



# BISHOP CORNISH CHURCH OF ENGLAND V.A. PRIMARY SCHOOL



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## GOVERNORS' POLICY ON ADMISSION AND TRANSFER 2019/20

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### ADMISSION

Bishop Cornish School is a Church of England Voluntary Aided School founded in 1977. The school is a 5-11 age range V.A. primary school. In its foundation documents it is designated as a Deanery School. The Governors are the admitting authority and set the over-subscription criteria following the DfE School Admissions Code. Children from throughout the Deanery of East Wivelshire have priority for admission to Bishop Cornish School. The Deanery comprises of the parishes of:

Antony, Botus Fleming, Callington, Calstock, St Dominic, St Germans, Hessenford, St John, Landrake with St Erney, Landulph, Maker with Rame, St Mellion with Pillaton, Millbrook, Saltash, Sheviock, South Hill, St Stephen-by-Saltash, Tideford, Torpoint.

Children from outside of the Deanery may also attend the school, of course, if numbers allow or if they qualify for places under the oversubscription criteria. The governors operate an equal preference scheme.

Children will normally be admitted to the reception class at age 4 and the published admission number for the school is 30. In the event of the school being over-subscribed, the school governors will apply the following over-subscription criteria in order of priority as at 1<sup>st</sup> January of the year of admission, after the admission of children whose Education, Health and Care Plan or Statement of Special Educational Needs names the school.

If a child has an Education, Health and Care Plan (EHC Plan) or Statement of Special Educational Needs (SEN), parents do not need to complete an application form as a school place will be identified through a separate process. However, if a request has been made for an EHC needs assessment for a child, or a child is currently being assessed to decide whether an EHC Plan is necessary, parents will need to make an application using the normal process.

Children may be admitted to school full-time in the September of their Reception year but parents<sup>5</sup> have the right to request part-time or deferred admission until their children are of compulsory school age, although they cannot defer beyond the summer term of their Reception year.

### **Over subscription criteria:**

1. Looked after children<sup>6</sup> and previously looked after children who are members of the Church of England.<sup>1</sup>
2. Other looked after children and previously looked after children.
3. Children who have a special medical or social need for attending.<sup>3</sup>
4. Children from within the Deanery of East Wivelshire who are baptised members of the Church of England.<sup>1</sup>
5. Children from outside the Deanery of East Wivelshire who are baptised members of the Church of England.<sup>1</sup>
6. Children from within the Deanery of East Wivelshire who have a brother or sister attending the school at the time of admission.<sup>4</sup>

7. Children from within the Deanery of East Wivelshire whose families are active members of churches affiliated to Churches Together in England. <sup>2</sup>
8. Other children from within the Deanery of East Wivelshire.
9. Other children from outside the Deanery of East Wivelshire who have a brother or sister attending the school at the time of admission. <sup>4</sup>
10. Children from outside the Deanery of East Wivelshire whose families are members of churches affiliated to Churches Together in England. <sup>2</sup>
11. All other children from outside the Deanery of East Wivelshire.

*Footnotes:*

<sup>1</sup> *Establishment of membership of the Church of England – parents are asked to have their school supplementary information form signed by their parish priest, confirming that the child has been baptised and stating whether the child is known to the church, attached to the church or at the heart of the church, and provide a copy of the Baptism Certificate.*

<sup>2</sup> *Establishment of membership of Churches Together in England – parents are asked to have their school application form signed by their priest or minister confirming their membership.*

<sup>3</sup> *Special medical or social needs – parents of children with special medical or social needs are asked to support the application by appropriate professional opinion. These must clarify why admission to Bishop Cornish School would best meet the child's needs.*

<sup>4</sup> *Siblings include half-sisters/brothers and step sisters/brothers living in the same home.*

<sup>5</sup> *The definitions of 'parent/carer', 'family', 'at the heart of the church', 'attached to the church' and 'known to the church' are as defined on the LA admissions website.*

<sup>6</sup> *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).*

*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).*

### **Tie Breaker**

In the event of the school being oversubscribed and applicant children having equal priority for admission under the above criteria numbered 4 or 5 the governors will determine priority in the following order:

1. children whose parish priest has confirmed that the child is at the heart of the church;
2. children whose parish priest has confirmed that the child is attached to the church;
3. children whose parish priest has confirmed that the child is known to the church.

In the event of a tie breaker within the above sub-criteria (of criteria 4 and 5) priority then will be given to those children living closest to the school (distance measured by the Local Authority's GIS computer mapping software). If such applicants live in the same household or are resident equidistant from the school, priority will be determined by random allocation/drawing lots. "Home Address" is defined as the address where the child is normally resident throughout the school week.

Prospective parents are invited to view the school.

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.

#### **For admission to Reception Class (30 pupils)**

On receipt of a completed school supplementary information form, the child's name is put onto the school's application list.

Cornwall Council's website for admissions, containing detailed information about all schools, opens in the Autumn term (September) prior to the child starting school. The Governors' Admission Committee will meet early in the Spring term (February) to recommend allocation of places to the school working from the list provided by Cornwall Council, using the criteria above. All parents are notified on the same day of the allocation of places.

In the event of over-subscription, the criteria above will be applied using the information supplied on the Bishop Cornish School's supplementary information form, which may be updated by the parent/carer at any time.

The procedures and timetable for admission to the Reception class each year, including the timetable for late applications, is outlined on Cornwall Council's website. The national closing date for the submission of applications for Reception places will be as published on the Local Authority's website.

Late applications will be dealt with under the agreed LA dates for the year (see website). Children will be listed in priority according to the school's over-subscription criteria, although children who are the subject of a direction by the LA 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. A waiting list will be maintained for all over-subscribed year groups for the whole of the school year by the Governing Body and the Local Authority. No priority is given to the length of time that a child has been on the waiting list.

#### **Admission to other classes**

All applications for places within Years 1 – 6 will be processed by Cornwall Council Admissions team. Upon application the Admissions team contact the school to determine if there are any vacancies. In the event of over-subscription within Years 1 – 6, the criteria above will be applied by the Governors and parents will be offered the right to appeal if they are not successful in securing a place. A waiting list will be kept by the Governing Body and LA for one year in the same priority order as the governors' oversubscription criteria. Parents are also requested to complete a Bishop Cornish School supplementary information form to assist in the event of over-subscription.

#### **APPEALS**

*Parents have the right to appeal against a refusal to accept a child for a place in the school. They should contact Cornwall Council's Democratic Services team requesting details of the appeals procedure. Such appeals against non-admission will be heard by an independent appeals panel formed in accordance with the DfE Code.*

### TRANSFER

Most of our pupils transfer to Saltash.net Community School with whom we have close liaison. Other pupils transfer to the church schools in Plymouth or to other secondary schools in Devon.

We maintain close links with all these schools. Year 6 children visit their preferred secondary school and the staff from the schools visit our Year 6 pupils as appropriate. Our Year 6 teacher holds informal discussions with the secondary staff and appropriate documentation and secondary transfer forms are completed.

Approved and determined at the FGB meeting held on Wednesday 22<sup>nd</sup> November 2017