

# Duloe C. of E. V.A. Junior and Infant School

## Admissions Policy 2019-20

### Introduction

This document has been produced following full consultation with the governing body, use of Diocesan guidelines, Children Services Authority (CSA) procedure, available at [www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions) and the DFE Admissions Code of Practice 2614, available at [www.gov.uk/schools-admissions](http://www.gov.uk/schools-admissions)

The governors at Duloe School are the admissions authority to the school, operating an equal preference scheme. The Governors agree to applications, procedures and timetables as noted in the CSA Co-ordinated Admissions Scheme.

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

### Age of Admission

Children are required by law to receive full time education from the beginning of the term after they reach the age of five.

The government has made it a legal requirement (from September 2011) for all children to be able to be admitted to school full-time in the September of their reception year, but with parents having the right to request part-time or deferred admission until their children are of compulsory school age, although they still cannot defer beyond the summer term of their reception year.

### Placement outside the normal age group

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

### The Number of Children who can be admitted

The Published Admission Number (PAN) for September 2019 is 12

### Application Procedure

Applications must be made using a Common Application Form (CAF) contained in the booklet - Reception Class 2019/20. Places can only be allocated using the information on the CAF. An interest may already have been registered at the school. Nevertheless, the CAF must still be sent in. Even if the child has been attending our playgroup sessions, a CAF must be submitted before the designated date.

- Applications for all year groups except Duloe Pre-School are co-ordinated by the Local Authority. The same policy in terms of over subscription applies to the Pre-School.

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- Pupils in the Pre-School will have to apply for a place in Reception along with pupils from the school using the online admissions form, as we are part of the coordinated admissions process. The same admissions criteria will be applied to all applications.

The closing date for receipt of applications is as stated in the CSA booklet.

Parents will be sent a notification of the outcome of their application for a place at Duloe School as stated in the timetable set out in the CSA booklet.

#### Over-subscription Criteria for Admissions

If there are more applicants than places available in the school, the governors will strictly apply the following criteria in deciding which children to admit. The Governors operate an 'equal preference scheme' in line with the School Admission Code.

A full list of applicants and their details will be presented to the Governors Admission Panel of the Governing Body. The LA will provide the school with a list of who have applied to the school.

The following over subscription criteria will be used to prioritise applications, after the admission of children whose Statement of Special Educational Needs or Education Health and Care Plan names the school.

#### The admission criteria to be used are the following:

- 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. 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) Children with an unequivocal professional recommendation from a school medical officer, educational psychologist or social worker that non-placement will produce medical (in the case of a doctor) or psychological (in the case of a psychologist) or social (in the case of a social worker) harm. Written evidence of any professional recommendation must be made available to the school.
- 3) Children who are resident in the designated area of the school or where parents can provide evidence that the children will be living in the area by the date when admission is required.
- 4) Children with siblings attending the school at the proposed date of entry. *Parents/ family members are defined as; a parent who has parental responsibility or is the legal guardian of the child. 'Family members' include only parents, as defined above and siblings.*
- 5) All other children

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**Tie Breaker.**

If the criteria above leave more children with an equal claim than places available, the following tie-breaker will be used: priority will be given to the child who lives nearer to the School.

This will be measured by a straight-line measurement from the home front door to the main school gate and will be determined by Cornwall Councils nominated Geographical Information System (ArcMap).

The Governing Body in partnership with the C.S.A. will maintain waiting lists for admissions to the reception year for all oversubscribed schools, including Duloe (if necessary).

Children will be listed in priority order according to the school's oversubscription criteria, although children who are the subject of a direction by the local authority or who are allocated to the school in accordance with the Fair Access Protocol will take precedence over any child already on the waiting list.

The Governing Body's policy regarding the receipt of late application for reception places will be as stated by the CSA in their booklet.

All parents who are refused a place at Duloe School will have the right of appeal to an independent panel. Parents will be sent details of the appeal procedure, if requested.

Signed: A. Carter ..... Headteacher.

Signed: E. Hallworth ..... Chair of Governors

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### Appendix 1 Notes and definitions

#### 1. 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).

#### 2. Designated areas

Council has divided the County into geographical areas. Each of these areas is served by a specific primary school, or in some cases, groups of schools. These areas are called 'designated areas' (you may also have heard these areas referred to as 'catchment' areas). The designated areas used in Duloe C. of E. V.A. School oversubscription criteria will be as defined by Cornwall Council. NB: not all schools prioritise on the basis of designated area or use the Local Authority's defined area; however, entitlement to home to school transport will still be based on these areas. Your designated school will not always be the one nearest to your home address. Maps are available for all designated areas online at: [www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions) or by calling the School Admissions Team on 0300 1234 101 or emailing: [schooladmissions@cornwall.gov.uk](mailto:schooladmissions@cornwall.gov.uk). If you are planning to move into the designated area of Duloe School your application for a place for your child will not be given the priority accorded to designated area pupils without firm evidence of your new address and moving date, such as a copy of a signed and dated tenancy agreement or confirmation that contracts have been exchanged.

#### 3. 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.

#### 4. 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

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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).

### **5. Tie-breakers**

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

### **6. Final tie-breaker**

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

### **7. Distances**

Home to school distances used for tie-breaking will be measured by a straight-line measurement as determined by Capita One and supported by Cornwall Council's nominated Geographical Information System (currently DataMap). Measurements will be between your home address (the centre of the main building of the property) and the main gate of the school (as determined by Cornwall Council). Distances used to determine nearest school with room (i.e. where it is not possible to offer a place at a preferred school) and for establishing transport entitlements will be measured by the nearest available route as determined by Cornwall Council's nominated Geographic Information System software (currently DataMap).

### **8. 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

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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.

#### Contact Details:

Duloe Primary Academy  
The Green  
Duloe  
Liskeard  
Cornwall  
PL14 4PW  
01503 262059

The Diocese of Truro Diocesan Board of Education  
Diocesan House,  
Kenwyn,  
TRURO  
TR1 1JQ  
Tel. 01872 274 351

School Admissions Team  
Tel. 0300 1234 101  
<http://www.cornwall.gov.uk/admissions>

The Department for Education (Dfe)  
Tel. 0870 000 2288  
[www.dfe.gov.uk](http://www.dfe.gov.uk)