



Aspire Academy Trust's Admission Arrangements for the 2020/21 Academic Year

Responsibility for admissions

The Directors of Aspire Academy Trust (AAT) are responsible for admissions to 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, participation in the **Local Authority's Fair Access Protocol** and adherence to Cornwall Council's coordinated 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 (Cornwall Council). Closing dates and other details about the application process will be stated in those Schemes.

Member academies and their Published Admission Numbers

Academy	Published Admission Number
Biscovey Nursery and Infants' Academy	90
Biscovey Academy	90
Bude Primary Academy - Infants	90*
Bude Primary Academy - Juniors	90**
Bugle School	30
Connor Downs Academy	30
Cusgarne Primary School	14



Delabole Primary School	20
Indian Queens Primary School	60
Mawgan-in-Pydar School	17
Mount Hawke Academy	45
Padstow School	30
Penryn Primary Academy	60***
Probus Primary School	30
Sandy Hill Academy	60
Shortlanesend School	20****
St Breock Primary School	30
St Mawes School	7
St Minver School	30
St Stephen Churchtown Academy	45
St Uny CE Academy	45
Summercourt Academy	17
Tintagel Primary School	17
Treverbyn Academy	30
Truro Learning Academy	30
Warbstow Primary School	15
Whitemoor Academy	17

* Increased from 60 ** Increased from 70

*** Reduced from 75 **** Increased from 17

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.

How to apply for a place at an Aspire Academy

All applications for places in reception, year 3 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**.

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.

Admission Dates for Reception 2020/21 (does not apply to Biscovey Academy or Bude Primary Academy – Juniors)

Children having their 5th birthday between 01 September 2020 and 31 August 2021 are entitled to full time admission to a Reception Class in September 2020.

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.

Parents may request that a reception place can be held open until January 2021 for children born between 01 September 2015 and 31 December 2015 and until April 2021 for children born between 01 January 2016 and 31 August 2016. (Although children born between 01 April 2016 and 31 August 2016 are not of compulsory school age until September 2021, a school place may not be held open from one school year to the next.) **This is called a "deferred admission"**.

Parents may also request that their children attend part-time until later in the

school year, but not beyond the point at which they reach compulsory school age.

If a parent would like to request a deferred admission or part-time attendance, they must discuss this first with the academy where their child has been allocated a place. This discussion should take place before the end of the summer term 2020 (unless the application is late and the place has to be allocated after the end of 2019/20 school year).

Children with special educational needs

If a child has an Education, Health and Care Plan (EHCP), an application form should not be completed as a school place will be identified through a separate process.

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

Oversubscription criteria for the 2020/21 academic year

If, after the admission of children with an Education, Health and Care Plan where the academy is named in the 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 2020/2021 school year:

Rank	Description
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 or special guardianship order) immediately after being in care.
2(a)	Children who are attending Biscovey Nursery and Infant School (applies to Biscovey Academy only)
2(b)	Children who are attending Bude Primary Academy - Infants (applies to Bude Primary Academy-Juniors only)

3	Children with Siblings.
4	Religious reasons (applies to St Uny CE Academy only)
5	Children of Staff
6	All other children

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. (a) Applies to Biscovey Academy only – Children who are attending year 2 at Biscovey Nursery and Infants' **Academy**.

(b) Applies to Bude Primary Academy - Juniors only – Children who are attending year 2 at Bude Primary Academy – Infants.
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 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.

Please note that a parent must state their intention to claim priority under this criterion on their application form and must submit separate evidence of their employment status by e-mail or post to the Schools Admission Team by 15 January 2020.

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 **academies will use the Local Authority's Random Allocation Protocol, supervised** by an independent person. This Protocol is 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. 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.

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 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 (in consultation with Cornwall Council).

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

Waiting Lists

Waiting lists will be maintained (by the Local Authority on behalf of Aspire Academy Trust) for the whole of the academic year for all oversubscribed year groups. 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.

