissions Committee in partnership with the Local Authority. A child’s position on this waiting list will be determined by the Academy’s published Over Subscription Criteria. However, children who are the subject of a successful Admissions Appeal, a direction from the Local Authority or who are allocated to the Academy in accordance with the Fair Access Protocol will take precedence over any child already on the waiting list. Waiting lists will be maintained for all the other over-subscribed year groups.

**Admission to a Year Group different to that determined by Date of Birth**
From time to time parents seek places for children in a lower or higher age group. In most cases differentiation of the curriculum and/or additional support within their age group should usually address particular issues. Parents are encouraged to discuss any concerns with the Headteacher of the school.

The School Admissions Code requires Admission Authorities to consider requests for admission outside the normal year group and take account of the circumstances of each case.

The TLAT policy covering admission to a year group different to that determined by date of birth sets out the process and criteria for considering these requests. You also need to complete an [Out of Year Group Application Form](#).

It is important that parents who are considering applying for a year group different to that determined by Date of Birth talk to the headteacher of the local school as soon as possible as early as possible.

*All Academies within The Learning Academy Trust fully adhere to the Local Authority’s Fair Access Protocol. (Details of the Fair Access Protocol are available from the Local Authority.)*

**Infant class size**
Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the Academy year) must not contain more than 30 pupils with a single school teacher. Additional children may be admitted under very limited exceptional circumstances. These children will remain an ‘excepted pupil’ for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The excepted children are:

- children with Statements of Special Educational Needs (SEN)/Education, Health and Care Plans (EHC Plan) outside the normal admissions round;
- children who move into the area outside the normal admissions round for whom there is no other available Academy or School within reasonable distance;
• children admitted, after initial allocation of places on the local offer date, because of a procedural error made by the admission authority or local authority in the original application process;
• looked after children or previously looked after children admitted outside the normal admissions round;
• children admitted after an independent appeal panel upholds an appeal;
• children with SEN/Education, Health and Care Plan (EHC Plan) who are normally taught in a SEN unit attached to the Academy, who attend some infant classes within the mainstream Academy;
• children of UK service personnel admitted outside the normal admissions round;
• twins and children from multiple births where one of the siblings is the 30th child admitted.

Notes
Note 1:
Children in care include the following: 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). Under the provision of the Children and Families Act 2014, which amend section 8 of the Children Act 1989 residence orders have now been replaced by Child Arrangement Orders. A supporting statement from the Local Authority, Social Worker or Foster Carer will be required.

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

Further information
All parents are advised to read the Local Authority booklet for parents on Reception Class and Primary School Admissions. For further information, please contact either:

- School Admissions Team, New County Hall, Truro, TR1 3AY
  Tel: 0300 1234 101
  Email schooladmissions@cornwall.gov.uk
  Website: www.cornwall.gov.uk/admissions
- The Learning Academy Trust
  01637 303110 info@tlat.org.uk
ADMISSIONS POLICY

<table>
<thead>
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<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secretaries</td>
<td>15.03.17</td>
</tr>
<tr>
<td>Lead Teachers</td>
<td>15.03.17</td>
</tr>
<tr>
<td>GS for Website</td>
<td>15.03.17</td>
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<tr>
<td>Relevant other i.e. Admissions team</td>
<td>15.03.17</td>
</tr>
<tr>
<td><a href="mailto:slewis1@cornwall.gov.uk">slewis1@cornwall.gov.uk</a></td>
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</tbody>
</table>
Keskowethyans Multi Academy Trust
Admission arrangements 2018/19

Coverack, Grade Ruan C of E, Manaccan, St Martin-in-Meneage & St Keverne Primary Schools are Primary Academies and the Board of Directors of the Keskowethyans MAT is the Admission Authority for these schools.

The MAT 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. Closing dates and other details about the application process will be stated in those schemes.

Applying for a place
All applications for places in reception or during the school 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. There is no supplementary information form required by the Governing Body.

However, if you child has an Education, Health and Care Plan or Statement of Special Educational Needs, you do not need to complete an application form as a school place will be identified through a separate process.

Allocation of places
Children with an Education, Health and Care Plan or Statement of Special Educational Needs that names the school will be admitted regardless of the number on roll in the year group.

Children in Care who are directed to the school by the Local Authority (or Secretary of State in the case of academies) will be admitted to the school regardless of the number on roll in the year group.

The published admission number (PAN) for reception in 2018/19 will be 7 for Coverack, Manaccan and St Martin Primary Schools, 13 for Grade Ruan C of E Primary School and 12 for St Keverne Primary School. Places will be allocated up to this number. In the event that more applications are received than places available, the oversubscription criteria listed later in this document will be used to decide on allocations. If the school is not oversubscribed, all applications will be admitted.

Deferred/delayed entry
All children are entitled to start school full-time in the September following their fourth birthday. However, parents may choose deferred or part-time entry to the reception year for their child, bearing in mind that by law children have to be in full-time education by the start of the term following their fifth birthday – when they reach ‘compulsory school age’. Parents of summer-born children may also seek a place for their child outside their normal age group i.e. entry to reception a year later than normal, for example if the child may naturally have fallen into a lower age group if it were no for being born prematurely. Parents choosing to part-time or deferred entry or wishing to delay entry to the reception year must contact the Headteacher.

Admission of children outside their normal age group
Parents may seek a place for their child outside of 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 at 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.

**Appeals**

Applicants refused a place at any of the schools within the MAT have the right of appeal. Appeals are heard by an independent appeals panel arranged by the Local Authority on behalf of the Keskowethyans MAT. 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.

**Waiting lists**

If the school is oversubscribed, a waiting list will be held from when allocations have been made for the whole of the academic year 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 may 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 or Statement of Special Educational Needs 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.

**Oversubscription Criteria [infant/primary]**

In the event of there being more 7 for Coverack, Manaccan & St Martin, 13 for Grade Ruan and 12 for St Keverne, applications for places in reception for the 2018/19 academic year, the following oversubscription criteria will be used to prioritise applications, after the admission of children whose Education, Health and Care Plan or Statement of Special Educational Needs 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.

2. Children with siblings who will still be attending the school at the time of their admission.

3. Children who live within the designated area of the school, 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 after the allocation of children under criterion 3, criteria 4 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 4 to 6 will be used to decide which of the remaining children should have priority for any spare places.
4. Children with an unequivocal professional recommendation from a doctor, school medical officer, educational psychologist or education welfare officer that non-placement at the school 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.

5. All other children.

6. Applies to Grade Ruan only. Children from families who have a letter from their Priest agreeing that they regularly* attend a Christian Church belonging to Churches Together (or have returned the form signed by their Priest)

* The School leaves the Priest to decide what constitutes regular attendance in their church.

Notes and definitions

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 appointing one or more individuals to be a child’s special guardian (or special guardians).

Designated areas
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 Coverack, Grade Ruan, Manaccan, St Martin in Meneage and St Keverne school’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 any of the MAT schools Coverack, Grade Ruan C of E, Manaccan, St Keverne and St Martin-in-Meneage, 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.

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.
**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.

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).

**Tie-breakers**

If any of the criteria outlined above leave more children with an equal claim than places available, priority will be given to the child who lives nearer to the preferred school.

**Final tie-breaker**

Should the tie-breakers above still leave children with an equal claim because distances are exactly the same, random allocation will be used to decide on priority. The school will use the Local Authority’s Random Allocation Protocol, supervised by an independent person, which is available on request.

**Distances**

Home to school distances used for tie-breaking will be measured by using Google maps to establish the shortest route from the pupil’s home address, front door, to the main school gate, using main roads.

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 Geographical Information System (currently DataMap).

**Home address**

Each child may have one registered address only 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 purpose of measuring distance, the main entrance of the unit will be used.

Policy agreed by the Board of the Keskowethyans Multi Academy Trust on: 14th March, 2017
Next review date: Autumn Term, 2017
Marazion School

Admissions Policy 2018-19

Introduction

Marazion School is a Foundation School and the Governors are the admitting authority. The school is a mixed primary school located in Marazion Town by the sea.

Parents of children with a Statement of Special Educational Needs or Education Health Care Plan (EHC Plan) in Cornwall no longer have to make an application through the general school admissions system.

If your child has an Education, Health and Care Plan (EHC Plan) or Statement of Special Educational Needs (SEN), you do not need to complete an application form as a school place will be identified through a separate process. Please contact the SEN Assessment and Provision Team for more information:

Tel: 01872 324242 Email: specialeducation@cornwall.gov.uk

However, if a request has been made for an EHC needs assessment for your child, or your child is currently being assessed to decide whether an EHC Plan is necessary, you will need to make an application using the normal process.

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

Marazion School will participate fully in the Local Authority’s Fair Access Protocol.

The school will participate fully in the Local Authority’s co-ordinated admission schemes for a primary school place and in-year admissions. 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). Closing dates, deadlines and timescales (including those relating to late applications) will be stated in those schemes.

Applying for a place

All applications for places at Marazion School must be made directly to the applicant’s home authority on the appropriate Common Application Form (CAF). The CAF and supporting information will be available electronically on the Local Authority’s website or in paper form on request from the Local Authority. There is no supplementary information form required by the Governors.

Allocation of places - Reception pupils

The Governors will operate an equal preference scheme as defined in the School Admissions Code.
Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school will be admitted regardless of the number on roll in the year group.

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

The published admission number (PAN) for Year R in 2018/19 will be 17.

Children are not of compulsory school age until the beginning of the term after they have their fifth birthday. This means that:

i) Children born between 1 September and the 31 December are of compulsory school age from January.

ii) Children born between 1 January and the 31 March are of compulsory school age from April.

iii) Children born between 1 April and the 31 August are of compulsory school age from September.

Places in Reception will be allocated as full time from September. However, parents/carers are able to request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age or request that their child takes up the place part-time until they are of compulsory school age. Parents/carers should direct any request to the Headteacher.

The government is currently working on changes relating to summer born children - children born between 1 April and the 31 August. Parents can choose to delay entry for summer born children to Reception. Delayed applications for summer born children will be accepted.

Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group. 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 be found at www.cornwall.gov.uk/admissions or on request from the School Admissions Team.

Cornwall Council have a legal duty to ensure a school place is available for every child of compulsory school age resident in Cornwall. The CSA has divided the county into geographical areas – designated areas. Each of these areas is served by a specific primary school, or in some cases, groups of schools.

Any school’s resources, such as teachers and classrooms, have to be used carefully to ensure the best possible standards for education and a safe environment. If no limit were set on the number of pupils that can go to a school each year these standards could not be maintained. Some schools will be oversubscribed.

In the event of there being more than 17 applications for places in Year R for the 2018/19 academic year the following oversubscription criteria listed below will be used to prioritise applications.

Oversubscription: The following priority order will be used to decide which children should occupy any vacant places, after the admission of pupils with
statements of special educational needs or EHC Plan where Marazion School is named in the statement or plan in Year R at Marazion School in the 2018/19 school year.

1. Children in care and children who were in care but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order) immediately after being in care.

2. Children who live within the designated area normally served by Marazion School or whose parents can provide evidence that they will be living in the designated area of Marazion School by the beginning of the autumn term of the 2018/2019 school year. The catchment areas are designated by the Local Authority.

If there are more designated area children wanting places at Marazion School than there are places available, criteria 3 to 5 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 5 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 Marazion School would not be in the best interest of the child and that placement at Marazion School is essential. 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 Marazion School at the time of their admission.

5. All other children.

**Important note:** The admission of pupils with a statement of special educational needs or EHCP is covered by different admission regulations, however where Marazion School is named in a pupil’s statement of special educational needs or EHCP, the Local Authority and Marazion School have a duty to admit the child and will therefore be allocated a place; the admission of pupils to a primary school is a completely separate process which is not related to nursery admissions.

**Appeals**

Applicants refused a place at Marazion School have the right of appeal. Appeals are heard by an independent appeals panel. 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 change and material change in the circumstances of the parent or carer, child or school (eg a change of address into a school’s designated area), but has determined that the new application must also be refused.

**Waiting Lists**

If Marazion School is oversubscribed, a waiting list will be held from when allocations have been made. A pupil’s position on the list will be determined by the criteria set out above. If a place is to be allocated to a pupil and there is more than
one pupil from the same over subscription criteria (i.e. two pupils who have an elder sibling already in the school), a place would be offered to the pupil who fulfils a place in the next higher criterion. In the unlikely case of identical distances under criterion 5, the applications would be ordered randomly by the Random Allocation Protocol outlined in Appendix 1.

**Allocation of places – Years 1 to 6**

The following priority order will be used to decide which children should occupy any vacant places, after the admission of pupils with statements of special educational needs or EHCP where Marazion School is named in the statement or plan, in years 1 to 6 at Marazion School in the 2018/19 school year.

1. Children in care and children who were in care but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order) immediately after being in care.

2. Children who live in the designated area of Marazion School, or whose parents can provide evidence that they will be living in the designated area of Marazion School by the requested date of admission.

   If there are more designated area children wanting places at Marazion School than there are places available, criteria 3 to 5 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 5 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 Marazion School would not be in the best interest of the child and that placement at Marazion School is essential. Such recommendations must be made in writing and must give full supporting reasons and will be reviewed by Marazion School.

4. Children with siblings who will still be attending Marazion School at the time of their admission.

5. All other children.

**Notes and definitions**

**Children with statements of special educational needs or EHC Plan**

If a child with a statement of special educational needs or EHCP has the name of a school specified in his/her statement or plan, the child must be admitted to that school.

**Children in care**

‘Children in care’ are also referred to as ‘looked after children’ and they are 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).

Children in care will be admitted to the school considered most suitable by the
Corporate Director, Cornwall Council, regardless of the number on roll.

**Designated areas**

Cornwall Council has divided the county into geographical areas. Each of these
areas is served by a specific secondary school (or schools). These areas are
called ‘designated areas’. (You may also have heard these areas referred to as
‘catchment’ areas.) Your designated school will not always be the one nearest to
your home address. A map of the designated area can be seen online at
[www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions) following the link ‘Find your nearest or
designated school’ or by calling the School Admissions Team on 0300 1234 101
or emailing [schooladmissions@cornwall.gov.uk](mailto:schooladmissions@cornwall.gov.uk). The School Admissions Team
can also offer advice on designated areas. Please note, however, that these
maps are, of necessity, small scale and if your property is near a border it is
advisable to check your designated school with the Admissions and Transport
(Policy) Team. Larger scale maps are available for all designated areas on
request. You can also ask to be notified of the designated school(s) for any
address. These requests should be made to: Cornwall Council, School
Admissions Team, New County Hall, Truro, TR1 3AY. Tel: 0300 1234 101, email:
schooladmissions@cornwall.gov.uk

Designated areas are used by the LA for assessing transport entitlement.
Cornwall Council will continue to give free transport to eligible children on the
basis of residence in the areas which is defined as the designated area for
Marazion School.

If you are planning to move into the designated area of Marazion School, your
application for a place for your child at that school 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.

**Professional recommendation for admission**

If you think your child meets this criterion, as described in the Oversubscription
Criteria, you must send the relevant written evidence to Marazion School.

**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.

**Summer Born Children**

Children born between 1 April and 31 August.

**Tie-breakers**
If any of the criteria outlined above leave more children with an equal claim than places available, the following tie-breakers will be used:

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

**Final tie-breaker**

Should the tie-breakers above still leave children with an equal claim because distances are exactly the same, random allocation (in accordance with 1.34 and 1.35 of the School Admissions Code) will be used to decide on priority. The LA’s Random Allocation Protocol is available on request.

**Distances**

Home to school distances used for tie-breaking will be measured by a straight-line measurement as determined by CAPITA One and supported by Cornwall Council’s nominated Geographical Information System (currently DataMap). Measurements will be between your home address using Ordnance Survey’s Point Dataset (usually 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 Geographical Information System software (currently DataMap).

**Home address**

Each child may have one registered address only 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 the 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 the primary day to day care and control 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 may need to settle the matter through the courts. Where no agreement is reached or order obtained, the admission authority or the LA (where it is acting on behalf of the admission authority) will determine the home address.

Applications for children of services 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.

**Multiple birth siblings**
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 Marazion School, which may mean allocating places above the Published Admission Number (PAN) where that is possible. Multiple birth siblings can be admitted as ‘expected pupils’ over the infant class size limit.

**Relevant area(s)**

Consultations on proposed admission arrangements must be carried out within an area called ‘the relevant area’. It is the responsibility of LAs to determine relevant areas and to consult on and review their relevant areas on a regular basis.
Aspire Academy Trust’s Admission Arrangements for the 2018/19 Academic Year

Responsibility for admissions

The Directors of Aspire Academy Trust (AAT) have been delegated the task of managing the admissions for all member academies of AAT. They will operate an admissions policy which ensures that all applications for admission to AAT academies are dealt with in accordance with the requirements of the School Admissions and Appeals Codes, including the application of an agreed set of published oversubscription criteria and, where appropriate, adherence to Cornwall Council’s coordinated admissions schemes.

All decisions regarding admission to each academy are the responsibility of AAT. However, it should be noted that Cornwall Council has a statutory duty to co-ordinate the admissions process for reception and junior school year 3 applications. In addition, Cornwall Council has opted to assist parents by acting as a “clearing house” for applications to other main school year groups.

Member academies and their Published Admission Numbers

<table>
<thead>
<tr>
<th>Academy</th>
<th>Published Admission Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biscovey Nursery and Infants’ Academy</td>
<td>90</td>
</tr>
<tr>
<td>Biscovey Academy</td>
<td>90*</td>
</tr>
<tr>
<td>Bugle School</td>
<td>30</td>
</tr>
<tr>
<td>Connor Downs Academy</td>
<td>30</td>
</tr>
<tr>
<td>Mawgan-in-Pydar School</td>
<td>17</td>
</tr>
<tr>
<td>Mount Hawke Academy</td>
<td>45</td>
</tr>
<tr>
<td>School</td>
<td>Limit</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>Padstow School</td>
<td>30</td>
</tr>
<tr>
<td>Penryn Primary Academy</td>
<td>75</td>
</tr>
<tr>
<td>Probus Primary School</td>
<td>30</td>
</tr>
<tr>
<td>Sandy Hill Academy</td>
<td>36</td>
</tr>
<tr>
<td>Shortlanesend School</td>
<td>17</td>
</tr>
<tr>
<td>St Breock Primary School</td>
<td>30</td>
</tr>
<tr>
<td>St Minver School</td>
<td>30</td>
</tr>
<tr>
<td>St Stephen Churchtown Academy</td>
<td>45</td>
</tr>
<tr>
<td>St Uny CE Academy</td>
<td>45**</td>
</tr>
<tr>
<td>Summecourt Academy</td>
<td>17</td>
</tr>
<tr>
<td>Treverbyn Academy</td>
<td>30</td>
</tr>
<tr>
<td>Truro Learning Academy</td>
<td>30</td>
</tr>
<tr>
<td>Whitemoor Academy</td>
<td>15</td>
</tr>
</tbody>
</table>

*Increased from 80.

**Increased from 30.

Applications for admission to reception or year 3 in a junior school cannot be refused unless places have already been offered up to the Published Admission Number (PAN). Applications for admission to other year groups can only be refused if AAT considers that the admission of additional pupils would cause prejudice to the provision of efficient education or the use of resources.
**Fair access**

The School Admissions Code 2014 requires all local authorities to operate in-year fair access protocols to ensure that access to education is secured quickly for children who have no school place and to ensure that all schools and academies in an area admit their fair share of vulnerable and challenging children and young people. This could include admitting children above the published admission number to schools and academies that are already full.

**Reception class intake September 2018**

If your child was born between 1st September 2013 and 31st August 2014 you will need to apply for a school place for the 2018/2019 school year. This school year starts in September 2018.

**Admission to year 3 (Biscovey Academy only)**

If your child was born between 1st September 2010 and 31st August 2011 and you wish them to attend year 3 at Biscovey Academy from September 2018, you will need to apply for a place for the 2018/19 school year.

**How to apply**

All applications for reception and year 3 junior school places have to be made via the Local Authority for your home address (Cornwall Council if you live in Cornwall). You can apply online or you can make a paper application. If you wish to apply for a place in 2018/19 year 3 at Biscovey Academy or for a place in 2018/19 reception at one of the other academies in the Trust, you need to contact Cornwall Council for further information:

School Admissions Team, New County Hall, Truro, TR1 3AY

Telephone: 0300 1234 101

or email: schooladmissions@cornwall.gov.uk

or visit the website: www.cornwall.gov.uk/admissions

Applications will be accepted from September 2017 and the deadline for the submission of applications will be 23.59 on 15 January 2018. You can still apply after this date, but in most cases your application will be classed as “late” and will not be considered until after those applications received
on time. The offer date for on-time applications will be **16 April 2018**.

The Council’s coordinated scheme for reception and junior school admissions will apply to all schools in Cornwall, including Voluntary Aided (VA), Foundation, Free and Trust Schools, as well as Academies.

**Admission dates for Reception 2018/19 (does not apply to Biscovey Academy)**

Children having their 5th birthday between 01 September 2018 and 31 August 2019 are entitled to full time admission to a Reception Class in September 2018.

The Academy Trust recognises that by law children do not have to receive full-time education until the term after their fifth birthday and will respect parental wishes in this matter.

A reception place can be held open until January 2019 for children born between 01 September 2013 and 31 December 2013 and until April 2019 for children born between 01 January 2014 and 31 August 2014. (Although children born between 01 April 2014 and 31 August 2014 are not of compulsory school age until September 2019, a school place may not be held open from one school year to the next.) This is called a “deferred admission”.

Where parents wish, children may attend part-time until later in the school year, but not beyond the point at which they reach compulsory school age.

If you would like to request a deferred admission or if you would like your child to attend part-time prior to their full-time admission, you must discuss this first with the academy where your child has been allocated a place. This discussion should take place before the end of the summer term 2018 (unless you submit a late application and the place has to be allocated after the end of 2017/18 school year).

**Children with special educational needs**

If your child has an Education, Health and Care Plan (EHC Plan) or Statement of Special Educational Needs (SEN), you do not need to complete an application form as a school place will be identified through a separate process. Please contact the SEN Assessment and Provision Team for more information:
However, if a request has been made for an EHC needs assessment for your child, or your child is currently being assessed to decide whether an EHC Plan is necessary, you will need to make an application using the normal process.

**Oversubscription criteria for the 2018/19 academic year**

If, after the admission of children with a Statement of Special Educational Needs or an Education, Health and Care Plan where the academy is named in the Statement or Plan, an academy is oversubscribed, priority for admission will be given to those children who meet the criteria set out below, in order. These oversubscription criteria will also be used, if necessary, to decide on in-year admissions to all year groups (reception to year 6) for the 2018/2019 school year:

<table>
<thead>
<tr>
<th>Rank</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Children in care and children who were in care</strong> but ceased to be so because they were adopted (or became subject to a child arrangement or special guardianship order) immediately after being in care.</td>
</tr>
<tr>
<td>2</td>
<td><strong>Children who are attending Biscovey Nursery and Infant School (applies to Biscovey Academy only)</strong></td>
</tr>
<tr>
<td>3</td>
<td><strong>Children with Siblings.</strong></td>
</tr>
<tr>
<td>4</td>
<td><strong>Religious reasons (applies to St Uny CE Academy only)</strong></td>
</tr>
<tr>
<td>5</td>
<td><strong>Children of Staff</strong></td>
</tr>
<tr>
<td>6</td>
<td><strong>All other children</strong></td>
</tr>
</tbody>
</table>

**Definitions**

1. **Children in care and children who were in care** but immediately after being in care became subject to an Adoption, Child Arrangement or Special Guardianship Order. 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).

2. **Applies to Biscovey Academy only – Children who are attending year 2 at Biscovey Nursery and Infants’ Academy.**

3. **Children with siblings** who will still be attending the preferred academy at the time of their admission. “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 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 academy in question at the date of application, allocation and admission.

4. **Religious reasons (applies to St Uny CE Academy only).** Priority will be given to the children of practising Christian (member of Churches Together) families who reside in the Benefice of Lelant and Carbis Bay or the ecclesiastical Deanery of Penwith. The application must be supported by a statement from an appropriate church representative, which must be submitted to the Academy at the time of application.

5. **Children of staff.** This criterion applies in the following circumstances:

   a) where the member of staff has a permanent contract and has been employed at the academy for two or more years at the time at which the application for admission to the academy is made, or

   b) the member of staff has a permanent contract and has been recruited to fill a vacant post for which there is a demonstrable skill shortage*.

   *Such posts would usually include:

   Foundation Stage Early Years Specialists, SEND Co-ordinators and specialist teachers for Year 2 or Year 6. However, it is possible that individual academy Headteachers or Principals will add to these categories according to local circumstances.
Please note that you must state your intention to claim priority under this criterion on your application form and you must submit separate evidence of your employment status by e-mail or post to the Schools Admission Team by 07 February 2018.

6. All other children (prioritised by distance from the academy as defined in the tie-breaker below).

Tie-breaker

If the criteria outlined above leave more children with an equal claim than places available, most priority will be given to those children who live nearer to the preferred academy.

Final tie-breaker

Should the tie-breaker above still leave children with an equal claim because distances are exactly the same, random allocation (in accordance with 1.34 and 1.35 of the School Admissions Code) will be used to decide on priority. (AAT’s Random Allocation Protocol will be available on request.)

Distances

Home to school distances used for tie-breaking will be measured by straight-line measurement as determined by Capita One and supported by Cornwall Council’s nominated Geographical Information System (currently DataMap). Measurements will be between the home address (the centre of the main building of the property) and the main gate of the academy (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 academy) and for establishing transport entitlements will be measured by the nearest available route as determined by Cornwall Council’s nominated Geographic Information System software (currently DataMap).

Home address

Each child may have one registered address only 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 residency of the child or a query is raised regarding the validity of an address, the home address will be considered to be with the parent with primary day to day care and control of the child. Residence of a child may also be clarified through a child arrangement order where it is shown who has care of the child. It may be necessary to use the address of the person receiving child benefit for the child or to request a copy of a utility bill or to request evidence of the address at which the child is registered with a doctor’s surgery in order to make a decision.

Parents should settle any disputes in relation to their child’s home address prior to submitting only one application to the Local Authority for each child. AAT 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, AAT will determine the home address.

Service families

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.

Multiple birth siblings

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, consideration could be given to allocating places above the Published Admission Number (PAN).

Late Applications

Late applications will be processed in accordance with the Local Authority’s coordinated scheme. The Local Authority and the Academy Trust may be willing
to accept applications which are received after the closing date of 15 January 2018, but before the exceptional late closing date determined by the Local Authority (07 February 2018), if there is good reason for a late submission. For example:

- a family returning from abroad;
- a lone parent/carer who has been ill for some time;
- a family moving into the vicinity of the Academy from another area; or
- other exceptional circumstances.

Each case will be treated on its merits.

Round two late applications for reception places (i.e. those received between 16 January 2018 and the 07 February 2018, but not considered exceptional and all applications received between 08 February and 27 April 2018) will not be dealt with until after the offer day for on-time applications (16 April 2018). These applications will be processed together and parents will be notified of the outcome of their application by 29 May 2018.

Late (round three) applications received between 28 April and 31 August 2018 will be dealt with on a day to day basis, after the round two allocations have been processed.

**Waiting Lists**

Waiting lists will be maintained by the Local Authority on behalf of Aspire Academy Trust for the first term of the reception year only and will cease to be maintained after the 31 December 2018. As each child is added to the waiting list, the list will have to be ranked again in line with the published oversubscription criteria. Priority will not be given to children based on the date their application was received or the date their name was added to the list.

Looked after children, previously looked after children and those allocated a place at an academy in accordance with the Local Authority’s Fair Access Protocol, will
Applicants for other year groups (in-year applications)

An “in-year” application is an application for a place in years 1 to 6 (or 4 to 6 for Biscovey Academy) for the 2018/19 school year (or part of the year if the application is made after the school year has commenced) and an application for a place in 2018/19 reception year (or year 3 at Biscovey Academy) if the application is made after the autumn term 2018 has commenced. Parents are welcome to contact the relevant academy for information regarding available places. Alternatively, parents can contact the Local Authority (Cornwall Council) for information regarding available places at all schools and academies in Cornwall. Cornwall Council will also, on request, provide parents with a suitable form to complete when applying for a place for their child at a school or academy.

Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group if, for example, the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – i.e. to reception rather than year 1. (This is called a “delayed admission.”) The process for requesting admission out of the normal age group is to contact the preferred academy to request a meeting with the Headteacher/Principal (or his or her representative) to discuss the issue. The Academy Trust will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent’s views; information about the child’s academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The Trust will also take into account the views of the Headteacher/Principal of the academy and will delegate the decision to that Headteacher/Principal where the Headteacher/Principal is minded to agree to the parent’s request. When informing a parent of their decision on the year group
the child should be admitted to, the Academy Trust will set out clearly the reasons for their decision.

Where the Academy Trust agrees to a parent’s request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to reception or to year 3 at Biscovey Academy (i.e. the age group to which pupils are normally admitted to an AAT academy) the application will be processed as part of the main admissions round, (unless the parental request has been made too late for this to be possible) and on the basis of AAT’s determined admission arrangements only, including the application of the oversubscription criteria where applicable. The application will not be given a lower priority on the basis that the child is being admitted out of their normal age group.

Parents have a statutory right to appeal against the refusal of a place at their preferred academy. This right does not apply if they are offered a place for their child at the preferred academy but not in their preferred year group.

**Arrangements for appeals panels:**

Where a parent/carer has been refused a place for their child at one of the academies, they will have the right of appeal to an appeal panel. The appeal panel (arranged by the Local Authority on behalf of AAT) will be independent of the academy and AAT. The arrangements for appeals will be in line with the School Admission Appeals Code published by the Department for Education. The determination of the appeal panel will be made in accordance with the Code and is binding on all parties. Appeal forms should be requested from and returned to the Secretary of the relevant academy.

The deadline for parents to lodge appeals regarding round one (on time) applications for a 2018/19 reception place at an AAT Academy (or for a year 3 place at Biscovey Academy) will be **15 May 2018**. These round one appeals will take place (mainly) during June 2018. Appeals for round two refusals will take place (mainly) during July 2018 and those for round three refusals will usually be heard during July or August 2018.

Appeals for 2018/19 in-year applications will take place as required.

Applicants can only appeal again for a place at the same academy for the same
academic year if AAT has accepted a further application because there has been a significant and material change in the circumstances of the parent/carer, child or academy (e.g. a relevant change of address) but has determined that a new application must also be refused.

Notwithstanding the arrangements outlined above, the Secretary of State may direct an academy to admit a named pupil on application from any Local Authority. Before doing so the Secretary of State will consult the academy in question.

First draft: November/December 2016
Second draft: 01 February 2017

**Determined by AAT on 22 February 2017**

**Next review date: Autumn term 2017**
Mawnan C of E VA School Admissions Policy 2018/2019

Mawnan School is a Church of England Voluntary Aided Primary school for boys and girls. The school is pleased to admit pupils from a wide area whose parents are seeking a Christian Education for their children. The Governors are the Admissions Authority and operate an Equal Preference Scheme.

The closing date for applicants will be as stated in the CSA Admissions Booklet.

From September 2011, all reception places must be offered as full-time, but parents may request part-time attendance until the child is of compulsory School age. Deferred admission until the child is of compulsory School age (but not beyond the beginning of the summer term,) must be agreed if requested.

The governors have formulated this admissions policy for the school.

The governors' admissions committee will meet when the number of applications exceeds the published admission number of 17.

An additional Supplementary Information Form is available from the school on request, for the parents applying under criteria 2, 6 and 7. (This can be obtained from the school and should be completed and returned to the school before the Local authority’s closing date for applications.)

The following criteria will be used to decide who might be admitted in the event of there being more applicants than places in the school.

These categories are listed in order of priority and will be strictly applied at an appropriate meeting, where the children will be ranked in priority order, which will be forwarded to the Local Authority who then decides on places to be offered in accordance with the co-ordinated admissions scheme.

**SEN Admissions**

From September 2016 parents/carers of children with an Education, Health and Care Plan or a Statement of Special Educational Needs in Cornwall no longer have to make an application through the general school admissions system.

‘Children with an EHCP or Statement of Special Educational Needs which names the school will be admitted.’

‘If the school is oversubscribed, after the admission of pupils with an EHCP or Statement of Special Educational Needs where the school is named in the Statement, priority for admission will be given to those children who meet the criteria set out below, in order:’
**Over-subscription Criteria to be used:**

1. Children in care and children who were in care but immediately after being in care became subject to an Adoption, Child Arrangement, or Special Guardianship Order. *

2. Children of practising Anglican families in the designated area **. (See definition of practising Anglican below.) An additional Religious Commitment questionnaire must be submitted, which is available from the School.

3. Children in the designated area. **

4. Siblings of pupils attending the school at the proposed date of admission. Our definition of ‘sibling’ is in line with the Local Authority definition. ***

5. Children of members of staff.
   - Any member of staff directly employed at the time of application by Mawnan Church of England Voluntary Aided School Governors.
   - 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.

6. Children of practising Christians of other denominations who are members of Churches Together within the LA designated area. An additional Religious Commitment questionnaire must be submitted which is available from the School.

7. Children of practising Anglican families within the deanery. A map showing the Deanery Boundary is available in school (See definition below.) An additional Religious Commitment questionnaire must be submitted which is available from the School.

8. All other children

This is a statutory requirement as advised by the CSA.

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 definition in Section 22(1) of the Children Act 1989).

** Designated area is within the 'Local Authority designated area for the School for admissions and transport purposes.' ‘A map of the designated area can be seen online at www.cornwall.gov.uk/admissions, following the link ‘Find your nearest or designated school’ or by calling the School Admissions Team on 0300 1234 101 or emailing schooladmissions@cornwall.gov.uk. The School Admissions Team can also offer advice on designated areas.’

*** 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 our 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. A sibling may be admitted even if the infant class size limit would be exceeded, where one of the siblings is the thirtieth child admitted.
**Tie Breaker:**
If the criteria outlined above leave more children with an equal claim than places available, the following tie breaker will be used:

Priority will be given to a child who lives nearer Mawnan C of E VA Primary School. The measurement will be the "straight-line" distance from the ‘centre of the building of the child’s home address,’ to the school's main entrance. Using Cornwall Council’s nominated Geographical Information System (currently DataMap).

