

The Learning Academy Trust

Admissions Policy 2018/2019



The Learning Academy Trust is a Multi Academy Trust (MAT) of mixed gender schools providing Foundation Stage, Key Stage One and Key Stage two Education in Cornwall.

School	Address	Foundation	Infant	Junior	Form Entry
Trenance Learning Academy	Trenance Rd, Newquay, TR7 2LU	✓	✓		4
St Newlyn East Learning Academy	Station Rd, St Newlyn East, TR8 5ND	✓	✓	✓	1
Falmouth Primary Learning Academy	Tregothnan Rd, Falmouth, TR11 2DR	✓	✓	✓	2
Foxhole Learning Academy	Beacon Rd, Foxhole, PL26 7UQ	✓	✓	✓	1
St Merryn School	St Merryn, PL28 8NP	✓	✓	✓	1
		Arrangements for this school can be found separately on their website http://stmerrynschool.co.uk/wordpress/wpcontent/uploads/2014/03/admissions-policy-18_191.pdf			
Constantine Primary School	Trebarvah Rd, Constantine, TR11 5AG	✓	✓	✓	1
Mabe Community Primary School	Cunningham Pk, Penryn, TR10 9 HB	✓	✓	✓	1
Leedstown Community Primary School	Townsend Rd, Leedstown, TR27 6AA	✓	✓	✓	1
Trevisker Community Primary School	Warwick Cres, St Eval, PL27 7UD	✓	✓	✓	1
The Bishops' CofE Learning Academy	Treninick Hill, Newquay, TR7 2SR	✓	✓	✓	1
		Arrangements for this school can be found separately on their website http://www.thebishops.cornwall.sch.uk/website/admissions_1/246663			

The Board of Directors of The Learning Academy Trust (TLAT) is the Admissions Authority for the Academy (The Admissions Authority) as part of the co-ordinated scheme with the Local Authority. This means that parents must apply to the Local Authority for a place at the Academy using the Common Application Form which must be returned to the Local Authority as specified on the form.

Alternatively, parents may apply online directly to the Local Authority at: www.cornwall.gov.uk/admissions.

Allocation of Places

The admission number for the Foundation Year is:

School	Foundation	Planned admission Number (PAN)
Trenance Learning Academy	✓	120
St Newlyn East LA	✓	15
Falmouth LA	✓	60
Foxhole LA	✓	15
St Merryn School	✓	15
Constantine School	✓	25
Mabe School	✓	17
Leedstown School	✓	10
Trevisker School	✓	30

Children with Statements of Special Educational Needs or Education, Health and Care Plans (EHC Plan) which names the Academy must be admitted and will count towards PAN if the information is available before the offer date. From September 2016 parents/carers of children with an Education, Health Care Plan or a Statement of Special Educational Needs in Cornwall no longer have to make an application through the general school admissions system.

All requests for a change of school during the year ('in-year' admissions) and all requests for entry into school at the normal point of entry (starting in the reception year, transferring from infant to junior school or transferring from primary to secondary school) will be handled by the SEN Assessment and Provision Team (Tel: 01872 324242 Email: specialeducation@cornwall.gov.uk)

If the Academy is not over subscribed all applicants will be offered a place.

Over Subscription Criteria

In the event of there being **more than** the following applications for places:

School	Foundation	Applications
Trenance Learning Academy	✓	120
St Newlyn East LA	✓	15
Falmouth LA	✓	60
Foxhole LA	✓	15
St Merryn School	✓	15
Constantine School	✓	25
Mabe School	✓	17
Leedstown School	✓	10
Trevisker School	✓	30

The Board of Directors has set the following admissions criteria listed in order of priority for the allocation of the places:

1. Children in care and previously looked after children who left care under a child arrangement order or special guardianship order. All children adopted from care (see Note 1).
2. Children who have a sibling (see Note 2) attending the TLAT Academy they are applying for at the time of application and who will still have a sibling attending the Academy at the proposed date of admission.
3. Children of staff who are in the paid employment of The Learning Academy Trust for at least 2 years.
4. Any child who does not fit into one of the above categories will be considered next. Places will be allocated up to the published indicated admission number.

Proof of Residence

The Learning Academy Trust, in the event of any discrepancy regarding the child's place of residence, may require proof of residence. The Learning Academy Trust reserves the right to withdraw the offer of a place should it become apparent that such proof of residence is unsubstantiated. The parent retains the right to appeal against this decision following the appeal procedure (see below).

Please note that when parents live separately, the child's home address will be the address at which the child usually lives and travels to school from. If the child lives equally at each parent's address then it is the parents' responsibility to make this clear on the application form. If they cannot agree, then the Admissions Committee at The Learning Academy Trust will use the address of the parent who is claiming the Child Benefit Allowance as the child's home address. Parents may be asked to provide acceptable proof that this is the case.