Children with an EHCP, 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.

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 head teacher/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 head teacher/Principal of the academy and will delegate the decision to that head teacher/Principal where the head teacher/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 or Bude Primary Academy – Juniors (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. Further details and a timeline **can be found in the Local Authority's Co-ordinated Admissions Schemes**. The determination of the appeal panel will be made in accordance with the Code and is binding on all parties. Paper appeal forms are available during term time only and should be requested from and returned to the Secretary of the relevant Academy. Appeal forms are also available online via **Cornwall Council's website and parents will be advised how to submit an appeal** electronically when they are sent their school offer letter.

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 the 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: Autumn Term 2018

Second draft: 01 February 2019

Determined by AAT on 27 February 2019

Next review date: Autumn term 2019



Aspire Academy Trust's Admission Arrangements for the 2020/21 Academic Year

Responsibility for admissions

The Directors of Aspire Academy Trust (AAT) are responsible for admissions to 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, participation in the **Local Authority's Fair Access Protocol** and adherence to Cornwall Council's coordinated 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 (Cornwall Council). Closing dates and other details about the application process will be stated in those Schemes.

Member academies and their Published Admission Numbers

Academy	Published Admission Number
Biscovey Nursery and Infants' Academy	90
Biscovey Academy	90
Bude Primary Academy - Infants	90*
Bude Primary Academy - Juniors	90**
Bugle School	30
Connor Downs Academy	30
Cusgarne Primary School	14



Delabole Primary School	20
Indian Queens Primary School	60
Mawgan-in-Pydar School	17
Mount Hawke Academy	45
Padstow School	30
Penryn Primary Academy	60***
Probus Primary School	30
Sandy Hill Academy	60
Shortlanesend School	20****
St Breock Primary School	30
St Mawes School	7
St Minver School	30
St Stephen Churchtown Academy	45
St Uny CE Academy	45
Summercourt Academy	17
Tintagel Primary School	17
Treverbyn Academy	30
Truro Learning Academy	30
Warbstow Primary School	15
Whitemoor Academy	17

* Increased from 60 ** Increased from 70

*** Reduced from 75 **** Increased from 17

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.

How to apply for a place at an Aspire Academy

All applications for places in reception, year 3 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**.

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.

Admission Dates for Reception 2020/21 (does not apply to Biscovey Academy or Bude Primary Academy – Juniors)

Children having their 5th birthday between 01 September 2020 and 31 August 2021 are entitled to full time admission to a Reception Class in September 2020.

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.

Parents may request that a reception place can be held open until January 2021 for children born between 01 September 2015 and 31 December 2015 and until April 2021 for children born between 01 January 2016 and 31 August 2016. (Although children born between 01 April 2016 and 31 August 2016 are not of compulsory school age until September 2021, a school place may not be held open from one school year to the next.) **This is called a "deferred admission"**.

Parents may also request that their children attend part-time until later in the

school year, but not beyond the point at which they reach compulsory school age.

If a parent would like to request a deferred admission or part-time attendance, they must discuss this first with the academy where their child has been allocated a place. This discussion should take place before the end of the summer term 2020 (unless the application is late and the place has to be allocated after the end of 2019/20 school year).

Children with special educational needs

If a child has an Education, Health and Care Plan (EHCP), an application form should not be completed as a school place will be identified through a separate process.

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

Oversubscription criteria for the 2020/21 academic year

If, after the admission of children with an Education, Health and Care Plan where the academy is named in the 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 2020/2021 school year:

Rank	Description
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 or special guardianship order) immediately after being in care.
2(a)	Children who are attending Biscovey Nursery and Infant School (applies to Biscovey Academy only)
2(b)	Children who are attending Bude Primary Academy - Infants (applies to Bude Primary Academy-Juniors only)

3	Children with Siblings.
4	Religious reasons (applies to St Uny CE Academy only)
5	Children of Staff
6	All other children

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. (a) Applies to Biscovey Academy only – Children who are attending year 2 at Biscovey Nursery and Infants' **Academy**.