**Applications**
A place can be applied for through Cornwall Council during the autumn term, online, at www.cornwall.gov.uk/admissions. This will give you the right to express three preferences.

The Local Authority can be contacted at:
Admissions Team, New County Hall, Truro, Cornwall. TR1 3AY,
schooladmissions@cornwall.gov.uk
0300 1234 101

**In-year**
Currently applications for all year groups at the school have to be made via the Local Authority.

**Waiting Lists:**
The School in conjunction with the local authority will maintain a waiting list for each School year. The waiting list will be regularly reviewed and should a place become available, the over-subscription criteria will be applied to allocate places.

**Late Entries:**
Late applications will be assessed following the guidelines as laid out by the Local Authority in their application guidelines.

The governors are required to publish the school's admission arrangements and, therefore, this policy will appear on the school website.

**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 at 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.
Definitions of ‘practising Christian’ for criteria 2, 6 and 7.

i. An applicant ‘known to the church’ would not be a frequent but probably an occasional worshipper, someone who is perhaps known through a family connection, or one or more of whose family would be involved in some church activity, such as a uniformed or other church organisation.

ii. An applicant ‘attached to the church’ would be a regular but not frequent worshipper, by which meant (for example) one who usually attends a monthly family or church parade service or is regularly involved in a weekday church activity including an element of worship.

iii. An applicant ‘at the heart of the church’ would be a regular worshipper. We suggest that this might normally mean one who worships usually twice a month. To accommodate difficult patterns of work and family relationship account should be taken of week-day worship. The worshipper could be the child for whom application is made or one or both parents. Greater priority will be given to applicants in this category.

Please see the Local Authority guidelines for the date when application outcomes will be notified.

Parents/Family Members
A parent is any person who has parental responsibility for or is the legal guardian of the child. Where admission arrangements above refer to ‘parents’ attendance at church, it is sufficient for just one parent to attend. ‘Family members’ include only parents, as defined above, and siblings.

Home address
Each child may have one registered address only for the purpose of determining priority for admission and transport entitlement. This address should be the place where the child is normally resident. If there is shared custody of the child or a query is raised regarding the validity of an address, it may be necessary to use the address of the person receiving child benefit for the child or to request a copy of a utility bill in order to make a decision.

Revised: January 2017.
MENHENIOT PRIMARY SCHOOL

Admissions Policy 2018-19

Introduction

Menheniot Primary School is a foundation primary school and the Governing Body are the Admission Authority for the school.

The school will participate fully in the Local Authority’s Fair Access Protocol and the Local Authority’s Co-ordinated Admissions Schemes for starting school and applying for a place during the school year. 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 and other details about the application process will be stated in those schemes.

Applying for a place

All applications for places in Reception or during the school year must be made direct to the applicant’s home authority on the appropriate Common Application Form (CAF). The CAF and supporting information will be available electronically on the Local Authority’s website or in paper form on request from the Local Authority. There is no supplementary information form required by the Governing Body.

Places in Reception will be allocated as full time from September. If you wish to ask for part-time admission, you must do so as soon as possible after receiving your notification of a place. You can request that your child attends part-time until they are of compulsory school age.

Allocation of places

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

All requests for a change of school during the school year (‘in-year’ admissions) and all requests for entry into school at the normal point of entry (starting in the reception year, transferring from infant to junior school or transferring from primary to secondary school) will be handled by the SCHOOL ADMISSIONS TEAM with the exception of applications for children with an EHC plan.

Parents will be able to discuss the educational options with a member of the SEN Team to enable them to make an informed decision regarding their preferred school. Where a request for an EHC needs assessment has been made or where a child is under assessment (but no decision has yet been made about issuing an EHC Plan) an application for a school place must be made through the normal school admissions process (schooladmissions@cornwall.gov.uk , www.cornwall.gov.uk/admissions).

If your child has an Education, Health and Care Plan (EHC Plan) or Statement of Special Educational Needs (SEN), you do not need to complete an application form as a school place will be identified through a separate process. Please contact the SEN Assessment and Provision Team for more information:

Tel: 01872 324242 Email: specialeducation@cornwall.gov.uk

However, if a request has been made for an EHC needs assessment for your child, or your child is currently being assessed to decide whether an EHC Plan is necessary, you will need to make an application using the normal process.

The process for SEN admissions can be found in the Local Authority’s Local Offer: www.supportincornwall.org.uk
Children in Care who are directed to the school by the Local Authority will be admitted to the school regardless of the number on roll in the year group.

Attendance at a particular nursery class or early year’s provider does not give a pupil any priority within the admissions policy for admission to a primary school. Parents/carers must still submit an application for a place in Reception.

The published admission number (PAN) for Reception in 2018/19 will be 21. Places will be allocated up to this number. In the event that more applications are received than places available, the oversubscription criteria below will be used to decide on allocations.

**Appeals**

Applicants refused a place at the school have the right of appeal. Appeals are heard by an independent appeals panel arranged by the Local Authority on behalf of the Governing Body. Applicants will be able to appeal once for a place at a given school in any one school year unless any significant new information becomes available which was not available at the original hearing. Details of how to appeal will be sent with any letter refusing a place and the timetable for appeals will be available on the Council’s website.

**Waiting lists**

If the school is oversubscribed, a waiting list will be held from when allocations have been made and parents/carers can request that their child is added to this list. A pupil's position on the list will be determined by the criteria set out below. Children’s places on a waiting list are subject to change according to additional information received about applications or children being added to the list. No priority is given to the length of time that a child has been on the list.

**Oversubscription Criteria**

In the event of there being more than 21 applications for places in reception for the 2018/19 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 but immediately after being in care became subject to an Adoption, Child Arrangement or Special Guardianship Order.

2. Children who live within the designated area of the school, 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 beginning of the autumn term of the 2018/2019 school year.

   *If there are more designated area children wanting places at a school than there are places available, the following criteria 3 to 5 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 5 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 school 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 school at the time of their admission.

5. All other children.

Notes and definitions

Children in care

‘Children in care’ are also referred to as ‘looked after children’ and they are children who are in the care of the Local Authority.

Designated areas

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). 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 Admissions and Transport Team on 0300 1234 101 or emailing schooladmissions@cornwall.gov.uk.

If you are planning to move into the designated area of a school, your application for a place for your child at that school 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.

Professional recommendation for admission

If you think your child meets this criterion, as described in the Oversubscription Criteria, you must send the relevant written evidence to the Local Authority.

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.

Tie-breakers

If any of the criteria outlined above leave more children with an equal claim than places available, priority will be given to the child who lives nearer to the preferred school.

Final tie-breaker

Should the tie-breakers above still leave children with an equal claim because distances are exactly the same, random allocation will be used to decide on priority. The school will use the Local Authority’s Random Allocation Protocol which is available on request.

Distances
Home to school distances used for tie-breaking will be measured by a straight-line measurement as determined by CAPITA One and supported by Cornwall Council’s Geographical Information System (DataMap). Measurements will be between your 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 the Cornwall Council’s nominated Geographic Information System (DataMap).

**Home address**

Each child may have one registered address only for the purposes of determining priority for admission and transport entitlement. This address should be the place where the child is normally resident. If there is shared residence of the child or a query is raised regarding the validity of an address, it may be necessary to use the address of the person receiving child benefit for the child. If this is inconclusive, the registered address would be considered to be the address at which the child spends the majority of days during the school week. However, parents should settle any dispute prior to submitting only one application.

**Multiple birth siblings**

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 school, which may mean allocating places above the Published Admission Number (PAN) where that is possible. However, where this is not possible, parents/carers will be invited to decide which of the children should be allocated the available place(s).

**Placement outside the normal age group**

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a Summer born child may choose not to send that child to school until the September following their fifth birthday and may request they are admitted out of their normal age group – to Reception rather than Year 1. Parents should contact the Headteacher in the first instance and the admission authority will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

Policy agreed by the Governing Body on: 22nd February 2017
Mevagissey Community Primary School
Admission Arrangements for 2018 / 19

The School
Mevagissey School is a 4-11 years mixed primary school. We are an inclusive school and welcome all applications.

The school is an academy and part of the Peninsula Learning Trust who are the Admissions Authority for the school. The Trust participates fully in Cornwall Council’s Co-ordinated Admissions Scheme for starting school and applying for a place during the school year.

The Published Admission Number (PAN) for each individual year group is 20.

Applying for a place
If you are applying for a place in reception class commencing September 2018 and live in Cornwall you should complete Cornwall Council’s Common Application Form, available electronically from Cornwall Council or in paper form in their reception class prospectus

Completed forms should be returned to Cornwall Council by the date required on the form. Applicants from outside Cornwall should complete the form provided by their own council.

How places are allocated
If you apply for a place in the school and the number of applications is not greater than 20 then you will be automatically offered a place. However if this number is exceeded, then after the admission of pupils where the school is named in their Education, Health and Care Plan then the criteria below will be applied in the following order of priority:

Oversubscription criteria:

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.

2. Children with siblings who will still be attending the school at the time of their admission, and in addition also live in the designated area of the school, 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.
3. **Any other children who live in the designated area** of the school, 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.

4. **Children with siblings** who will still be attending the school at the time of their admission *but live outside of the designated area*.

5. **Children of a member of staff** in the following circumstances:
   - 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; and/or
   - the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

6. **All other children.**

*Tie-breaker*

If any of the criteria outlined earlier leave more children with an equal claim than places available, priority will be given to the child who lives nearer to the preferred school.

*Final tie-breaker*

Should the tie-breakers above still leave children with an equal claim because distances are exactly the same, random allocation will be used to decide on priority. The school will use the Local Authority's Random Allocation Protocol, supervised by an independent person, which is available on request.

**Notes and definitions**

*Children in care and children who were in care*

A ‘child in care’ may 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).

For further information see the full [Admissions Code](#).

*siblings*

‘Siblings’ means brothers and 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 relationships 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.

**Multiple birth siblings**
Where applications are received on behalf of twins, triplets, etc. or brothers and sisters whose dates of birth place them in the same chronological year group, every effort will be made to offer multiple places at the school, but an offer cannot be guaranteed.

**Designated area (‘catchment’ area)**
A [map of the catchment area](#) is available on the council’s website.

**Distances**
Home to school distances used for tie-breaking will be established using a straight-line measurement as determined by Capita One and supported 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 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.

**Home address**
Each child may have one registered address only for the purposes of determining priority for admission. This should be the place where the child is normally resident. If there is shared residence of the child or a query is raised regarding the validity of an address, it may be necessary to use the address of the person receiving child benefit for the child. If this is inconclusive, the registered address would be considered to be the address at which the child spends the majority of days during the school week.
If there is shared residence of the child or a query is raised regarding the validity of an address, the Trust 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 Trust 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 the Trust will determine the home address.
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.
Late Applications
Late applications will be processed at a later stage so it is possible that all places will have been filled. For further information please see the council’s website.

In-Year Admissions / Waiting lists
If the school is oversubscribed, a waiting list will be held and parents/carers can request that their child is added to this list. A pupil's position on the list will be determined by the over-subscription criteria set out above. Children’s places on a waiting list are subject to change according to additional information received about applications or children being added to the list. No priority is given to the length of time that a child has been on the list.

Part-time or deferred entry to school and admission of children outside their normal age group (early or delayed entry to reception)
All children are entitled to start school full-time in the September following their fourth birthday. However, parents may choose deferred or part-time entry to the reception year for their child, bearing in mind that by law, children have to be in full-time education by the start of the term following their fifth birthday – when they reach ‘compulsory school age’. Parents of summer-born children may also seek a place for their child outside their normal age group i.e. entry to reception a year later than normal, for example if the child may naturally have fallen into a lower age group if it were not for being born prematurely. Parents choosing part-time or deferred entry must contact the school they have been allocated or hope to be allocated to arrange this. Those wishing to delay entry to the reception year or request a place outside the normal year group must contact the School Admissions Team.

Appeals
If an applicant is not allocated a place at their preferred school/s they will have the right to appeal to an independent panel. The refusal 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 2018 entry to infant, junior and primary schools or Co-ordinated In-year Admissions Scheme 2018/19.

Please be aware that the circumstances in which an appeal might be successful are fairly limited. The school’s Local Governing Body recommends that any parent considering an appeal arranges an informal discussion with the Headteacher before proceeding.
INTRODUCTION.

The Board of Directors of the St Barnabas Multi Academy Trust is the Admissions Authority and applies the regulations on admissions fairly and equitably to all those who wish to attend the MAT schools.

This policy conforms to the new regulations that are set out in The School Standards and Framework Act, The School Admissions Code 2012 and the School Admissions Appeals Code. We are inclusive schools that welcome children from all backgrounds and of all abilities. The Board of Directors and Local Governing Bodies operate, in line with the Admissions Code 2012, an equal preference scheme. All applications will be treated on merit and in a sensitive manner.

Applications for a Reception place must be made through the CSA Co-ordinated Admissions scheme.

In-year applications will be handled by the Board of Directors the schools.

ADMISSION OF RECEPTION CHILDREN.

We teach infant children (aged 5 – 7 years) in classes of no more than 30 pupils to a class, except in very limited cases where we are required to admit an additional child in accordance with the School Admissions (Infant Class Sizes) (England) Regulations 2014.

For the 2018/19 school year, dates for admission to the Reception class will be as detailed in the CSA Co-ordinated Admissions Scheme Booklet ‘How to apply for a place in a Reception class in a primary school in Cornwall’.

All children will be able to be admitted to school full-time in September 2018. However, parents have the right to request part-time or deferred admission until their child is of compulsory school age, although they still cannot defer beyond the summer term of their reception year.

Deferred entry may be considered at the Principal’s discretion but will be in line with the CSA recommendations as stated in the Co-ordinate Admissions Booklet.

CLOSING DATE FOR APPLICATIONS/NOTIFICATION DATE.

The closing date for the receipt of applications for admission to a reception class during 2018/2019 school year will be in line with the CSA timetable, as set out in the CSA Co-ordinated Admissions Scheme Booklet. Applications can be made online or by post.
Parents will be notified of the outcome of their application for a place in reception class by the CSA in line with the timetable stated in the CSA Co ordinated Admissions Scheme Booklet.

**Late applications.**
These will be dealt with in accordance with the CSA Co ordinate Admissions Scheme. All applications for places for the 2018/2019 school year should be referred to the LA.

**Children with an Education Health and Care Plan (EHCP)/Statement of Educational Need**
We will admit a child with an Education Health and Care Plan/Statement of Educational Need if the particular school is specified in that plan.

**OVER-SUBSCRIPTION CRITERIA.**

**Published Admission Numbers** for 2018/2019

School PAN: 17

The only restriction we place on entry is that of number.

In the event of an application where the year group is full the Board of Directors will apply the 'over subscription criteria' and inform parents of their decision. The right to appeal against the decision of the Board of Directors, to an independent Appeal Panel remains and further details are available from the school.

In order to meet the recommendations of the School Admissions Code 2014, the following over-subscription criteria will be used to determine the allocation of places, where there are more applications than places available:

For all other children, the following criteria (in order of priority) will be used to offer prospective pupils places at the school:

1. **Children in care and children who were in care but immediately after being in care became subject to an Adoption, Child Arrangement or Special Guardianship Order.** (*see definitions)
2. **As a Church of England Multi Academy Trust we offer places to parents who wish their children to receive an education which has a Christian influence. The Directors will expect a letter of commendation from their Parish Priest or minister to confirm their involvement in their local church community** (*see definitions).
3. **Children for whom the school is the designated school for their home address. If you want to confirm that the school is the designated school for your address please contact the Admissions and Transport (Policy) Team.**
4. **Children with siblings who will still be attending the school at the proposed admission date.** (* see definitions)
5. **Children for whom the school is geographically nearer than the school designated as the appropriate school.**
6. **All other applicants (see tie breakers)**
TIE BREAKER
If the criteria outlined above leave more children with an equal claim than places available, the following tie-breakers will be used:

Where two or more children fulfil the same criterion, priority will be given to the child who lives nearer to the school in line with the CSA criteria.

DEFINITIONS.

- **CHILDREN IN CARE/LOOKED AFTER CHILDREN**: A ‘child in care’ is also referred to as a 'looked after child' 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).

- **SIBLINGS**: These are children with at least one natural or adoptive parent in common, living at the same or a different address at the time of admission. Children living in the same household at the same address would also be counted as siblings at the time of admission, regardless of the actual relationship to each other.

- **HOME ADDRESS**: Each child may have one registered address only, for the purposes of determining priority for admission and transport entitlement. This address should be the place where the child is normally resident during the week in term-time. If there is shared custody of the child or a query is raised regarding the validity of an address, it may be necessary to use the address of the person receiving child benefit for the child, in order to make a decision.

- **PARENTS/FAMILY MEMBERS**: A parent is any person who has parental responsibility for or who is the legal guardian of the child. Where admission arrangements refer to ‘parents’ attendance at church, it is sufficient for just one parent to attend. ‘Family members’ include only parents, as defined above, and siblings.

- **CHRISTIAN**: A Christian church is any denomination of Christianity, including churches which are members of Churches Together.

- **PRACTISING CHRISTIAN**: This will be subdivided and ranked accordingly and refers to a child, who in the opinion of the Parish Priest / Minister:

  i. is at the heart of the church;
  ii. is attached to the church or;
  iii. is known to the church.

These will be defined as follows:

  i. An applicant 'at the heart of the church' would be a regular worshipper, usually one who worships at least twice a month. To accommodate difficult
patterns of work and family relationships account should be taken of weekday worship. The worshipper could be the child for whom application is made or one or both parents. Greatest priority will be given to these applicants.

ii. An applicant 'attached to the church' would be a regular but not frequent worshipper, by which is meant (for example) one who usually attends a monthly family or church parade service or is regularly involved in a weekday church activity including an element of worship.

iii. An applicant 'known to the church' would not be a frequent but probably an occasional worshipper, someone who is perhaps known through a family connection, or one or more of whose family would be involved in some church activity, such as a uniformed or other church organisation.

This will need to be evidenced by either a letter from the Parish Priest or Minister or a signed statement on the application form.

WAITING LISTS - Reception 2018/2019

Once all parents have been notified whether their children have been allocated places at their chosen School, any parent refused a place will be asked whether he/she wishes his/her child's name to be put on a waiting list. Places are allocated to children on the waiting list if, and when, places become available. Children will be listed according to the oversubscription criteria.

This waiting list will close at the end of the autumn term 2018. After that date, applications will be dealt with according to the Local Authority's in-year co-ordinated admissions scheme. Children will be listed in priority order according to the oversubscription criteria, although children who are the subject of a direction by the local authority or who are allocated to the school in accordance with the Fair Access Protocol, will take precedence over any child already on the waiting list.

ADDITIONAL/SUPPLEMENTARY FORMS: All parents who list their preferred schools on the Local Authority’s Common Application Form are regarded as having made valid applications.

If the school is unable to offer a child a place, information on the Appeals Procedure will be made available on request.

This policy will be reviewed annually.
ADMISSION ARRANGEMENTS
2018/19 ACADEMIC YEAR

Mithian School

DATE PROPOSED BY LGB: 21st November 2016
DATE APPROVED BY TPAT: [TO BE COMPLETED]

Date amended: 21 September 2016
Amended by: Linda Garbett
School Name: Mithian School
Responsibility for admissions

The Directors of the Truro and Penwith Academy Trust (TPAT) have responsibility for approval of the Admissions Policy and admissions arrangements for all member schools within the Trust. The Local Governing Body has delegated responsibility for the proposal of the admissions policy and arrangements, and for application decisions in the member school. This policy is based upon relevant policy and legislation including the Department for Education's School Admissions Code. Schools within the Trust operate an equal preference scheme as defined in the Code and will fully participate in Cornwall Council's Fair Access Protocol.

Admissions Scheme

Cornwall Council has a statutory duty to co-ordinate the admissions process for reception applications and has opted to assist parents by acting as a clearing house for applications to other main school year groups.

Details of the co-ordinated admissions scheme for Reception admissions are available from Cornwall Council School Admissions Team, New County Hall, Truro, TR1 3AY

Telephone: 0300 1234 101

Email: schooladmissions@cornwall.gov.uk

Web: www.cornwall.gov.uk/admissions

Closing dates, deadlines and timescales (including those relating to late applications) will be as stated in those schemes.

All applications for places at TPAT schools must be made directly to the applicant’s home authority on the appropriate Common Application Form (CAF). The CAF and supporting information will be available electronically on the Local Authority’s website or in a paper form from the Local Authority. There is no supplementary information form required by the Trust.

Applying for a place

All applications for places for Reception or during the school year must be made directly 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.

However, if your child has an Education, Health and Care Plan or Statement of Special Educational Needs, you do not need to complete an application form as a school place will be identified through a separate process.

Allocation of Places

Children with an Education, Health and Care Plan or Statement of Special Educational Needs that names the school will be admitted regardless of the number on roll in the year group.

Children in Care who are directed to the school by the Local Authority (or Secretary of State in the case of academies) will be admitted to the school regardless of the number on roll in the year group.

Date amended: 21 September 2016
Amended by: Linda Garbett
School Name: Mithian School
The published admission number (PAN) for Reception in 2018/19 will be 15. Places will be allocated up to this number. In the event that more applications are received than places available, the oversubscription criteria listed later in this document will be used to decide on allocations. If the school is not oversubscribed, all applicants will be admitted. The PAN is the maximum number of pupils the school will admit at the relevant admission age in any given year.

**Over subscription criteria**

If the school is oversubscribed, after the admission of pupils with a Statement of Special Educational Needs where the school is named in the statement, priority for admission will be given to those children who meet the criteria set out below, in order:

### Primary Oversubscription Criteria

In the event of there being more than 15 applications for places in reception for the 2018/19 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 or Statement of Special Educational Needs 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.
2. Children with siblings who will still be attending the school at the time of their admission.
3. Children who live within the designated area of the school, 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 after the allocation of children under criterion 3, criteria 4 and 5 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 4 and 5 will be used to decide which of the remaining children should have priority for any spare places.

4. Children with an unequivocal professional recommendation from a doctor, school medical officer, educational psychologist or education welfare officer that non-placement at the school 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.
5. All other children.

Date amended: 21 September 2016
Amended by: Linda Garbett
School Name: Mithian School
Late Applications

Late applications will be processed in line with Cornwall Council’s co-ordinated admissions scheme.

Deferred/Delayed Entry

All children are entitled to start school full-time in the September following their fourth birthday. However, parents may choose deferred or part-time entry to the reception year for their child, bearing in mind that by law children have to be in full-time education by the start of the term following their fifth birthday – when they reach ‘compulsory school age’. Parents considering part-time or deferred entry or wishing to delay entry to the reception year must contact the Headteacher.

Admission of children outside the 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 at 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.

In Year Admissions

Parents can apply at any time during the school. Cornwall Council will operate waiting lists for all in year applications. The school will operate oversubscription criteria for admissions to year groups 1 to 6 as per reception admission. Under the “Fair Access” policy, it is possible that a school will be directed to admit a child even if this would take the year group above (or further above) PAN.

Appeals

Applicants refused a place at the school have the right of appeal. Appeals are heard by an independent appeals panel arranged by the Local Authority on behalf of the Trust and 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.

Waiting Lists

If the school is oversubscribed, a waiting list will be held for each year group, from when allocations have been made for the first term of the year of entry and parents/carers can

Date amended: 21 September 2016
Amended by: Linda Garbett
School Name: Mithian School
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 or Statement of Special Educational Needs 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.

### Notes and Definitions

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).

### Designated areas

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 Mithian’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 Mithian School, 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.

### 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.

### Siblings

Date amended: 21 September 2016
Amended by: Linda Garbett
School Name: Mithian School
‘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.

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).

**Tie-breakers**
If any of the criteria outlined earlier leave more children with an equal claim than places available, priority will be given to the child who lives nearer to Mithian School.

**Final tie-breaker**
Should the tie-breakers above still leave children with an equal claim because distances are exactly the same, random allocation will be used to decide on priority. The school will use the Local Authority’s Random Allocation Protocol, supervised by an independent person, which is available on request.

**Distances**
Home to school distances used for tie-breaking will be measured by a straight-line measurement as determined by Capita One and supported by Cornwall Council’s nominated Geographical Information System (currently DataMap). Measurements will be between your 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 (currently DataMap).

**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.

**Date amended:** 21 September 2016  
**Amended by:** Linda Garbett  
**School Name:** Mithian School
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.

Date amended: 21 September 2016
Amended by: Linda Garbett
School Name: Mithian School
Mount Charles School Admission Arrangements for 2018 / 19

The School
Mount Charles School is a 4-11 years mixed primary school. We are an inclusive school and welcome all applications.

The school is an academy and part of the Peninsula Learning Trust who are the Admissions Authority for the school. The Trust participates fully in Cornwall Council’s Co-ordinated Admissions Scheme for starting school and applying for a place during the school year.

The Published Admission Number (PAN) for each individual year group is 60.

Applying for a place
If you are applying for a place in reception class commencing September 2018 and live in Cornwall you should complete Cornwall Council’s Common Application Form, available electronically from Cornwall Council or in paper form in their reception class prospectus.

Completed forms should be returned to Cornwall Council by the date required on the form. Applicants from outside Cornwall should complete the form provided by their own council.

How places are allocated
If you apply for a place in the school and the number of applications is not greater than 60 then you will be automatically offered a place. However, if this number is exceeded, then after the admission of pupils where the school is named in their Education, Health and Care Plan then the criteria below will be applied in the following order of priority:

Oversubscription criteria:

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.

2. Children with siblings who will still be attending the school at the time of their admission.

3. Children of a member of staff in the following circumstances:
   • 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; and/or
   • the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

4. Distance from school
**Tie-breaker**
Should any children have an equal claim because distances are exactly the same, random allocation will be used to decide on priority.

**Notes and definitions**

*Children in care and children who were previously in care*
A ‘child in care’ may 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).

For further information see the full [Admissions Code](#).

*Siblings*
‘Siblings’ means brothers and 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 relationships 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.

*Multiple birth siblings*
Where applications are received on behalf of twins, triplets, etc. or brothers and sisters whose dates of birth place them in the same chronological year group, every effort will be made to offer multiple places at the school, but an offer cannot be guaranteed.

**Distances**
Home to school distances used for tie-breaking will be established using a straight-line measurement as determined by Capita One and supported 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 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.
Home address
Each child may have one registered address only for the purposes of determining priority for admission. This 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 Trust 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 Trust 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 the Trust will determine the home address.

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.

Late Applications
Late applications will be processed at a later stage so it is possible that all places will have been filled. For further information please see the council’s website.

In-Year Admissions / Waiting lists
If the school is oversubscribed, a waiting list will be held and parents/carers can request that their child is added to this list. A pupil's position on the list will be determined by the over-subscription criteria set out above. Children’s places on a waiting list are subject to change according to additional information received about applications or children being added to the list. No priority is given to the length of time that a child has been on the list.

Part-time or deferred entry to school and admission of children outside their normal age group (early or delayed entry to reception)
All children are entitled to start school full-time in the September following their fourth birthday. However, parents may choose deferred or part-time entry to the reception year for their child, bearing in mind that by law, children have to be in full-time education by the start of the term following their fifth birthday – when they reach ‘compulsory school age’. Parents of summer-born children may also seek a place for their child outside their normal age group i.e. entry to reception a year later than normal, for example if the child may naturally have fallen into a lower age group if it were not for being born prematurely. Parents choosing part-time or deferred entry must contact the school they have been allocated or hope to be
allocated to arrange this. Those wishing to delay entry to the reception year or request a place outside the normal year group must contact the School Admissions Team.

**Appeals**
If an applicant is not allocated a place at their preferred school/s they will have the right to appeal to an independent panel. The refusal 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 2018 entry to infant, junior and primary schools or Co-ordinated In-year Admissions Scheme 2018/19.

Please be aware that the circumstances in which an appeal might be successful are fairly limited. The school's Local Governing Body recommends that any parent considering an appeal arranges an informal discussion with the Headteacher before proceeding.
Aspire Academy Trust’s Admission Arrangements for the 2018/19 Academic Year

Responsibility for admissions

The Directors of Aspire Academy Trust (AAT) have been delegated the task of managing the admissions for all member academies of AAT. They will operate an admissions policy which ensures that all applications for admission to AAT academies are dealt with in accordance with the requirements of the School Admissions and Appeals Codes, including the application of an agreed set of published oversubscription criteria and, where appropriate, adherence to Cornwall Council’s coordinated admissions schemes.

All decisions regarding admission to each academy are the responsibility of AAT. However, it should be noted that Cornwall Council has a statutory duty to co-ordinate the admissions process for reception and junior school year 3 applications. In addition, Cornwall Council has opted to assist parents by acting as a “clearing house” for applications to other main school year groups.

Member academies and their Published Admission Numbers

<table>
<thead>
<tr>
<th>Academy</th>
<th>Published Admission Number</th>
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<tr>
<td>Biscovey Nursery and Infants’ Academy</td>
<td>90</td>
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<tr>
<td>Biscovey Academy</td>
<td>90*</td>
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<tr>
<td>Bugle School</td>
<td>30</td>
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<tr>
<td>Connor Downs Academy</td>
<td>30</td>
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<tr>
<td>Mawgan-in-Pydar School</td>
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<td>Mount Hawke Academy</td>
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<td>Padstow School</td>
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<td>Penryn Primary Academy</td>
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<td>Probus Primary School</td>
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<tr>
<td>Whitemoor Academy</td>
<td>15</td>
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</tbody>
</table>

*Increased from 80.

**Increased from 30.

Applications for admission to reception or year 3 in a junior school cannot be refused unless places have already been offered up to the Published Admission Number (PAN). Applications for admission to other year groups can only be refused if AAT considers that the admission of additional pupils would cause prejudice to the provision of efficient education or the use of resources.
**Fair access**

The School Admissions Code 2014 requires all local authorities to operate in-year fair access protocols to ensure that access to education is secured quickly for children who have no school place and to ensure that all schools and academies in an area admit their fair share of vulnerable and challenging children and young people. This could include admitting children above the published admission number to schools and academies that are already full.

**Reception class intake September 2018**

If your child was born between **1st September 2013 and 31st August 2014** you will need to apply for a school place for the 2018/2019 school year. This school year starts in September 2018.

**Admission to year 3 (Biscovey Academy only)**

If your child was born between **1st September 2010 and 31st August 2011** and you wish them to attend year 3 at Biscovey Academy from September 2018, you will need to apply for a place for the 2018/19 school year.

**How to apply**

All applications for reception and year 3 junior school places have to be made via the Local Authority for your home address (Cornwall Council if you live in Cornwall). You can apply online or you can make a paper application. If you wish to apply for a place in 2018/19 year 3 at Biscovey Academy or for a place in 2018/19 reception at one of the other academies in the Trust, you need to contact Cornwall Council for further information:

School Admissions Team, New County Hall, Truro, TR1 3AY

Telephone: 0300 1234 101

or email: schooladmissions@cornwall.gov.uk

or visit the website: www.cornwall.gov.uk/admissions

Applications will be accepted from September 2017 and the deadline for the submission of applications will be **23.59 on 15 January 2018**. You can still apply after this date, but in most cases your application will be classed as “late” and will not be considered until after those applications received
on time. The offer date for on-time applications will be **16 April 2018**.

The Council’s coordinated scheme for reception and junior school admissions will apply to all schools in Cornwall, including Voluntary Aided (VA), Foundation, Free and Trust Schools, as well as Academies.

**Admission dates for Reception 2018/19 (does not apply to Biscovey Academy)**

Children having their 5th birthday between 01 September 2018 and 31 August 2019 are entitled to full time admission to a Reception Class in September 2018.

The Academy Trust recognises that by law children do not have to receive full-time education until the term after their fifth birthday and will respect parental wishes in this matter.

A reception place can be held open until January 2019 for children born between 01 September 2013 and 31 December 2013 and until April 2019 for children born between 01 January 2014 and 31 August 2014. (Although children born between 01 April 2014 and 31 August 2014 are not of compulsory school age until September 2019, a school place may not be held open from one school year to the next.) This is called a “deferred admission”.

Where parents wish, children may attend part-time until later in the school year, but not beyond the point at which they reach compulsory school age.

If you would like to request a deferred admission or if you would like your child to attend part-time prior to their full-time admission, you must discuss this first with the academy where your child has been allocated a place. This discussion should take place before the end of the summer term 2018 (unless you submit a late application and the place has to be allocated after the end of 2017/18 school year).

**Children with special educational needs**

If your child has an Education, Health and Care Plan (EHC Plan) or Statement of Special Educational Needs (SEN), you do not need to complete an application form as a school place will be identified through a separate process. Please contact the SEN Assessment and Provision Team for more information:
However, if a request has been made for an EHC needs assessment for your child, or your child is currently being assessed to decide whether an EHC Plan is necessary, you will need to make an application using the normal process.

Oversubscription criteria for the 2018/19 academic year

If, after the admission of children with a Statement of Special Educational Needs or an Education, Health and Care Plan where the academy is named in the Statement or Plan, an academy is oversubscribed, priority for admission will be given to those children who meet the criteria set out below, in order. These oversubscription criteria will also be used, if necessary, to decide on in-year admissions to all year groups (reception to year 6) for the 2018/2019 school year:

<table>
<thead>
<tr>
<th>Rank</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Children in care and children who were in care</strong> but ceased to be so because they were adopted (or became subject to a child arrangement or special guardianship order) immediately after being in care.</td>
</tr>
<tr>
<td>2</td>
<td><strong>Children who are attending Biscovey Nursery and Infant School (applies to Biscovey Academy only)</strong></td>
</tr>
<tr>
<td>3</td>
<td><strong>Children with Siblings.</strong></td>
</tr>
<tr>
<td>4</td>
<td><strong>Religious reasons (applies to St Uny CE Academy only)</strong></td>
</tr>
<tr>
<td>5</td>
<td><strong>Children of Staff</strong></td>
</tr>
<tr>
<td>6</td>
<td><strong>All other children</strong></td>
</tr>
</tbody>
</table>

Definitions

1. **Children in care and children who were in care** but immediately after being in care became subject to an Adoption, Child Arrangement or Special Guardianship Order. 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).

