



## The Bishops' Church of England Learning Academy

### Admissions Policy 2018-2019

***'If you have faith as small as a mustard seed,  
nothing will be impossible for you.'* Matthew 17:20  
*'Sowing the Seeds of Life-long learning'***

*Our vision is to create a welcoming and ambitious  
school with a Christian ethos where everyone is  
respected and inspired to be successful.*

1. The Local Advisory Board, on behalf of the Board of Trustees, is the Admissions Authority for the Academy (The Admissions Authority) and is responsible for all admissions to the school as part of the Local Authorities co-ordinated admission arrangements and in accordance with the DFE Admissions Code 2014.
2. Applications for all year groups, except the Nursery, are co-ordinated by the Local Authority. This means that parents must apply to the Local Authority for a place at The Bishops Learning Academy using the Common Application Form which must be returned to the Local Authority as specified on the form. Alternatively parents can apply on line directly to the Local Authority at: [www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions).
3. Our published admissions number for each class is 30, although for 2018/9 we have agreed an operational in year capacity change to 45 with the Local Authority.
4. If the Academy is not oversubscribed all applicants will be offered a place.
5. When applications outnumber the vacant places available, then the Governors' Admissions panel are delegated to deal with admissions following the priority of the admissions criteria. The Governors operate an equal preference system. Prior to the proper consideration of an application by the appropriate personnel, no person, Governor or otherwise, shall intimate in any way to any parent that the admission of a child is guaranteed.

#### **Criteria for Admission 2018/19 in order of priority:**

- i. Child with a Statement of Special Educational Needs (Education, Health and Care Plan).
- ii. 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.
- iii. Brother or sister attending the school at the date of admission (Includes half-sisters/ brothers and step-sisters/brothers living in the same family home).

- iv. Parents' Christian Commitment. Priority will be given to parents who attend an Anglican Church and after this to parents who attend a Christian Church that is part of Churches Together or the Evangelical Alliance. Parents should obtain a copy of the school's Supplementary Information Form from the school office to make this commitment clear. Parents are welcome to make an appointment to see our chaplain to discuss this.
  - v. Children who attend our Nursery.
  - vi. Children with a written recommendation from a health professional or educational psychologist that non-placement will produce medical or psychological harm.
  - vii. All other children.
6. The Learning Academy Trust, in the event of any discrepancy regarding the child's place of residence, may require proof of residence. The Learning Academy Trust reserves the right to withdraw the offer of a place should it become apparent that such proof of residence is unsubstantiated. The parent retains the right to appeal against this decision following the appeal procedure (see below).
- Please note that when parents live separately, the child's home address will be the address at which the child usually lives and travels to school from. If the child lives equally at each parent's address, then it is the parents' responsibility to make this clear on the application form. If they cannot agree, then the Admissions Committee at The Learning Academy Trust will use the address of the parent who is claiming the Child Benefit Allowance as the child's home address. Parents may be asked to provide acceptable proof that this is the case. The home address of a relative/carer other than a parent may be used if it can be demonstrated, through official documentation or court order that the child spends the school week with that relative/carer. However, this will only be acceptable with the explicit agreement of The Learning Academy Trust School Admissions Committee.
7. In the event of two or more children having equal priority for a place at the Academy, the following home to school distance tie-break applies.
- Home to school distances used for tie-breaking will be measured by a straight-line measurement as determined by Capita One and supported by Cornwall Council's nominated Geographical Information System (currently DataMap). Measurements will be between your home address (the centre of the main building of the property) and the main gate of the Academy (as determined by Cornwall Council). Priority will be given to the child who lives nearer to the academy.
- Distances used to determine nearest school with room (i.e. where it is not possible to offer a place at a preferred school) and for establishing transport entitlements will be measured by the nearest available route as determined by Cornwall Council's nominated Geographic Information System software (currently DataMap).
- If a tie break situation still remains after applying distance from home to Academy then the LAs Random Allocation Protocol will be applied – this information is available on request from Education, Access and Sufficiency Department, Cornwall Council, West 3, New County Hall, Truro, TR1 3AY.
8. If the School is oversubscribed, after the admission of pupils with a Statement of Special Educational Needs (Education, Health and Care Plan) where the school is named in the Statement or Plan, there is a waiting list in operation for each class. If a place becomes vacant, parents are contacted to see whether they still require the place. All applications are then considered using our admissions 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 preference over any child already on the waiting list.

9. The procedures and timetable for admission to Reception each year, including the timetable for late applications, will be as outlined in Cornwall Council's Reception Admissions Booklet which is available on the County Council's website, from where an online application can be made: [www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions). The deadline for applications for a place in Reception in September 2018 is 15 January 2018.
10. Appeals procedure: Parents/guardians who want to appeal against the Admissions Authorities' decision not to offer their child a place at the Academy must appeal directly to the Academy. Appeals should be addressed to the Admissions Officer at the Academy within 20 school days of receiving the decision letter from the Local Authority. The appeal will be heard by an independent appeals panel. Parents or guardians will receive advanced notification of the date, time and place of their appeal hearing, to which they can make their case. If they wish, parents/guardians may be accompanied by an advisor or friend. Following the appeal, the Clerk to the Appeals Panel will write to parents/guardians with the decision.
11. From time to time parents seek places for children in a lower or higher age group. In most cases differentiation of the curriculum and/or additional support within their age group should usually address particular issues. Parents are encouraged to discuss any concerns with the Headteacher of the school.  
The School Admissions Code requires Admission Authorities to consider requests for admission outside the normal year group and take account of the circumstances of each case.  
The TLAT policy covering admission to a year group different to that determined by date of birth sets out the process and criteria for considering these requests. You also need to complete an Out of Year Group Application Form.  
It is important that parents who are considering applying for a year group different to that determined by Date of Birth talk to the headteacher of the local school as soon as possible as early as possible.  
All Academies within The Learning Academy Trust fully adhere to the Local Authority's Fair Access Protocol. (Details of the Fair Access Protocol are available from the Local Authority.)

**General Notes:**

1. The above criteria will be strictly applied in every case.
2. There shall be no discrimination against an application by race, gender, life style or creed (other than as stated above as this is a Church of England School).
3. No form of coercion or bribery will affect the application of the criteria.

**Review:**

*The Admissions Policy will be reviewed annually.*