(b) Applies to Bude Primary Academy - Juniors only – Children who are attending year 2 at Bude Primary Academy – Infants.
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 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.

Please note that a parent must state their intention to claim priority under this criterion on their application form and must submit separate evidence of their employment status by e-mail or post to the Schools Admission Team by 15 January 2020.

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 academies will use the Local Authority's Random Allocation Protocol, supervised by an independent person.** This Protocol is 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. 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.

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 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 (in consultation with Cornwall Council).

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

Waiting Lists

Waiting lists will be maintained (by the Local Authority on behalf of Aspire Academy Trust) for the whole of the academic year for all oversubscribed year groups. 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.

Children with an EHCP, 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.

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 head teacher/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 head teacher/Principal of the academy and will delegate the decision to that head teacher/Principal where the head teacher/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 or Bude Primary Academy – Juniors (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. Further details and a timeline **can be found in the Local Authority's Co-ordinated Admissions Schemes**. The determination of the appeal panel will be made in accordance with the Code and is binding on all parties. Paper appeal forms are available during term time only and should be requested from and returned to the Secretary of the relevant Academy. Appeal forms are also available online via **Cornwall Council's website and parents will be advised how to submit an appeal** electronically when they are sent their school offer letter.

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 the 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: Autumn Term 2018

Second draft: 01 February 2019

Determined by AAT on 27 February 2019

Next review date: Autumn term 2019



Admissions Policy 2020 - 2021

NEWQUAY JUNIOR ACADEMY

Author: Craig Hayes

Adopted by (body): Local Governing Body

Approved (date): 22/01/19

Review date: 01/04/21



Table of Contents

1.	Introduction
1.1	Definitions
2.	Admission
3.	Application Procedures
4.	Priority Criteria -Years 3, 4, 5 and 6
4.1	First Priority
4.2	Second Priority
4.3	Third Priority
4.4	Fourth Priority
4.5	Fifth Priority
5.	In Year Admissions
6.	General Information
6.1	Allocation to Alternative Year Group
6.2	Requests to Transfer Schools
6.3	Single School Equality Scheme
6.4	Free School Transport
6.5	Admission Outside Normal Age Group
7.	Appeals
8.	Children of UK Service Personnel (UK Armed Forces)
9.	Children from Overseas
10.	Further Information
11.	Notes

1. INTRODUCTION

The Directors of Newquay Education Trust is the admission authority for the academy. This means that it is the Board of Directors that sets and applies the Admissions Policy for the academy. All decisions regarding the admission of children into the academy are made by a committee of the Board. In determining the Admissions Policy the academy complies with current legislation.

Newquay Junior Academy ("the academy") is approved by the Secretary of State for Education to admit up to a certain maximum number of children in each of the year groups: Year 3, Year 4, Year 5 and Year 6. This published admission number (PAN) is 120 pupils per year group.

The academy has a set limit beyond which it cannot function efficiently; pupil/teacher ratios will become unacceptable and the academy may not comply with various health and safety regulations. In order to allocate places on a fair basis to all, we have formalised the admissions procedure and clearly defined the method of prioritising in the event of over subscription.

In writing this policy we have taken into account the DfE's Admission Code which came into effect in 2014.

The academy places no constraints on who may apply for entrance to the academy and all applications will be considered and processed in accordance with the guidelines in this document. Children will be admitted without reference to ability or aptitude.

This document sets out to clearly state the following regarding admission to Newquay Junior Academy:

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

1.1. DEFINITIONS Throughout this document the following definitions apply:

"Parent" is defined as the parent/s or guardian/s of the child.

"Brother or Sister" is defined as children aged 4 to 16, living in the same family unit. 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 where their parents are married or live as partners would be counted as siblings, regardless of their actual relationship to each other.