2. **Applies to Biscovey Academy only – Children who are attending year 2 at Biscovey Nursery and Infants’ Academy.**

3. **Children with siblings** who will still be attending the preferred academy at the time of their admission. “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 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 academy in question at the date of application, allocation and admission.

4. **Religious reasons (applies to St Uny CE Academy only).** Priority will be given to the children of practising Christian (member of Churches Together) families who reside in the Benefice of Lelant and Carbis Bay or the ecclesiastical Deanery of Penwith. The application must be supported by a statement from an appropriate church representative, which must be submitted to the Academy at the time of application.

5. **Children of staff.** This criterion applies in the following circumstances:

a) where the member of staff has a permanent contract and has been employed at the academy for two or more years at the time at which the application for admission to the academy is made, or

b) the member of staff has a permanent contract and has been recruited to fill a vacant post for which there is a demonstrable skill shortage*.

*Such posts would usually include:

Foundation Stage Early Years Specialists, SEND Co-ordinators and specialist teachers for Year 2 or Year 6. However, it is possible that individual academy Headteachers or Principals will add to these categories according to local circumstances.
Please note that you must state your intention to claim priority under this criterion on your application form and you must submit separate evidence of your employment status by e-mail or post to the Schools Admission Team by 07 February 2018.

6. All other children (prioritised by distance from the academy as defined in the tie-breaker below).

**Tie-breaker**

If the criteria outlined above leave more children with an equal claim than places available, most priority will be given to those children who live nearer to the preferred academy.

**Final tie-breaker**

Should the tie-breaker above still leave children with an equal claim because distances are exactly the same, random allocation (in accordance with 1.34 and 1.35 of the School Admissions Code) will be used to decide on priority. (AAT’s Random Allocation Protocol will be available on request.)

**Distances**

Home to school distances used for tie-breaking will be measured by straight-line measurement as determined by Capita One and supported by Cornwall Council’s nominated Geographical Information System (currently DataMap). Measurements will be between the home address (the centre of the main building of the property) and the main gate of the academy (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 academy) and for establishing transport entitlements will be measured by the nearest available route as determined by Cornwall Council’s nominated Geographic Information System software (currently DataMap).

**Home address**

Each child may have one registered address only 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 residency of the child or a query is raised regarding the validity of an address, the home address will be considered to be with the parent with primary day to day care and control of the child. Residence of a child may also be clarified through a child arrangement order where it is shown who has care of the child. It may be necessary to use the address of the person receiving child benefit for the child or to request a copy of a utility bill or to request evidence of the address at which the child is registered with a doctor’s surgery in order to make a decision.

**Parents should settle any disputes in relation to their child’s home address prior to submitting only one application to the Local Authority for each child.** **AAT 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, AAT will determine the home address.**

**Service families**

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.

**Multiple birth siblings**

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, consideration could be given to allocating places above the Published Admission Number (PAN).

**Late Applications**

Late applications will be processed in accordance with the Local Authority’s coordinated scheme. The Local Authority and the Academy Trust may be willing
to accept applications which are received after the closing date of 15 January 2018, but before the exceptional late closing date determined by the Local Authority (07 February 2018), if there is good reason for a late submission. For example:

- a family returning from abroad;
- a lone parent/carer who has been ill for some time;
- a family moving into the vicinity of the Academy from another area; or
- other exceptional circumstances.

Each case will be treated on its merits.

Round two late applications for reception places (i.e. those received between 16 January 2018 and the 07 February 2018, but not considered exceptional and all applications received between 08 February and 27 April 2018) will not be dealt with until after the offer day for on-time applications (16 April 2018). These applications will be processed together and parents will be notified of the outcome of their application by 29 May 2018.

Late (round three) applications received between 28 April and 31 August 2018 will be dealt with on a day to day basis, after the round two allocations have been processed.

Waiting Lists

Waiting lists will be maintained by the Local Authority on behalf of Aspire Academy Trust for the first term of the reception year only and will cease to be maintained after the 31 December 2018. As each child is added to the waiting list, the list will have to be ranked again in line with the published oversubscription criteria. Priority will not be given to children based on the date their application was received or the date their name was added to the list.

Looked after children, previously looked after children and those allocated a place at an academy in accordance with the Local Authority’s Fair Access Protocol, will...
take precedence over those on the waiting list.

**Applications for other year groups (in-year applications)**

An “in-year” application is an application for a place in years 1 to 6 (or 4 to 6 for Biscovey Academy) for the 2018/19 school year (or part of the year if the application is made after the school year has commenced) and an application for a place in 2018/19 reception year (or year 3 at Biscovey Academy) if the application is made after the autumn term 2018 has commenced. Parents are welcome to contact the relevant academy for information regarding available places. Alternatively, parents can contact the Local Authority (Cornwall Council) for information regarding available places at all schools and academies in Cornwall. Cornwall Council will also, on request, provide parents with a suitable form to complete when applying for a place for their child at a school or academy.

**Admission of children outside their normal age group**

Parents may seek a place for their child outside of their normal age group if, for example, the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – i.e. to reception rather than year 1. (This is called a “delayed admission”.) The process for requesting admission out of the normal age group is to contact the preferred academy to request a meeting with the Headteacher/Principal (or his or her representative) to discuss the issue. The Academy Trust will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent’s views; information about the child’s academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The Trust will also take into account the views of the Headteacher/Principal of the academy and will delegate the decision to that Headteacher/Principal where the Headteacher/Principal is minded to agree to the parent’s request. When informing a parent of their decision on the year group
the child should be admitted to, the Academy Trust will set out clearly the reasons for their decision.

Where the Academy Trust agrees to a parent’s request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to reception or to year 3 at Biscovey Academy (i.e. the age group to which pupils are normally admitted to an AAT academy) the application will be processed as part of the main admissions round, (unless the parental request has been made too late for this to be possible) and on the basis of AAT’s determined admission arrangements only, including the application of the oversubscription criteria where applicable. The application will not be given a lower priority on the basis that the child is being admitted out of their normal age group.

Parents have a statutory right to appeal against the refusal of a place at their preferred academy. This right does not apply if they are offered a place for their child at the preferred academy but not in their preferred year group.

**Arrangements for appeals panels:**

Where a parent/carer has been refused a place for their child at one of the academies, they will have the right of appeal to an appeal panel. The appeal panel (arranged by the Local Authority on behalf of AAT) will be independent of the academy and AAT. The arrangements for appeals will be in line with the School Admission Appeals Code published by the Department for Education. The determination of the appeal panel will be made in accordance with the Code and is binding on all parties. Appeal forms should be requested from and returned to the Secretary of the relevant academy.

The deadline for parents to lodge appeals regarding round one (on time) applications for a 2018/19 reception place at an AAT Academy (or for a year 3 place at Biscovey Academy) will be **15 May 2018**. These round one appeals will take place (mainly) during June 2018. Appeals for round two refusals will take place (mainly) during July 2018 and those for round three refusals will usually be heard during July or August 2018.

Appeals for 2018/19 in-year applications will take place as required.

Applicants can only appeal again for a place at the same academy for the same
academic year if AAT has accepted a further application because there has been a significant and material change in the circumstances of the parent/carer, child or academy (e.g. a relevant change of address) but has determined that a new application must also be refused.

Notwithstanding the arrangements outlined above, the Secretary of State may direct an academy to admit a named pupil on application from any Local Authority. Before doing so the Secretary of State will consult the academy in question.

First draft: November/December 2016

Second draft: 01 February 2017

**Determined by AAT on 22 February 2017**

**Next review date: Autumn term 2017**
Mousehole School Admissions Policy
Academic Year 2018-2019

Mousehole Primary School is a Foundation School and the Governors are the admitting authority. The school is a mixed primary school located in the village of Mousehole.

Children with a Statement of Special Educational Needs that names Mousehole School will be admitted to the school regardless of the number on roll in the year group.

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

Mousehole Primary School will participate fully in the Local Authority’s Fair Access Protocol.

The school will participate fully in the Local Authority’s co-ordinated admission schemes for a primary school place and in-year admissions. 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). Closing dates, deadlines and timescales (including those relating to late applications) will be stated in those schemes.

All applications for places at Mousehole Primary School must be made directly to the applicant’s home authority on the appropriate Common Application Form (CAF). The CAF and supporting information will be available electronically on the Local Authority’s website or in paper form on request from the Local Authority. There is no supplementary information form required by the Governors.

The Governors will operate an equal preference scheme as defined in the School Admissions Code.

The published admission number (PAN) for Year R in 2018/2019 will be 15.

Children are not of compulsory school age until the beginning of the term after they have their fifth birthday. This means that:

i) Children born between 1 September and the 31 December are of compulsory school age from January.

ii) Children born between 1 January and the 31 March are of compulsory school age from April.

iii) Children born between 1 April and the 31 August are of compulsory school age from September.
Places in Reception will be allocated as full time from September. If you wish to ask for part-time admission, you must do so as soon as possible after receiving your notification of a place. You can request that your child attends part-time until they are of compulsory school age.

Cornwall Children’s Services Authority (CSA) have a legal duty to ensure a school place is available for every child of compulsory school age resident in Cornwall. The CSA has divided the county into geographical areas – designated areas. Each of these areas is served by a specific primary school, or in some cases, groups of schools.

Any school’s resources, such as teachers and classrooms, have to be used carefully to ensure the best possible standards for education and a safe environment. If no limit were set on the number of pupils that can go to a school each year these standards could not be maintained. Some schools will be oversubscribed.

In the event of there being more than 15 applications for places in Year R for the 2018/2019 academic year the following oversubscription criteria, in descending order of priority, will be used to prioritise applications.

**Oversubscription:** The following priority order will be used to decide which children should occupy any vacant places, after the admission of pupils with statements of special educational needs where Mousehole Primary School is named in the statement in Year R at a foundation primary school in the 2018/19 school year.

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.

2. Children who live within the designated area normally served by Mousehole Primary School or whose parents can provide evidence that they will be living in the designated area of Mousehole Primary School by the beginning of the autumn term of the 2018/2019 school year. The catchment areas are designated by the Local Authority.

3. Children with an unequivocal professional recommendation from a doctor, school medical officer, educational psychologist or education welfare officer that non-placement at Mousehole Primary School would not be in the best interest of the child and that placement at Mousehole Primary School is essential. 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 Mousehole Primary School at the time of their admission.

5. All other children.

a. Where two or more children fulfill the same criterion, priority will be given to the child who lives nearer to the preferred school.
Important note: The admission of pupils with a Education, Health and Care Plan (EHCP) is covered by different admission regulations, however where Mousehole Primary School is named in a pupil’s EHCP, the Local Authority and Mousehole Primary School have a duty to admit the child and will therefore be allocated a place.

The admission of pupils to a primary school is a completely separate process which is not related to nursery admissions. Attendance at a particular nursery class or early years provider does not give a pupil any priority within the admissions policy for admission to a primary school.

Waiting Lists: If Mousehole Primary School is oversubscribed, a waiting list will be held from when allocations have been made. A pupil’s position on the list will be determined by the criteria set out above. If a place is to be allocated to a pupil and there is more than one pupil from the same over subscription criteria (i.e. two pupils who have an elder sibling already in the school), a place would be offered to the pupil who fulfils a place in the next higher criterion. In the unlikely case of identical distances under criterion 5, the applications would be ordered randomly by the Random Allocation Protocol outlined in Appendix 1.

Appeals: Applicants refused a place at Mousehole Primary School have the right of appeal. Appeals are heard by an independent appeals panel. Applicants will be able to appeal once for a place at a given school in any one school year unless any significant new information comes available which was not available at the original hearing.

Years 1 to 6: The following priority order will be used to decide which children should occupy any vacant places, after the admission of pupils with EHCP where Mousehole Primary School is named in the plan, in years 1 to 6 at Mousehole Primary School in the 2018/19 school year.

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.

2. Children who live in the designated area of Mousehole Primary School, or whose parents can provide evidence that they will be living in the designated area of Mousehole Primary School by the requested date of admission.

   If there are more designated area children wanting places at Mousehole Primary School than there are places available, criteria 3 to 5 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 5 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 Mousehole Primary School would not be in the best interest of the child and that placement at Mousehole Primary School is essential. Such recommendations must be made in writing and must give full supporting reasons and will be reviewed by Mousehole Primary School.

4. Children with siblings who will still be attending Mousehole Primary School at the time of their admission.
5. All other children
   a. Where two or more children fulfill the same criterion, priority will be given to the child who lives nearer to the preferred school.

**Notes and definitions**

**Children with an Education, Health and Care plan**
If a child with an Education Health and Care plan has the name of a school specified in his/her statement, the child must be admitted to that school.

**Children in care**
‘Children in care’ are also referred to as ‘looked after children’ and they are children who are in the care of the Local Authority.

Children in care will be admitted to the school considered most suitable by the Corporate Director, Children, Schools and Families, regardless of the number on roll.

**Designated areas**
The Children’s Services Authority (CSA) has divided the county into geographical areas. Each of these areas is served by a specific secondary school (or schools). These areas are called ‘designated areas’. (You may also have heard these areas referred to as ‘catchment’ areas.) Your designated school will not always be the one nearest to your home address. Maps will be provided on the Council’s website (www.cornwall.gov.uk/admissions) and at the back of the secondary transfer booklet to help you to identify your child’s designated school (or schools). Please note, however, that these maps are, of necessity, small scale and if your property is near a border it is advisable to check your designated school with the Admissions and Transport (Policy) Team. Larger scale maps are available for all designated areas on request. You can also ask to be notified of the designated school(s) for any address. These requests should be made to: Cornwall Council, Admissions and Transport (Policy), Children, Schools and Families, Camel Building, County Hall, Treyew Road, Truro, TR1 3AY. Tel: 0300 1234 101, email: admissionsandtransport@cornwall.gov.uk

The CSA will continue to give free transport to eligible children on the basis of residence in the areas which is defined as the designated area for Mousehole Primary School.

If you are planning to move into the designated area of Mousehole Primary School, your application for a place for your child at that school 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.

**Professional recommendation for admission**
If you think your child meets this criterion, as described in the Oversubscription Criteria, you must send the relevant written evidence to Mousehole Primary School.
Education Out Of Year Group

In exceptional circumstances, parents may seek a place for their child outside of their normal age group. Either in the year chronologically above or below the one in which the child should be placed due to their age. Parents should contact the Headteacher in the first instance and the admission authority will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

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.

Tie-breakers

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

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

Final tie-breaker

Should the tie-breakers above still leave children with an equal claim because distances are exactly the same, random allocation (in accordance with 1.34 and 1.35 of the School Admissions Code) will be used to decide on priority. The LA’s Random Allocation Protocol is attached (Appendix 1).

Distances

Home to school distances used for tie-breaking will be measured by a straight-line measurement as determined by CAPITA One (formerly known as Education Management System or EMS) and supported by the CSA’s Geographical Information System (dataMap). Measurements will be between your home address using Ordnance Survey’s Point Dataset (usually the centre of the main building of the property) and the main gate of the school (as determined by the CSA).

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 the CSA’s Geographical Information System (dataMap).

Home address

Each child may have one registered address only for the purposes of determining priority for admission and transport entitlement. This address should be the place where the child is normally resident. If there is shared residence of the child or a query is raised regarding the validity of an address, it may be necessary to use the address of the person receiving child benefit for the child. If this is inconclusive, the registered address would be considered to be the address at which the child spends the majority of days during the school week. However, parents should settle any
dispute prior to submitting only one application to Mousehole Primary School for each child.

**Multiple birth siblings**

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 Mousehole Primary School, which may mean allocating places above the Published Admission Number (PAN) where that 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).

**Relevant area(s)**

Consultations on proposed admission arrangements must be carried out within an area called ‘the relevant area’. It is the responsibility of LAs to determine relevant areas and to consult on and review their relevant areas on a regular basis.
Appendix 1:
Random Allocation Protocol
(Cornwall Oversubscription Criteria)

1. Introduction
Random allocation of school places will only be used where the tie-breakers defined in the Admissions Oversubscription Criteria leave children with an equal claim to a school place and there are insufficient places available to allocate all of the equally ranked applicants. Random allocation is conducted in accordance with 1.34 and 1.35 of the School Admissions Code.

2. Definitions
2.1 “Independent Supervisor” means the person that ensures that the random allocation procedure is carried out correctly and transparently in accordance with this Protocol. They will be a person independent of the school for which the allocation is taking place and independent of the Admissions and Transport Team.
2.2 “Admissions Officer” is an officer from Mousehole School’s Admissions team who is responsible for carrying out the administration of the random allocation procedure and recording the results, under the supervision of the Independent Supervisor.
2.3 “Independent Officer” is the person who makes the random allocation draw under the supervision of the Independent Supervisor. This is a person other than that under 2.1 of this Protocol and also independent of the school for which the allocation is to be made and independent of the Admissions and Transport Team.
2.4 “Random Allocation Record” is the template under section 4 of this Protocol for recording the random allocation process.

3. Protocol for carrying out random allocation
3.1 The random allocation process will be supervised by the Independent Supervisor.
3.2 The process is carried out in the order set out in 3.3 to 3.9 of this Protocol
3.3 The Admissions Officer assigns each child to be included in the draw a number and records it on the Random Allocation Record (1) and places it in a sealed envelope.
3.4 The Admissions Officer prepares identical sheets of paper for each number to be included in the draw and places these in identical envelopes.
3.5 The Admissions Officer shuffles the envelopes and passes them to the Independent Officer who shuffles them again, selects one and opens it.
3.6 The Admissions Officer records the number drawn on the Random Allocation Record (2).
3.7 If more than one place can be offered they continue to complete processes 3.5 and 3.6 until all of the available places are allocated.
3.8 The Admissions Officer then opens the previously sealed envelope containing the Random Allocation Record (1) and records the numbers drawn on this form, marking clearly which child(ren) has (have) been allocated a place and which have not.
3.9 Once the process has been completed the Admissions Officer, Independent Supervisor and Independent Officer sign and date the Random Allocation Records (1) and (2).
### 4.1 Random Allocation Record (1)

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Year Group</td>
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</tr>
<tr>
<td>Number of places to be offered</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>To be completed before the draw</th>
<th>To be completed after the draw</th>
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</thead>
<tbody>
<tr>
<td>Pupil name</td>
<td>Number allocated</td>
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<tr>
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<td>-----------------</td>
</tr>
<tr>
<td>1</td>
<td></td>
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<tr>
<td>2</td>
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<td>5</td>
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<td>6</td>
<td></td>
</tr>
</tbody>
</table>

**Declarations**

I confirm that the allocation recorded above is the correctly recorded result of the random allocation procedure carried out in accordance with the LA’s Random Allocation Protocol:

**Admissions Officer**

Print Name: Sign Name

**Independent Supervisor**

Print Name: Sign Name:

**Independent Officer**

Print Name: Sign Name:
4.2 Random Allocation Record (2)

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<td></td>
</tr>
<tr>
<td>Reason for random allocation</td>
<td></td>
</tr>
<tr>
<td>Number of applicants to be included in the process</td>
<td></td>
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<tr>
<td>1st number picked</td>
<td></td>
</tr>
<tr>
<td>Other numbers picked, where applicable, in order</td>
<td></td>
</tr>
</tbody>
</table>

Declaration:

I confirm that the random allocation process has been carried out in accordance with the LA’s Random Allocation Protocol.

Admission and Transport Officer

Print name

Sign name

Declarations:

I confirm that I am independent of the school named above and that the random allocation process has been carried out in accordance with the LA’s Random Allocation Protocol.

Independent Supervisor

Print Name: Sign Name:

Independent Officer

Print Name: Sign Name:
Mullion C P School
Admissions Policy 2018/9

Mullion Community Primary School is a Foundation School and the Governors are the admitting authority. The school is a mixed primary serving the communities on the Lizard Peninsula.

Children with a Statement of Special Educational Needs, or Education Health Care Plan, that names Mullion C P School will be admitted to the school regardless of the number on roll in the year group.

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

Mullion CP School will participate fully in the Local Authority’s Fair Access Protocol.

The school will participate fully in the Local Authority’s co-ordinated admission schemes for secondary transfer and in-year admissions. 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). Closing dates, deadlines and timescales (including those relating to late applications) will be as stated in those schemes.

All applications for places at Mullion CP School must be made directly to the applicant’s home authority on the appropriate Common Application Form (CAF). The CAF and supporting information will be available electronically on the Local Authority’s website or in paper form on request from the Local Authority. There is no supplementary information form required by the governors.

The Governors will operate an equal preference scheme as defined in the School Admissions Code.

The published admission number (PAN) for EYFS at Mullion CP School in 2018/19 will be 25.

Although most children will be admitted to the school 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. Late entry to the reception year is sometimes requested for children who are summer-born, in particular those children that may naturally have fallen into a lower age group if it were not for being born prematurely. 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 admission authority will consider these requests carefully and will make a decision based on the particular circumstances of each case. Parents can request a placement outside the normal age group by contacting the head teacher in the first instance.

In the event of there being more than 25 applications for places in EYFS for the 2018/19 academic year the following oversubscription criteria, in descending order of priority, will be used to prioritise applications.

Oversubscription criteria
The following priority order will be used to decide which children should occupy any vacant places, after the admission of pupils with statements of special educational needs or Education Health Care Plans where Mullion CP School is named in the statement or EHCP, in EYFS at Mullion CP School in the 2018/19 school year.
1. Children in care and children who were in care but immediately after being in care became subject to an Adoption, Child Arrangement, or Special Guardianship Order.

2. Children who live in the designated area of the preferred school, or whose parents can provide evidence that they will be living in the designated area of Mullion CP School by the beginning of the autumn term of the 2018/19 school year.

If there are more designated area children wanting places at Mullion CP School than there are places available, criteria 3 to 5 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 5 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 Mullion CP School would not be in the best interest of the child and that placement at Mullion CP School is essential. 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 Mullion CP School at the time of their admission.

5. All other children.

**Years 1 to 6**

The following priority order will be used to decide which children should occupy any vacant places, after the admission of pupils with statements of special educational needs or education health care plan where Mullion CP School is named in the statement or EHCP, in years 1 to 6 at Mullion CP School in the 2018/19 school year.

1. Children in care and children who were in care but immediately after being in care became subject to an Adoption, Child Arrangement, or Special Guardianship Order.

2. Children who live in the designated area of Mullion CP School, or whose parents can provide evidence that they will be living in the designated area of Mullion CP School by the requested date of admission.

If there are more designated area children wanting places at Mullion CP School than there are places available, criteria 3 to 5 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 5 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 Mullion CP School would not be in the best interest of the child and that placement at Mullion School is essential. Such recommendations must be made in writing and must give full supporting reasons and will be reviewed by Mullion CP School.

4. Children with siblings who will still be attending Mullion CP School at the time of their admission.

5. All other children.
Notes and definitions
Children with statements of special educational needs or Education Health Care Plan
If a child with a statement of special educational needs or Education Health Care plan has the name of a school specified in his/her statement or EHCP, the child must be admitted to that school.

Children in care and children who were 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).

Designated areas
The Children’s Services Authority (CSA) has divided the county into geographical areas. Each of these areas is served by a specific secondary school (or schools). These areas are called ‘designated areas’. (You may also have heard these areas referred to as ‘catchment’ areas.) Your designated school will not always be the one nearest to your home address. Maps will be provided on the Council’s website (www.cornwall.gov.uk/admissions) and at the back of the secondary transfer booklet to help you to identify your child’s designated school (or schools). Please note, however, that these maps are, of necessity, small scale and if your property is near a border it is advisable to check your designated school with the Admissions and Transport (Policy) Team. Larger scale maps are available for all designated areas on request. You can also ask to be notified of the designated school(s) for any address. These requests should be made to: School Admissions Team, New County Hall, Truro, TR1 3AY, schooladmissions@cornwall.gov.uk 0300 1234 101

The CSA will continue to give free transport to eligible children on the basis of residence in the areas which is defined as the designated area for Mullion CP School.

If you are planning to move into the designated area of Mullion CP School, your application for a place for your child at that school 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.

Professional recommendation for admission
If you think your child meets this criterion, as described in the Oversubscription Criteria, you must send the relevant written evidence to Mullion CP School.

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.

Tie-breakers
If any of the criteria outlined above leave more children with an equal claim than places available, the following tie-breakers will be used:
Where two or more children fulfil the same criterion, priority will be given to the child who lives nearer to the preferred school.
Final tie-breaker
Should the tie-breakers above still leave children with an equal claim because distances are exactly the same, random allocation (in accordance with 1.34 and 1.35 of the School Admissions Code) will be used to decide on priority. The LA’s Random Allocation Protocol is attached (Appendix 1).

Distances
Home to school distances used for tie-breaking will be measured by a straight-line measurement as determined by CAPITA One (formerly known as Education Management System or EMS) and supported by the CSA’s Geographical Information System (dataMap). Measurements will be between your home address using Ordnance Survey’s Point Dataset (usually the centre of the main building of the property) and the main gate of the school (as determined by the CSA).
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 the CSA’s Geographical Information System (dataMap).

Home address
Each child may have one registered address only for the purposes of determining priority for admission and transport entitlement. This address should be the place where the child is normally resident. If there is shared residence of the child or a query is raised regarding the validity of an address, it may be necessary to use the address of the person receiving child benefit for the child. If this is inconclusive, the registered address would be considered to be the address at which the child spends the majority of days during the school week. However, parents should settle any dispute prior to submitting only one application to Mullion CP School for each child.

Multiple birth siblings
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 our school, which may mean allocating places above the Published Admission Number (PAN) where that 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).

Relevant area(s)
Consultations on proposed admission arrangements must be carried out within an area called ‘the relevant area’. It is the responsibility of LAs to determine relevant areas and to consult on and review their relevant areas on a regular basis.
Appendix 1:

Random Allocation Protocol
(Cornwall Oversubscription Criteria)

1. Introduction

Random allocation of school places will only be used where the tie-breakers defined in the Admissions Oversubscription Criteria leave children with an equal claim to a school place and there are insufficient places available to allocate all of the equally ranked applicants. Random allocation is conducted in accordance with 1.34 and 1.35 of the School Admissions Code.

1. Definitions

2.1 “Independent Supervisor” means the person that ensures that the random allocation procedure is carried out correctly and transparently in accordance with this Protocol. They will be a person independent of the school for which the allocation is taking place and independent of the Admissions and Transport Team.

2.2 “Admissions Officer” is an officer from the Mullion School’s Admissions team who is responsible for carrying out the administration of the random allocation procedure and recording the results, under the supervision of the Independent Supervisor.

2.3 “Independent Officer” is the person who makes the random allocation draw under the supervision of the Independent Supervisor. This is a person other than that under 2.1 of this Protocol and also independent of the school for which the allocation is to be made and independent of the Admissions and Transport Team.

2.4 “Random Allocation Record” is the template under section 4 of this Protocol for recording the random allocation process.

3. Protocol for carrying out random allocation

3.1 The random allocation process will be supervised by the Independent Supervisor.

3.2 The process is carried out in the order set out in 3.3 to 3.9 of this Protocol.

3.3 The Admissions Officer assigns each child to be included in the draw a number and records it on the Random Allocation Record (1) and places it in a sealed envelope.

3.4 The Admissions Officer prepares identical sheets of paper for each number to be included in the draw and places these in identical envelopes.

3.5 The Admissions Officer shuffles the envelopes and passes them to the Independent Officer who shuffles them again, selects one and opens it.

3.6 The Admissions Officer records the number drawn on the Random Allocation Record (2).

3.7 If more than one place can be offered they continue to complete processes 3.5 and 3.6 until all of the available places are allocated.

3.8 The Admissions Officer then opens the previously sealed envelope containing the Random Allocation Record (1) and records the numbers drawn on this form, marking clearly which child(ren) has (have) been allocated a place and which have not.

3.9 Once the process has been completed the Admissions Officer, Independent Supervisor and Independent Officer sign and date the Random Allocation Records (1) and (2).
### 4.1 Random Allocation Record (1)

<table>
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<th>Date of random allocation</th>
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<th>Year Group</th>
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<tr>
<th>Number of places to be offered</th>
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**To be completed before the draw**

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<th>Pupil name</th>
<th>Number allocated</th>
<th>Draw place i.e. 1&lt;sup&gt;st&lt;/sup&gt;, 2&lt;sup&gt;nd&lt;/sup&gt; etc.</th>
<th>Place allocated?</th>
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**Declarations**

I confirm that the allocation recorded above is the correctly recorded result of the random allocation procedure carried out in accordance with the LA’s Random Allocation Protocol:

**Admissions Officer**

Print Name: [Sign Name]

**Independent Supervisor**

Print Name: [Sign Name]:

**Independent Officer**

Print Name: [Sign Name]: 
### 4.2 Random Allocation Record (2)

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<td>Year Group</td>
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<tr>
<td>Number of places to be offered</td>
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<td>Reason for random allocation</td>
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<tr>
<td>Number of applicants to be included in the process</td>
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<td>1st number picked</td>
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<td>Other numbers picked, where applicable, in order</td>
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**Declaration:**

I confirm that the random allocation process has been carried out in accordance with the LA’s Random Allocation Protocol.

**Admission and Transport Officer**

Print name

Sign name

**Declarations:**

I confirm that I am independent of the school named above and that the random allocation process has been carried out in accordance with the LA’s Random Allocation Protocol.

**Independent Supervisor**

Print Name: Sign Name:

**Independent Officer**

Print Name: Sign Name:
ADMISSION ARRANGEMENTS

2018/19 ACADEMIC YEAR

Nancledra School

DATE PROPOSED BY LGB: 16th November 2016

DATE APPROVED BY TPAT:

Date amended: 21 September 2016
Amended by: Governing Body
School Name: Nancledra School
Responsibility for admissions

The Directors of the Truro and Penwith Academy Trust (TPAT) have responsibility for approval of the Admissions Policy and admissions arrangements for all member schools within the Trust. The Local Governing Body has delegated responsibility for the proposal of the admissions policy and arrangements, and for application decisions in the member school. This policy is based upon relevant policy and legislation including the Department for Education's School Admissions Code. Schools within the Trust operate an equal preference scheme as defined in the Code and will fully participate in Cornwall Council’s Fair Access Protocol.

Admissions Scheme

Cornwall Council has a statutory duty to co-ordinate the admissions process for reception applications and has opted to assist parents by acting as a clearing house for applications to other main school year groups.

Details of the co-ordinated admissions scheme for Reception admissions are available from Cornwall Council School Admissions Team, New County Hall, Truro, TR1 3AY

Telephone: 0300 1234 101

Email: schooladmissions@cornwall.gov.uk

Web: www.cornwall.gov.uk/admissions

Closing dates, deadlines and timescales (including those relating to late applications) will be as stated in those schemes.

All applications for places at TPAT schools must be made directly to the applicant’s home authority on the appropriate Common Application Form (CAF). The CAF and supporting information will be available electronically on the Local Authority’s website or in a paper form from the Local Authority. There is no supplementary information form required by the Trust.

Applying for a place

All applications for places in reception or during the school 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.

However, if your child has an Education, Health and Care Plan or Statement of Special Educational Needs, you do not need to complete an application form as a school place will be identified through a separate process.

Date amended: 21 September 2016
Amended by: Governing Body
School Name: Nancledra School
Allocation of Places

Children with an Education, Health and Care Plan or Statement of Special Educational Needs that names the school will be admitted regardless of the number on roll in the year group.

Children in Care who are directed to the school by the Local Authority (or Secretary of State in the case of academies) will be admitted to the school regardless of the number on roll in the year group.

The published admission number (PAN) for reception in 2018/19 will be 15. Places will be allocated up to this number. In the event that more applications are received than places available, the oversubscription criteria listed later in this document will be used to decide on allocations. If the school is not oversubscribed, all applicants will be admitted. The PAN is the maximum number of pupils the school will admit at the relevant admission age in any given year.

Over subscription criteria

If the school is oversubscribed, after the admission of pupils with a Statement of Special Educational Needs where the school is named in the statement, priority for admission will be given to those children who meet the criteria set out below, in order:

Primary Oversubscription Criteria

In the event of there being more than 15 applications for places in reception for the 2018/19 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 or Statement of Special Educational Needs 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.
2. - Children who live within the designated area of the school, 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 after the allocation of children under criterion 2, criteria 3 to 5 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 5 will be used to decide which of the remaining children should have priority for any spare places.

3. - Children with siblings who will still be attending the school at the time of their admission.

Date amended: 21 September 2016
Amended by: Governing Body
School Name: Nancledra School
4. - Children with an unequivocal professional recommendation from a doctor, school medical officer, educational psychologist or education welfare officer that non-placement at the school 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.

5. - All other children.

Late Applications

Late applications will be processed in line with Cornwall Council’s co-ordinated admissions scheme.

Deferred/Delayed Entry

All children are entitled to start school full-time in the September following their fourth birthday. However, parents may choose deferred or part-time entry to the reception year for their child, bearing in mind that by law children have to be in full-time education by the start of the term following their fifth birthday – when they reach ‘compulsory school age’. Parents of summer-born children may also seek a place for their child outside their normal age group i.e. entry to reception a year later than normal, for example if the child may naturally have fallen into a lower age group if it were not for being born prematurely. Parents choosing part-time or deferred entry or wishing to delay entry to the reception year must contact the Headteacher.

Admission of children outside the normal age group

Parents of summer-born children may also seek a place for their child outside their normal age group i.e. entry to reception a year later than normal, for example if the child may naturally have fallen into a lower age group if it were not for being born prematurely. Parents choosing part-time or deferred entry or wishing to delay entry to the reception year must contact the Headteacher.

The process for requesting admission out of the normal age group is to contact the school to request a meeting with the head teacher to discuss the issue. The Academy Trust and School Governors will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent’s views; information about the child’s academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The Trust will also take into account the views of the head teacher and governors of the academy.

There is no statutory barrier to children being admitted outside their normal age-group, but parents do not have the right to insist that their child is admitted to a particular age-group.
Guidance can also be found at 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.

**In Year Admissions**

Parents can apply at any time during the school. Cornwall Council will operate waiting lists for all in year applications. The school will operate oversubscription criteria for admissions to year groups 1 to 6 as per reception admission. Under the “Fair Access” policy, it is possible that a school will be directed to admit a child even if this would take the year group above (or further above) PAN.

