



## **Mevagissey Community Primary School** **Proposed Admission Arrangements for 2018 / 19**

### **The School**

Mevagissey School is a 4-11 years mixed primary school. We are an inclusive school and welcome all applications.

The school is an academy and part of the [Peninsula Learning Trust](#) who are the Admissions Authority for the school. The Trust participates fully in Cornwall Council's Co-ordinated Admissions Scheme for starting school and applying for a place during the school year.

The Published Admission Number (PAN) for each individual year group is 20.

### **Applying for a place**

If you are applying for a place in reception class commencing September 2018 and live in Cornwall you should complete Cornwall Council's Common Application Form, available electronically at [www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions) or in paper form in their reception class prospectus

Completed forms should be returned to Cornwall Council by the date required on the form. Applicants from outside Cornwall should complete the form provided by their own council.

### **How places are allocated**

If you apply for a place in the school and the number of applications is not greater than 20 then you will be automatically offered a place. However if this number is exceeded, then after the admission of pupils where the school is named in their Statement of Special Educational Needs or Education, Health and Care Plan then the criteria below will be applied in the following order of priority:

#### **Oversubscription criteria:**

- 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. Children with siblings** who will still be attending the school at the time of their admission, **and in addition also live in the designated area** of the school, or whose parents/carers can provide evidence that they will be living in the designated area of the school by the beginning of the autumn term of the 2018/19 school year.
- 3. Any other children who live in the designated area** of the school, or whose parents/carers can provide evidence that they will be living in the designated area of the school by the beginning of the autumn term of the 2018/19 school year.

4. **Children with siblings** who will still be attending the school at the time of their admission *but live outside of the designated area.*

5. **Children of a member of staff** in the following circumstances:

- where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; *and/or*
- the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

6. **All other children.**

#### *Tie-breaker*

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

(a) Distance

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

(b) Random allocation

Should this leave children with an equal claim because distances are exactly the same, random allocation will be used to decide on priority.

#### **Notes and definitions**

##### *Children in care and children who were 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, 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).

For further information see the full [Admissions Code](#).

##### *Siblings*

'Siblings' means brothers and 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 relationships 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.

### *Multiple birth siblings*

Where applications are received on behalf of twins, triplets, etc. or brothers and sisters whose dates of birth place them in the same chronological year group, every effort will be made to offer multiple places at the school, but an offer cannot be guaranteed.

### *Designated area ('catchment' area)*

A [map of the catchment area](#) is available on the council's website.

### *Distances*

Home to school distances used for tie-breaking will be measured by a straight-line measurement as determined by Cornwall Council's nominated Geographical Information System (currently DataMap). Measurements will be between your home address using Ordnance Survey's Address Point dataset (usually the centre of the main building of the property) and the main gate of the school (as determined by Cornwall Council).

### *Home address*

Each child may have one registered address only for the purposes of determining priority for admission. This 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.

The final decision with regard to establishing the home address will rest with the Trust.

### **Late Applications**

Late applications will be processed at a later stage so it is possible that all places will have been filled. For further information please see the council's website.

If you are unsuccessful in obtaining a place at the school you can request to be placed on a waiting list – which is regularly monitored by the school and maintained for 12 months.

Please be aware that the length of time you have been on a waiting list does not confer any additional priority – if a place becomes available and there are two or more children on the waiting list then the over-subscription criteria explained above will be applied.

### **In-Year Admissions / Waiting lists**

If the school is oversubscribed, a waiting list will be held and parents/carers can request that their child is added to this list. A pupil's position on the list will be determined by the over-subscription criteria set out above. Children's places on a waiting list are subject to change according to additional information received about applications or children being added to the list. No priority is given to the length of time that a child has been on the list.

### **Deferred entry**

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 school 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.

### **Admission of children outside their normal age group**

Although most children will be admitted to the school with their own age group, from time to time parents seek places 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](http://www.cornwall.gov.uk/admissions).

While it would not normally be appropriate for a child to be placed in a year group that is not concurrent with their chronological age, the school will consider these requests carefully, and will make a decision based on the particular circumstances of each case.

### **Appeals**

Applicants refused a place at the school have the right of appeal. Appeals are heard by an independent appeals panel [arranged by Cornwall Council on behalf of the Trust]. Applicants can only appeal again for a place in the same school within the same academic year if the Trust 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.

Please be aware that the circumstances in which an appeal might be successful are fairly limited. The school's Local Governing Body recommends that any parent considering an appeal arranges an informal discussion with the Headteacher before proceeding.