"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).

"Home Address" is to be taken as the address of the adult/s with parental responsibility with whom 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 pupil 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 3 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 LA Admissions Team or the school. 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.

“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 or her fifth birthday (unless a child is educated otherwise). Compulsory school age ceases on the last Friday in June in the school year in which the child reaches the age of 16.

2. ADMISSION CRITERIA FOR YEAR 3 – SEPTEMBER INTAKE

In order to qualify for entry into a Year 3 class children must have reached the age of seven by the 31st August in that year.

3. APPLICATION PROCEDURES

The application process for admissions into Year 3 is co-ordinated by Cornwall Local Authority (LA), which acts on behalf of the Governing Body to offer places at the Academy. Parents should apply online at www.cornwall.gov.uk/admissions or submit a Cornwall Application Form available from the Academy or from the LA Admissions Team, no later than the national closing date. Offer letters will be issued by the LA on the published offer date. Late applications, (those submitted after the national closing date), will also be handled by the LA Admissions Team.

Parents wishing to visit the Academy 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 the admissions process. All parents are advised to read the LA booklet for parents on primary admissions before submitting an application.

4. PRIORITY CRITERIA – YEARS 3, 4, 5 AND 6

Why does Newquay Junior Academy need priority criteria?

There are occasions when we receive more applications than there are places available. This can occur when applying for a place in year 3 or an in year admission to years 4, 5 and 6. When this situation arises Newquay Junior Academy applies the criteria detailed in this section.

Children who have an Education, Health and Care Plan that names the academy must be admitted. NB. Those children with an Education, Health and Care Plan that does not name the academy will be referred to the Statutory SEN Service at Cornwall Council to determine an appropriate place.

For all other children the following priority order will be used to decide which children should occupy any vacant places in Years 3, 4, 5 and 6 at the academy for each school year.

4.1. FIRST PRIORITY - Children in Care, also known as Looked After children (LAC). The DfE's Admission Code extends this to children who were looked after, but immediately after being looked after became subject to a Child Arrangement Order, Special Guardianship order or Adoption Order.

4.2. SECOND PRIORITY - Children who have a brother or sister, (as defined earlier in the policy), at Newquay Junior Academy, at the date of admission.

4.3. THIRD PRIORITY - Children who were educated at Trenance Learning Academy at the time of normal application.

4.4. FOURTH PRIORITY - Children of staff who have been employed by Newquay Education Trust for at least 2 years from the date of application.

4.5. FIFTH PRIORITY - In the event that there are more children in any category than there are places available, places will be prioritised and awarded to children who live nearest the academy. The distance, for admissions purposes, is measured using the straight line measurement from the centre point of the main building of the home to the centre point of the main gate of the school as determined by using the following website to measure accurately the distance between the two points:

<https://www.freemaptools.com/distance-between-uk-postcodes.htm>

For families who live outside the area covered by the mapping system, distances are determined using a combination of local maps and on-line resources.

Whilst we are committed to complying with parental preference in respect of parents living within and outside the local area, if you are planning to move into the local area, your application for a place for your child will not be given the 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.

5. IN YEAR ADMISSIONS

Applications for a pupil place after the start of the school year, or for any other year group, are processed by Cornwall Local Authority (LA), which acts on behalf of the governing body. The LA will contact the academy to check whether there are spaces in the relevant year group. Parents should apply online at www.cornwall.gov.uk/admissions or submit a Cornwall Application Form available from the academy or from the LA Admissions Team. Offer 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 Newquay Junior Academy is offered, parents are asked to contact the academy so that relevant paperwork may be completed, and both a visit to the child's new class and a start date can be agreed. Parents wishing to visit the academy prior to submitting an application are welcome to do so.

There are occasions when we receive more applications than there are places available. When this situation arises Newquay Junior Academy applies the criteria detailed in section 4 of this policy.