**Full or Part Time Entry**

The school operates the same process as Cornwall Council in respect of parents wishing for their children to start full-time in September.

**Appeals**

Applicants refused a place at the school have the right of appeal. Appeals are heard by an independent appeals panel arranged by the Local Authority on behalf of the Trust and 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.

**Waiting Lists**

If the school is oversubscribed, a waiting list will be held from when allocations have been made for the first term of the year of entry 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 or Statement of Special Educational Needs 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.

*Date amended: 21 September 2016*

*Amended by: Governing Body*

*School Name: Nancledra School*
Notes and Definitions

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).

Designated areas

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 Nancledra School’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 Nancledra School, 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.

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.

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.

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).

**Tie-breakers**

If any of the criteria outlined earlier leave more children with an equal claim than places available, priority will be given to the child who lives nearer to the preferred school.

**Final tie-breaker**

Should the tie-breakers above still leave children with an equal claim because distances are exactly the same, random allocation will be used to decide on priority. The school will use the Local Authority’s Random Allocation Protocol, supervised by an independent person, which is available on request.

**Distances**

Home to school distances used for tie-breaking will be measured by [insert your chosen mapping system and method here or if the LA do this for you insert: a straight-line measurement as determined by Capita One and supported by Cornwall Council’s nominated Geographical Information System (currently DataMap). Measurements will be between your 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 (currently DataMap).

**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

Date amended: 21 September 2016
Amended by: Governing Body
School Name: Nancledra School
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.
Introduction

Nanpean School is a foundation primary school and the Governing Board are the Admission Authority for the school.

The school will participate fully in the Local Authority’s Fair Access Protocol and the Local Authority’s Co-ordinated Admissions Schemes for starting school and applying for a place during the school year. 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 and other details about the application process will be stated in those schemes.

Applying for a place

All applications for places in Reception or during the school year must be made direct to the applicant’s home authority on the appropriate Common Application Form (CAF). The CAF and supporting information will be available electronically on the Local Authority’s website or in paper form on request from the Local Authority. There is no supplementary information form required by the Governing Body.

Places in Reception will be allocated as full time from September. If you wish to ask for part-time admission, you must do so as soon as possible after receiving your notification of a place. You can request that your child attends part-time until they are of compulsory school age.

Admission for children with an Education, Health and Care Plan (EHCP) or a Statement of SEN

All requests for a change of school during the school year (‘in-year’ admissions) and all requests for entry into school at the normal point of entry (starting in the reception year, transferring from infant to junior or transferring from primary to secondary school) for children with an EHCP or a Statement of SEN will be handled by the SEN Assessment and Provision Team. Parents/ carers of children with an EHCP or a Statement of SEN do not need to complete an application form as a school place will be identified through a separate process. Parents/ carers will be able to discuss the educational options with a member of the SEN Team to facilitate an informed decision regarding their preferred school.

However, if a request had been made for an EHC needs assessment for your child, or your child is currently being assessed to decide whether an EHC Plan is necessary, you will need to make an application using the normal process (detailed in ‘Applying for a Place’ above).

Please contact the SEN Assessment and Provision Team for more information;

Tel: 01872 324242

Email: specialeducation@cornwall.gov.uk

Further information regarding the process for SEN admissions can be found in the Local Authority’s Local Offer: www.supportincornwall.org.uk.
Allocation of places

Children with a Statement of Special Educational Needs that names the school will be admitted regardless of the number on roll in the year group.

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

The published admission number (PAN) for Reception in 2018/2019 will be 30. Places will be allocated up to this number. In the event that more applications are received than places available, the oversubscription criteria below will be used to decide on allocations.

Deferred entry

Places in reception will be allocated as full time from September. However, parents/carers are able to request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age or request that their child takes up the place part-time until they are of compulsory school age. Parents/carers should direct any request to the Head teacher.

Admission of children outside their normal age group

Parents may seek a place for their child outside of 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 Ms. Carly Marsden. 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 at www.cornwall.gov.uk/admissions or on request from the School Admissions Team.

Appeals

Applicants refused a place at the school have the right of appeal. Appeals are heard by an independent appeals panel arranged by the Local Authority on behalf of the Governing Body. Applicants will be able to appeal once for a place at a given school in any one school year unless any significant new information becomes available which was not available at the original hearing. Details of how to appeal will be sent with any letter refusing a place and the timetable for appeals will be available on the Council’s website.

Waiting lists

If the school is oversubscribed, a waiting list will be held from when allocations have been made and parents/carers can request that their child is added to this list. A pupil’s position on the list will be determined by the criteria set out below. Children’s places on a waiting
list are subject to change according to additional information received about applications or children being added to the list. No priority is given to the length of time that a child has been on the list.

Oversubscription Criteria

In the event of there being more than 30 applications for places in reception for the 2018/19 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 Statement of Special Educational Needs names the school:

1. Children in care and children who were in care but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order) immediately after being in care.

2. Children who live within the designated area of the school, 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 beginning of the autumn term of the 2018/19 school year.

If there are more designated area children wanting places at a school than there are places available, the following criteria 3 to 5 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 5 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 school 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 school at the time of their admission.

5. All other children.

Notes and definitions

Children in care/ Children 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).

**Designated areas**

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). 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](http://www.cornwall.gov.uk/admissions) or by calling the Admissions and Transport Team on 0300 1234 101 or emailing schooladmissions@cornwall.gov.uk.

If you are planning to move into the designated area of a school, your application for a place for your child at that school 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.

**Professional recommendation for admission**

If you think your child meets this criterion, as described in the Oversubscription Criteria, you must send the relevant written evidence to the Local Authority.

**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.

**Tie-breakers**

If any of the criteria outlined above leave more children with an equal claim than places available, priority will be given to the child who lives nearer to the preferred school.

**Final tie-breaker**

Should the tie-breakers above still leave children with an equal claim because distances are exactly the same; random allocation will be used to decide on priority. The school will use the Local Authority’s Random Allocation Protocol which is available on request.
Distances

Home to school distances used for tie-breaking will be measured by a straight-line measurement as determined by CAPITA One and supported by Cornwall Council’s nominated Geographical Information System (currently DataMap). Measurements will be between your 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 (currently DataMap).

Home address

Each child may have one registered address only for the purposes of determining priority for admission and transport entitlement. This address should be the place where the child is normally resident. If there is shared residence of the child or a query is raised regarding the validity of an address, it may be necessary to use the address of the person receiving child benefit for the child. If this is inconclusive, the registered address would be considered to be the address at which the child spends the majority of days during the school week. However, parents should settle any dispute prior to submitting only one application.

Multiple birth siblings

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 school, which may mean allocating places above the Published Admission Number (PAN) where that is possible. However, where this is not possible, parents/carers will be invited to decide which of the children should be allocated the available place(s).

Policy agreed by the Governing Body: 8th November 2016

Next review date: November 2017
Nansloe Academy
Admissions Policy

2018-2019

Nansloe Academy welcomes all children, up to a maximum of 30 in any year group, to the school from the academic year in which they are 5 years of age (YR), up to and including the academic year in which they are 11 years of age (Y6).

The Published Admissions Number is 30 pupils in any year group but more may be admitted in exceptional circumstances.

The Governing Body will decide if the circumstances are exceptional.

If more than 30 pupils wish to join Nansloe Academy, the oversubscription criteria below will be applied.

Admissions are controlled by the Local Authority who will use these oversubscription criteria on our behalf.

Oversubscription criteria

Admission in Reception to Year 6 at Nansloe Academy

The following priority order will be used to decide which children should occupy any vacant places, after the admission of pupils with statements of special educational needs where the school is named in the statement, in the above year groups at a primary school for the 2018 / 2019 school year:

1. Children in care and children who were in care but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order) immediately after being in care.

2. Children with siblings who will still be attending the preferred school at the time of their admission.

3. Children of teachers at the school where the Governing Body decide to make this a priority for recruitment or retention purposes

4. Children who have attended Nansloe Nursery which is maintained by our school and shares the same site.

5. Children who live in the designated area of the preferred school or whose parents can provide evidence that they will be living in the designated area of the preferred school by the date from which admission is required.

6. Children with an unequivocal professional recommendation from a doctor, school medical officer or educational psychologist that non-placement at the preferred school would not be in the best interest of the child and that placement at the preferred school is essential. Such recommendations must be made in writing and must give full supporting reasons and will be reviewed by the LA.

7. All other children by distance of their home address from the school as in ‘Distances’ below.

Nansloe Admissions 2018/19
Designated areas
Cornwall Children’s Services Authority (CSA) 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). Your designated school will not always be the one nearest to your home address.
Maps are available for all designated areas on request. You can also ask to be notified of the designated school(s) for any address. These requests should be made to: Cornwall Council, Admissions and Transport (Policy), Children, Schools and Families, Camel Building, County Hall, Treyew Road, Truro, TR1 3AY. Tel: 0300 1234 101, email: admissionsandtransport@cornwall.gov.uk
If you are planning to move into the designated area of a school, your application for a place for your child at that school 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.

Professional recommendation for admission
If you think your child meets this criterion, as described in the Oversubscription Criteria, you must send the relevant written evidence to Cornwall Council, Admissions and Transport (Policy), Children, Schools and Families, Camel Building, County Hall, Truro, TR1 3AY.

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.
‘Parent’ is any person who has parental responsibility or care of the child.

Distances
Home to school distances used for tie-breaking will be measured by a straight-line measurement as determined by CAPITA One (formerly known as Education Management System or EMS) and supported by the CSA’s Geographical Information System (dataMap). Measurements will be between your home address using Ordnance Survey’s AddressPoint dataset (usually the centre of the main building of the property) and the main gate of the school (as determined by the CSA).

Admission dates
Children will be eligible for a full time place in reception from September of the school year that runs from 01 September 2018 to 31 August 2019 if they were born between 01 September 2013 and 31 August 2014.
All children who have their fourth birthday between 01 September 2017 and 31 August 2018 will be entitled to be admitted to a full time reception class in a primary school in September 2018.
Parents may request that their child attends part-time until they are of compulsory school age. If a parent does ask for a fifteen hour part-time place in a school then a child will not be entitled to their free fifteen hour nursery funding in other pre-school settings. Admission authorities must agree to such a request where it appears to be in the best interest of the
child. In the case of community and voluntary controlled primary schools, the Local Authority will delegate such decisions to headteachers in the first instance. For children born between 01 September 2013 and 31 March 2014, parents will have the right to defer their admission until they are of compulsory school age. For children born between 01 April and 31 August 2014, admission may only be deferred until April 2019. Parents with children born between these dates would not be breaking the law by not admitting them to school until September 2019, but schools may not keep places open for the whole of the reception year until September 2019 Such parents would need to re-apply for a place in year 1 from September 2019.

**Early years/nursery places**

Please note: If your child attends Nansloe Nursery funded provision on the school site, or any nursery or pre-school provision, your child MUST still apply for a place at Nansloe Academy through the normal admissions application process. There is no automatic guarantee of a place at the school.

**Home address**

Each child may have one registered address only for the purposes of determining priority for admission and transport entitlement. This address should be the place where the child is normally resident. If there is shared residence of the child or a query is raised regarding the validity of an address, it may be necessary to use the address of the person receiving child benefit for the child. If this is inconclusive, the registered address would be considered to be the address at which the child spends the majority of days during the school week. However, parents should settle any dispute prior to submitting only one application to the LA for each child.

**Multiple birth siblings**

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 that is possible. However, where this is not possible, parents will be invited to decide which of the children should be allocated the available place. A sibling may be admitted even if the infant class size limit would be exceeded, where one of the siblings is the thirtieth child admitted.

**Final tie-breaker**

Should the tie-breakers above still leave children with an equal claim because distances are exactly the same, random allocation (in accordance with 1.34 and 1.35 of the School Admissions Code) will be used to decide on priority. The LA’s Random Allocation Protocol is available from the LA on request.

**Late Applications**

Late applications are defined as those applications for the foundation year which are submitted after the closing date of the Local Authority co-ordinated scheme and they will be dealt with in accordance with that scheme.

**Waiting List**

If, after the offer of places has been made, the school is over-subscribed, all parents whose applications have been unsuccessful will be asked whether they wish to be placed on a waiting list. This waiting list is administered by the school in partnership with the Local Authority for the duration of one term in the year of admission. A child’s position on this
waiting list will be determined by the school’s Over-subscription criteria. However children who are the subject of a successful Appeal or subject to the direction of the Local Authority or allocated a place in accordance with the Fair Access Protocol will take precedence over other children on the waiting list. Waiting lists will be maintained for all over-subscribed year groups.

Appeals Procedure
If you are not offered a place at our school you have the right to appeal within 20 days to an independent panel and should contact the school for the relevant papers if they are not available from the Local Authority.

If you would like this information in another format please contact:

Nansloe Academy
Telephone: 01326 572966
Email: secretary@nansloe.cornwall.sch.uk
www.nansloe.com
Nanstallon School
Admissions Policy 2018-2019

Introduction
Nanstallon School is a Foundation School and the Governing Body is the Admission Authority for the school. The school will participate fully in the Local Authority’s Fair Access Protocol and the Local Authority’s Co-ordinated Admissions Schemes for starting school and applying for a place during the school year. 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 and other details about the application process will be stated in those schemes.

Applying for a place
All applications for places in Reception or during the school year must be made direct to the applicant’s home authority on the appropriate application form. The application form and supporting information will be available electronically on the Local Authority's website or in paper form on request from the Local Authority.

Pupils with an Education, Health and Care Plan

If your child has an Education, Health and Care Plan (EHC Plan) or Statement of Special Educational Needs (SEN), you do not need to complete an application form as a school place will be identified through a separate process. Please contact the SEN Assessment and Provision Team for more information:
Tel: 01872 324242 Email: specialeducation@cornwall.gov.uk
However, if a request has been made for an EHC needs assessment for your child, or your child is currently being assessed to decide whether an EHC Plan is necessary, you will need to make an application using the normal process.

Allocation of places
Children in Care who are directed to the school by the Local Authority (or Secretary of State in the case of academies) will be admitted to the school regardless of the number on roll in the year group.
Attendance at a particular nursery class or early years provider does not give a pupil any priority within the admissions policy for admission to a primary school.
Parents/carers must still submit an application for a place in Reception.
The published admission number (PAN) for Reception in 2018/19 will be 15.
Places will be allocated up to this number. In the event that more applications are received than places available, the oversubscription criteria listed later in this document will be used to decide on allocations.

Deferred Entry
Places in Reception will be allocated as full time from September. However parent/carers are able to request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age or request the child takes up the place part-time until they are of compulsory school age. Parents/carers should direct any requests to the Headteacher.

Admission of children outside their normal age group
Parents may seek a place for their child outside their normal age group, for example if a child is gifted and talented or has experienced problems such as ill health. Those wishing to request placement outside the normal school year 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 at www.cornwall.gov.uk/admissions or on request from the School Admissions Team.
Appeals
Applicants refused a place at the school have the right of appeal. Appeals are heard by an independent appeals panel [arranged by the Local Authority on behalf of the Governing Body]. Applicants will be able to appeal once for a place at a given school in any one school year unless any significant new information becomes available which was not available at the original hearing. Details of how to appeal will be sent with any letter refusing a place and the timetable for appeals will be available on the Council’s website.

Waiting lists
If the school is oversubscribed, a waiting list will be held from when allocations have been made and parents/carers can request that their child is added to this list. A pupil’s position on the list will be determined by the criteria set out below. Children’s places on a waiting list are subject to change according to additional information received about applications or children being added to the list. No priority is given to the length of time that a child has been on the list.

Oversubscription Criteria
In the event of there being more than 15 applications for places in reception for the 2017/18 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 Statement of Special Educational Needs/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.
2. Children who live within the designated area of the school, 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 beginning of the autumn term of the 2018/2019 school year.

If there are more designated area children wanting places than there are places available after the allocation of children under criterion 2, criteria 3 to 5 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 5 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 school 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 school at the time of their admission.
5. All other children.

Notes and definitions
Children in care
‘Children in care’ are:
- Children who are in the care of the local authority.
- Children being provided with accommodation by the local authority in the exercise of their social services functions (see 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).

**Designated areas**

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 Nanstallon School’s oversubscription criteria will be defined by Cornwall Council. NB: not all schools prioritise on the basis of designated area or use the Local Authority’s defined area, however, basis of entitlement to home school transport will still be based on these areas. Your designated school will not always be the one nearest to your home address. A map of the designated area can be seen online at www.cornwall.gov.uk/admissions, following the link ‘Find your nearest or designated school’ or by calling the School Admissions Team on 0300 1234 101 or emailing schooladmissions@cornwall.gov.uk. The School Admissions Team can also offer advice on designated areas.

If you are planning to move into the designated area of Nanstallon School, your application for a place for your child at that school 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.

**Professional recommendation for admission**

If you think your child meets this criterion, as described in the Oversubscription Criteria, you must send the relevant written evidence to the Local Authority.

**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.

**Tie-breakers**

If any of the criteria outlined above leave more children with an equal claim than places available, priority will be given to the child who lives nearer to the preferred school.

**Final tie-breaker**

Should the tie-breakers above still leave children with an equal claim because distances are exactly the same, random allocation will be used to decide on priority. The school will use the Local Authority’s Random Allocation Protocol which is available on request.

**Distances**

Home to school distances used for tie-breaking will be measured by a straight-line measurement as determined by Capita One and supported by Cornwall Council’s nominated Geographical Information System (currently DataMap). Measurements will be between your 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 (currently DataMap).

**Home address**
Each child may have one registered address only for the purposes of determining priority for admission and transport entitlement. This address should be the place where the child is normally resident. If there is shared residence of the child or a query is raised regarding the validity of an address, it may be necessary to use the address of the person receiving child benefit for the child. If this is inconclusive, the registered address would be considered to be the address at which the child spends the majority of days during the school week. However, parents should settle any dispute prior to submitting only one application.

**Multiple birth siblings**
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 school, which may mean allocating places above the Published Admission Number (PAN) where that is possible. It is possible to admit multiple birth siblings as ‘excepted pupils’ over the infant class size limit.

Policy agreed by the Governing Body on:
Next review date:
Newlyn Primary School

Admission arrangements 2018/19

Introduction

Newlyn Primary School is an Academy and Penlee Academy Trust is the Admission Authority for the school.

The school will participate fully in the Local Authority’s Fair Access Protocol and the Local Authority’s Co-ordinated Admissions Schemes for starting school and applying for a place during the school year. 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 and other details about the application process will be stated in those schemes.

Applying for a place

All applications for places in Reception or during the school 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 electronically on the local authority’s website or in paper form on request from that local authority. Allocation of places

Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school will be admitted regardless of the number on roll in the year group.

Children in Care who are directed to the school by the Local Authority (or Secretary of State in the case of academies) will be admitted to the school regardless of the number on roll in the year group.

The published admission number (PAN) for Reception in 2018/19 will be 30. Places will be allocated up to this number. In the event that more applications are received than places available, the oversubscription criteria listed later in this document will be used to decide on allocations.

Admission of children outside their normal age group

Parents may seek a place for their child outside of 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 at www.cornwall.gov.uk/admissions or on request from the School Admissions Team.
Appeals

Applicants refused a place at the school have the right of appeal. Appeals are heard by an independent appeals panel [arranged by the Local Authority on behalf of the Trust. 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.

Waiting lists

If the school is oversubscribed, a waiting list will be held from when allocations have been made for the whole of the academic year and parents/carers can request that their child is added to this list. A pupil’s position on the list will be determined by the criteria set out below. Children’s places on a waiting list are subject to change according to additional information received about applications or children being added to the list. No priority is given to the length of time that a child has been on the list.

Oversubscription Criteria

In the event of there being more than 30 applications for places in reception for the 2018/19 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 Statement of Special Educational Needs or 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.

2. Children who live within the designated area of the school, 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 beginning of the autumn term of the 2018/19 school year.

If there are more designated area children wanting places than there are places available after the allocation of children under criterion 2, criteria 3 to 5 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 5 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 school 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 school at the time of their admission.

5. All other children.

Notes and definitions

Children in care

A ‘child in care’ may also 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).

Designated areas

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 Newlyn School’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 Newlyn School, 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.

**Professional recommendation for admission**

If you think your child meets this criterion, as described in the Oversubscription Criteria, you must send the relevant written evidence to the Local Authority.

**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.

**Tie-breakers**

If any of the criteria outlined above leave more children with an equal claim than places available, priority will be given to the child who lives nearer to the preferred school.

**Final tie-breaker**

Should the tie-breakers above still leave children with an equal claim because distances are exactly the same, random allocation will be used to decide on priority. The school will use the Local Authority’s Random Allocation Protocol which is available on request.

**Distances**

Home to school distances used for tie-breaking will be measured by a straight-line measurement as determined by Capita One and supported by Cornwall Council’s nominated Geographical Information System (currently DataMap). Measurements will be between your home address (the centre of the main building of the property) and the main gate of the school (as determined by Cornwall Council).

**Home address**

Each child may have one registered address only for the purposes of determining priority for admission and transport entitlement. This address should be the place where the child is normally resident. If there is shared residence of the child or a query is raised regarding the validity of an address, it may be necessary to use the address of the person receiving child benefit for
the child. If this is inconclusive, the registered address would be considered to be the address at which the child spends the majority of days during the school week. It is expected that parents will submit only one application for each child and any disputes in relation to the child’s home address are settled before applying.

**Multiple birth siblings**

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 school, which may mean allocating places above the Published Admission Number (PAN) where that is possible. It is possible to admit multiple birth siblings as ‘excepted pupils’ over the infant class size limit.

Policy agreed by the Penlee Trust Board on: October 11th 2016

Next review date: Autumn term 2017
North Petherwin School
Admissions Policy 2018-19

The An Daras Multi Academy Trust (ADMAT) Company
An Exempt Charity Limited by Guarantee
Company Number/08156955

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Policy:
(Oversubscription and PAN Number Approved): **Oct 16**
Reviewed by the Local Governing Advisory Body: **Oct 16**
Admissions Policy 2018-19

1 Introduction

1.1 Our Local Governing Body /Board of Directors are the Admission Authority for the academies within the An Daras Multi Academy Trust. They set the Admissions Policy for individual member academies. All decisions regarding the admission of children into member academies are made by a committee consisting of the Local Governing Body and Board of Directors. In determining the Admissions Policy the member academies and the An Daras Trust comply with current legislation.

1.2 Our Local Governing Body and Board of Directors applies the regulations on admissions fairly and equally to all those who wish to attend this academy. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This was later revised in the Education Act of 2002. Our Admissions policy conforms to the regulations that are set out in that Act and are further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice. These were revised in January 2003 and come into force in September 2004. In writing this policy we have taken into account the Department for Education’s latest Admission Code which came into effect from 2014.

1.3 This document sets out to clearly state the following regarding admission to North Petherwin School (Note the two terms ‘academy’ and ‘school’ are interchangeable in this document):

- Admission criteria in the event of over subscription.
- The method of applying and the way in which the application will be handled.

1.4 Throughout this document the following definitions apply:

- "Parent" is defined as the parent/s or guardians of the child.
- "Brother/sister/sibling" is defined as children aged 4 to 16, living in the same family unit who has at least one natural or adoptive parent in common, living at the same address or different address. Children living permanently in the same household at the same address where their parents are married or live as partners would be counted as siblings, regardless of their actual relationship to each other. To qualify as a sibling a child must be on roll of the school in question at the date of application, allocation and admission.
- “Multiple birth siblings” are defined as twins, triplets etc. Where applications are received on behalf of multiple birth siblings or siblings whose date of birth place them in the same chronological year group every effort will be made to offer places at the academy, which may mean allocating places above the Published Admission Number (PAN) where that is possible.
- "Child in Care”/"Children who were previously in care" is also referred to as a “looked after 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) (c) has previously been a looked after child. An adoption order is an order under Section 46 of the Adoption and Children Act 2002. 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).

- **“Home address”** is defined as the address of the adult/s with parental responsibility with which the child normally lives. The home address is that which applies at the time of application. Where children spend time with parents at more than one address, the address used to allocate a school place will be the one at which the child is ordinarily resident. Where children spend equal time with both parents, the address used will be where the parent receives child benefit for the child and/or the child is resident for at least three nights per school week. Changes of address occurring shortly after application, but before offer of places, can normally be taken into account if notified in writing to the Local Authority Admissions Team or the individual academy directly. 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. Details on how the LA establishes a ‘home address’ can be found in the latest online admissions booklet at www.cornwall.gov.uk/admissions.

- **“Compulsory school age”** is defined as the age at which a child must start school – when a child reaches the age of five he/she must start school in the term following his/her fifth birthday (unless educated otherwise).

- **“Designated Area”** is the geographical area served by the academy. It is sometimes called the catchment area. You should note that living within the designated area does not guarantee a place. A map of the designated area can be seen online at www.cornwall.gov.uk/admissions, following the link ‘Find your nearest or designated school’ or by calling the School Admissions Team on 0300 1234 101 or emailing school admissions at schooladmissions@cornwall.gov.uk. The School Admissions Team can also offer advice on designated areas. These areas are also used by the LA for assessing transport entitlement.

- **“Tie-breakers”** if any of the criteria for admission leave more children with an equal claim than place available, priority will be given to the child who lives nearer to the preferred school.

- **“Final Tie-breaker”** should the tie breakers still leave children with an equal claim because distances are exactly the same, random allocation will be used to decide on priority. The academy will use the Local Authority Random Allocation Protocol (available on request).

- **“LA”** means Cornwall Local Authority.

## 2 Aims

2.1 North Petherwin seeks to be an inclusive school, welcoming children from all backgrounds and abilities. This is reflected in the published individual academy "Vision and Aims" statement (found on the School website)

2.3 The only restriction placed on entry is that of number. If the number of children applying for entry exceeds the places available, the procedure set out below is used to determine whether a child is to be accepted or not. It is our wish for parents to find a place for their child at the school of their choice. However, this is not always possible, due to excess demand on the places available.

2.4 A child’s level of ability is irrelevant to this academy’s admissions policy.
3 How parents can apply for their child to be admitted to North Petherwin School

3.1 North Petherwin School has been an academy since January 2016, and it determines the admission arrangements in agreement with the Local Authority. The application process for admissions into Reception Year (the initial year of entry), is coordinated by Cornwall Local Authority (LA) which acts on behalf of the Local Governing Body/Board of Directors. Parents should apply online at www.cornwall.gov.uk/admissions or submit a Cornwall Application Form available from North Petherwin School or from the LA Admissions Team no later than the national closing date. Offers of places will be issued by the LA on the published offer date. Late applications (those submitted after the national closing date) will also be processed by the LA Admissions Team.

3.2 Parents wishing to visit North Petherwin prior to submitting an application are welcome to do so. Visits are not interviews and do not affect any decision regarding the availability of a place. No interviews are held as part of our admissions process. All parents are advised to read the annual published LA Primary Admissions Booklet for Parents before submitting an application.

3.3 The annual LA Primary Admissions Booklet informs parents how to apply for a place at the school of their choice. Parents have a right to express their preference, but this does not, in itself, guarantee a place at that particular school. Over-subscription criteria are applied in the event of applications going over our agreed Planned Admission Number (PAN) for North Petherwin School of 10 pupils in a single year group. The Local Governing Body/Board of Directors agreed over-subscription criteria (in line with current LA maintained schools over-subscription criteria) for North Petherwin can be viewed in this document, in the annual LA Primary Admissions Booklet and online at the Cornwall County Council website.

3.4 In this area, children enter school at the start of the academic year in which they become five. There is one admission date per year, early in September (i.e. when the autumn term begins). In order to qualify for entry into Reception children must have reached the age of four by the 31st August in that year. Therefore, parents who would like their child to be admitted to this academy during the year their child is five should ensure that they return the necessary application form to the LA by the national closing date.

3.5 Parents of pupils who are reception aged can request deferred or part time entry until their child is compulsory school age – see www.cornwall.gov.uk/admissions for more information. Parents considering this option need to make an appointment to discuss it further with the Head of School at the academy.

3.6 Parents of pupils who have deferred reception class entry and whose child becomes 5 in the summer period (defined as having a birth date from April 1st to August 31st) will have the option to start their Reception Year at aged 5 rather than go straight into Year 1. Parents need to contact the Head of School at the academy promptly to discuss this option.

3.7 In year admissions for children in year groups Reception through to Year 6 are arranged through parental application for a place to the LA (see the LA website for application forms). The academy itself does not determine the outcome of in year allocation decisions. Parents and the school will be notified by the LA if a place has been allocated at the academy. If the year group for which a place is being applied for already has 10 pupils then the request for a place will be refused.

3.8 The Admission Code 2014 requires us to state how requests for placement outside the normal age group can be made. Although most children will be admitted to the school 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 school will consider these requests carefully, and will make a decision based on the particular circumstances of each case – see Section 7 below for further information.

3.9 If your child has an Education, Health and Care Plan (EHC Plan) or Statement of Special Educational Needs (SEN), you do not need to complete an application form as a school place will be identified through a separate process. Please contact the SEN Assessment and Provision Team for more information: Tel: 01872 324242 Email: specialeducation@cornwall.gov.uk

However, if a request has been made for an EHC needs assessment for your child, or your child is currently being assessed to decide whether an EHC Plan is necessary, you will need to make an application using the normal process.

The process for SEN admissions can be found in the Local Authority's Local Offer:
www.supportincornwall.org.uk

4 Priority Criteria

4.1 Children who have a Statement of Special Educational Need/Education, Health and Care Plan that names the academy must be admitted. Note children with a Statement of Special Educational Need/Education, Health and Care Plan that does not name North Petherwin School will be referred to the Individual Needs Team at the LA to determine an appropriate place.

4.2 The following priority order will be used to decide which children should occupy any vacant places, after the admission of pupils with Statements of Special Educational Need/Education, Health and Care Plan where the academy is named in the statement:

- (1) Children in care or who were in care but immediately after being in care became subject to an adoption, residence or special guardianship order.
- (2) Children who live in the designated area of the academy 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 academy by the date from which admission is required.

If there are more designated area children wanting places at a school than there are places available, criteria 3 to 5 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 5 will be used to decide which of the remaining children should have priority for spare places.

- (3) Children with an unequivocal professional recommendation from a doctor, school medical officer or educational psychologist that non-placement at the preferred academy would not be in the best interest of the child and that placement at the preferred school is essential. Such recommendations must be made in writing to Cornwall Council, Admissions and Transport, East 0, County Hall, Truro, TR1 3AY and must give full supporting reasons.
- (4) Children with siblings who will still be attending the preferred academy at the time of their admission.
- (5) All other children.
4.3 In the event that there are more children in any category than there are places available, places will be prioritized and awarded to children who live nearest the academy. Home to school distances used for tie-breaking will be measured by a straight-line measurement as determined by Capita One and supported by Cornwall Council's nominated Geographical Information System (currently Data-Map). Measurements will be between your 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 (currently Data-Map).

4.4 North Petherwin is committed to complying with parental preference in respect of parents living within and outside the local area, however if you are planning to move into the local area your application for a place for your child will not be given priority accorded to local area children 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 and a completion date agreed.

4.5 A child’s attendance at North Petherwin’s pre-school setting does not guarantee that child a place in the academy.

5 Over-subscription

5.1 For admission into Reception Year-September intake the LA on behalf of the Local Governing Body/Board of Directors, will offer 10 places to children. This is the Published Admission Number (PAN) for that year group. In the event that more than 10 applications are received, the over-subscription criteria will be applied to determine priority for places. All school preferences (as declared by parents on the LA application form) are treated equally, regardless of whether they are first, second or third preferences. When an application is refused, the child’s details are automatically placed on a reserve list for the year group, ranked according to the admission criteria.

5.2 Children who have a Statement of Special Educational Needs/Education, Health and Care Plan that names the academy must be admitted. The following over subscription criteria will be used to prioritise applications after the admission of children who’s Statement of Special Educational Needs/Education, Health and Care Plan names the school.

5.3 As part of the coordinated scheme for primary admissions, the LA Admissions Team will maintain the reserve (waiting) list on the behalf of the academy, ranked according to the over-subscription criteria. The reserve list will be held until the end of the autumn term. Parents should contact the LA Admissions Team if they wish to remain on the reserve list beyond the autumn term. Parents will be contacted if a place becomes available for their child, but should be aware that their child’s place on a reserve list may change if an application subsequently received that meets a higher criterion than their own or is subject to a successful Admissions Appeal.

5.4 If the criteria outlined previously leave more children with an equal claim than places available, the following tie-breakers will be used:

- **(1) All other children** - For children, where two or more children fulfil the same criterion, priority will be given to the child who lives nearer to the preferred school.
- **(2) Final tie-breaker** - Should the tie-breakers above still leave children with an equal claim because distances are exactly the same; random allocation will be used to decide on priority.
Cornwall Council’s Random Allocation Protocol will be used and is available from the Council by request to the Admissions and Transport Team.

6 In Year Admissions

6.1 Applications for a place after the start of the school year or for any other year group are processed by Cornwall Local Authority, which acts on the behalf of the academy. The LA will contact the academy to check if places are available in the relevant year groups. 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 academy office or from the LA Admissions Team.

6.2 Offer of a place letters will be issued by the LA giving a start date and a period by which the place must be taken up. If a place at North Petherwin is offered, parents are asked to contact the academy so that the relevant paperwork may be completed, and a visit to the new class and start date can be arranged.

6.3 Parents wishing to visit North Petherwin prior to submitting an application are encouraged to do so.

6.4 The address of the LA Admissions team is

- School Admissions Team, New County Hall, Treyew Road, Truro, TR1 3AY

7 Additional Admissions Information

7.1 Allocation to an alternative year group – If there is no place available in a child’s year group; the academy will not normally allocate a place in another year group. This is not considered to be in the best interests of the child. However the Admissions Code 2014 makes it clear that the Admission authority must make decisions about placements outside the normal age group on the basis of the circumstances of each case and in the best interests of the child concerned. This decision making process will include taking account of:

- the parents views;
- the views of the Head of School/Executive Head Teacher of the academy/academy trust
- information about the child’s academic, social and emotional development;
- where relevant the child’s medical history and the views of medical professionals;
- whether they have been previously educated out of their normal age group;
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

7.2 Requests to transfer schools – North Petherwin will always discourage parents wishing to transfer a child from another local school as a result of a dispute with that school and will always request that the matter is discussed with the Head teacher of the child’s current school. We believe it is better to address the problem and seek a solution rather than disrupt a child’s learning because of a transfer.

