



## **DRAFT Mount Charles School Admission Arrangements for 2018 / 19**

### **The School**

Mount Charles 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 60.

### **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 from [Cornwall Council](#) 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 60 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 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.
3. **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.
4. **Distance from school**

## **Tie-breaker**

Should any children have 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 previously 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.

### *Distances*

Home to school distances used for tie-breaking will be established using a straight-line measurement as determined by Capita One and supported by Cornwall Council's nominated Geographic Information System software. Measurements will be between the 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.

### *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 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 Trust 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 Trust 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 the Trust will determine the home address.

Applications for children of 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.

### **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.

### **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.

### **Part-time or deferred entry to school and admission of children outside their normal age group (early or delayed entry to reception)**

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 must contact the school they have been allocated or hope to be

allocated to arrange this. Those wishing to delay entry to the reception year or request a place outside the normal year group must contact the School Admissions Team.

### **Appeals**

If an applicant is not allocated a place at their preferred school/s they will have the right to appeal to an independent panel. The refusal letter will explain how to do this. For refusals in the normal admissions round parents will have 20 school days after they receive the notification to appeal the decision. Appeals must then be heard within 40 school days of this deadline. Further details and a timeline can be found in the Co-ordinated Admissions Scheme for September 2018 entry to infant, junior and primary schools or Co-ordinated In-year Admissions Scheme 2018/19.

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.