Where the academy is unable to meet the preferences expressed the parents will be referred to the local authority for further advice on places available in other schools.

In this situation the child's details will be held on a reserve list by the academy for a minimum period of one term following the unsuccessful application.

6. GENERAL INFORMATION

6.1. ALLOCATION TO ALTERNATIVE YEAR GROUP

If there is no place available in a child's year group, the academy will not allocate a place in another year group. This is not considered to be in the best interests of the child or other children in the class.

6.2. REQUESTS TO TRANSFER SCHOOLS

The academy 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 Headteacher of the child's school. It is better to address the problem and seek a solution rather than transfer schools.

6.3. SINGLE SCHOOL EQUALITY SCHEME

It is the academy's 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, any one involved in the process from a particular social or racial group, religion or belief, sex or a child with a disability or special educational needs.

6.4 FREE SCHOOL TRANSPORT

For the purpose of providing assistance with home to school transport, the LA has a defined catchment area (or designated area) for the academy, although the academy does not use a defined catchment area for the admission process. Any child living within the LA defined area, but more than two miles from the academy, should visit www.cornwall.gov.uk/schooltransport for more information.

6.5 ADMISSION OUTSIDE THE NORMAL AGE GROUP

Although most children will be admitted to Newquay Junior Academy with their own age group, from time to time parents seek places outside their normal age group for gifted and talented children or those who have experienced problems or missed part of the year, often due to ill health. While it would not normally be appropriate for a child to be placed in a year group that is not concurrent with their chronological age, the academy will consider these requests carefully and will make a decision based on the particular circumstances of each case. Requests should be made in writing to the Headteacher. The Admissions Code 2014 makes it clear that admission authorities 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 will include taking account of:

- the parents' view;
- the views of the Headteacher;
- 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 been previously 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.

7. APPEALS

If you are not offered a place at our academy you have the right to appeal to an independent panel and should contact the academy for the relevant papers if they are not available from the LA. Please use the LA Admission Online Appeal Form.

8. CHILDREN OF UK SERVICE PERSONNEL (UK ARMED FORCES)

For families of service personnel with a confirmed posting to the Newquay 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's commitment to removing disadvantage for service children

9. CHILDREN FROM OVERSEAS

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

10. FURTHER INFORMATION

All parents are advised to read the LA booklet for parents on primary admissions. For further information, please contact either:

- the LA Admissions Team Tel: 03001234101
E-mail: admissionsandtransport@cornwall.gov.uk

Or

- Mrs Andrea Grace, Academy Admissions and Induction Officer Tel: 01637 874543 (Office)
E-mail: secretary@newquayjunior.net

11. NOTES

Note 1: The Admissions Committee, comprising the Headteacher, Head of Admissions and an Academy Director, will consider Applications. The Committee will decide whether the applicant should be given priority under this category.

Policy agreed by NET Board of Directors' QA Committee on 30th January 2018
Net review date: Spring Term 2019



Should you require further information, please contact
the **Policies Manager for NET.**

Newquay Education Trust (NET)

c/o Newquay Tretherras

Trevenson Road

Newquay

Cornwall

TR7 3BH

Telephone: **01637 872080**

Email: policies@newquayeducationtrust.net

www.newquayeducationtrust.net



Admissions Arrangements 2020/21

Approved by:	Board of Directors	Date: February 2018
Last reviewed:	N/A	
Next review due by:	February 2020 for 2021/22 arrangements	

Introduction

The Directors of The Rainbow Multi Academy Trust have been delegated the task of managing the admissions for all member academies. They will operate an admissions policy which ensures that all applications for admission to the Rainbow academies are dealt with in accordance with the requirements of the School Admissions and Appeals Codes.

All decisions regarding admission to each academy are the responsibility of The Rainbow Multi Academy Trust. However, it should be noted that Cornwall Council has a statutory duty to coordinate the admissions process for reception and junior school year 3 applications.