7.3 Equality Policy – It is our policy that families of all backgrounds shall have equal consideration relating to all aspects of the running of the academy – including admissions. Our arrangements will not disadvantage unfairly, either directly or indirectly, anyone involved in the process from a particular social or racial group, religion or belief, gender or a child with a disability or special educational needs.

7.4 Free school transport – For the purpose of providing assistance with home to school transport, the LA has a defined catchment area for the admission process. Any child living within the LA defined
area but more than two miles from the academy is entitled to assistance with transport. For more information contact the LA Admissions Team.

7.5 **Deferment to starting school** – Parents can request that the date their child is admitted to the academy is deferred until later in the school year or until the child reaches compulsory school age in that school year. Parents can also request that their child attend part time until the child reaches compulsory school age. If parents wish to take up these options they must make an appointment with the Head of School to discuss the arrangements in greater detail.

8 **Admission Appeals**

8.1 If a child is not offered a place at the academy, it will be because to do so would prejudice the education of other children by allowing the number of children in the school to increase too much in a year group.

8.2 If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LA using forms provided by the LA and/or the academy. An independent panel considers all such appeals, and its decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to whom a place had been refused, then we will accept this decision and continue to do all we can to provide the best education for all the children at our academy. (Further details for appeals are set out in the revised Code of Practice on School Admissions Appeals 2014)

8.3 Parents 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

9 **Infant Class Size Appeals**

9.1 In 1998 the School Standards and Framework Act (SSFA 1998) 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. Often a place is refused because of the infant class size rule. If appealed by a parent an independent panel will look at the decision made by the admission authority. The appeal panel can only overturn the decision to refuse a place if you are able to prove:

- 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 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.

9.2 Very few infant class size appeals are successful.

9.3 Under the revised national School admissions Code, additional children may be admitted under very limited exceptional circumstances. These children remain as “excepted” pupils for the time that they are in an infant class or until class numbers fall back to the current infant class size limit. The “excepted” children are:

- Children with Statements of Special Educational Need/Education, Health and Care Plans admitted outside the normal admission round;
- Child in care and Previously Looked after Children/Child in care admitted outside the normal admission round;
• Children admitted, after initial allocation of places, because of a procedural error made by the admission authority or Local Authority in the original application process;
• Children admitted after an independent appeals panel upholds an appeal;
• Children who move into the area outside of the normal admission round for whom there is no other available school within reasonable distance;
• Children of UK service personnel admitted outside of the normal admission round;
• Twins and children from multiple births when one of the siblings is the 30th child admitted.

10 **Children of UK Service Personnel (Armed Forces)**

For families of service personnel with a confirmed posting within the Launceston area, the academy will:
• Allocate a place in advance, if accompanied by an official government letter which declares a relocation date and a unit postal address or quartering area address for considering the application against our over-subscription criteria. This includes accepting a unit postal address or quartering area address for a service child;
• Ensure that arrangements support the government commitment to removing disadvantage for service children.

11 **Children from Overseas**

The academy treats applications for children from overseas in accordance with European Law or Home Office rules for non-European Economic Area nationals.

12 **Fair Access Protocol**

All local authorities are required to have a Fair Access Protocol which applies to all schools and academies. This document sets out how the local authority 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. To find out more about the Protocol please visit [www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions) or contact the Admissions and Transport Team on 0300 1234 101.

13 **Further Guidance and Contacts**

All parents are advised to read the annual LA Booklet for Parents on Primary Admissions. For further guidance please contact either:
• LA Admissions Team on telephone number - 0300 1234 101
• LA Admissions Team via email – [schooladmissions@cornwall.gov.uk](mailto:schooladmissions@cornwall.gov.uk)
• North Petherwin School Office on telephone number – 01566 785207
• North Petherwin Office via email – [northpetherwin@andaras.org](mailto:northpetherwin@andaras.org)

14 **Monitoring and Review**

This policy will be monitored by the Local Governing Body/Board of Directors and reviewed every year, or earlier in the light of any changed circumstances, either in our academy or in the local area. The policy will always take due note of guidance provided by the local Admissions Forum.
Otterham Primary School

Admissions Policy

Admissions Policy 2018/2019
Otterham C P School

Admissions Policy 2018/2019

Outline

Otterham C P School is a Cooperative Trust school and as such the admission policy is the responsibility of the single Governing Body.

The Governing Body have taken the decision to follow the Co-ordinated Admissions Policy of Cornwall Council. The school will therefore adhere to the Local Authority's Admission Policy in line with the current Admission Code. All statutory obligations defined within this code apply, including the operation of an equal preference scheme. If you have any queries about Admissions documents, please contact Cornwall Council School Admissions Team by calling 0300 1234 101.

Our current PAN for each year group is 12 pupils.

Deferred/delayed entry

All children are entitled to start school full-time in the September following their fourth birthday. However, parents may choose deferred or part-time entry to the reception year for their child, bearing in mind that by law children have to be in full-time education by the start of the term following their fifth birthday - when they reach 'compulsory school age'. Parents of summer-born children may also seek a place for their child outside their normal age group i.e. entry to reception a year later than normal, for example if the child may naturally have fallen into a lower age group if it were not for being born prematurely. Parents choosing part-time or deferred entry or wishing to delay entry to the reception year must contact the Headteacher.

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 at 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.

Appeals

Applicants refused a place at the school have the right of appeal. Appeals are heard by an independent appeals panel arranged 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.
Waiting lists

If the school is oversubscribed a waiting list will be held for the whole of the academic year for all year groups 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 or Statement of Special Educational Needs 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.

**Oversubscription Criteria**

The following priority order will be used to decide which children should occupy any vacant places, after the admission of pupils with statements of special educational needs where the school is named in the statement:

1. **Children in care and children who were in care** but immediately after being in care became subject to an Adoption, Child Arrangement, or Special Guardianship Order.

2. **Children who live in the designated area** of the preferred school or whose parents can provide evidence that they will be living in the designated area of the preferred school by the date from which admission is required.

   If there are more designated area children wanting places at a school than there are places available, criteria 3 to 5 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 5 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 or educational psychologist that non-placement at the preferred school would not be in the best interest of the child and that placement at the preferred school is essential. Such recommendations must be made in writing to Cornwall Council, School Admissions Team, New County Hall, Truro, TR1 3AY schooladmissions@cornwall.gov.uk 0300 1234 101 www.cornwall.gov.uk/admissions and must give full supporting reasons.

4. **Children with siblings** who will still be attending the preferred school at the time of their admission.

5. **All other children.**

Notes and definitions:

**Children 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.)
Designated areas
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). 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, following the link 'What is my designated school?' 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 a school, your application for a place for your child at that school 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.

Home address
Each child may have one registered address only for the purposes of determining priority for admission and transport entitlement. This address should be the place where the child is normally resident. If there is shared residence of the child or a query is raised regarding the validity of an address, it may be necessary to use the address of the person receiving child benefit for the child. If this is inconclusive, the registered address would be considered to be the address at which the child spends the majority of days during the school week. However, parents should settle any dispute prior to submitting only one application to the LA for each child.

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.

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 that is possible. However, where this is not possible, parents will be invited to decide which of the children should be allocated the available place.

Tie-breakers
If the criteria outlined previously leave more children with an equal claim than places available, the following tie-breakers will be used:

(i) All other children
Where two or more children fulfil the same criterion, priority will be given to the child who lives nearer to the preferred school.

(ii) Final tie-breaker
Should the tie-breakers above still leave children with an equal claim because distances are exactly the same, random allocation will be used to decide on priority. Cornwall Council’s Random Allocation Protocol is available from the Council by request to the Admissions and Transport Team.
Distances

Home to school distances used for tie-breaking will be measured by a straight-line measurement as determined by Capita One and supported by Cornwall Council's nominated Geographical Information System (currently DataMap). Measurements will be between your 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 (currently DataMap).

Fair Access Protocol

All local authorities are required to have a Fair Access Protocol which applies to all schools and academies. This document sets out how the local authority 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. To find out more about the Protocol visit www.cornwall.gov.uk/admissions or contact the School Admissions Team on 0300 1234 101.

Published Admission Numbers (PAN)

The published admission number or PAN as it is commonly referred to is the number of pupils in each year group that the admission authority has agreed will be admitted without causing problems for the school in terms of net capacity and class arrangements.

The PAN for Otterham C P School currently stands at 12.

In Year Applications

Parents can apply at any time during the school year for a place Otterham C P School in any year group YR- Y6. However it is yet to be confirmed whether the school or the Local Authority will be handling in-year applications by 2018-19.

Signed _______________________________ (Chair of Governors)

Signed _______________________________ (Headteacher)
Aspire Academy Trust’s Admission Arrangements for the 2018/19 Academic Year

Responsibility for admissions

The Directors of Aspire Academy Trust (AAT) have been delegated the task of managing the admissions for all member academies of AAT. They will operate an admissions policy which ensures that all applications for admission to AAT academies are dealt with in accordance with the requirements of the School Admissions and Appeals Codes, including the application of an agreed set of published oversubscription criteria and, where appropriate, adherence to Cornwall Council’s coordinated admissions schemes.

All decisions regarding admission to each academy are the responsibility of AAT. However, it should be noted that Cornwall Council has a statutory duty to co-ordinate the admissions process for reception and junior school year 3 applications. In addition, Cornwall Council has opted to assist parents by acting as a “clearing house” for applications to other main school year groups.

Member academies and their Published Admission Numbers

<table>
<thead>
<tr>
<th>Academy</th>
<th>Published Admission Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biscovey Nursery and Infants’ Academy</td>
<td>90</td>
</tr>
<tr>
<td>Biscovey Academy</td>
<td>90*</td>
</tr>
<tr>
<td>Bugle School</td>
<td>30</td>
</tr>
<tr>
<td>Connor Downs Academy</td>
<td>30</td>
</tr>
<tr>
<td>Mawgan-in-Pydar School</td>
<td>17</td>
</tr>
<tr>
<td>Mount Hawke Academy</td>
<td>45</td>
</tr>
<tr>
<td>School</td>
<td>Places</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>Padstow School</td>
<td>30</td>
</tr>
<tr>
<td>Penryn Primary Academy</td>
<td>75</td>
</tr>
<tr>
<td>Probus Primary School</td>
<td>30</td>
</tr>
<tr>
<td>Sandy Hill Academy</td>
<td>36</td>
</tr>
<tr>
<td>Shortlanesend School</td>
<td>17</td>
</tr>
<tr>
<td>St Breock Primary School</td>
<td>30</td>
</tr>
<tr>
<td>St Minver School</td>
<td>30</td>
</tr>
<tr>
<td>St Stephen Churchtown Academy</td>
<td>45</td>
</tr>
<tr>
<td>St Uny CE Academy</td>
<td>45**</td>
</tr>
<tr>
<td>Summercourt Academy</td>
<td>17</td>
</tr>
<tr>
<td>Treverbyn Academy</td>
<td>30</td>
</tr>
<tr>
<td>Truro Learning Academy</td>
<td>30</td>
</tr>
<tr>
<td>Whitemoor Academy</td>
<td>15</td>
</tr>
</tbody>
</table>

*Increased from 80.

**Increased from 30.

Applications for admission to reception or year 3 in a junior school cannot be refused unless places have already been offered up to the Published Admission Number (PAN). Applications for admission to other year groups can only be refused if AAT considers that the admission of additional pupils would cause prejudice to the provision of efficient education or the use of resources.
**Fair access**

The School Admissions Code 2014 requires all local authorities to operate in-year fair access protocols to ensure that access to education is secured quickly for children who have no school place and to ensure that all schools and academies in an area admit their fair share of vulnerable and challenging children and young people. This could include admitting children above the published admission number to schools and academies that are already full.

**Reception class intake September 2018**

If your child was born between **1st September 2013 and 31st August 2014** you will need to apply for a school place for the 2018/2019 school year. This school year starts in September 2018.

**Admission to year 3 (Biscovey Academy only)**

If your child was born between **1st September 2010 and 31st August 2011** and you wish them to attend year 3 at Biscovey Academy from September 2018, you will need to apply for a place for the 2018/19 school year.

**How to apply**

All applications for reception and year 3 junior school places have to be made via the Local Authority for your home address (Cornwall Council if you live in Cornwall). You can apply online or you can make a paper application. If you wish to apply for a place in 2018/19 year 3 at Biscovey Academy or for a place in 2018/19 reception at one of the other academies in the Trust, you need to contact Cornwall Council for further information:

School Admissions Team, New County Hall, Truro, TR1 3AY

Telephone: 0300 1234 101

or email: schooladmissions@cornwall.gov.uk

or visit the website: www.cornwall.gov.uk/admissions

**Applications will be accepted from September 2017 and the deadline for the submission of applications will be 23.59 on 15 January 2018.**

You can still apply after this date, but in most cases your application will be classed as “late” and will not be considered until after those applications received
on time. The offer date for on-time applications will be **16 April 2018**.

The Council’s coordinated scheme for reception and junior school admissions will apply to all schools in Cornwall, including Voluntary Aided (VA), Foundation, Free and Trust Schools, as well as Academies.

**Admission dates for Reception 2018/19 (does not apply to Biscovey Academy)**

Children having their 5th birthday between 01 September 2018 and 31 August 2019 are entitled to full time admission to a Reception Class in September 2018.

The Academy Trust recognises that by law children do not have to receive full-time education until the term after their fifth birthday and will respect parental wishes in this matter.

A reception place can be held open until January 2019 for children born between 01 September 2013 and 31 December 2013 and until April 2019 for children born between 01 January 2014 and 31 August 2014. (Although children born between 01 April 2014 and 31 August 2014 are not of compulsory school age until September 2019, a school place may not be held open from one school year to the next.) This is called a “deferred admission”.

Where parents wish, children may attend part-time until later in the school year, but not beyond the point at which they reach compulsory school age.

If you would like to request a deferred admission or if you would like your child to attend part-time prior to their full-time admission, you must discuss this first with the academy where your child has been allocated a place. This discussion should take place before the end of the summer term 2018 (unless you submit a late application and the place has to be allocated after the end of 2017/18 school year).

**Children with special educational needs**

If your child has an Education, Health and Care Plan (EHC Plan) or Statement of Special Educational Needs (SEN), you do not need to complete an application form as a school place will be identified through a separate process. Please contact the SEN Assessment and Provision Team for more information:
However, if a request has been made for an EHC needs assessment for your child, or your child is currently being assessed to decide whether an EHC Plan is necessary, you will need to make an application using the normal process.

**Oversubscription criteria for the 2018/19 academic year**

If, after the admission of children with a Statement of Special Educational Needs or an Education, Health and Care Plan where the academy is named in the Statement or Plan, an academy is oversubscribed, priority for admission will be given to those children who meet the criteria set out below, in order. These oversubscription criteria will also be used, if necessary, to decide on in-year admissions to all year groups (reception to year 6) for the 2018/2019 school year:

<table>
<thead>
<tr>
<th>Rank</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Children in care and children who were in care but ceased to be so because they were adopted (or became subject to a child arrangement or special guardianship order) immediately after being in care.</td>
</tr>
<tr>
<td>2</td>
<td>Children who are attending Biscovey Nursery and Infant School (applies to Biscovey Academy only)</td>
</tr>
<tr>
<td>3</td>
<td>Children with Siblings.</td>
</tr>
<tr>
<td>4</td>
<td>Religious reasons (applies to St Uny CE Academy only)</td>
</tr>
<tr>
<td>5</td>
<td>Children of Staff</td>
</tr>
<tr>
<td>6</td>
<td>All other children</td>
</tr>
</tbody>
</table>

**Definitions**

1. **Children in care and children who were in care** but immediately after being in care became subject to an Adoption, Child Arrangement or Special Guardianship Order. 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).

2. Applies to Biscovey Academy only – Children who are attending year 2 at Biscovey Nursery and Infants’ Academy.

3. Children with siblings who will still be attending the preferred academy at the time of their admission. “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 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 academy in question at the date of application, allocation and admission.

4. Religious reasons (applies to St Uny CE Academy only). Priority will be given to the children of practising Christian (member of Churches Together) families who reside in the Benefice of Lelant and Carbis Bay or the ecclesiastical Deanery of Penwith. The application must be supported by a statement from an appropriate church representative, which must be submitted to the Academy at the time of application.

5. Children of staff. This criterion applies in the following circumstances:

   a) where the member of staff has a permanent contract and has been employed at the academy for two or more years at the time at which the application for admission to the academy is made, or

   b) the member of staff has a permanent contract and has been recruited to fill a vacant post for which there is a demonstrable skill shortage*.

   *Such posts would usually include:

   - Foundation Stage Early Years Specialists, SEND Co-ordinators and specialist teachers for Year 2 or Year 6. However, it is possible that individual academy Headteachers or Principals will add to these categories according to local circumstances.
Please note that you must state your intention to claim priority under this criterion on your application form and you must submit separate evidence of your employment status by e-mail or post to the Schools Admission Team by 07 February 2018.

6. All other children (prioritised by distance from the academy as defined in the tie-breaker below).

**Tie-breaker**

If the criteria outlined above leave more children with an equal claim than places available, most priority will be given to those children who live nearer to the preferred academy.

**Final tie-breaker**

Should the tie-breaker above still leave children with an equal claim because distances are exactly the same, random allocation (in accordance with 1.34 and 1.35 of the School Admissions Code) will be used to decide on priority. (AAT’s Random Allocation Protocol will be available on request.)

**Distances**

Home to school distances used for tie-breaking will be measured by straight-line measurement as determined by Capita One and supported by Cornwall Council’s nominated Geographical Information System (currently DataMap). Measurements will be between the home address (the centre of the main building of the property) and the main gate of the academy (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 academy) and for establishing transport entitlements will be measured by the nearest available route as determined by Cornwall Council’s nominated Geographic Information System software (currently DataMap).

**Home address**

Each child may have one registered address only 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 residency of the child or a query is raised regarding the validity of an address, the home address will be considered to be with the parent with primary day to day care and control of the child. Residence of a child may also be clarified through a child arrangement order where it is shown who has care of the child. It may be necessary to use the address of the person receiving child benefit for the child or to request a copy of a utility bill or to request evidence of the address at which the child is registered with a doctor’s surgery in order to make a decision.

**Parents should settle any disputes in relation to their child’s home address prior to submitting only one application to the Local Authority for each child. AAT 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, AAT will determine the home address.**

**Service families**

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.

**Multiple birth siblings**

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, consideration could be given to allocating places above the Published Admission Number (PAN).

**Late Applications**

Late applications will be processed in accordance with the Local Authority’s coordinated scheme. The Local Authority and the Academy Trust may be willing
to accept applications which are received after the closing date of 15 January 2018, but before the exceptional late closing date determined by the Local Authority (07 February 2018), if there is good reason for a late submission. For example:

- a family returning from abroad;
- a lone parent/carer who has been ill for some time;
- a family moving into the vicinity of the Academy from another area;
- or
- other exceptional circumstances.

Each case will be treated on its merits.

Round two late applications for reception places (i.e. those received between 16 January 2018 and the 07 February 2018, but not considered exceptional and all applications received between 08 February and 27 April 2018) will not be dealt with until after the offer day for on-time applications (16 April 2018). These applications will be processed together and parents will be notified of the outcome of their application by 29 May 2018.

Late (round three) applications received between 28 April and 31 August 2018 will be dealt with on a day to day basis, after the round two allocations have been processed.

**Waiting Lists**

Waiting lists will be maintained by the Local Authority on behalf of Aspire Academy Trust for the first term of the reception year only and will cease to be maintained after the 31 December 2018. As each child is added to the waiting list, the list will have to be ranked again in line with the published oversubscription criteria. Priority will not be given to children based on the date their application was received or the date their name was added to the list.

Looked after children, previously looked after children and those allocated a place at an academy in accordance with the Local Authority’s Fair Access Protocol, will
take precedence over those on the waiting list.

**Applications for other year groups (in-year applications)**

An “in-year” application is an application for a place in years 1 to 6 (or 4 to 6 for Biscovey Academy) for the 2018/19 school year (or part of the year if the application is made after the school year has commenced) and an application for a place in 2018/19 reception year (or year 3 at Biscovey Academy) if the application is made after the autumn term 2018 has commenced. Parents are welcome to contact the relevant academy for information regarding available places. Alternatively, parents can contact the Local Authority (Cornwall Council) for information regarding available places at all schools and academies in Cornwall. Cornwall Council will also, on request, provide parents with a suitable form to complete when applying for a place for their child at a school or academy.

**Admission of children outside their normal age group**

Parents may seek a place for their child outside of their normal age group if, for example, the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – i.e. to reception rather than year 1. (This is called a “delayed admission”.) The process for requesting admission out of the normal age group is to contact the preferred academy to request a meeting with the Headteacher/Principal (or his or her representative) to discuss the issue. The Academy Trust will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent’s views; information about the child’s academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The Trust will also take into account the views of the Headteacher/Principal of the academy and will delegate the decision to that Headteacher/Principal where the Headteacher/Principal is minded to agree to the parent’s request. When informing a parent of their decision on the year group
the child should be admitted to, the Academy Trust will set out clearly the reasons for their decision.

Where the Academy Trust agrees to a parent’s request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to reception or to year 3 at Biscovey Academy (i.e. the age group to which pupils are normally admitted to an AAT academy) the application will be processed as part of the main admissions round, (unless the parental request has been made too late for this to be possible) and on the basis of AAT’s determined admission arrangements only, including the application of the oversubscription criteria where applicable. The application will not be given a lower priority on the basis that the child is being admitted out of their normal age group.

Parents have a statutory right to appeal against the refusal of a place at their preferred academy. This right does not apply if they are offered a place for their child at the preferred academy but not in their preferred year group.

Arrangements for appeals panels:

Where a parent/carer has been refused a place for their child at one of the academies, they will have the right of appeal to an appeal panel. The appeal panel (arranged by the Local Authority on behalf of AAT) will be independent of the academy and AAT. The arrangements for appeals will be in line with the School Admission Appeals Code published by the Department for Education. The determination of the appeal panel will be made in accordance with the Code and is binding on all parties. Appeal forms should be requested from and returned to the Secretary of the relevant academy.

The deadline for parents to lodge appeals regarding round one (on time) applications for a 2018/19 reception place at an AAT Academy (or for a year 3 place at Biscovey Academy) will be 15 May 2018. These round one appeals will take place (mainly) during June 2018. Appeals for round two refusals will take place (mainly) during July 2018 and those for round three refusals will usually be heard during July or August 2018.

Appeals for 2018/19 in-year applications will take place as required.

Applicants can only appeal again for a place at the same academy for the same
academic year if AAT has accepted a further application because there has been a significant and material change in the circumstances of the parent/carer, child or academy (e.g. a relevant change of address) but has determined that a new application must also be refused.

Notwithstanding the arrangements outlined above, the Secretary of State may direct an academy to admit a named pupil on application from any Local Authority. Before doing so the Secretary of State will consult the academy in question.

First draft: November/December 2016
Second draft: 01 February 2017

**Determined by AAT on 22 February 2017**

**Next review date: Autumn term 2017**
Parc Eglos School
Admissions Policy 2018-19

Introduction
Parc Eglos is a foundation primary school and the Governing Body are the Admission Authority for the school.

The school will participate fully in the Local Authority's Fair Access Protocol and the Local Authority's Co-ordinated Admissions Schemes for starting school and applying for a place during the school year. 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 and other details about the application process will be stated in those schemes.

Applying for a place
All applications for places in Reception or during the school year must be made direct to the applicant's home authority on the appropriate Common Application Form (CAF). The CAF and supporting information will be available electronically on the Local Authority's website or in paper form on request from the Local Authority. There is no supplementary information form required by the Governing Body.

At Parc Eglos we recommend that all children start full time in September with a staggered start, but in negotiation with parents and taking individual needs into account a more flexible arrangement can be made. Places in Reception will be allocated as full time from September.

If you wish to ask for part-time admission, you must do so as soon as possible after receiving your notification of a place. You can request that your child attends part-time until they are of compulsory school age.

We carefully plan the transition in to school for all children. We hold 'Learning Together' sessions in school, we visit the children in their current settings and we offer home visits. With regard to the home visit, which have proven to be of great benefit to us all, the children enjoy sharing their home and toys with their new teachers and families have the opportunity to talk privately. We have found that the home visits help us to build positive relationships with the children and parents much sooner. The partnership between home and school is crucial to your child and we value the opportunity to establish these early links.

To allow for home visits, which take place during the afternoons of the first ten days of the Autumn Term, the children will attend school during the mornings only.

The dates will be:
From the first day of term in the week beginning Monday 3rd September 2018 for 5 days, the children will start school at 8.45am and finish at 12.00pm.
The following 5 days of term the children will start school at 8.45am and finish at 1.00pm: during this week they will have their lunch at school.

Allocation of places
Children with a Statement of Special Educational Needs and/or an Education, Health Care Plan (EHCP) which names the school will be admitted regardless of the number on roll in the year group.

Admissions Policy 2018-19
Children in Care who are directed to the school by the Local Authority will be admitted to the school regardless of the number on roll in the year group.

Attendance at a particular nursery class or Early Years' provider does not give a pupil any priority within the admissions policy for admission to a primary school. Parents/carers must still submit an application for a place in Reception.

The published admission number (PAN) for Reception in 2018/19 will be 60. Places will be allocated up to this number. In the event that more applications are received than places available, the oversubscription criteria below will be used to decide on allocations.

Placement outside the normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group - to reception rather than year 1. Parents should contact the Headteacher in the first instance and the admission authority will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

Appeals

Applicants refused a place at the school have the right of appeal. Appeals are heard by an independent appeals panel arranged by the Local Authority on behalf of the Governing Body. Applicants will be able to appeal once for a place at a given school in any one school year unless any significant new information becomes available which was not available at the original hearing. Details of how to appeal will be sent with any letter refusing a place and the timetable for appeals will be available on the Council's website.

Waiting lists

If the school is oversubscribed, a waiting list will be held from when allocations have been made and parents/carers can request that their child is added to this list. A pupil’s position on the list will be determined by the criteria set out below. Children’s places on a waiting list are subject to change according to additional information received about applications or children being added to the list. No priority is given to the length of time that a child has been on the list.

Oversubscription Criteria

In the event of there being more than 60 applications for places in reception for the 2018/19 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 who have an Education, Health Care Plan (EHCP) names the school:

1. Children in care and children who were in care but ceased to be so because they were adopted (or became subject to a Child Arrangement Order or special guardianship order) immediately after being in care.

2. Children who live within the designated area of the school, 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 beginning of the autumn term of the 2018/2019 school year. If there are more designated area children wanting places at our school than
there are places available, the following criteria 3 to 5 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 5 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 school would not be in the best interest of the child. Such recommendations must be made in writing, must give full supporting reasons and will be reviewed by the LA.

4. Children with siblings who will still be attending the school at the time of their admission.

5. All other children.

Notes and definitions

Children in care ‘Children in care’ are also referred to as ‘looked after children’ and they are children who are in the care of the Local Authority.

Designated areas; 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). 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, by calling the County Admissions and Transport Team on 0300 1234 101 or by emailing schooladmissions@cornwall.gov.uk. If you are planning to move into the designated area of a school, your application for a place for your child at that school 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.

Professional recommendation for admission; If you think your child meets this criterion, as described in the Oversubscription Criteria, you must send the relevant written evidence to the Local Authority.

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.

Tie-breakers; If any of the criteria outlined above leave more children with an equal claim than places available, priority will be given to the child who lives nearer to the preferred school.

Final tie-breaker; Should the tie-breakers above still leave children with an equal claim because distances are exactly the same, random allocation will be used to decide on priority. The school will use the Local Authority’s Random Allocation Protocol which is available on request.
Distances: Home to school distances used for tie-breaking will be measured by a straight-line measurement as determined by CAPITA One and supported by Cornwall Council’s Geographical Information System (data Map). Measurements will be between your home address using Ordnance Survey’s Address Point dataset (usually 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 the 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 the CSA’s Geographical Information System (data Map).

Home address
Each child may have one registered address only for the purposes of determining priority for admission and transport entitlement. This address should be the place where the child is normally resident. If there is shared residence of the child or a query is raised regarding the validity of an address, it may be necessary to use the address of the person receiving child benefit for the child. If this is inconclusive, the registered address would be considered to be the address at which the child spends the majority of days during the school week. However, parents should settle any dispute prior to submitting only one application.

Multiple birth siblings
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 school, which may mean allocating places above the Published Admission Number (PAN) where that is possible. However, where this is not possible, parents/carers will be invited to decide which of the children should be allocated the available place(s).

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<thead>
<tr>
<th>Review &amp; Approval Date</th>
<th>February 2017</th>
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<tbody>
<tr>
<td>Signed by Chair of Governors</td>
<td>Marc Talbot</td>
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<tr>
<td>Signed by Headteacher</td>
<td>Brett Dye</td>
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<tr>
<td>Next review date</td>
<td>February 2018</td>
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</table>
Pelynt Primary Academy Admission Arrangements for 2018/19

The Academy
Pelynt Academy is a village school, surrounded by green fields, close to Looe in South East Cornwall.

The school is an academy and part of the Bridge Multi-Academy Trust who are the Admissions Authority for the school. The Trust participates fully in Cornwall Council’s Coordinated Admissions Scheme for starting school and applying for a place during the school year.

The Published Admission Number (PAN) for each individual year group is 12.

Applying for a place
If you are applying for a place in reception class commencing September 2018 and live in Cornwall you should complete Cornwall Council’s Common Application Form, available electronically at Cornwall Council or in paper form in their reception class prospectus.

Completed forms should be returned to Cornwall Council by the date required on the form. Applicants from outside Cornwall should complete the form provided by their own council.

How places are allocated
If you apply for a place in the school and the number of applications is not greater than 12 then you will be automatically offered a place. However if this number is exceeded, then after the admission of pupils where the school is named in their Education, Health and Care Plan then the criteria below will be applied in the following order of priority:

Oversubscription criteria:

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.

2. Children who live within the designated area of the school, 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 after the allocation of children under criterion 2, criteria 3 to 5 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 5 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 school 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 school at the time of their admission.

5. All other children.

**Tie-breaker**
If any of the criteria outlined earlier leave more children with an equal claim than places available, priority will be given to the child who lives nearer to the preferred school.

**Final tie-breaker**
Should the tie-breakers above still leave children with an equal claim because distances are exactly the same, random allocation will be used to decide on priority. The school will use the Local Authority’s Random Allocation Protocol, supervised by an independent person, which is available on request.

**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).
For further information see the full [Admissions Code](#).

**Siblings**
’Siblings’ means brothers and 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 relationships 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.
Multiple birth siblings
Where applications are received on behalf of twins, triplets, etc. or brothers and sisters whose dates of birth place them in the same chronological year group, every effort will be made to offer multiple places at the school, but an offer cannot be guaranteed.

Designated area (‘catchment’ area)
A map of the catchment area is available on the council’s website.

Distances
Home to school distances used for tie-breaking will be established using a straight-line measurement as determined by Capita One and supported 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 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.

Home address
Each child may have one registered address only for the purposes of determining priority for admission. This should be the place where the child is normally resident. If there is shared residence of the child or a query is raised regarding the validity of an address, it may be necessary to use the address of the person receiving child benefit for the child. If this is inconclusive, the registered address would be considered to be the address at which the child spends the majority of days during the school week.
If there is shared residence of the child or a query is raised regarding the validity of an address, the Trust 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 Trust 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 the Trust will determine the home address.
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.

Late Applications
Late applications will be processed at a later stage so it is possible that all places will have been filled. For further information please see the council’s website.
In-Year Admissions / Waiting lists
If the school is oversubscribed, a waiting list will be held and parents/carers can request that their child is added to this list. A pupil’s position on the list will be determined by the oversubscription criteria set out above. Children’s places on a waiting list are subject to change according to additional information received about applications or children being added to the list. No priority is given to the length of time that a child has been on the list.

Part-time or deferred entry to school and admission of children outside their normal age group (early or delayed entry to reception)
All children are entitled to start school full-time in the September following their fourth birthday. However, parents may choose deferred or part-time entry to the reception year for their child, bearing in mind that by law, children have to be in full-time education by the start of the term following their fifth birthday – when they reach ‘compulsory school age’. Parents of summer-born children may also seek a place for their child outside their normal age group i.e. entry to reception a year later than normal, for example if the child may naturally have fallen into a lower age group if it were not for being born prematurely. Parents choosing part-time or deferred entry must contact the school they have been allocated or hope to be allocated to arrange this. Those wishing to delay entry to the reception year or request a place outside the normal year group must contact the School Admissions Team.

Appeals
If an applicant is not allocated a place at their preferred school/s they will have the right to appeal to an independent panel. The refusal 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 2018 entry to infant, junior and primary schools or Co-ordinated In-year Admissions Scheme 2018/19.

Please be aware that the circumstances in which an appeal might be successful are fairly limited. The school’s Local Governing Body recommends that any parent considering an appeal arranges an informal discussion with the Headteacher before proceeding.
Crofty Multi Academy Trust Admissions Arrangements for the 2018-2019 Academic Year

Responsibility for admissions

The Trustees of Crofty Multi Academy Trust (Crofty MAT) have been delegated the task of managing the admissions for all member academies of the trust. They will operate an admissions policy which ensures that all applications for admission to Crofty MAT academies are dealt with in accordance with the requirements of the School Admissions and Appeals Codes, including the application of an agreed set of published oversubscription criteria and, where appropriate, adherence to Cornwall Council’s coordinated admissions schemes.

All decisions regarding admission to each academy are the responsibility of Crofty MAT. However, it should be noted that Cornwall Council has a statutory duty to co-ordinate the admissions process for reception class applications. In addition, Cornwall Council has opted to assist parents by acting as a “clearing house” for applications to other school year groups.

