

Otterham Primary School

Admissions Policy



Admissions Policy 2019/2020

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Outline

Otterham C P School is a Cooperative Trust school and as such the admission policy is the responsibility of the single Governing Body.

The Governing Body have taken the decision to follow the Co-ordinated Admissions Policy of Cornwall Council. The school will therefore adhere to the Local Authority's Admission Policy in line with the current Admission Code. All statutory obligations defined within this code apply, including the operation of an equal preference scheme. If you have any queries about Admissions documents, please contact Cornwall Council School Admissions Team by calling 0300 1234 101.

Our current PAN for each year group is 12 pupils.

Deferred/delayed entry

All children are entitled to start 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.

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 Body. 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.

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 or Statement of Special Educational Needs 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.

Oversubscription Criteria

The following priority order will be used to decide which children should occupy any vacant places, after the admission of pupils with statements of special educational needs where the school is named in the statement:

- 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.
- 2 **Children who live in the designated area** of the preferred school or whose parents can provide evidence that they will be living in the designated area of the preferred school by the date from which admission is required.
If there are more designated area children wanting places at a school than there are places available, criteria 3 to 5 below will be used to decide which of these children should have priority for admission. If there are still places available after all the designated area children have been allocated places, criteria 3 to 5 will be used to decide which of the remaining children should have priority for any spare places.
- 3 **Children with an unequivocal professional recommendation** from a doctor, school medical officer or educational psychologist that non-placement at the preferred school would not be in the best interest of the child and that placement at the preferred school is essential. Such recommendations must be made in writing to Cornwall Council, School Admissions Team, New County Hall, Truro, TR1 3AY schooladmissions@cornwall.gov.uk 0300 1234 101 www.cornwall.gov.uk/admissions and must give full supporting reasons.
- 4 **Children with siblings** who will still be attending the preferred school at the time of their admission.
- 5 **All other children.**

Notes and definitions:

Children 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

Designated areas

Cornwall 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). 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, following the link 'What is my designated school?' or by calling the School Admissions Team on 0300 1234 101 or emailing schooladmissions@cornwall.gov.uk.

If you are planning to move into the designated area of a school, your application for a place for your child at that school 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.

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. If there is shared residence of the child or a query is raised regarding the validity of an address, it may be necessary to use the address of the person receiving child benefit for the child. If this is inconclusive, the registered address would be considered to be the address at which the child spends the majority of days during the school week. However, parents should settle any dispute prior to submitting only one application to the LA for each child.

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.

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, every effort will be made to offer places at the same school, which may mean allocating places above the Published Admission Number (PAN) where that is possible. However, where this is not possible, parents will be invited to decide which of the children should be allocated the available place.

Tie-breakers

If the criteria outlined previously leave more children with an equal claim than places available, the following tie-breakers will be used:

(i) All other children

Where two or more children fulfil the same criterion, priority will be given to the child who lives nearer to the preferred school.

(ii) 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. Cornwall Council's Random Allocation Protocol is available from the Council by request to the Admissions and Transport Team.

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).

Fair Access Protocol

All local authorities are required to have a Fair Access Protocol which applies to all schools and academies. This document sets out how the local authority and schools will ensure that, during the school year, any children without a school place can be offered a place at a suitable school as soon as possible, even if the school is full. To find out more about the Protocol visit

www.cornwall.gov.uk/admissions

or contact the School Admissions Team on 0300 1234 101.

Published Admission Numbers (PAN)

The published admission number or PAN as it is commonly referred to is the number of pupils in each year group that the admission authority has agreed will be admitted without causing problems for the school in terms of net capacity and class arrangements.

The PAN for Otterham C P School currently stands at 12.

In Year Applications

Parents can apply at any time during the school year for a place Otterham C P School in any year group YR- Y6. However it is yet to be confirmed whether the school or the Local Authority will be handling in-year applications by 2019-20.

Signed _____ (Chair of Governors)

Signed _____ (Headteacher)