Each Academy 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.

Applications for in year admissions should be made directly to the Local Authority and applications for Nursery classes should be made to the Academy (St Meriadoc Infant Academy and Troon School only) on one of our Admission to Nursery forms.

PAN- Main School

Academy	Published Admission Number
Penponds School	15
St Meriadoc Infant Academy	60
St Meriadoc Junior Academy	60
Troon School	25

Applying for a place

Application for a Nursery place (St Meriadoc Infant Academy and Troon School only)

For applications to one of our Nursery classes an 'Expression of Interest for the Admission to Nursery' form should be completed and returned to the school. Admission to our nursery can take place at any time between your child's second birthday (St Meriadoc Infant Academy) or third birthday (Troon School) and the end of the Summer term before their fifth birthday.

Application for a school place

Penponds School

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. The closing date for receipt of applications

for admission to a reception class during 2020/2021 school year will be outlined in the Local Authority's Co-ordinated Admissions Scheme.

St Meriadoc Infant and Junior Academy

If your child already attends the Nursery we would normally expect him/her to continue his/her education through into the Academy and later, into the Junior Academy. **However, entry into Reception year and year 3 is not automatic, even if your child attends the nursery or year 2 and a separate application must be made following the guidance above.**

Troon School

If your child already attends the Nursery we would normally expect him/her to continue his/her education through the Academy. **Entry into Reception year is not automatic, even if your child attends the nursery and a separate application must be made following the guidance above.**

Children with special educational needs

If your child has an Education, Health and Care Plan (EHC Plan) 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

Nursery (St Meriadoc Infant Academy and Troon School only)

The Academy will allocate a place within our Nursery if the applicant is of the appropriate age and would like to start at point of application.

Year R/Year 3 (St Meriadoc Junior Academy)

Parents/carers will be notified of the outcome of their application for a place in reception/ year 3 in line with the timetable outlined by the Local Authority in their admissions scheme.

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.

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

Places will be allocated up to each academy's PAN. In the event that more applications are received than places available, the oversubscription criteria listed later in this policy will be used to decide on allocations. If the school is not oversubscribed, all applicants will be admitted. In the event of over subscription and a place being refused, parents/carers are given the right of appeal.

Applications for other year groups (in-year applications)

An "in-year" application is an application for a place in years 1 to 6 (with the exception of year 3 for St Meriadoc Junior Academy) for the 2020/21 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 2020/21 reception year (or year 3 at St Meriadoc Junior Academy) if the application is made after the autumn term 2020 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.

Deferred/Delayed entry

The government has now made it a legal requirement that all children can be admitted to 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.

Waiting lists

Nursery

If the applicant is not of the appropriate age or the required admission date is not immediate, the applicant will take a position on a waiting list. This does not mean that the space will be held for the applicant and it is possible that spaces may be filled by another applicants of appropriate age and need. No priority is given to the length of time that a child has been on the list.

School

Waiting lists will be maintained (by the Local Authority on behalf of The Rainbow Multi Academy Trust) for each year group, Reception-year 6. Parents/carers can request that their child is added to this list if they are refused a place. As each child is added to the waiting list and additional information received about applications, 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.

Children with an Education, Health and Care Plan that names the school, 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.

Oversubscription criteria

If, after the admission of children with an Education, Health and Care Plan where the academy is named in the Plan, an academy is oversubscribed, the order of 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 2020/2021 school year:

Rank	Description
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 attending St Meriadoc Infant Academy (applies to St Meriadoc Junior Academy only)
3	Children with siblings attending the academy at the proposed time of admission. In the case of St Meriadoc Junior Academy, the sibling can be at St Meriadoc Infant Academy.
4	Children who live within the designated area of the school, as defined by the Local Authority (in the case of Penponds and Troon School) or Truro Diocese (in the case of St Meriadoc Infant and Junior Academy), 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 2020/21 school year. If there are more designated area children wanting places than there are places available after the allocation of children under criterion 4, criterion 5 to 6 will be used to decide which of these children should have priority for admission.
5	Children attending the academy's nursery class (applies to St Meriadoc Infant Academy and Troon School only)
6	All other children

Appeals

Applicants refused a place at the school have the right of appeal (see appendix A for Appeals Timetable). Appeals are heard by an independent appeals panel arranged by the Local Authority on behalf of the Academy. 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.