Member academies and their Published Admission Numbers

The member academies are: Illogan School (Published Admission Number of 30), Pencoys School (Published Admission Number of 30), Portreath School (Published Admission Number of 21), Rosemellin School (Published Admission Number of 60), Roskear School (Published Admission Number of 60), Treloweth School (Published Admission Number of 60), Weeth School (Published Admission Number of 30).

Applying for a Place

Crofty MAT schools will participate fully in the Local Authority’s Fair Access Protocol.

Crofty MAT schools will participate fully in the Local Authority’s co-ordinated admission schemes for starting school and applying for a place during the school year. 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). Closing dates, deadlines and timescales (including those relating to late applications) will be stated in those schemes.

All applications for places in reception or during the school year must be made via the Local Authority (Cornwall Council) on the appropriate application form. The application form and supporting information will be available electronically on the local authority’s website or in paper form on request from the local authority.

Allocation of Places

Children with a Statement of Special Educational Needs, or Education, Health and Care plan, that names the school will be admitted to the school regardless of the number on roll in the year group.

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

Deferred entry

Places in reception will be allocated as full time from September. However, parents/carers are able to request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age or request that their child takes up the place part-time until they are of compulsory school age. Parents/carers should direct any request to the
Headteacher.

**SEN Admissions**

From September 2016 parents/carers of children with an Education, Health and Care Plan (EHC Plan) or a Statement of Special Educational Needs (Statement of SEN) in Cornwall no longer have to make an application through the general school admissions system.

All requests for a change of school during the school year (‘in-year’ admissions) and all requests for entry into school at the normal point of entry (starting in the reception year, transferring from infant to junior school or transferring from primary to secondary school) will be handled by the SEN Assessment and Provision Team.

Tel: 01872 324242 Email: specialeducation@cornwall.gov.uk

Parents will be able to discuss the educational options with a member of the SEN Team to enable them to make an informed decision regarding their preferred school.

Where a request for an EHC needs assessment has been made or where a child is under assessment (but no decision has yet been made about issuing an EHC Plan) an application for a school place must be made through the normal school admissions process (www.cornwall.gov.uk/admissions).

**Admission of children outside their normal age group**

Parents may seek a place for their child outside of 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 at www.cornwall.gov.uk/admissions or on request from the School Admissions Team.

**Appeals**

Applicants refused a place at the school have the right of appeal. Appeals are heard by an independent appeals panel arranged by the Local Authority on behalf of the Governing Body. 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.

**Waiting lists**

If the school is oversubscribed, a waiting list will be held from when allocations have been made for the whole of the academic year and parents/carers can request that their child is added to this list. A pupil’s position on the list will be determined by the criteria set out below. Children’s places on a waiting list are subject to change according to additional information received about applications or children being added to the list. No priority is given to the length of time that a child has been on the list.

**Oversubscription Criteria**

In the event of there being more applications for places in reception for the 2018/19 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 Statement of Special Educational Needs or 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.

2. Children who live within the designated area of the school, 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 beginning of the autumn term of the 2018/19 school year.
If there are more designated area children wanting places than there are places available after the allocation of children under criterion 2, criteria 3 to 5 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 5 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 school 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 school at the time of their admission.

5. All other children.

Notes and definitions

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).

Designated areas

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 for any of the Crofty academy’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 one of the Crofty academies, 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.

Professional recommendation for admission

If you think your child meets this criterion, as described in the Oversubscription Criteria, you must send the relevant written evidence to the Local Authority.

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.

Tie-breakers

If any of the criteria outlined above leave more children with an equal claim than places available, priority will be given to the child who lives nearer to the preferred school.
Final tie-breaker

Should the tie-breakers above still leave children with an equal claim because distances are exactly the same, random allocation will be used to decide on priority. The school will use the LA’s Random Allocation Protocol which is available on request.

Distances

Home to school distances used for tie-breaking will be measured by a straight-line measurement as determined by Capita One and supported by Cornwall Council’s nominated Geographical Information System (currently DataMap). Measurements will be between your 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 (currently DataMap).

Home address

Each child may have one registered address only for the purposes of determining priority for admission and transport entitlement. This address should be the place where the child is normally resident. If there is shared residence of the child or a query is raised regarding the validity of an address, it may be necessary to use the address of the person receiving child benefit for the child. If this is inconclusive, the registered address would be considered to be the address at which the child spends the majority of days during the school week. It is expected that parents will submit only one application for each child and any disputes in relation to the child’s home address are settled before applying.

Multiple birth siblings

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 school, which may mean allocating places above the Published Admission Number (PAN) where that is possible.

Determined by Crofty Multi Academy Trust on 29th November 2016
ADMISSION ARRANGEMENTS

2018/19 ACADEMIC YEAR

Pendeen School

DATE PROPOSED BY LGB: 6th December 2016
DATE APPROVED BY TPAT:

Date amended: 28th November 2016
Amended by: Rose Scrase
School Name: Pendeen School
Responsibility for admissions

The Directors of the Truro and Penwith Academy Trust (TPAT) have responsibility for approval of the Admissions Policy and admissions arrangements for all member schools within the Trust. The Local Governing Body has delegated responsibility for the proposal of the admissions policy and arrangements, and for application decisions in the member school. This policy is based upon relevant policy and legislation including the Department for Education’s School Admissions Code. Schools within the Trust operate an equal preference scheme as defined in the Code and will fully participate in Cornwall Council’s Fair Access Protocol.

Admissions Scheme

Cornwall Council has a statutory duty to co-ordinate the admissions process for reception applications and has opted to assist parents by acting as a clearing house for applications to other main school year groups.

Details of the co-ordinated admissions scheme for Reception admissions are available from Cornwall Council School Admissions Team, New County Hall, Truro, TR1 3AY

Telephone: 0300 1234 101
Email: schooladmissions@cornwall.gov.uk
Web: www.cornwall.gov.uk/admissions

Closing dates, deadlines and timescales (including those relating to late applications) will be as stated in those schemes.

All applications for places at TPAT schools must be made directly to the applicant’s home authority on the appropriate Common Application Form (CAF). The CAF and supporting information will be available electronically on the Local Authority’s website or in a paper form from the Local Authority. There is no supplementary information form required by the Trust.

Applying for a place

All applications for places in Reception or during the school 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.

However, if your child has an Education, Health and Care Plan or Statement of Special Educational Needs, you do not need to complete an application form as a school place will be identified through a separate process.

Allocation of Places
Children with an Education, Health and Care Plan or Statement of Special Educational Needs that names the school will be admitted regardless of the number on roll in the year group.

Children in Care who are directed to the school by the Local Authority (or Secretary of State in the case of academies) will be admitted to the school regardless of the number on roll in the year group.

The published admission number (PAN) for Reception in 2018/19 will be PAN 17. Places will be allocated up to this number. In the event that more applications are received than places available, the oversubscription criteria listed later in this document will be used to decide on allocations. If the school is not oversubscribed, all applicants will be admitted. The PAN is the maximum number of pupils the school will admit at the relevant admission age in any given year.

**Over subscription criteria**

If the school is oversubscribed, after the admission of pupils with a Statement of Special Educational Needs where the school is named in the statement, priority for admission will be given to those children who meet the criteria set out below, in order:

**Primary Oversubscription Criteria**

In the event of there being more than 17 applications for places in reception for the 2018/19 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 or Statement of Special Educational Needs 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.
2. Children with siblings who will still be attending the school at the time of their admission.

If there are more designated area children wanting places than there are places available after the allocation of children under criterion 2, criteria 3 to 5 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 5 will be used to decide which of the remaining children should have priority for any spare places.

3. Children who live in the designated area of the school or whose parents can provide evidence that they will be living in the designated area of the school by the date from which admission is required.
4. Children with an unequivocal professional recommendation from a doctor, school medical officer, educational psychologist or education welfare officer that non-placement at the school 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.

5. All other children.

Late Applications

Late applications will be processed in line with Cornwall Council’s co-ordinated admissions scheme.

Deferred/Delayed Entry

All children are entitled to start school full-time in the September following their fourth birthday. However, parents may choose deferred or part-time entry to the reception year for their child, bearing in mind that by law children have to be in full-time education by the start of the term following their fifth birthday – when they reach ‘compulsory school age’. Parents of summer-born children may also seek a place for their child outside their normal age group i.e. entry to reception a year later than normal, for example if the child may naturally have fallen into a lower age group if it were not for being born prematurely. Parents choosing part-time or deferred entry or wishing to delay entry to the reception year must contact the Headteacher.

Admission of children outside the normal age group

Parents may seek a place for their child outside their normal age group, for example, if the child is more able 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 at 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.

In Year Admissions

Parents can apply at any time during the school. Cornwall Council will operate waiting lists for all in year applications. The school will operate oversubscription criteria for admissions to year groups 1 to 6 as per reception admission. Under the “Fair Access” policy, it is possible that a school will be directed to admit a child even if this would take the year group above (or further above) PAN.

Full or Part Time Entry

The school operates the same process as Cornwall Council in respect of parents wishing for their children to start full-time in September.

Date amended: 28th November 2016
Amended by: Rose Scrace
School Name: Pendeen School
**Appeals**

Applicants refused a place at the school have the right of appeal. Appeals are heard by an independent appeals panel arranged by the Local Authority on behalf of the Trust and 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.

**Waiting Lists**

If the school is oversubscribed, a waiting list will be held from when allocations have been made for the first term of the year of entry 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 or Statement of Special Educational Needs 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.

**Notes and Definitions**

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).

**Designated areas**

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 Pendeen School’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 Pendeen School, 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.

**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.

**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.

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).

**Tie-breakers**

If any of the criteria outlined earlier leave more children with an equal claim than places available, priority will be given to the child who lives nearer to the preferred school.

**Final tie-breaker**

Should the tie-breakers above still leave children with an equal claim because distances are exactly the same, random allocation will be used to decide on priority. The school will use the Local Authority’s Random Allocation Protocol, supervised by an independent person, which is available on request.

**Distances**

Home to school distances used for tie-breaking will be measured by [insert your chosen mapping system and method here or if the LA do this for you insert: a straight-line measurement as determined by Capita One and supported by Cornwall Council’s nominated Geographical Information System (currently

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**Date amended:** 28th November 2016  
**Amended by:** Rose Scrase  
**School Name:** Pendeen School
DataMap). Measurements will be between your 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 (currently DataMap).

**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.

**Date amended:** 28th November 2016

**Amended by:** Rose Scrase

**School Name:** Pendeen School
Introduction

Pennoweth is a Community Trust School and the Governing Body is the Admission Authority for the school.

The school will participate fully in the Local Authority’s Fair Access Protocol and the Local Authority’s Co-ordinated Admissions Schemes for starting school and applying for a place during the school year. 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 and other details about the application process will be stated in those schemes.

Applying for a place

All applications for places in Reception or during the school year must be made direct to the applicant’s home authority on the appropriate application form. The application form and supporting information will be available electronically on the Local Authority’s website or in paper form on request from the Local Authority.

Places in Reception will be allocated as full time from September. If you wish to ask for part-time admission, you must do so as soon as possible after receiving your notification of a place. You can request that your child attends part-time until they are of compulsory school age.

Allocation of places

Children with a Statement of Special Educational Needs that names the school will be admitted regardless of the number on roll in the year group.

Children in Care who are directed to the school by the Local Authority (or Secretary of State in the case of academies) will be admitted to the school regardless of the number on roll in the year group.

Attendance at a particular nursery class or early years provider does not give a pupil any priority within the admissions policy for admission to a primary school. Parents/carers must still submit an application for a place in Reception.

The published admission number for Reception in 2017/18 will be 45. Places will be allocated up to this number. In the event that more applications are received than places available, the oversubscription criteria listed later in this document will be used to decide on allocations.

Appeals

Applicants refused a place at the school have the right of appeal. Appeals are heard by an independent appeals panel [arranged by the Local Authority on behalf of the Governing Body]. Applicants will be able to appeal once for a place at a given school in any one school year unless any significant new information becomes available which was not available at the original hearing. Details of how to appeal will be sent with any letter refusing a place and the timetable for appeals will be available on the Council’s website.
Waiting lists

If the school is oversubscribed, a waiting list will be held from when allocations have been made and parents/carers can request that their child is added to this list. A pupil’s position on the list will be determined by the criteria set out below. Children’s places on a waiting list are subject to change according to additional information received about applications or children being added to the list. No priority is given to the length of time that a child has been on the list.

Oversubscription Criteria

In the event of there being more than 45 applications for places in reception for the 2017/18 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 Statement of Special Educational Needs names the school:

1. Children in care and children who were in care but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order) immediately after being in care.

2. Children who live within the designated area of the school, 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 beginning of the autumn term of the 2017/18 school year.

3. Children with an unequivocal professional recommendation from a doctor, school medical officer, educational psychologist or education welfare officer that non-placement at the school 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 school at the time of their admission.

5. All other children.

Notes and definitions

Children in care

‘Children in care’ are also referred to as ‘looked after children’ and they are children who are in the care of the Local Authority.

Designated areas

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). 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 a school, your application for a place for your child at that school 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.

**Professional recommendation for admission**

If you think your child meets this criterion, as described in the Oversubscription Criteria, you must send the relevant written evidence to the Local Authority.

**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.

**tie-breakers**

If any of the criteria outlined above leave more children with an equal claim than places available, priority will be given to the child who lives nearer to the preferred school.

**final tie-breaker**

Should the tie-breakers above still leave children with an equal claim because distances are exactly the same, random allocation will be used to decide on priority. The school will use the Local Authority’s Random Allocation Protocol which is available on request.

**distances**

Home to school distances used for tie-breaking will be measured by a straight-line measurement as determined by CAPITA One and supported by Cornwall Council’s Geographical Information System (dataMap). Measurements will be between your home address using Ordnance Survey’s AddressPoint dataset (usually 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 [your system or the LA’s Geographical Information System (dataMap)].

**home address**

Each child may have one registered address only for the purposes of determining priority for admission and transport entitlement. This address should be the place where the child is normally resident. If there is shared residence of the child or a query is raised regarding the validity of an address, it may be necessary to use the
address of the person receiving child benefit for the child. If this is inconclusive, the registered address would be considered to be the address at which the child spends the majority of days during the school week. However, parents should settle any dispute prior to submitting only one application.

Multiple birth siblings
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 school, which may mean allocating places above the Published Admission Number (PAN) where that is possible. It is possible to admit multiple birth siblings as ‘excepted pupils’ over the infant class size limit.

Policy agreed by the Governing Body: 20th January 2017
Next review date: January 2018
Admission arrangements 2018/19

Introduction

Penponds School is an academy and the Rainbow Multi Academy Trust is the Admission Authority for the school.

The school will participate fully in the Local Authority’s Fair Access Protocol and the Local Authority’s Co-ordinated Admissions Schemes for starting school and applying for a place during the school year. 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 and other details about the application process will be stated in those schemes.

Applying for a place

All applications for places in reception or during the school 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 electronically on the local authority’s website or in paper form on request from that local authority.

Allocation of places

Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school will be admitted regardless of the number on roll in the year group.

Children in Care who are directed to the school by the Local Authority (or Secretary of State in the case of academies) will be admitted to the school regardless of the number on roll in the year group.

The published admission number (PAN) reception in 2018/19 will be 15. Places will be allocated up to this number. In the event that more applications are received than places available, the oversubscription criteria listed later in this document will be used to decide on allocations.

Deferred entry

Places in reception will be allocated as full time from September. However, parents/carers are able to request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age or request that their child takes up the place part-time until they are of compulsory school age. Parents/carers should direct any request to the Headteacher.

Placement outside the normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. Parents should contact the Headteacher in the first instance and the admission
authority will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

**Appeals**

Applicants refused a place at the school have the right of appeal. Appeals are heard by an independent appeals panel arranged by the Local Authority on behalf of the Governing Body. 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.

**Waiting lists**

If the school is oversubscribed, a waiting list will be held from when allocations have been made for the whole of the academic year and parents/carers can request that their child is added to this list. A pupil's position on the list will be determined by the criteria set out below. Children’s places on a waiting list are subject to change according to additional information received about applications or children being added to the list. No priority is given to the length of time that a child has been on the list.

**Oversubscription Criteria**

In the event of there being more than 15 applications for places in reception for the 2018/2019 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 Statement of Special Educational Needs or 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.

2. Children who live within the designated area of the school, 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 beginning of the autumn term of the 2018/2019 school year.

If there are more designated area children wanting places than there are places available after the allocation of children under criterion 2, criteria 3 to 5 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 5 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 school 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 school at the time of their admission.

5. All other children.
Notes and definitions

Children in care

A ‘child in care’ may also 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).

Designated areas

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). 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 Penponds School 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.

Professional recommendation for admission

If you think your child meets this criterion, as described in the Oversubscription Criteria, you must send the relevant written evidence to the Local Authority.

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.

Tie-breakers

If any of the criteria outlined above leave more children with an equal claim than places available, priority will be given to the child who lives nearer to the preferred school.

Final tie-breaker

Should the tie-breakers above still leave children with an equal claim because distances are exactly the same, random allocation will be used to decide on priority. The school will use the Local Authority’s Random Allocation Protocol which is available on request.

Distances
Home to school distances used for tie-breaking will be measured by a straight-line measurement as determined by CAPITA One and supported by Cornwall Council’s Geographical Information System (dataMap). Measurements will be between your home address using Ordnance Survey’s AddressPoint dataset (usually 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 the LA’s Geographical Information System (dataMap).

**Home address**

Each child may have one registered address only for the purposes of determining priority for admission and transport entitlement. This address should be the place where the child is normally resident. If there is shared residence of the child or a query is raised regarding the validity of an address, it may be necessary to use the address of the person receiving child benefit for the child. If this is inconclusive, the registered address would be considered to be the address at which the child spends the majority of days during the school week. It is expected that parents will submit only one application for each child and any disputes in relation to the child’s home address are settled before applying.

**Multiple birth siblings**

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 school, which may mean allocating places above the Published Admission Number (PAN) where that is possible. It is possible to admit multiple birth siblings as ‘excepted pupils’ over the infant class size limit.

Policy agreed by the Governing Body on: Spring term 2017

Next review date: Autumn term 2019
Aspire Academy Trust’s Admission Arrangements for the 2018/19 Academic Year

Responsibility for admissions

The Directors of Aspire Academy Trust (AAT) have been delegated the task of managing the admissions for all member academies of AAT. They will operate an admissions policy which ensures that all applications for admission to AAT academies are dealt with in accordance with the requirements of the School Admissions and Appeals Codes, including the application of an agreed set of published oversubscription criteria and, where appropriate, adherence to Cornwall Council’s coordinated admissions schemes.

All decisions regarding admission to each academy are the responsibility of AAT. However, it should be noted that Cornwall Council has a statutory duty to co-ordinate the admissions process for reception and junior school year 3 applications. In addition, Cornwall Council has opted to assist parents by acting as a “clearing house” for applications to other main school year groups.

Member academies and their Published Admission Numbers

<table>
<thead>
<tr>
<th>Academy</th>
<th>Published Admission Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biscovey Nursery and Infants’ Academy</td>
<td>90</td>
</tr>
<tr>
<td>Biscovey Academy</td>
<td>90*</td>
</tr>
<tr>
<td>Bugle School</td>
<td>30</td>
</tr>
<tr>
<td>Connor Downs Academy</td>
<td>30</td>
</tr>
<tr>
<td>Mawgan-in-Pydar School</td>
<td>17</td>
</tr>
<tr>
<td>Mount Hawke Academy</td>
<td>45</td>
</tr>
<tr>
<td>School</td>
<td>Limit</td>
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<tr>
<td>--------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>Padstow School</td>
<td>30</td>
</tr>
<tr>
<td>Penryn Primary Academy</td>
<td>75</td>
</tr>
<tr>
<td>Probus Primary School</td>
<td>30</td>
</tr>
<tr>
<td>Sandy Hill Academy</td>
<td>36</td>
</tr>
<tr>
<td>Shortlanesend School</td>
<td>17</td>
</tr>
<tr>
<td>St Breock Primary School</td>
<td>30</td>
</tr>
<tr>
<td>St Minver School</td>
<td>30</td>
</tr>
<tr>
<td>St Stephen Churchtown Academy</td>
<td>45</td>
</tr>
<tr>
<td>St Uny CE Academy</td>
<td>45**</td>
</tr>
<tr>
<td>Summercourt Academy</td>
<td>17</td>
</tr>
<tr>
<td>Treverbyn Academy</td>
<td>30</td>
</tr>
<tr>
<td>Truro Learning Academy</td>
<td>30</td>
</tr>
<tr>
<td>Whitemoor Academy</td>
<td>15</td>
</tr>
</tbody>
</table>

*Increased from 80.

**Increased from 30.

Applications for admission to reception or year 3 in a junior school cannot be refused unless places have already been offered up to the Published Admission Number (PAN). Applications for admission to other year groups can only be refused if AAT considers that the admission of additional pupils would cause prejudice to the provision of efficient education or the use of resources.
**Fair access**

The School Admissions Code 2014 requires all local authorities to operate in-year fair access protocols to ensure that access to education is secured quickly for children who have no school place and to ensure that all schools and academies in an area admit their fair share of vulnerable and challenging children and young people. This could include admitting children above the published admission number to schools and academies that are already full.

**Reception class intake September 2018**

If your child was born between **1st September 2013 and 31st August 2014** you will need to apply for a school place for the 2018/2019 school year. This school year starts in September 2018.

**Admission to year 3 (Biscovey Academy only)**

If your child was born between **1st September 2010 and 31st August 2011** and you wish them to attend year 3 at Biscovey Academy from September 2018, you will need to apply for a place for the 2018/19 school year.

**How to apply**

All applications for reception and year 3 junior school places have to be made via the Local Authority for your home address (Cornwall Council if you live in Cornwall). You can apply online or you can make a paper application. If you wish to apply for a place in 2018/19 year 3 at Biscovey Academy or for a place in 2018/19 reception at one of the other academies in the Trust, you need to contact Cornwall Council for further information:

School Admissions Team, New County Hall, Truro, TR1 3AY

Telephone: 0300 1234 101

or email: schooladmissions@cornwall.gov.uk

or visit the website: www.cornwall.gov.uk/admissions

**Applications will be accepted from September 2017 and the deadline for the submission of applications will be 23.59 on 15 January 2018.**

You can still apply after this date, but in most cases your application will be classed as “late” and will not be considered until after those applications received...
on time. The offer date for on-time applications will be **16 April 2018**.

The Council's coordinated scheme for reception and junior school admissions will apply to all schools in Cornwall, including Voluntary Aided (VA), Foundation, Free and Trust Schools, as well as Academies.

**Admission dates for Reception 2018/19 (does not apply to Biscovey Academy)**

Children having their 5th birthday between 01 September 2018 and 31 August 2019 are entitled to full time admission to a Reception Class in September 2018.

The Academy Trust recognises that by law children do not have to receive full-time education until the term after their fifth birthday and will respect parental wishes in this matter.

A reception place can be held open until January 2019 for children born between 01 September 2013 and 31 December 2013 and until April 2019 for children born between 01 January 2014 and 31 August 2014. (Although children born between 01 April 2014 and 31 August 2014 are not of compulsory school age until September 2019, a school place may not be held open from one school year to the next.) This is called a “deferred admission”.

Where parents wish, children may attend part-time until later in the school year, but not beyond the point at which they reach compulsory school age.

If you would like to request a deferred admission or if you would like your child to attend part-time prior to their full-time admission, you must discuss this first with the academy where your child has been allocated a place. This discussion should take place before the end of the summer term 2018 (unless you submit a late application and the place has to be allocated after the end of 2017/18 school year).

**Children with special educational needs**

If your child has an Education, Health and Care Plan (EHC Plan) or Statement of Special Educational Needs (SEN), you do not need to complete an application form as a school place will be identified through a separate process. Please contact the SEN Assessment and Provision Team for more information:
However, if a request has been made for an EHC needs assessment for your child, or your child is currently being assessed to decide whether an EHC Plan is necessary, you will need to make an application using the normal process.

Oversubscription criteria for the 2018/19 academic year

If, after the admission of children with a Statement of Special Educational Needs or an Education, Health and Care Plan where the academy is named in the Statement or Plan, an academy is oversubscribed, priority for admission will be given to those children who meet the criteria set out below, in order. These oversubscription criteria will also be used, if necessary, to decide on in-year admissions to all year groups (reception to year 6) for the 2018/2019 school year:

<table>
<thead>
<tr>
<th>Rank</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Children in care and children who were in care</strong> but ceased to be so because they were adopted (or became subject to a child arrangement or special guardianship order) immediately after being in care.</td>
</tr>
<tr>
<td>2</td>
<td><strong>Children who are attending Biscovey Nursery and Infant School (applies to Biscovey Academy only)</strong></td>
</tr>
<tr>
<td>3</td>
<td><strong>Children with Siblings.</strong></td>
</tr>
<tr>
<td>4</td>
<td><strong>Religious reasons (applies to St Uny CE Academy only)</strong></td>
</tr>
<tr>
<td>5</td>
<td><strong>Children of Staff</strong></td>
</tr>
<tr>
<td>6</td>
<td><strong>All other children</strong></td>
</tr>
</tbody>
</table>

Definitions

1. **Children in care and children who were in care** but immediately after being in care became subject to an Adoption, Child Arrangement or Special Guardianship Order. 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).

2. Applies to Biscovey Academy only – Children who are attending year 2 at Biscovey Nursery and Infants’ Academy.

3. Children with siblings who will still be attending the preferred academy at the time of their admission. “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 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 academy in question at the date of application, allocation and admission.

4. Religious reasons (applies to St Uny CE Academy only). Priority will be given to the children of practising Christian (member of Churches Together) families who reside in the Benefice of Lelant and Carbis Bay or the ecclesiastical Deanery of Penwith. The application must be supported by a statement from an appropriate church representative, which must be submitted to the Academy at the time of application.

5. Children of staff. This criterion applies in the following circumstances:

   a) where the member of staff has a permanent contract and has been employed at the academy for two or more years at the time at which the application for admission to the academy is made, or

   b) the member of staff has a permanent contract and has been recruited to fill a vacant post for which there is a demonstrable skill shortage*.

   *Such posts would usually include:

   Foundation Stage Early Years Specialists, SEND Co-ordinators and specialist teachers for Year 2 or Year 6. However, it is possible that individual academy Headteachers or Principals will add to these categories according to local circumstances.
Please note that you must state your intention to claim priority under this criterion on your application form and you must submit separate evidence of your employment status by e-mail or post to the Schools Admission Team by 07 February 2018.

6. All other children (prioritised by distance from the academy as defined in the tie-breaker below).

**Tie-breaker**

If the criteria outlined above leave more children with an equal claim than places available, most priority will be given to those children who live nearer to the preferred academy.

**Final tie-breaker**

Should the tie-breaker above still leave children with an equal claim because distances are exactly the same, random allocation (in accordance with 1.34 and 1.35 of the School Admissions Code) will be used to decide on priority. (AAT’s Random Allocation Protocol will be available on request.)

**Distances**

Home to school distances used for tie-breaking will be measured by straight-line measurement as determined by Capita One and supported by Cornwall Council’s nominated Geographical Information System (currently DataMap). Measurements will be between the home address (the centre of the main building of the property) and the main gate of the academy (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 academy) and for establishing transport entitlements will be measured by the nearest available route as determined by Cornwall Council’s nominated Geographic Information System software (currently DataMap).

**Home address**

Each child may have one registered address only 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 residency of the child or a query is raised regarding the validity of an address, the home address will be considered to be with the parent with primary day to day care and control of the child. Residence of a child may also be clarified through a child arrangement order where it is shown who has care of the child. It may be necessary to use the address of the person receiving child benefit for the child or to request a copy of a utility bill or to request evidence of the address at which the child is registered with a doctor’s surgery in order to make a decision.

Parents should settle any disputes in relation to their child’s home address prior to submitting only one application to the Local Authority for each child. AAT 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, AAT will determine the home address.

Service families

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.

Multiple birth siblings

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, consideration could be given to allocating places above the Published Admission Number (PAN).

Late Applications

Late applications will be processed in accordance with the Local Authority’s coordinated scheme. The Local Authority and the Academy Trust may be willing
to accept applications which are received after the closing date of 15 January 2018, but before the exceptional late closing date determined by the Local Authority (07 February 2018), if there is good reason for a late submission. For example:

- a family returning from abroad;
- a lone parent/carer who has been ill for some time;
- a family moving into the vicinity of the Academy from another area; or
- other exceptional circumstances.

Each case will be treated on its merits.

Round two late applications for reception places (i.e. those received between 16 January 2018 and the 07 February 2018, but not considered exceptional and all applications received between 08 February and 27 April 2018) will not be dealt with until after the offer day for on-time applications (16 April 2018). These applications will be processed together and parents will be notified of the outcome of their application by 29 May 2018.

Late (round three) applications received between 28 April and 31 August 2018 will be dealt with on a day to day basis, after the round two allocations have been processed.

**Waiting Lists**

Waiting lists will be maintained by the Local Authority on behalf of Aspire Academy Trust for the first term of the reception year only and will cease to be maintained after the 31 December 2018. As each child is added to the waiting list, the list will have to be ranked again in line with the published oversubscription criteria. Priority will not be given to children based on the date their application was received or the date their name was added to the list.

Looked after children, previously looked after children and those allocated a place at an academy in accordance with the Local Authority’s Fair Access Protocol, will
take precedence over those on the waiting list.

Applications for other year groups (in-year applications)

An “in-year” application is an application for a place in years 1 to 6 (or 4 to 6 for Biscovey Academy) for the 2018/19 school year (or part of the year if the application is made after the school year has commenced) and an application for a place in 2018/19 reception year (or year 3 at Biscovey Academy) if the application is made after the autumn term 2018 has commenced. Parents are welcome to contact the relevant academy for information regarding available places. Alternatively, parents can contact the Local Authority (Cornwall Council) for information regarding available places at all schools and academies in Cornwall. Cornwall Council will also, on request, provide parents with a suitable form to complete when applying for a place for their child at a school or academy.

Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group if, for example, the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – i.e. to reception rather than year 1. (This is called a “delayed admission”.) The process for requesting admission out of the normal age group is to contact the preferred academy to request a meeting with the Headteacher/Principal (or his or her representative) to discuss the issue. The Academy Trust will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent’s views; information about the child’s academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The Trust will also take into account the views of the Headteacher/Principal of the academy and will delegate the decision to that Headteacher/Principal where the Headteacher/Principal is minded to agree to the parent’s request. When informing a parent of their decision on the year group
the child should be admitted to, the Academy Trust will set out clearly the reasons for their decision.

Where the Academy Trust agrees to a parent’s request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to reception or to year 3 at Biscovey Academy (i.e. the age group to which pupils are normally admitted to an AAT academy) the application will be processed as part of the main admissions round, (unless the parental request has been made too late for this to be possible) and on the basis of AAT’s determined admission arrangements only, including the application of the oversubscription criteria where applicable. The application will not be given a lower priority on the basis that the child is being admitted out of their normal age group.

Parents have a statutory right to appeal against the refusal of a place at their preferred academy. This right does not apply if they are offered a place for their child at the preferred academy but not in their preferred year group.

**Arrangements for appeals panels:**

Where a parent/carer has been refused a place for their child at one of the academies, they will have the right of appeal to an appeal panel. The appeal panel (arranged by the Local Authority on behalf of AAT) will be independent of the academy and AAT. The arrangements for appeals will be in line with the School Admission Appeals Code published by the Department for Education. The determination of the appeal panel will be made in accordance with the Code and is binding on all parties. Appeal forms should be requested from and returned to the Secretary of the relevant academy.

The deadline for parents to lodge appeals regarding round one (on time) applications for a 2018/19 reception place at an AAT Academy (or for a year 3 place at Biscovey Academy) will be **15 May 2018**. These round one appeals will take place (mainly) during June 2018. Appeals for round two refusals will take place (mainly) during July 2018 and those for round three refusals will usually be heard during July or August 2018.

Appeals for 2018/19 in-year applications will take place as required.

Applicants can only appeal again for a place at the same academy for the same
academic year if AAT has accepted a further application because there has been a significant and material change in the circumstances of the parent/carer, child or academy (e.g. a relevant change of address) but has determined that a new application must also be refused.

Notwithstanding the arrangements outlined above, the Secretary of State may direct an academy to admit a named pupil on application from any Local Authority. Before doing so the Secretary of State will consult the academy in question.

First draft: November/December 2016
Second draft: 01 February 2017

Determined by AAT on 22 February 2017

Next review date: Autumn term 2017
Pensans Primary School

Admission arrangements 2018/19

Introduction

Pensans Primary School is an Academy and Penlee Academy Trust is the Admission Authority for the school.

The school will participate fully in the Local Authority's Fair Access Protocol and the Local Authority’s Co-ordinated Admissions Schemes for starting school and applying for a place during the school year. 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 and other details about the application process will be stated in those schemes.

Applying for a place

All applications for places in Reception or during the school 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 electronically on the local authority’s website or in paper form on request from that local authority. Allocation of places

Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school will be admitted regardless of the number on roll in the year group.

Children in Care who are directed to the school by the Local Authority (or Secretary of State in the case of academies) will be admitted to the school regardless of the number on roll in the year group.

The published admission number (PAN) for Reception in 2018/19 will be 45. Places will be allocated up to this number. In the event that more applications are received than places available, the oversubscription criteria listed later in this document will be used to decide on allocations.

Admission of children outside their normal age group

Parents may seek a place for their child outside of 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 at www.cornwall.gov.uk/admissions or on request from the School Admissions Team.
Appeals

Applicants refused a place at the school have the right of appeal. Appeals are heard by an independent appeals panel [arranged by the Local Authority on behalf of the Trust. 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.

Waiting lists

If the school is oversubscribed, a waiting list will be held from when allocations have been made for the whole of the academic year and parents/carers can request that their child is added to this list. A pupil’s position on the list will be determined by the criteria set out below. Children’s places on a waiting list are subject to change according to additional information received about applications or children being added to the list. No priority is given to the length of time that a child has been on the list.

Oversubscription Criteria

In the event of there being more than 45 applications for places in reception for the 2018/19 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 Statement of Special Educational Needs or 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.

