



St Agnes ACE Academy

**ADMISSIONS POLICY
2018-19**

APPROVED BY THE ADMISSIONS COMMITTEE February 2016



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1. INTRODUCTION

St. Agnes ACE Academy is a member of the Atlantic Centre of Excellence Multi-Academy Trust. The ACE Trust is the admissions authority for the Academy and the responsibility is delegated to the Academy's governing body to determine its admissions arrangements. All decisions regarding the admission of children into the Academy are made by a committee of the governing body. In determining the Admissions Policy the Academy complies with current legislation.

There is a Statutory Code of Practice on School Admissions set out by the Department for Education (DFE) under the School Standards and Framework Act 1998 that states no school providing education for children up to the age of seven-years-old should exceed class sizes of 30 children. St Agnes ACE 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 three year groups: Reception, Year 1 and Year 2. This figure (the published admission number or PAN) is set at 30 children per year group. The Academy has, in the past, had several occasions when we have been unable to offer places to all parents wishing their child to attend the Academy. It is unfortunate when this occurs, but 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 St Agnes ACE 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 natural parent/s or those persons who have care 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.

A **"child in care"** is also referred to as a **"looked after child"** and is a child who is

- in the care of a local authority

or

- 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 parent(s) 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 RECEPTION YEAR - SEPTEMBER INTAKE

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

3. APPLICATION PROCEDURES

The application process for admissions into Reception Year, (the initial year of entry), is co-ordinated by Cornwall Local Authority (LA), which acts on behalf of the Governing Body to offer places at the Academy. Parents should apply online at www.cornwall.gov.uk/admissions or submit a Cornwall Application Form available 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

Children who have a statement of special educational needs or Education Health & Care Plan that names the Academy must be admitted.

For all other children the following priority order will be used to decide which children should occupy any vacant places in the Reception Year 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 all children who were previously looked after, but immediately after being looked after became subject to a Child Arrangements Order, Special Guardianship order or Adoption Order.

4.2. SECOND PRIORITY

Children who will have a brother or sister, (as defined earlier in the policy), at St Agnes ACE Academy, at the date of admission.

4.3. THIRD PRIORITY

Children of employees of the Academy at the time of admission where the member of staff has been employed at the Academy for two or more years at the time at which the application for admission is made or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

4.4 FOURTH PRIORITY

All other children.

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 school. 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 the Geographical Information System selected by the Academy. 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 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 St Agnes ACE Academy is offered, parents are asked to contact the Academy so that the 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.

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, held by the local authority on behalf of the Academy for a minimum period of one term following the unsuccessful application.

6. GENERAL INFORMATION

6.1. 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.

6.2. 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, anyone 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.

6.3 STARTING SCHOOL

Places in reception will be allocated as full time from September.

However, parents/carers are able to request that the date their child is admitted to the Academy is deferred until later in the academic year or until the term in which the child reaches compulsory school age or request that their child takes up the place part-time until they are of compulsory school age.

Parents/carers should direct any request to the Headteacher.

6.4 ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP

Parents may seek a place for their child outside of their normal age group, for example if the child is gifted and talented, or has experienced problems such as ill health. Those wishing to request placement outside the normal age group should contact the Headteacher. Such requests will be considered on a case-by-case basis and in the best interests of the child concerned. Guidance can also be found at www.cornwall.gov.uk/admissions or on request from the School Admissions Team.

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 ensure that the Academy rather than the LA Admission Appeal Form is used.

8. INFANT CLASS SIZE APPEAL PANEL

In 1998 the School Standards and Framework Act was passed which changed the legislation relating to infant class sizes. It is no longer permitted to exceed 30 children in an infant class with only one qualified teacher. If you are not offered a place at a school because of the infant class size rule, you will be offered the opportunity to have an independent appeal panel look at the decision made by the admission authority. The appeal panel can only overturn the decision to refuse a place if you are able to show that:

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

Very few infant class size appeals are successful.

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

The 'excepted' children are:

- Children admitted outside the normal admissions round with Statements of Special Educational Needs or Education, Health and Care Plans specifying a school;
- Looked after children and previously looked after children admitted outside the normal admissions round;
- Children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- Children admitted after an independent appeals panel upholds an appeal;

- Children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
- Children of UK service personnel admitted outside the normal admissions round;
- Children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;
- Children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.

9. ST. AGNES PRE-SCHOOL

St. Agnes Pre-School and St Agnes ACE Academy operate on a shared site and there is close co-operation between the two providers. However, the offer of a place at the Pre-School does **NOT** guarantee that a place in the Academy will be given nor does it imply any priority places at the Academy for older brothers or sisters. Each placement must be dealt with directly with the Academy.

10. 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.

11. 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: schooladmissions@cornwall.gov.uk

Or

- Mrs. Karen Potts, Senior School Secretary, St. Agnes ACE Academy,
Tel 01872 552648
E-mail: secretary@st-agnes.cornwall.sch.uk