Applicants can only appeal again for a place at the same academy for the same academic year if The Rainbow Multi Academy Trust 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 the 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.

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).

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).

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 Academy 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, the Academy 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.

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 straight-line measurement as determined by Capita One and supported by Cornwall Council's nominated Geographical Information System. 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.

Designated Areas

The LA designated areas can be viewed at www.cornwall.gov.uk/admissions

St Meriadoc Infant and Junior Academy are Deanery academies with catchment areas that can include Carnmarth North Deanery comprising the following churches - Camborne,

Chacewater, Crowan, St Day, Gwennap, Illogan, Lanner, Penponds, Redruth, Stithians with Perranarworthal, Treleigh, Treslothan and Tuckingmill. Please contact each academy for further information.

Appendix A

Appeals Timetable 2020-2021

(Taken from Schedule 2 of the LA Coordinated Admissions Scheme)

Date	Action
16th April 2020	National offer date. Notification of school allocation to be sent to parents by the LA.
15th May 2020	Parents to submit appeals or requests for their children to remain on waiting lists (round one applications).
June 2020	Within 20 school days of notification of round two allocations, parents to submit appeals or requests for their children to remain on waiting lists. Appeals must then be heard within 40 school days of this deadline.
June 2020	Appeals will take place (mainly for on-time refusals).
July 2020	Appeals will take place (mainly for round two refusals).
July/August 2020	Appeals will take place (mainly for refusals after round two).
31st August 2020	Scheme closes.



Trewirgie Junior School

Admissions Policy 2020 - 2021

Revised by the Governing Body

Autumn 2018

Meeting your communication needs:

We want to ensure that your needs are met. If you would like this information on audio type, in Braille, large print, any other format or interpreted in a language other than English, please contact the school office.

Contents

	Page
1. Introduction	2
2. Definitions	2
3. Admission Criteria	5
4. Application Procedures	5
5. Priority Criteria	7

1. Introduction

The Governing Body of Trewirgie Junior School is the Admission Authority for the School. This means that it is the Governing Body that sets and applies the Admissions Policy for the School. All decisions regarding the admission of children into the School are made by a sub-committee of the Governing Body. In determining the Admission Policy the School complies with current legislation. Trewirgie Junior School ("the School") is approved by the Secretary of State for Education to admit up to a maximum number of children in each of the four year groups: Year 3, Year 4, Year 5 and Year 6. This figure is set at 90 children per year group, (a year group is then divided into three classes with each class having a maximum of 30 children).

The School has, in the past, had several occasions when we have been unable to offer places to all parents wishing their child to attend the School. It is unfortunate when this occurs, but the School has a set limit beyond which it cannot function efficiently, pupil/teacher ratios will become unacceptable and the School may not comply with various regulations, health and safety etc. In order to allocate places on a fair basis to all, we have formalised the admissions procedure and clearly defined the method of prioritising in the event of over subscription. The School places no constraints on who may apply for entrance to the School and all applications will be considered and processed in accordance with the guidelines in this document. Children will be admitted without reference to ability or aptitude. This document sets out to clearly state the following regarding admission to Trewirgie Junior School:-

2. Definitions

Throughout this document the following definitions apply:-

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

'Brothers or Sisters –sibling connection'

For admissions purposes the School considers the following a sibling:

- A brother or sister who share the same parents
- A half brother or sister, where two children share one common parent

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

The School does not consider these as siblings:-

- Cousins or other family relationships not included above.
- Siblings who are not registered at either Trewirgie Infant School or Trewirgie Junior School at the 1st of September 2016.