2. Children who live within the designated area of the school, 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 beginning of the autumn term of the 2018/19 school year.

If there are more designated area children wanting places than there are places available after the allocation of children under criterion 2, criteria 3 to 5 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 5 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 school 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 school at the time of their admission.

5. All other children.

Notes and definitions

Children in care

A ‘child in care’ may also 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).

Designated areas

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 Pensans School 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 Pensans School, 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.

**Professional recommendation for admission**

If you think your child meets this criterion, as described in the Oversubscription Criteria, you must send the relevant written evidence to the Local Authority.

**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.

**Tie-breakers**

If any of the criteria outlined above leave more children with an equal claim than places available, priority will be given to the child who lives nearer to the preferred school.

**Final tie-breaker**

Should the tie-breakers above still leave children with an equal claim because distances are exactly the same, random allocation will be used to decide on priority. The school will use the Local Authority’s Random Allocation Protocol which is available on request.

**Distances**

Home to school distances used for tie-breaking will be measured by a straight-line measurement as determined by Capita One and supported by Cornwall Council’s nominated Geographical Information System (currently DataMap). Measurements will be between your home address (the centre of the main building of the property) and the main gate of the school (as determined by Cornwall Council).

**Home address**

Each child may have one registered address only for the purposes of determining priority for admission and transport entitlement. This address should be the place where the child is normally resident. If there is shared residence of the child or a query is raised regarding the validity of an address, it may be necessary to use the address of the person receiving child benefit for
the child. If this is inconclusive, the registered address would be considered to be the address at which the child spends the majority of days during the school week. It is expected that parents will submit only one application for each child and any disputes in relation to the child’s home address are settled before applying.

**Multiple birth siblings**

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 school, which may mean allocating places above the Published Admission Number (PAN) where that is possible. It is possible to admit multiple birth siblings as ‘excepted pupils’ over the infant class size limit.

Policy agreed by the Penlee Trust Board on: October 11th 2016

Next review date: Autumn term 2017
PENSILVA SCHOOL
Admissions Policy 2018 - 2019

Introduction
Pensilva School is a Foundation Primary School and the Governing Body are the Admission Authority for the school.

The school will participate fully in the Local Authority’s Fair Access Protocol and the Local Authority’s Co-ordinated Admissions Schemes for starting school and applying for a place during the school year. 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 and other details about the application process will be stated in those schemes.

Applying for a place
All applications for places in Reception or during the school year must be made direct to the applicant’s home authority on the appropriate Common Application Form (CAF). The CAF and supporting information will be available electronically on the Local Authority’s website or in paper form on request from the Local Authority. There is no supplementary information form required by the Governing Body.

Places in Reception will be allocated as full time from September. If you wish to ask for part-time admission, you must do so as soon as possible after receiving your notification of a place. You can request that your child attends part-time until they are of compulsory school age.

Allocation of places
Children with a Statement of Special Educational Needs that names the school will be admitted regardless of the number on roll in the year group.

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

Attendance at a particular nursery class or early years provider does not give a pupil any priority within the admissions policy for admission to a primary school. Parents/carers must still submit an application for a place in Reception.

The published admission number (PAN) for Reception in 2018/19 is 25. Places will be allocated up to this number. In the event that more applications are received than places available, the oversubscription criteria below will be used to decide on allocations.
**Appeals**

Applicants refused a place at the school have the right of appeal. Appeals are heard by an independent appeals panel arranged by the Local Authority on behalf of the Governing Body. Applicants will be able to appeal once for a place at a given school in any one school year unless any significant new information becomes available which was not available at the original hearing. Details of how to appeal will be sent with any letter refusing a place and the timetable for appeals will be available on the Council’s website.

**Waiting lists**

If the school is oversubscribed, a waiting list will be held from when allocations have been made and parents/carers can request that their child is added to this list. A pupil's position on the list will be determined by the criteria set out below. Children’s places on a waiting list are subject to change according to additional information received about applications or children being added to the list. No priority is given to the length of time that a child has been on the list.

**Oversubscription Criteria**

In the event of there being more than 25 applications for places in reception for the 2018/19 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 Statement of Special Educational Needs names the school:

1. Children in care and children who were in care but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order) immediately after being in care.

2. Children who live within the designated area of the school, 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 beginning of the autumn term of the 2017/2018 school year.

   *If there are more designated area children wanting places at a school than there are places available, the following criteria 3 to 5 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 5 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 school 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 school at the time of their admission.

5. All other children.
Notes and definitions

Children in care
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).

Designated areas
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). 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 Admissions and Transport Team on 0300 1234 101 or emailing schooladmissions@cornwall.gov.uk.

If you are planning to move into the designated area of a school, your application for a place for your child at that school 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.

Professional recommendation for admission
If you think your child meets this criterion, as described in the Oversubscription Criteria, you must send the relevant written evidence to the Local Authority.

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.

Tie-breakers
If any of the criteria outlined above leave more children with an equal claim than places available, priority will be given to the child who lives nearer to the preferred school.

Final tie-breaker
Should the tie-breakers above still leave children with an equal claim because distances are exactly the same, random allocation will be used to decide on priority. The school will use the Local Authority’s Random Allocation Protocol which is available on request.

Distances
Home to school distances used for tie-breaking will be measured by a straight-line measurement as determined by CAPITA One and supported by Cornwall Council’s
Geographical Information System (dataMap). Measurements will be between your home address using Ordnance Survey’s Address Point dataset (usually 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 the CSA’s Geographical Information System (dataMap).

Home address

Each child may have one registered address only for the purposes of determining priority for admission and transport entitlement. This address should be the place where the child is normally resident. If there is shared residence of the child or a query is raised regarding the validity of an address, it may be necessary to use the address of the person receiving child benefit for the child. If this is inconclusive, the registered address would be considered to be the address at which the child spends the majority of days during the school week. However, parents should settle any dispute prior to submitting only one application.

Multiple birth siblings

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 school, which may mean allocating places above the Published Admission Number (PAN) where that is possible. However, where this is not possible, parents/carers will be invited to decide which of the children should be allocated the available place(s).
Perranporth CP School

ADMISSION ARRANGEMENTS

2018/19 ACADEMIC YEAR

DATE PROPOSED BY LGB: [06.12.16]
DATE APPROVED BY TPAT: [06.12.16]
Responsibility for admissions

The Directors of the Truro and Penwith Academy Trust (TPAT) have responsibility for approval of the Admissions Policy and admissions arrangements for all member schools within the Trust. The Local Governing Body has delegated responsibility for the proposal of the admissions policy and arrangements, and for application decisions in the member school. This policy is based upon relevant policy and legislation including the Department for Education's School Admissions Code. Schools within the Trust operate an equal preference scheme as defined in the Code and will fully participate in Cornwall Council’s Fair Access Protocol.

Admissions Scheme

Cornwall Council has a statutory duty to co-ordinate the admissions process for reception applications and has opted to assist parents by acting as a clearing house for applications to other main school year groups.

Details of the co-ordinated admissions scheme for Reception admissions are available from Cornwall Council School Admissions Team, New County Hall, Truro, TR1 3AY

Telephone: 0300 1234 101

Email: schooladmissions@cornwall.gov.uk

Web: www.cornwall.gov.uk/admissions

Closing dates, deadlines and timescales (including those relating to late applications) will be as stated in those schemes.

All applications for places at TPAT schools must be made directly to the applicant’s home authority on the appropriate Common Application Form (CAF). The CAF and supporting information will be available electronically on the Local Authority’s website or in a paper form from the Local Authority. There is no supplementary information form required by the Trust.

Applying for a place

All applications for places in Reception or during the school 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.

However, if your child has an Education, Health and Care Plan or Statement of Special Educational Needs, you do not need to complete an application form as a school place will be identified through a separate process.

Allocation of Places

Children with an Education, Health and Care Plan or Statement of Special Educational Needs that names the school will be admitted regardless of the number on roll in the year group.

Children in Care who are directed to the school by the Local Authority (or Secretary of State in the case of academies) will be admitted to the school regardless of the number on roll in the year group.
The published admission number (PAN) for Reception in 2018/19 will be 30. Places will be allocated up to this number. In the event that more applications are received than places available, the oversubscription criteria listed later in this document will be used to decide on allocations. If the school is not oversubscribed, all applicants will be admitted. The PAN is the maximum number of pupils the school will admit at the relevant admission age in any given year.

**Over subscription criteria**

If the school is oversubscribed, after the admission of pupils with a Statement of Special Educational Needs where the school is named in the statement, priority for admission will be given to those children who meet the criteria set out below, in order:

**Primary Oversubscription Criteria**

In the event of there being more than [30] applications for places in reception for the 2018/19 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 or Statement of Special Educational Needs 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.
2. Children with siblings who will still be attending the school at the time of their admission.
3. Children who live within the designated area of the school, 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 after the allocation of children under criterion 2 and 3, criteria 4 to 5 below will be used to decide which of these children should have priority for admission.

4. Children with an unequivocal professional recommendation from a doctor, school medical officer, educational psychologist or education welfare officer that non-placement at the school 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.
5. All other children.

**Late Applications**

Late applications will be processed in line with Cornwall Council’s co-ordinated admissions scheme.

**Deferred/Delayed Entry**

All children are entitled to start school full-time in the September following their fourth birthday. However, parents may choose deferred or part-time entry to the reception year for their child, bearing in mind that by law children have to be in full-time education by the start of the term following their fifth birthday – when they reach ‘compulsory school age’. Parents of summer-born children may also seek a place for their child outside their normal age group i.e. entry to reception a year later than normal, for example if the child may naturally have fallen into a lower age group if it were not for being born prematurely. Parents choosing part-time or deferred entry or wishing to delay entry to the reception year must contact the Headteacher.

**Admission of children outside the 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 at 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.

In Year Admissions

Parents can apply at any time during the school year. Cornwall Council will operate waiting lists for all in year applications. The school will operate oversubscription criteria for admissions to year groups 1 to 6 as per reception admission. Under the “Fair Access” policy, it is possible that a school will be directed to admit a child even if this would take the year group above (or further above) PAN.

Appeals

Applicants refused a place at the school have the right of appeal. Appeals are heard by an independent appeals panel arranged by the Local Authority on behalf of the Trust and 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.

Waiting Lists

Waiting lists will be held for all oversubscribed year groups for the whole of the academic year 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 or Statement of Special Educational Needs 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.

Notes and Definitions

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).

Designated areas

School Name: Perranporth CP School
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 Perranporth School’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 Perranporth School, 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.

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.

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.

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).

Tie-breakers

If any of the criteria outlined earlier leave more children with an equal claim than places available, priority will be given to the child who lives nearer to Perranporth CP School.

Final tie-breaker

Should the tie-breakers above still leave children with an equal claim because distances are exactly the same, random allocation will be used to decide on priority. The school will use the Local Authority’s Random Allocation Protocol, supervised by an independent person, which is available on request.

Distances

Home to school distances used for tie-breaking will be measured by a straight-line measurement as determined by Capita One and supported by Cornwall Council’s nominated Geographical Information System (currently DataMap). Measurements will be between your 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 (currently DataMap).

**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.
Polperro Primary Academy Admission Arrangements for 2018/19

The Academy
Polperro Primary Academy is a smaller than average, rural primary school located on the coast of South East Cornwall.

The school is an academy and part of the Bridge Multi-Academy Trust who are the Admissions Authority for the school. The Trust participates fully in Cornwall Council’s Coordinated Admissions Scheme for starting school and applying for a place during the school year.

The Published Admission Number (PAN) for each individual year group is 22 in YR, Y1 and Y2 and 20 in Y3, Y4, Y5 and Y6.

Applying for a place
If you are applying for a place in reception class commencing September 2018 and live in Cornwall you should complete Cornwall Council’s Common Application Form, available electronically at Cornwall Council or in paper form in their reception class prospectus.

Completed forms should be returned to Cornwall Council by the date required on the form. Applicants from outside Cornwall should complete the form provided by their own council.

How places are allocated
If you apply for a place in the school and the number of applications is not greater than 22 then you will be automatically offered a place. However if this number is exceeded, then after the admission of pupils where the school is named in their Education, Health and Care Plan then the criteria below will be applied in the following order of priority:

Oversubscription criteria:

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.

2. Children who live within the designated area of the school, 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 after the allocation of children under criterion 2, criteria 3 to 5 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 5 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 school 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 school at the time of their admission.

5. All other children.

**Tie-breaker**

If any of the criteria outlined earlier leave more children with an equal claim than places available, priority will be given to the child who lives nearer to the preferred school.

**Final tie-breaker**

Should the tie-breakers above still leave children with an equal claim because distances are exactly the same, random allocation will be used to decide on priority. The school will use the Local Authority’s Random Allocation Protocol, supervised by an independent person, which is available on request.

**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). For further information see the full [Admissions Code](#).

**Siblings**

‘Siblings’ means brothers and 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 relationships 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.
Multiple birth siblings
Where applications are received on behalf of twins, triplets, etc. or brothers and sisters whose dates of birth place them in the same chronological year group, every effort will be made to offer multiple places at the school, but an offer cannot be guaranteed.

Designated area (‘catchment’ area)
A map of the catchment area is available on the council’s website.

Distances
Home to school distances used for tie-breaking will be established using a straight-line measurement as determined by Capita One and supported 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 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.

Home address
Each child may have one registered address only for the purposes of determining priority for admission. This should be the place where the child is normally resident. If there is shared residence of the child or a query is raised regarding the validity of an address, it may be necessary to use the address of the person receiving child benefit for the child. If this is inconclusive, the registered address would be considered to be the address at which the child spends the majority of days during the school week.
If there is shared residence of the child or a query is raised regarding the validity of an address, the Trust 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 Trust 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 the Trust will determine the home address.
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.

Late Applications
Late applications will be processed at a later stage so it is possible that all places will have been filled. For further information please see the council’s website.
In-Year Admissions / Waiting lists
If the school is oversubscribed, a waiting list will be held and parents/carers can request that their child is added to this list. A pupil’s position on the list will be determined by the over-subscription criteria set out above. Children’s places on a waiting list are subject to change according to additional information received about applications or children being added to the list. No priority is given to the length of time that a child has been on the list.

Part-time or deferred entry to school and admission of children outside their normal age group (early or delayed entry to reception)
All children are entitled to start school full-time in the September following their fourth birthday. However, parents may choose deferred or part-time entry to the reception year for their child, bearing in mind that by law, children have to be in full-time education by the start of the term following their fifth birthday – when they reach ‘compulsory school age’. Parents of summer-born children may also seek a place for their child outside their normal age group i.e. entry to reception a year later than normal, for example if the child may naturally have fallen into a lower age group if it were not for being born prematurely. Parents choosing part-time or deferred entry must contact the school they have been allocated or hope to be allocated to arrange this. Those wishing to delay entry to the reception year or request a place outside the normal year group must contact the School Admissions Team.

Appeals
If an applicant is not allocated a place at their preferred school/s they will have the right to appeal to an independent panel. The refusal 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 2018 entry to infant, junior and primary schools or Co-ordinated In-year Admissions Scheme 2018/19.

Please be aware that the circumstances in which an appeal might be successful are fairly limited. The school’s Local Governing Body recommends that any parent considering an appeal arranges an informal discussion with the Headteacher before proceeding.
Polruan Primary Academy Admission Arrangements for 2018/19

The Academy
Polruan Academy is a very small village school, bordered by the sea and the river Fowey, on the South coast of Cornwall.

The school is an academy and part of the Bridge Multi-Academy Trust who are the Admissions Authority for the school. The Trust participates fully in Cornwall Council’s Coordinated Admissions Scheme for starting school and applying for a place during the school year.

The Published Admission Number (PAN) for each individual year group is 9.

Applying for a place
If you are applying for a place in reception class commencing September 2018 and live in Cornwall you should complete Cornwall Council’s Common Application Form, available electronically at Cornwall Council or in paper form in their reception class prospectus.

Completed forms should be returned to Cornwall Council by the date required on the form. Applicants from outside Cornwall should complete the form provided by their own council.

How places are allocated
If you apply for a place in the school and the number of applications is not greater than 9 then you will be automatically offered a place. However if this number is exceeded, then after the admission of pupils where the school is named in their Education, Health and Care Plan then the criteria below will be applied in the following order of priority:

Oversubscription criteria:

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.

2. Children who live within the designated area of the school, 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 after the allocation of children under criterion 2, criteria 3 to 5 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 5 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 school 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 school at the time of their admission.

5. All other children.

**Tie-breaker**
If any of the criteria outlined earlier leave more children with an equal claim than places available, priority will be given to the child who lives nearer to the preferred school.

**Final tie-breaker**
Should the tie-breakers above still leave children with an equal claim because distances are exactly the same, random allocation will be used to decide on priority. The school will use the Local Authority’s Random Allocation Protocol, supervised by an independent person, which is available on request.

**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).
For further information see the full Admissions Code.

**Siblings**
‘Siblings’ means brothers and 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 relationships 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.
Multiple birth siblings
Where applications are received on behalf of twins, triplets, etc. or brothers and sisters whose dates of birth place them in the same chronological year group, every effort will be made to offer multiple places at the school, but an offer cannot be guaranteed.

Designated area (‘catchment’ area)
A map of the catchment area is available on the council’s website.

Distances
Home to school distances used for tie-breaking will be established using a straight-line measurement as determined by Capita One and supported 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 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.

Home address
Each child may have one registered address only for the purposes of determining priority for admission. This should be the place where the child is normally resident. If there is shared residence of the child or a query is raised regarding the validity of an address, it may be necessary to use the address of the person receiving child benefit for the child. If this is inconclusive, the registered address would be considered to be the address at which the child spends the majority of days during the school week.
If there is shared residence of the child or a query is raised regarding the validity of an address, the Trust 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 Trust 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 the Trust will determine the home address.
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.

Late Applications
Late applications will be processed at a later stage so it is possible that all places will have been filled. For further information please see the council’s website.
In-Year Admissions / Waiting lists
If the school is oversubscribed, a waiting list will be held and parents/carers can request that their child is added to this list. A pupil’s position on the list will be determined by the over-subscription criteria set out above. Children’s places on a waiting list are subject to change according to additional information received about applications or children being added to the list. No priority is given to the length of time that a child has been on the list.

Part-time or deferred entry to school and admission of children outside their normal age group (early or delayed entry to reception)
All children are entitled to start school full-time in the September following their fourth birthday. However, parents may choose deferred or part-time entry to the reception year for their child, bearing in mind that by law, children have to be in full-time education by the start of the term following their fifth birthday – when they reach ‘compulsory school age’. Parents of summer-born children may also seek a place for their child outside their normal age group i.e. entry to reception a year later than normal, for example if the child may naturally have fallen into a lower age group if it were not for being born prematurely. Parents choosing part-time or deferred entry must contact the school they have been allocated or hope to be allocated to arrange this. Those wishing to delay entry to the reception year or request a place outside the normal year group must contact the School Admissions Team.

Appeals
If an applicant is not allocated a place at their preferred school/s they will have the right to appeal to an independent panel. The refusal 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 2018 entry to infant, junior and primary schools or Co-ordinated In-year Admissions Scheme 2018/19.

Please be aware that the circumstances in which an appeal might be successful are fairly limited. The school’s Local Governing Body recommends that any parent considering an appeal arranges an informal discussion with the Headteacher before proceeding.
Port Isaac C.P. School
Admissions Policy 2018-19

Introduction
The Federation of Boscastle School and Port Isaac School are Co-operative Trust Schools and the Governors are the admitting authority. Port Isaac School is a mixed primary school located in Port Isaac village by the sea.

The school will participate fully in the Local Authority’s Fair Access Protocol and the Local Authority’s Co-ordinated Admissions Schemes for starting school and applying for a place during the school year. 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 and other details about the application process will be stated in those schemes.

LA address and contact details: Schools Admissions Team, New County Hall, Truro. TR1 3AY. Email: schooladmissions@cornwall.gov.uk. Tel: 0300 1234 101. Website: www.cornwall.gov.uk/admissions

Applying for a place
All applications for places in Reception or during the school year must be made direct to the applicant’s home authority on the appropriate Common Application Form (CAF). The CAF and supporting information will be available electronically on the Local Authority’s website or in paper form on request from the Local Authority. There is no supplementary information form required by the Governing Body.

Places in Reception will be allocated as full time from September. If you wish to ask for part-time admission, you must do so as soon as possible after receiving your notification of a place. You can request that your child attends part-time until they are of compulsory school age.

SEN Admissions
From September 2016 parents/carers of children with an Education, Health and Care Plan (EHC Plan) or a Statement of Special Educational Needs (Statement of SEN) in Cornwall no longer have to make an application through the general school admissions system.

All requests for a change of school during the school year (‘in-year’ admissions) and all requests for entry into school at the normal point of entry (starting in the reception year) will be handled by the SEN Assessment and Provisions Team. (Tel - 01872 324242. Email: specialeducation@cornwall.gov.uk).

Parents will be able to discuss the educational options with a member of the SEN Team to enable them to make an informed decision regarding their preferred school.

Where a request for an EHC needs assessment has been made or where a child is under assessment (but no decision has yet been made about issuing an EHC Plan) an application for a school place must be made through the normal school admissions process (www.cornwall.gov.uk/admissions).

Allocation of places
Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school will be admitted regardless of the number on roll in the year group.
Children in Care who are directed to the school by the Local Authority will be admitted to the school regardless of the number on roll in the year group.

The published admission number (PAN) for Reception in 2018/19 will be 12. Places will be allocated up to this number. In the event that more applications are received than places available, the oversubscription criteria below will be used to decide on allocations.

**Deferred Entry**

Places in reception will be allocated as full time from September. However, parents/carers are able to request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age or request that their child takes up the place part-time until they are of compulsory school age. Parents/carers should direct any request to the Headteacher.

**Admission of children outside their normal age group**

Parents may seek a place for their child outside of 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 at [www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions) or on request from the School Admissions Team.

**Appeals**

Applicants refused a place at the school have the right of appeal. Appeals are heard by an independent appeals panel arranged by the Local Authority on behalf of the Governing Body. 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/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.

**Waiting lists**

If the school is oversubscribed, a waiting list will be held from when allocations have been made and parents/carers can request that their child is added to this list. A pupil’s position on the list will be determined by the criteria set out below. Children’s places on a waiting list are subject to change according to additional information received about applications or children being added to the list. No priority is given to the length of time that a child has been on the list.

**Oversubscription Criteria**

In the event of there being more than 12 applications for places in reception for the 2018/19 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 Statement of Special Educational Needs or Education, Health and Care Plan names the school:

1. Children in care and children who were in care but immediately after being in care became subject to an Adoption, Child Arrangement, or Special Guardianship Order.
2. Children who live within the designated area of the school, 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 beginning of the autumn term of the 2018/2019 school year.

If there are more designated areas children wanting places that there are places available after the allocation of children under criterion 2, criteria 3 to 5 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 5 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 school 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 school at the time of their admission.

5. All other children.

Notes and definitions

Children 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 guardian (or special guardians).

Designated areas

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 Port Isaac School’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 Port Isaac School, 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.

Professional recommendation for admission

If you think your child meets this criterion, as described in the Oversubscription Criteria, you must send the relevant written evidence to the Local Authority.
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.

Tie-breakers
If any of the criteria outlined above leave more children with an equal claim than places available, priority will be given to the child who lives nearer to the preferred school.

Final tie-breaker
Should the tie-breakers above still leave children with an equal claim because distances are exactly the same, random allocation will be used to decide on priority. The school will use the Local Authority’s Random Allocation Protocol which is available on request.

Distances
Home to school distances used for tie-breaking will be measured by a straight-line measurement as determined by CAPITA One and supported by Cornwall Council’s nominated Geographical Information System (currently DataMap). Measurements will be between your 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 (currently DataMap).

Home address
Each child may have one registered address only for the purposes of determining priority for admission and transport entitlement. This address should be the place where the child is normally resident. If there is shared residence of the child or a query is raised regarding the validity of an address, it may be necessary to use the address of the person receiving child benefit for the child. If this is inconclusive, the registered address would be considered to be the address at which the child spends the majority of days during the school week. However, parents should settle any dispute prior to submitting only one application.

Multiple birth siblings
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 school, which may mean allocating places above the Published Admission Number (PAN) where that is possible. It is possible to admit multiple birth siblings as ‘excepted pupils’ over the infant class size limit.

Policy agreed by the Governing Body on
Next review date: Autumn 2017
Introduction
Porthleven School is a foundation primary school and the Governing Body are the Admission Authority for the school. The school will participate fully in the Local Authority’s Fair Access Protocol and the Local Authority’s Co-ordinated Admissions Schemes for starting school and applying for a place during the school year. 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 and other details about the application process will be stated in those schemes.

Applying for a place
All applications for places in Reception or during the school year must be made direct to the applicant’s home authority on the appropriate Common Application Form (CAF). The CAF and supporting information will be available electronically on the Local Authority’s website or in paper form on request from the Local Authority. There is no supplementary information form required by the Governing Body. At Porthleven School we recommend that all children start full time in September with a staggered start, but in negotiation with parents and taking individual needs into account a more flexible arrangement can be made. Places in Reception will be allocated as full time from September. If you wish to ask for part-time admission, you must do so as soon as possible after receiving your notification of a place. You can request that your child attends part-time until they are of compulsory school age. We carefully plan the transition in to school for all children. We hold ‘Learning Together’ sessions in school, we visit the children in their current settings and we offer home visits. With regard to the home visit, which have proven to be of great benefit to us all, the children enjoy sharing their home and toys with their new teachers and families have the opportunity to talk privately. We have found that the home visits help us to build positive relationships with the children and parents much sooner. The partnership between home and school is crucial to your child and we value the opportunity to establish these early links. To allow for home visits, which take before new children start every term we may rearrange the timetable.

Allocation of places
Children with a Statement of Special Educational Needs which names the school will be admitted regardless of the number on roll in the year group. Children in Care who are directed to the school by the Local Authority will be admitted to the school regardless of the number on roll in the year group.

Attendance at a particular nursery class or Early Years’ provider does not give a pupil any priority within the admissions policy for admission to a primary school. Parents/carers must still submit an application for a place in Reception. The published admission number (PAN) for Reception in 2018/19 will be 40. Places will be allocated up to this number. In the event that more applications are received than places available, the oversubscription criteria below will be used to decide on allocations.

Placement outside the normal age group
Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. Parents should contact the Headteacher in the first instance and the admission authority will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

Appeals
Applicants refused a place at the school have the right of appeal. Appeals are heard by an independent appeals panel arranged by the Local Authority on behalf of the Governing Body.
Applicants will be able to appeal once for a place at a given school in any one school year unless any significant new information becomes available which was not available at the original hearing. Details of how to appeal will be sent with any letter refusing a place and the timetable for appeals will be available on the Council’s website.

Waiting lists
If the school is oversubscribed, a waiting list will be held from when allocations have been made and parents/carers can request that their child is added to this list. A pupil’s position on the list will be determined by the criteria set out below. Children’s places on a waiting list are subject to change according to additional information received about applications or children being added to the list. No priority is given to the length of time that a child has been on the list.

Oversubscription Criteria
In the event of there being more than 40 applications for places in reception for the 2018/19 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 Statement of Special Educational Needs names the school:
1. Children in care and children who were in care but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order) immediately after being in care.
2. Children who live within the designated area of the school, 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 beginning of the autumn term of the 2018/19 school year.
3. Children with an unequivocal professional recommendation from a doctor, school medical officer, educational psychologist or education welfare officer that non-placement at the Admissions Policy school would not be in the best interest of the child. Such recommendations must be made in writing, must give full supporting reasons and will be reviewed by the LA.
4. Children with siblings who will still be attending the school at the time of their admission.
5. All other children.

Notes and definitions
Children in care ‘Children in care’ are also referred to as ‘looked after children’ and they are children who are in the care of the Local Authority.
Designated areas 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).
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, by calling the County Admissions and Transport Team on 0300 1234 101 or by emailing schooladmissions@cornwall.gov.uk. If you are planning to move into the designated area of a school, your application for a place for your child at that school 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.
Professional recommendation for admission If you think your child meets this criterion, as described in the Oversubscription Criteria, you must send the relevant written evidence to the Local Authority.
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.
Tie-breakers If any of the criteria outlined above leave more children with an equal claim than places available, priority will be given to the child who lives nearer to the preferred school.

Final tie-breaker Should the tie-breakers above still leave children with an equal claim because distances are exactly the same, random allocation will be used to decide on priority. The school will use the Local Authority’s Random Allocation Protocol which is available on request.

Distances Home to school distances used for tie-breaking will be measured by a straight-line measurement as determined by CAPITA One and supported by Cornwall Council’s Geographical Information System (data Map). Measurements will be between your home address using Ordnance Survey’s Address Point dataset (usually 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 the 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 Admissions Policy the nearest available route as determined by the CSA’s Geographical Information System (data Map).

Home address Each child may have one registered address only for the purposes of determining priority for admission and transport entitlement. This address should be the place where the child is normally resident. If there is shared residence of the child or a query is raised regarding the validity of an address, it may be necessary to use the address of the person receiving child benefit for the child. If this is inconclusive, the registered address would be considered to be the address at which the child spends the majority of days during the school week. However, parents should settle any dispute prior to submitting only one application.

Multiple birth siblings 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 school, which may mean allocating places above the Published Admission Number (PAN) where that is possible. However, where this is not possible, parents/carers will be invited to decide which of the children should be allocated the available place(s).
Responsibility for admissions

The Trustees of Crofty Multi Academy Trust (Crofty MAT) have been delegated the task of managing the admissions for all member academies of the trust. They will operate an admissions policy which ensures that all applications for admission to Crofty MAT academies are dealt with in accordance with the requirements of the School Admissions and Appeals Codes, including the application of an agreed set of published oversubscription criteria and, where appropriate, adherence to Cornwall Council’s coordinated admissions schemes.

All decisions regarding admission to each academy are the responsibility of Crofty MAT. However, it should be noted that Cornwall Council has a statutory duty to co-ordinate the admissions process for reception class applications. In addition, Cornwall Council has opted to assist parents by acting as a “clearing house” for applications to other school year groups.

Member academies and their Published Admission Numbers

The member academies are: Illogan School (Published Admission Number of 30), Pencoys School (Published Admission Number of 30), Portreath School (Published Admission Number of 21), Rosemellin School (Published Admission Number of 60), Roskear School (Published Admission Number of 60), Treloweth School (Published Admission Number of 60), Weeth School (Published Admission Number of 30).

Applying for a Place

Crofty MAT schools will participate fully in the Local Authority’s Fair Access Protocol.

Crofty MAT schools will participate fully in the Local Authority’s co-ordinated admission schemes for starting school and applying for a place during the school year. 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). Closing dates, deadlines and timescales (including those relating to late applications) will be stated in those schemes.

All applications for places in reception or during the school year must be made via the Local Authority (Cornwall Council) on the appropriate application form. The application form and supporting information will be available electronically on the local authority’s website or in paper form on request from the local authority.

Allocation of Places

Children with a Statement of Special Educational Needs, or Education, Health and Care plan, that names the school will be admitted to the school regardless of the number on roll in the year group.

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

Deferred entry

Places in reception will be allocated as full time from September. However, parents/carers are able to request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age or request that their child takes up the place part-time until they are of compulsory school age. Parents/carers should direct any request to the
Headteacher.

**SEN Admissions**

From September 2016 parents/carers of children with an Education, Health and Care Plan (EHC Plan) or a Statement of Special Educational Needs (Statement of SEN) in Cornwall no longer have to make an application through the general school admissions system.

All requests for a change of school during the school year ('in-year' admissions) and all requests for entry into school at the normal point of entry (starting in the reception year, transferring from infant to junior school or transferring from primary to secondary school) will be handled by the SEN Assessment and Provision Team.

**Tel: 01872 324242**  **Email: specialeducation@cornwall.gov.uk**

Parents will be able to discuss the educational options with a member of the SEN Team to enable them to make an informed decision regarding their preferred school.

Where a request for an EHC needs assessment has been made or where a child is under assessment (but no decision has yet been made about issuing an EHC Plan) an application for a school place must be made through the normal school admissions process (www.cornwall.gov.uk/admissions).

**Admission of children outside their normal age group**

Parents may seek a place for their child outside of 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 at www.cornwall.gov.uk/admissions or on request from the School Admissions Team.

**Appeals**

Applicants refused a place at the school have the right of appeal. Appeals are heard by an independent appeals panel arranged by the Local Authority on behalf of the Governing Body. 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.

**Waiting lists**

If the school is oversubscribed, a waiting list will be held from when allocations have been made for the whole of the academic year and parents/carers can request that their child is added to this list. A pupil’s position on the list will be determined by the criteria set out below. Children’s places on a waiting list are subject to change according to additional information received about applications or children being added to the list. No priority is given to the length of time that a child has been on the list.

**Oversubscription Criteria**

In the event of there being more applications for places in reception for the 2018/19 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 Statement of Special Educational Needs or 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.

2. Children who live within the designated area of the school, 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 beginning of the autumn term of the 2018/19 school year.
If there are more designated area children wanting places than there are places available after the allocation of children under criterion 2, criteria 3 to 5 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 5 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 school 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 school at the time of their admission.

5. All other children.

Notes and definitions

Children in care

A ‘child in care’ may also 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).

Designated areas

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 for any of the Crofty academy’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 one of the Crofty academies, 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.

Professional recommendation for admission

If you think your child meets this criterion, as described in the Oversubscription Criteria, you must send the relevant written evidence to the Local Authority.

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.

Tie-breakers

If any of the criteria outlined above leave more children with an equal claim than places available, priority will be given to the child who lives nearer to the preferred school.
Final tie-breaker

Should the tie-breakers above still leave children with an equal claim because distances are exactly the same, random allocation will be used to decide on priority. The school will use the LA’s Random Allocation Protocol which is available on request.

Distances

Home to school distances used for tie-breaking will be measured by a straight-line measurement as determined by Capita One and supported by Cornwall Council’s nominated Geographical Information System (currently DataMap). Measurements will be between your 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 (currently DataMap).

