



ARCHBISHOP BENSON C of E SCHOOL

Admission Procedures 2020/2021

Chair of Governors

Andrew Gendall

Democracy

**The Rule
of Law**

**Individual
Liberty**

**Mutual
respect**

Tolerance

ADMISSION PROCEDURES 2020 -2021

(Where words are followed with an asterisk, please refer to the Notes & Definitions section at the back of the policy)

Introduction:

Archbishop Benson CoE School is an academy. The Governing Board is the Admission Authority for the school and has a Committee established to deal with all matters relating to admissions.

The school 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

Governors will operate an equal preference policy. All applications for admission to the school will be dealt with individually, equally and fairly, irrespective of race, sex, ability or family background.

Archbishop Benson Church of England (C of E) school is a church school situated within the Deanery of Powder. The Deanery of Powder refers to a variety of parishes encompassed within a local area and presided over by the rural Dean. A list of parishes which fall within the Deanery of Powder, with a map, can be found on the school website <http://www.archbishop-benson.cornwall.sch.uk/home>

Vision:

"With fun and Learning, hand in hand, all things are possible".
John10:10 – "I have come that you may have life and have it to the full"

Aims:

To help fulfil this vision the school has the following aims:

- To enable each child to achieve his or her full potential in levels of academic maturity, creativity, spirituality, physical development and independence
- To educate pupils in the principles of the Christian faith, promoting respect for moral values, differing races, religions and ways of life
- To awaken and develop every child's sense of self worth
- To develop respect, commitment and responsibility for others, to equip children to be able to make a positive contribution to the community in which they live
- To provide a wide variety of activities, visits and special events which enrich children's learning

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

However, if your child has an Education, Health and Care Plan, 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 that names the school will be admitted regardless of the number on roll in the year group.
- 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 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.
- The published admission number (PAN) for Reception in 2020/21 will be 60 pupil places. 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. If the school is not oversubscribed, all applicants will be admitted.

Oversubscription Criteria

In the event of there being more than 60 applications for Reception places in year for the 2020/21 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 that names the school:

- (1) Children in care* and children who were previously in care* but immediately after being in care became subject to an Adoption, Child Arrangement, or Special Guardianship Order.
- (2) Siblings* of pupils who will be attending the school at the proposed date of admission.
- (3) Children of families* who regularly attend a Christian Church which subscribes to the Trinitarian formula of faith. This must be supported by a letter from the parish priest/minister.
Please note that the supportive letter must be submitted by the application deadline, **to the school** and not to the local authority.
- (4) Children of families* of other world faiths, supported by a letter from their religious leader.
- (5) All other applicants

Tie Breaker.

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. 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. 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.

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. This process will be independently verified.

Deferred Admissions

All children are entitled to start school full-time in the September following their fourth birthday. However, parents/carers 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.

Timetable for applications

The timetable for applications and notification will be as stated on the LA's School Admissions Team web page (www.cornwall.gov.uk/admissions) and in the LA online application form

All applications will only be valid if submitted via the LA online application form. Advice and assistance can be provided by the School Admissions Team (www.cornwall.gov.uk/admissions) and the school office.

Late applications will be dealt with in line with the Local Authority procedures and timetable up until the end of the first full week of the Autumn term.

Admissions for Reception places should continue to be made via the Local Authority throughout the school year. Places will be offered where available or parents/carers will be offered a place on the waiting lists*. Places on the waiting list will be kept in the same priority order as the oversubscription criteria. However, 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.

Admissions for children not in Reception Classes

Applications should be made to the Local Authority via the LA online application form. Advice and assistance can be provided by the School Admissions Team (www.cornwall.gov.uk/admissions) and the school office.

Places will be offered where available or parents/carers will be offered a place on the waiting lists*. All parents/carers who are refused places have the right of appeal. Further details are available from the school administrative team.

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 Board. 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.



Notes & Definitions section (alphabetical)

Children in care and children who were previously 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)

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

Family Members

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

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.

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 or due to be on the roll of the school in question at the date of admission.

Where applications are received on behalf of '**multiple birth siblings**' (e.g. twins, triplets, etc.), if a child of multiple birth is admitted to the school as the final child then every effort will be made to offer places to their siblings at the school which may mean allocating places above the Published Admission Number 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)

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 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.

Policy monitored by	Admissions Committee
Date of adoption/last re-adoption	January 2019
Date of review	Autumn term 2019