The home address of a relative/carer other than a parent may be used if it can be demonstrated, through official documentation or court order, that the child spends the school week with that relative/carer. However, this will only be acceptable with the explicit agreement of The Learning Academy Trust School Admissions Committee.

Tie-breaker

In the event of two or more children having equal priority for a place at the Academy, the following home to school distance tie-break applies.

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 Academy (as determined by Cornwall Council). Priority will be given to the child who lives nearer to the academy.

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).

If a tie break situation still remains after applying distance from home to Academy then the Las Random Allocation Protocol will be applied – this information is available on request from Education, Access and Sufficiency Department, Cornwall Council, West 3, New County Hall, Truro, TR1 3AY.

Notification of Places

In accordance with the co-ordinated admissions policy the Local Authority will make the formal offer of a place to parents or guardians on behalf of the Admissions Authority of the Academy. Parents of children who are refused a place at the Academy will be notified of their right of appeal and will receive advice from the Local Authority regarding alternative schools.

Appeals Procedure

Parents/guardians who want to appeal against the Admissions Authorities' decision not to offer their child a place at the Academy must appeal directly to the Academy. Appeals should be addressed to the Admissions Officer at the Academy within 20 school days of receiving the decision letter from the Local Authority. The appeal will be heard by an independent appeals panel. Parents or guardians will receive advanced notification of the date, time and place of their appeal hearing, to which they can make their case. If they wish, parents/guardians may be accompanied by an advisor or friend. Following the appeal, the Clerk to the Appeals Panel will write to parents/guardians with the decision.

Late Applications

Late applications are defined as those applications for Foundation Year which are submitted after the closing date of the Local Authority's coordinated admissions scheme and they will be dealt with in accordance with that scheme.

Waiting List for entry to Foundation Year

If, after the offer of places has been made, the Academy is over-subscribed, all parents whose applications have been unsuccessful will be asked whether they wish to be placed on a waiting list. This waiting list will be administered by the Academy's Admissions Committee in partnership with the Local Authority. A child's position on this waiting list will be determined by the Academy's published Over Subscription Criteria. However, children who are the subject of a successful Admissions Appeal, a direction from the Local Authority or who are allocated to the Academy in accordance with the Fair Access Protocol will take precedence over any child already on the waiting list. Waiting lists will be maintained for all the other over-subscribed year groups.

Admission to a Year Group different to that determined by Date of Birth

From time to time parents seek places for children in a lower or higher age group. In most cases differentiation of the curriculum and/or additional support within their age group should usually address particular issues. Parents are encouraged to discuss any concerns with the Headteacher of the school.

The School Admissions Code requires Admission Authorities to consider requests for admission outside the normal year group and take account of the circumstances of each case.

The TLAT policy covering admission to a year group different to that determined by date of birth sets out the process and criteria for considering these requests. You also need to complete an **Out of Year Group Application Form**.

It is important that parents who are considering applying for a year group different to that determined by Date of Birth talk to the headteacher of the local school as soon as possible as early as possible.

All Academies within The Learning Academy Trust fully adhere to the Local Authority's Fair Access Protocol. (Details of the Fair Access Protocol are available from the Local Authority.)

Infant class size

Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the Academy year) must not contain more than 30 pupils with a single school teacher. Additional children may be admitted under very limited exceptional circumstances. These children will remain an 'excepted pupil' for the time 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 with Statements of Special Educational Needs (SEN)/Education, Health and Care Plans (EHC Plan) outside the normal admissions round;
- children who move into the area outside the normal admissions round for whom there is no other available Academy or School within reasonable distance;
- children admitted, after initial allocation of places on the local offer date, because of a procedural error made by the admission authority or local authority in the original application process;
- looked after children or previously looked after children admitted outside the normal admissions round;
- children admitted after an independent appeal panel upholds an appeal;
- children with SEN/Education, Health and Care Plan (EHC Plan) who are normally taught in a SEN unit attached to the Academy, who attend some infant classes within the mainstream Academy;
- children of UK service personnel admitted outside the normal admissions round;
- twins and children from multiple births where one of the siblings is the 30th child admitted

Notes

Note 1:

Children in care include the following: 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). Under the provision of the Children and Families Act 2014, which amend section 8 of the Children Act 1989 residence orders have now been replaced by Child Arrangement Orders.

A supporting statement from the Local Authority, Social Worker or Foster Carer will be required.

Note 2:

For the purposes of admission arrangements, a sibling is defined as a full, half, step, adopted or long-term fostered child living at the same address. In the case of siblings living at a different address the siblings must be blood relatives, in other words share at least one parent. We do not include 'cousins' within our definition of siblings.

Further information

All parents are advised to read the Local Authority booklet for parents on Reception Class and Primary School Admissions. For further information, please contact either:

- **School Admissions Team, New County Hall, Truro, TR1 3AY**
Tel: 0300 1234 101
Email schooladmissions@cornwall.gov.uk
Website: www.cornwall.gov.uk/admissions or
- **The Learning Academy Trust**
01637 303110 info@tlat.org.uk