Home address

Each child may have one registered address only for the purposes of determining priority for admission and transport entitlement. This address should be the place where the child is normally resident. If there is shared residence of the child or a query is raised regarding the validity of an address, it may be necessary to use the address of the person receiving child benefit for the child. If this is inconclusive, the registered address would be considered to be the address at which the child spends the majority of days during the school week. It is expected that parents will submit only one application for each child and any disputes in relation to the child’s home address are settled before applying.

Multiple birth siblings

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 school, which may mean allocating places above the Published Admission Number (PAN) where that is possible.

Determined by Crofty Multi Academy Trust on 29th November 2016
Aspire Academy Trust’s Admission Arrangements for the 2018/19 Academic Year

Responsibility for admissions

The Directors of Aspire Academy Trust (AAT) have been delegated the task of managing the admissions for all member academies of AAT. They will operate an admissions policy which ensures that all applications for admission to AAT academies are dealt with in accordance with the requirements of the School Admissions and Appeals Codes, including the application of an agreed set of published oversubscription criteria and, where appropriate, adherence to Cornwall Council’s coordinated admissions schemes.

All decisions regarding admission to each academy are the responsibility of AAT. However, it should be noted that Cornwall Council has a statutory duty to co-ordinate the admissions process for reception and junior school year 3 applications. In addition, Cornwall Council has opted to assist parents by acting as a “clearing house” for applications to other main school year groups.

Member academies and their Published Admission Numbers

<table>
<thead>
<tr>
<th>Academy</th>
<th>Published Admission Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biscovey Nursery and Infants’ Academy</td>
<td>90</td>
</tr>
<tr>
<td>Biscovey Academy</td>
<td>90*</td>
</tr>
<tr>
<td>Bugle School</td>
<td>30</td>
</tr>
<tr>
<td>Connor Downs Academy</td>
<td>30</td>
</tr>
<tr>
<td>Mawgan-in-Pydar School</td>
<td>17</td>
</tr>
<tr>
<td>Mount Hawke Academy</td>
<td>45</td>
</tr>
<tr>
<td>School Name</td>
<td>Limit</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>Padstow School</td>
<td>30</td>
</tr>
<tr>
<td>Penryn Primary Academy</td>
<td>75</td>
</tr>
<tr>
<td>Probus Primary School</td>
<td>30</td>
</tr>
<tr>
<td>Sandy Hill Academy</td>
<td>36</td>
</tr>
<tr>
<td>Shortlanesend School</td>
<td>17</td>
</tr>
<tr>
<td>St Breock Primary School</td>
<td>30</td>
</tr>
<tr>
<td>St Minver School</td>
<td>30</td>
</tr>
<tr>
<td>St Stephen Churchtown Academy</td>
<td>45</td>
</tr>
<tr>
<td>St Uny CE Academy</td>
<td>45**</td>
</tr>
<tr>
<td>Summecourt Academy</td>
<td>17</td>
</tr>
<tr>
<td>Treverbyn Academy</td>
<td>30</td>
</tr>
<tr>
<td>Truro Learning Academy</td>
<td>30</td>
</tr>
<tr>
<td>Whitemoor Academy</td>
<td>15</td>
</tr>
</tbody>
</table>

*Increased from 80.

**Increased from 30.

Applications for admission to reception or year 3 in a junior school cannot be refused unless places have already been offered up to the Published Admission Number (PAN). Applications for admission to other year groups can only be refused if AAT considers that the admission of additional pupils would cause prejudice to the provision of efficient education or the use of resources.
Fair access

The School Admissions Code 2014 requires all local authorities to operate in-year fair access protocols to ensure that access to education is secured quickly for children who have no school place and to ensure that all schools and academies in an area admit their fair share of vulnerable and challenging children and young people. This could include admitting children above the published admission number to schools and academies that are already full.

Reception class intake September 2018

If your child was born between 1st September 2013 and 31st August 2014 you will need to apply for a school place for the 2018/2019 school year. This school year starts in September 2018.

Admission to year 3 (Biscovey Academy only)

If your child was born between 1st September 2010 and 31st August 2011 and you wish them to attend year 3 at Biscovey Academy from September 2018, you will need to apply for a place for the 2018/19 school year.

How to apply

All applications for reception and year 3 junior school places have to be made via the Local Authority for your home address (Cornwall Council if you live in Cornwall). You can apply online or you can make a paper application. If you wish to apply for a place in 2018/19 year 3 at Biscovey Academy or for a place in 2018/19 reception at one of the other academies in the Trust, you need to contact Cornwall Council for further information:

School Admissions Team, New County Hall, Truro, TR1 3AY

Telephone: 0300 1234 101

or email: schooladmissions@cornwall.gov.uk

or visit the website: www.cornwall.gov.uk/admissions

Applications will be accepted from September 2017 and the deadline for the submission of applications will be 23.59 on 15 January 2018. You can still apply after this date, but in most cases your application will be classed as “late” and will not be considered until after those applications received
on time. The offer date for on-time applications will be **16 April 2018**.

The Council’s coordinated scheme for reception and junior school admissions will apply to all schools in Cornwall, including Voluntary Aided (VA), Foundation, Free and Trust Schools, as well as Academies.

**Admission dates for Reception 2018/19 (does not apply to Biscovey Academy)**

Children having their 5th birthday between 01 September 2018 and 31 August 2019 are entitled to full time admission to a Reception Class in September 2018.

The Academy Trust recognises that by law children do not have to receive full-time education until the term after their fifth birthday and will respect parental wishes in this matter.

A reception place can be held open until January 2019 for children born between 01 September 2013 and 31 December 2013 and until April 2019 for children born between 01 January 2014 and 31 August 2014. (Although children born between 01 April 2014 and 31 August 2014 are not of compulsory school age until September 2019, a school place may not be held open from one school year to the next.) This is called a “deferred admission”.

Where parents wish, children may attend part-time until later in the school year, but not beyond the point at which they reach compulsory school age.

If you would like to request a deferred admission or if you would like your child to attend part-time prior to their full-time admission, you must discuss this first with the academy where your child has been allocated a place. This discussion should take place before the end of the summer term 2018 (unless you submit a late application and the place has to be allocated after the end of 2017/18 school year).

**Children with special educational needs**

If your child has an Education, Health and Care Plan (EHC Plan) or Statement of Special Educational Needs (SEN), you do not need to complete an application form as a school place will be identified through a separate process. Please contact the SEN Assessment and Provision Team for more information:
However, if a request has been made for an EHC needs assessment for your child, or your child is currently being assessed to decide whether an EHC Plan is necessary, you will need to make an application using the normal process.

**Oversubscription criteria for the 2018/19 academic year**

If, after the admission of children with a Statement of Special Educational Needs or an Education, Health and Care Plan where the academy is named in the Statement or Plan, an academy is oversubscribed, priority for admission will be given to those children who meet the criteria set out below, in order. These oversubscription criteria will also be used, if necessary, to decide on in-year admissions to all year groups (reception to year 6) for the 2018/2019 school year:

<table>
<thead>
<tr>
<th>Rank</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Children in care and children who were in care but ceased to be so because they were adopted (or became subject to a child arrangement or special guardianship order) immediately after being in care.</td>
</tr>
<tr>
<td>2</td>
<td>Children who are attending Biscovey Nursery and Infant School (applies to Biscovey Academy only)</td>
</tr>
<tr>
<td>3</td>
<td>Children with Siblings.</td>
</tr>
<tr>
<td>4</td>
<td>Religious reasons (applies to St Uny CE Academy only)</td>
</tr>
<tr>
<td>5</td>
<td>Children of Staff</td>
</tr>
<tr>
<td>6</td>
<td>All other children</td>
</tr>
</tbody>
</table>

**Definitions**

1. **Children in care and children who were in care** but immediately after being in care became subject to an Adoption, Child Arrangement or Special Guardianship Order. 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).

2. Applies to Biscovey Academy only – Children who are attending year 2 at Biscovey Nursery and Infants’ Academy.

3. Children with siblings who will still be attending the preferred academy at the time of their admission. “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 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 academy in question at the date of application, allocation and admission.

4. Religious reasons (applies to St Uny CE Academy only). Priority will be given to the children of practising Christian (member of Churches Together) families who reside in the Benefice of Lelant and Carbis Bay or the ecclesiastical Deanery of Penwith. The application must be supported by a statement from an appropriate church representative, which must be submitted to the Academy at the time of application.

5. Children of staff. This criterion applies in the following circumstances:

a) where the member of staff has a permanent contract and has been employed at the academy for two or more years at the time at which the application for admission to the academy is made, or

b) the member of staff has a permanent contract and has been recruited to fill a vacant post for which there is a demonstrable skill shortage*.

*Such posts would usually include:

Foundation Stage Early Years Specialists, SEND Co-ordinators and specialist teachers for Year 2 or Year 6. However, it is possible that individual academy Headteachers or Principals will add to these categories according to local circumstances.
Please note that you must state your intention to claim priority under this criterion on your application form and you must submit separate evidence of your employment status by e-mail or post to the Schools Admission Team by 07 February 2018.

6. All other children (prioritised by distance from the academy as defined in the tie-breaker below).

**Tie-breaker**

If the criteria outlined above leave more children with an equal claim than places available, most priority will be given to those children who live nearer to the preferred academy.

**Final tie-breaker**

Should the tie-breaker above still leave children with an equal claim because distances are exactly the same, random allocation (in accordance with 1.34 and 1.35 of the School Admissions Code) will be used to decide on priority. (AAT’s Random Allocation Protocol will be available on request.)

**Distances**

Home to school distances used for tie-breaking will be measured by straight-line measurement as determined by Capita One and supported by Cornwall Council’s nominated Geographical Information System (currently DataMap). Measurements will be between the home address (the centre of the main building of the property) and the main gate of the academy (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 academy) and for establishing transport entitlements will be measured by the nearest available route as determined by Cornwall Council’s nominated Geographic Information System software (currently DataMap).

**Home address**

Each child may have one registered address only 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 residency of the child or a query is raised regarding the validity of an address, the home address will be considered to be with the parent with primary day to day care and control of the child. Residence of a child may also be clarified through a child arrangement order where it is shown who has care of the child. It may be necessary to use the address of the person receiving child benefit for the child or to request a copy of a utility bill or to request evidence of the address at which the child is registered with a doctor’s surgery in order to make a decision.

Parents should settle any disputes in relation to their child’s home address prior to submitting only one application to the Local Authority for each child. AAT 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, AAT will determine the home address.

Service families

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.

Multiple birth siblings

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, consideration could be given to allocating places above the Published Admission Number (PAN).

Late Applications

Late applications will be processed in accordance with the Local Authority’s coordinated scheme. The Local Authority and the Academy Trust may be willing
to accept applications which are received after the closing date of 15 January 2018, but before the exceptional late closing date determined by the Local Authority (07 February 2018), if there is good reason for a late submission. For example:

- a family returning from abroad;
- a lone parent/carer who has been ill for some time;
- a family moving into the vicinity of the Academy from another area; or
- other exceptional circumstances.

Each case will be treated on its merits.

Round two late applications for reception places (i.e. those received between 16 January 2018 and the 07 February 2018, but not considered exceptional and all applications received between 08 February and 27 April 2018) will not be dealt with until after the offer day for on-time applications (16 April 2018). These applications will be processed together and parents will be notified of the outcome of their application by 29 May 2018.

Late (round three) applications received between 28 April and 31 August 2018 will be dealt with on a day to day basis, after the round two allocations have been processed.

Waiting Lists

Waiting lists will be maintained by the Local Authority on behalf of Aspire Academy Trust for the first term of the reception year only and will cease to be maintained after the 31 December 2018. As each child is added to the waiting list, the list will have to be ranked again in line with the published oversubscription criteria. Priority will not be given to children based on the date their application was received or the date their name was added to the list.

Looked after children, previously looked after children and those allocated a place at an academy in accordance with the Local Authority’s Fair Access Protocol, will
take precedence over those on the waiting list.

**Applications for other year groups (in-year applications)**

An “in-year” application is an application for a place in years 1 to 6 (or 4 to 6 for Biscovey Academy) for the 2018/19 school year (or part of the year if the application is made after the school year has commenced) and an application for a place in 2018/19 reception year (or year 3 at Biscovey Academy) if the application is made after the autumn term 2018 has commenced. Parents are welcome to contact the relevant academy for information regarding available places. Alternatively, parents can contact the Local Authority (Cornwall Council) for information regarding available places at all schools and academies in Cornwall. Cornwall Council will also, on request, provide parents with a suitable form to complete when applying for a place for their child at a school or academy.

**Admission of children outside their normal age group**

Parents may seek a place for their child outside of their normal age group if, for example, the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – i.e. to reception rather than year 1. (This is called a “delayed admission”.) The process for requesting admission out of the normal age group is to contact the preferred academy to request a meeting with the Headteacher/Principal (or his or her representative) to discuss the issue. The Academy Trust will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent’s views; information about the child’s academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The Trust will also take into account the views of the Headteacher/Principal of the academy and will delegate the decision to that Headteacher/Principal where the Headteacher/Principal is minded to agree to the parent’s request. When informing a parent of their decision on the year group
the child should be admitted to, the Academy Trust will set out clearly the reasons for their decision.

Where the Academy Trust agrees to a parent’s request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to reception or to year 3 at Biscovey Academy (i.e. the age group to which pupils are normally admitted to an AAT academy) the application will be processed as part of the main admissions round, (unless the parental request has been made too late for this to be possible) and on the basis of AAT’s determined admission arrangements only, including the application of the oversubscription criteria where applicable. The application will not be given a lower priority on the basis that the child is being admitted out of their normal age group.

Parents have a statutory right to appeal against the refusal of a place at their preferred academy. This right does not apply if they are offered a place for their child at the preferred academy but not in their preferred year group.

**Arrangements for appeals panels:**

Where a parent/carer has been refused a place for their child at one of the academies, they will have the right of appeal to an appeal panel. The appeal panel (arranged by the Local Authority on behalf of AAT) will be independent of the academy and AAT. The arrangements for appeals will be in line with the School Admission Appeals Code published by the Department for Education. The determination of the appeal panel will be made in accordance with the Code and is binding on all parties. Appeal forms should be requested from and returned to the Secretary of the relevant academy.

The deadline for parents to lodge appeals regarding round one (on time) applications for a 2018/19 reception place at an AAT Academy (or for a year 3 place at Biscovey Academy) will be **15 May 2018**. These round one appeals will take place (mainly) during June 2018. Appeals for round two refusals will take place (mainly) during July 2018 and those for round three refusals will usually be heard during July or August 2018.

Appeals for 2018/19 in-year applications will take place as required.

Applicants can only appeal again for a place at the same academy for the same
academic year if AAT has accepted a further application because there has been a significant and material change in the circumstances of the parent/carer, child or academy (e.g. a relevant change of address) but has determined that a new application must also be refused.

Notwithstanding the arrangements outlined above, the Secretary of State may direct an academy to admit a named pupil on application from any Local Authority. Before doing so the Secretary of State will consult the academy in question.

First draft: November/December 2016
Second draft: 01 February 2017

**Determined by AAT on 22 February 2017**

**Next review date: Autumn term 2017**
INTRODUCTION.

The Board of Directors of the St Barnabas Multi Academy Trust is the Admissions Authority and applies the regulations on admissions fairly and equitably to all those who wish to attend the MAT schools.

This policy conforms to the new regulations that are set out in The School Standards and Framework Act, The School Admissions Code 2012 and the School Admissions Appeals Code. We are inclusive schools that welcome children from all backgrounds and of all abilities. The Board of Directors and Local Governing Bodies operate, in line with the Admissions Code 2012, an equal preference scheme. All applications will be treated on merit and in a sensitive manner.

Applications for a Reception place must be made through the CSA Co-ordinated Admissions scheme.

In-year applications will be handled by the Board of Directors the schools.

ADMISSION OF RECEPTION CHILDREN.

We teach infant children (aged 5 - 7 years) in classes of no more than 30 pupils to a class, except in very limited cases where we are required to admit an additional child in accordance with the School Admissions (Infant Class Sizes) (England) Regulations 2014.

For the 2018/19 school year, dates for admission to the Reception class will be as detailed in the CSA Co-ordinated Admissions Scheme Booklet ‘How to apply for a place in a Reception class in a primary school in Cornwall’.

All children will be able to be admitted to school full-time in September 2018. However, parents have the right to request part-time or deferred admission until their child is of compulsory school age, although they still cannot defer beyond the summer term of their reception year.

Deferred entry may be considered at the Principal’s discretion but will be in line with the CSA recommendations as stated in the Co-ordinate Admissions Booklet.

CLOSING DATE FOR APPLICATIONS/NOTIFICATION DATE.

The closing date for the receipt of applications for admission to a reception class during 2018/2019 school year will be in line with the CSA timetable, as set out in the CSA Co-ordinated Admissions Scheme Booklet. Applications can be made online or by post.
Parents will be notified of the outcome of their application for a place in reception class by the CSA in line with the timetable stated in the CSA Co ordinated Admissions Scheme Booklet.

**Late applications.**
These will be dealt with in accordance with the CSA Co ordinate Admissions Scheme. All applications for places for the 2018/2019 school year should be referred to the LA.

**Children with an Education Health and Care Plan (EHCP)/Statement of Educational Need**
We will admit a child with an Education Health and Care Plan/Statement of Educational Need if the particular school is specified in that plan.

**OVER-SUBSCRIPTION CRITERIA.**

**Published Admission Numbers for 2018/2019**

Quethiock CE Primary School PAN 16

The only restriction we place on entry is that of number.

In the event of an application where the year group is full the Board of Directors will apply the 'over subscription criteria' and inform parents of their decision. The right to appeal against the decision of the Board of Directors, to an independent Appeal Panel remains and further details are available from the school.

In order to meet the recommendations of the School Admissions Code 2014, the following over-subscription criteria will be used to determine the allocation of places, where there are more applications than places available:

For all other children, the following criteria (in order of priority) will be used to offer prospective pupils places at the school:

1. Children in care and children who were in care but immediately after being in care became subject to an Adoption, Child Arrangement or Special Guardianship Order. (*see definitions)
2. As a Church of England Multi Academy Trust we offer places to parents who wish their children to receive an education which has a Christian influence. The Directors will expect a letter of commendation from their Parish Priest or minister to confirm their involvement in their local church community (*see definitions).
3. Children for whom the school is the designated school for their home address. If you want to confirm that the school is the designated school for your address please contact the Admissions and Transport (Policy) Team.
4. Children with siblings who will still be attending the school at the proposed admission date. (* see definitions)
5. Children for whom the school is geographically nearer than the school designated as the appropriate school.
6. All other applicants (see tie breakers)
TIE BREAKER
If the criteria outlined above leave more children with an equal claim than places available, the following tie-breakers will be used:

Where two or more children fulfil the same criterion, priority will be given to the child who lives nearer to the school in line with the CSA criteria.

DEFINITIONS.

- **CHILDREN IN CARE/LOOKED AFTER CHILDREN**: A 'child in care' is also referred to as a 'looked after child' 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).

- **SIBLINGS**: These are children with at least one natural or adoptive parent in common, living at the same or a different address at the time of admission. Children living in the same household at the same address would also be counted as siblings at the time of admission, regardless of the actual relationship to each other.

- **HOME ADDRESS**: Each child may have one registered address only, for the purposes of determining priority for admission and transport entitlement. This address should be the place where the child is normally resident during the week in term-time. If there is shared custody of the child or a query is raised regarding the validity of an address, it may be necessary to use the address of the person receiving child benefit for the child, in order to make a decision.

- **PARENTS/FAMILY MEMBERS**
  A parent is any person who has parental responsibility for or who is the legal guardian of the child. Where admission arrangements refer to 'parents' attendance at church, it is sufficient for just one parent to attend. 'Family members' include only parents, as defined above, and siblings.

- **CHRISTIAN**: A Christian church is any denomination of Christianity, including churches which are members of Churches Together.

- **PRACTISING CHRISTIAN**: This will be subdivided and ranked accordingly and refers to a child, who in the opinion of the Parish Priest / Minister:
  
  i. is at the heart of the church;
  ii. is attached to the church or;
  iii. is known to the church.

  These will be defined as follows:

  i. An applicant 'at the heart of the church' would be a regular worshipper, usually one who worships at least twice a month. To accommodate difficult
patterns of work and family relationships account should be taken of weekday worship. The worshipper could be the child for whom application is made or one or both parents. Greatest priority will be given to these applicants.

ii. An applicant ‘attached to the church’ would be a regular but not frequent worshipper, by which is meant (for example) one who usually attends a monthly family or church parade service or is regularly involved in a weekday church activity including an element of worship.

iii. An applicant ‘known to the church’ would not be a frequent but probably an occasional worshipper, someone who is perhaps known through a family connection, or one or more of whose family would be involved in some church activity, such as a uniformed or other church organisation.

This will need to be evidenced by either a letter from the Parish Priest or Minister or a signed statement on the application form.

WAITING LISTS – Reception 2018/2019

Once all parents have been notified whether their children have been allocated places at their chosen School, any parent refused a place will be asked whether he/she wishes his/her child’s name to be put on a waiting list. Places are allocated to children on the waiting list if, and when, places become available. Children will be listed according to the oversubscription criteria.

This waiting list will close at the end of the autumn term 2018. After that date, applications will be dealt with according to the Local Authority’s in-year co-ordinated admissions scheme. Children will be listed in priority order according to the oversubscription criteria, although children who are the subject of a direction by the local authority or who are allocated to the school in accordance with the Fair Access Protocol, will take precedence over any child already on the waiting list.

ADDITIONAL/SUPPLEMENTARY FORMS: All parents who list their preferred schools on the Local Authority’s Common Application Form are regarded as having made valid applications.

If the school is unable to offer a child a place, information on the Appeals Procedure will be made available on request.

This policy will be reviewed annually.
Roche CP School
Admissions Policy 2018-19

Introduction

The school will participate fully in the Local Authority’s Fair Access Protocol and the Local Authority’s Co-ordinated Admissions Schemes for starting school and applying for a place during the school year. 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 and other details about the application process will be stated in those schemes.

Applying for a place

All applications for places in Reception or during the school year must be made direct to the applicant’s home authority on the appropriate application form. The application form and supporting information will be available electronically on the Local Authority’s website or in paper form on request from the Local Authority. [There is no supplementary information form required by the Governing Body.]

Places in Reception will be allocated as full time from September. If you wish to ask for part-time admission, you must do so as soon as possible after receiving your notification of a place. You can request that your child attends part-time until they are of compulsory school age.

Allocation of places

Children with a Statement of Special Educational Needs or Education health care plan (EHCP) that names the school will be admitted regardless of the number on roll in the year group.

Children in Care who are directed to the school by the Local Authority (or Secretary of State in the case of academies) will be admitted to the school regardless of the number on roll in the year group.

Attendance at a particular nursery class or early years’ provider does not give a pupil any priority within the admissions policy for admission to a primary school. Parents/carers must still submit an application for a place in Reception.

The published admission number (PAN) for Reception in 2018-19 will be 30. Places will be allocated up to this number. In the event that more applications are received than places available, the oversubscription criteria listed later in this document will be used to decide on allocations.

Appeals

Applicants refused a place at the school have the right of appeal. Appeals are heard by an independent appeals panel [arranged by the Local Authority on behalf of the Governing Body]. Applicants will be able to appeal once for a place at a given school in any one school year unless any significant new information becomes available which was not available at the original hearing. Details of how to appeal will be sent with any letter refusing a place and the timetable for appeals will be available on the Council’s website.
Waiting lists
If the school is oversubscribed, a waiting list will be held from when allocations have been made and parents/carers can request that their child is added to this list. A pupil’s position on the list will be determined by the criteria set out below. Children’s places on a waiting list are subject to change according to additional information received about applications or children being added to the list. No priority is given to the length of time that a child has been on the list.

Oversubscription Criteria
In the event of there being more than 30 applications for places in reception for the 2018/19 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 Statement of Special Educational Needs names the school:

- Children in care and children who were in care but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order) immediately after being in care.
- Children with siblings who will still be attending the school at the time of their admission.
- Children who live within the designated area of the school, 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 beginning of the autumn term of the 2018/19 school year.
- If there are more designated area children wanting places at a school than there are places available, the following criteria 3 to 5 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 5 will be used to decide which of the remaining children should have priority for any spare places.

- Children with an unequivocal professional recommendation from a doctor, school medical officer, educational psychologist or education welfare officer that non-placement at the school 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.
- All other children.

Notes and definitions
Children in care
‘Children in care’ are also referred to as ‘looked after children’ and they are children who are in the care of the Local Authority.

Designated areas
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). 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 a school, your application for a place for your child at that school 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.

**Professional recommendation for admission**

If you think your child meets this criterion, as described in the Oversubscription Criteria, you must send the relevant written evidence to the Local Authority.

**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.

**Tie-breakers**

If any of the criteria outlined above leave more children with an equal claim than places available, priority will be given to the child who lives nearer to the preferred school.

**Final tie-breaker**

Should the tie-breakers above still leave children with an equal claim because distances are exactly the same, random allocation will be used to decide on priority. The school will use the Local Authority’s Random Allocation Protocol which is available on request.

**Distances**

Home to school distances used for tie-breaking will be measured by a straight-line measurement as determined by CAPITA One and supported by Cornwall Council’s chosen Geographical Information System (dataMap). Measurements will be between your home address using Ordnance Survey’s AddressPoint dataset (usually 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 the LA’s chosen Geographical Information System (dataMap).

**Home address**

Each child may have one registered address only for the purposes of determining priority for admission and transport entitlement. This address should be the place where the child is normally resident. If there is shared residence of the child or a query is raised regarding the validity of an address, it may be necessary to use the address of the person receiving child benefit for the child. If this is inconclusive, the registered address would be considered to be the address at
which the child spends the majority of days during the school week. However, parents should settle any dispute prior to submitting only one application.

**Multiple birth siblings**

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 school, which may mean allocating places above the Published Admission Number (PAN) where that is possible. It is possible to admit multiple birth siblings as ‘excepted pupils’ over the infant class size limit.

**Placements outside the normal age group**

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. Parents should contact the Headteacher in the first instance and the admission authority will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.’

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Crofty Multi Academy Trust Admissions Arrangements for the 2018-2019 Academic Year

Responsibility for admissions

The Trustees of Crofty Multi Academy Trust (Crofty MAT) have been delegated the task of managing the admissions for all member academies of the trust. They will operate an admissions policy which ensures that all applications for admission to Crofty MAT academies are dealt with in accordance with the requirements of the School Admissions and Appeals Codes, including the application of an agreed set of published oversubscription criteria and, where appropriate, adherence to Cornwall Council’s coordinated admissions schemes.

All decisions regarding admission to each academy are the responsibility of Crofty MAT. However, it should be noted that Cornwall Council has a statutory duty to co-ordinate the admissions process for reception class applications. In addition, Cornwall Council has opted to assist parents by acting as a “clearing house” for applications to other school year groups.

Member academies and their Published Admission Numbers

The member academies are: Illogan School (Published Admission Number of 30), Pencoys School (Published Admission Number of 30), Portreath School (Published Admission Number of 21), Rosemellin School (Published Admission Number of 60), Roskear School (Published Admission Number of 60), Treloweth School (Published Admission Number of 60), Weeth School (Published Admission Number of 30).

Applying for a Place

Crofty MAT schools will participate fully in the Local Authority’s Fair Access Protocol.

Crofty MAT schools will participate fully in the Local Authority’s co-ordinated admission schemes for starting school and applying for a place during the school year. 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). Closing dates, deadlines and timescales (including those relating to late applications) will be stated in those schemes.

All applications for places in reception or during the school year must be made via the Local Authority (Cornwall Council) on the appropriate application form. The application form and supporting information will be available electronically on the local authority’s website or in paper form on request from the local authority.

Allocation of Places

Children with a Statement of Special Educational Needs, or Education, Health and Care plan, that names the school will be admitted to the school regardless of the number on roll in the year group.

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

Deferred entry

Places in reception will be allocated as full time from September. However, parents/carers are able to request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age or request that their child takes up the place part-time until they are of compulsory school age. Parents/carers should direct any request to the
SEN Admissions

From September 2016 parents/carers of children with an Education, Health and Care Plan (EHC Plan) or a Statement of Special Educational Needs (Statement of SEN) in Cornwall no longer have to make an application through the general school admissions system.

All requests for a change of school during the school year (‘in-year’ admissions) and all requests for entry into school at the normal point of entry (starting in the reception year, transferring from infant to junior school or transferring from primary to secondary school) will be handled by the SEN Assessment and Provision Team.

Tel: 01872 324242 Email: specialeducation@cornwall.gov.uk

Parents will be able to discuss the educational options with a member of the SEN Team to enable them to make an informed decision regarding their preferred school.

Where a request for an EHC needs assessment has been made or where a child is under assessment (but no decision has yet been made about issuing an EHC Plan) an application for a school place must be made through the normal school admissions process (www.cornwall.gov.uk/admissions).

Admission of children outside their normal age group

Parents may seek a place for their child outside of 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 at www.cornwall.gov.uk/admissions or on request from the School Admissions Team.

Appeals

Applicants refused a place at the school have the right of appeal. Appeals are heard by an independent appeals panel arranged by the Local Authority on behalf of the Governing Body. 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.

Waiting lists

If the school is oversubscribed, a waiting list will be held from when allocations have been made for the whole of the academic year and parents/carers can request that their child is added to this list. A pupil’s position on the list will be determined by the criteria set out below. Children’s places on a waiting list are subject to change according to additional information received about applications or children being added to the list. No priority is given to the length of time that a child has been on the list.

Oversubscription Criteria

In the event of there being more applications for places in reception for the 2018/19 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 Statement of Special Educational Needs or 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.

2. Children who live within the designated area of the school, 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 beginning of the autumn term of the 2018/19 school year.
If there are more designated area children wanting places than there are places available after the allocation of children under criterion 2, criteria 3 to 5 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 5 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 school 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 school at the time of their admission.

5. All other children.

Notes and definitions

Children in care

A ‘child in care’ may also 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).

Designated areas

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 for any of the Crofty academy’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 one of the Crofty academies, 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.

Professional recommendation for admission

If you think your child meets this criterion, as described in the Oversubscription Criteria, you must send the relevant written evidence to the Local Authority.

Siblings

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Tie-breakers

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Multiple birth siblings

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Determined by Crofty Multi Academy Trust on 29th November 2016
Responsibility for admissions

The Trustees of Crofty Multi Academy Trust (Crofty MAT) have been delegated the task of managing the admissions for all member academies of the trust. They will operate an admissions policy which ensures that all applications for admission to Crofty MAT academies are dealt with in accordance with the requirements of the School Admissions and Appeals Codes, including the application of an agreed set of published oversubscription criteria and, where appropriate, adherence to Cornwall Council’s coordinated admissions schemes.

All decisions regarding admission to each academy are the responsibility of Crofty MAT. However, it should be noted that Cornwall Council has a statutory duty to co-ordinate the admissions process for reception class applications. In addition, Cornwall Council has opted to assist parents by acting as a “clearing house” for applications to other school year groups.

Member academies and their Published Admission Numbers

The member academies are: Illogan School (Published Admission Number of 30), Pencoys School (Published Admission Number of 30), Portreath School (Published Admission Number of 21), Rosemellin School (Published Admission Number of 60), Roskear School (Published Admission Number of 60), Treloweth School (Published Admission Number of 60), Weeth School (Published Admission Number of 30).

Applying for a Place

Crofty MAT schools will participate fully in the Local Authority’s Fair Access Protocol.

Crofty MAT schools will participate fully in the Local Authority’s co-ordinated admission schemes for starting school and applying for a place during the school year. 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). Closing dates, deadlines and timescales (including those relating to late applications) will be stated in those schemes.

All applications for places in reception or during the school year must be made via the Local Authority (Cornwall Council) on the appropriate application form. The application form and supporting information will be available electronically on the local authority’s website or in paper form on request from the local authority.

Allocation of Places

Children with a Statement of Special Educational Needs, or Education, Health and Care plan, that names the school will be admitted to the school regardless of the number on roll in the year group.

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

Deferred entry

Places in reception will be allocated as full time from September. However, parents/carers are able to request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age or request that their child takes up the place part-time until they are of compulsory school age. Parents/carers should direct any request to the
Headteacher.

**SEN Admissions**

From September 2016 parents/carers of children with an Education, Health and Care Plan (EHC Plan) or a Statement of Special Educational Needs (Statement of SEN) in Cornwall no longer have to make an application through the general school admissions system.

All requests for a change of school during the school year (‘in-year’ admissions) and all requests for entry into school at the normal point of entry (starting in the reception year, transferring from infant to junior school or transferring from primary to secondary school) will be handled by the SEN Assessment and Provision Team.

**Tel: 01872 324242 Email: specialeducation@cornwall.gov.uk**

Parents will be able to discuss the educational options with a member of the SEN Team to enable them to make an informed decision regarding their preferred school.

Where a request for an EHC needs assessment has been made or where a child is under assessment (but no decision has yet been made about issuing an EHC Plan) an application for a school place must be made through the normal school admissions process (www.cornwall.gov.uk/admissions).

**Admission of children outside their normal age group**

Parents may seek a place for their child outside of 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 at www.cornwall.gov.uk/admissions or on request from the School Admissions Team.

**Appeals**

Applicants refused a place at the school have the right of appeal. Appeals are heard by an independent appeals panel arranged by the Local Authority on behalf of the Governing Body. 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.

**Waiting lists**

If the school is oversubscribed, a waiting list will be held from when allocations have been made for the whole of the academic year and parents/carers can request that their child is added to this list. A pupil’s position on the list will be determined by the criteria set out below. Children’s places on a waiting list are subject to change according to additional information received about applications or children being added to the list. No priority is given to the length of time that a child has been on the list.

**Oversubscription Criteria**

In the event of there being more applications for places in reception for the 2018/19 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 Statement of Special Educational Needs or 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.

2. Children who live within the designated area of the school, 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 beginning of the autumn term of the 2018/19 school year.
If there are more designated area children wanting places than there are places available after the allocation of children under criterion 2, criteria 3 to 5 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 5 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 school 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 school at the time of their admission.

5. All other children.

Notes and definitions

**Children in care**

A ‘child in care’ may also 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).

**Designated areas**

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 for any of the Crofty academy’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 one of the Crofty academies, 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.

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