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

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 'residence 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' This is defined as the child's permanent place of residence which is deemed to be the residential property at which the child normally and habitually resides with the person or persons having parental responsibility for the child at the time of completion of the application form. If a child's parents live at separate addresses, whichever of the two addresses the child permanently spends at least three school nights i.e. Sunday, Monday, Tuesday, Wednesday or Thursday, will be taken as the place of residence. Addresses of relatives or friends will not be considered as the place of residence even when the child stays there for all or part of the week.

Proof of permanent residence (minimum twelve months tenancy agreement from date of application in the case of rented accommodation) and other evidence from the court regarding parental responsibilities in these matters may be required. Where a child is resident at two addresses for an equal amount of time, the child's permanent place of residence will be taken as the address shown on the child benefit letter. Places cannot be allocated on the basis of intended future changes of address, unless house moves have been confirmed through the exchange of contracts, or the signing of a

formal lease agreement. A temporary address will only be used for allocation purposes where no permanent address is available.

'Catchment Area' Details of the school's defined catchment area can be found on the school's website, obtained from the school office or contacting the Local Authority admission team.

3. Admission Criteria for Year 3 - September intake

In order to qualify for entry into Year 3 children must have reached the age of seven by the 31st of August in that year.

The application process for admissions into Year 3, (the initial year of entry), is co-ordinated by Cornwall Council Local Authority (LA), which acts on behalf of the Governing Body to offer places at the School.

Parents should apply online at www.cornwall.gov.uk/admissions or submit a Cornwall Council Application Form available from the School or from the LA Admissions Team, no later than the national closing date. Offer letters will be issued by the LA on the published offer date. Late applications, (those submitted after the national closing date), will also be handled by the LA Admissions Team.

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

4. Application Procedures

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

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

Applications for a placement outside the normal age group can be made if, for example, a child is gifted and talented or has experienced problems such as ill health. Parents should contact the Headteacher initially and the admission authority will make decisions on the basis of each individual set of circumstances and in the best interests of the child concerned.

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

The appeals panel can only overturn the decision to refuse a place if you are able to show that:-

1. The child would have been offered a place if the admission arrangements had been properly implemented;
- or
2. The child would have been offered a place if the arrangements had not been contrary to mandatory provisions in the School Admissions Code and the School Standards Framework Act (SSFA) 1998;
- or
3. The decision to refuse a place was not one which a reasonable admission authority would have made in the circumstances of the case;

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

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

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.

5. Priority Criteria

In the event of oversubscription with any of the criteria listed below, preference will be given to applicants who live closest to the School using Ordnance Survey maps measured in a straight line between your home address (usually the centre of the main building of the property) and the main gate of the School.

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).

Where two or more pupils are equal in all respects and it is therefore not possible to differentiate between them, a method of random allocation by drawing lots will be used to allocate places (supervised by someone independent of our School).

If the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan where the school is named, priority for admission will be given to those children who meet the criteria set out below, in order.

1. Looked after children (including previously looked after children)
2. Children who, at the closing date for application, live within the catchment area, whose parents have requested a place at the School and who at the time of admission will have a brother or sister attending Trewirgie Junior School or Trewirgie Infants' School.
3. Children who at the closing date for application live outside the catchment area, whose parents have requested a place at the School and who at the time of admission will have a brother or sister attending Trewirgie Junior School or Trewirgie Infants' School.
4. Children who at the closing date for application live **within** the catchment area, whose parents have requested a place at the School.
5. Children who at the closing date for application live **outside** the catchment area, whose parents have requested a place at the School.

Withdrawing an offer of a place

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

All applications are to be made through:
School Admissions Team, New County Hall, Truro, TR1
3AY, schooladmissions@cornwall.gov.uk 0300 1234
101 www.cornwall.gov.uk/admissions