

ADMISSION PROCEDURE

2013-2014

All school places are allocated by Cornwall Council following their co-ordinated admissions scheme and following the Governors' criteria for admission.

For Foundation Stage, applications should be made in the autumn prior to the child starting school. Details can be found on Cornwall Council's website: www.cornwall.gov.uk/admissions. An application form for Bishop Cornish School should also be completed and the school will contact families on their waiting list in the autumn prior to the child starting school to let them know the admission procedures.

In the event of over-subscription the Governors have established the following criteria for entry to the school:

Over subscription criteria:

1. Looked after children and previously looked after children who are members of the Church of England. ¹
2. Other looked after children and previously looked after children.
3. Children who have a special medical or social need for attending. ³
4. Children from within the Deanery of East Wivelshire who are baptised members of the Church of England. ¹
5. Children from outside the Deanery of East Wivelshire who are baptised members of the Church of England. ¹
6. Children from within the Deanery of East Wivelshire who have a brother or sister attending the school at the time of admission. ⁴
7. Children from within the Deanery of East Wivelshire whose families are active members of churches affiliated to Churches Together in England. ²
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. ⁴
10. Children from outside the Deanery of East Wivelshire whose families are members of churches affiliated to Churches Together in England. ²
11. All other children from outside the Deanery of East Wivelshire.

Footnotes:

¹ *Establishment of membership of the Church of England – parents are asked to have their school application 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.*

² *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.*

³ *Special medical or social needs – parents of children with special medical or social needs are asked to support the application by appropriate professional opinion.*

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

⁵ *The definitions of 'parent/carer', 'family', 'at the heart of the church', 'attached to the church' and 'known to the church' are as defined in the LA booklet.*

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.

*For parishes in the Deanery please see page 4.

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 between the front door of the child's house and the school front door as the crow flies measured using a GPS). 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.

In the event of a tie breaker within all other over-subscription criteria then priority will be given to those children living closest to the school (distance between the front door of the child's house and the school front door as the crow flies measured using a GPS). 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.

For in-year applications parents should contact the school, complete a school application form, and apply to Cornwall Council.

The Head Teacher is always happy to show prospective parents around the school. Please telephone the office to arrange an appointment.

Normally, the maximum number of children to be admitted to the school will not exceed such number as will bring the total in any one year group to more than 30.

Parents have the right to appeal against a refusal to accept a child for a place in the school.

The procedure is that the appeal must be made in writing setting out the full details of the grounds for appeal and sent to the Admissions and Transport (Policy) Team at Cornwall Council who will make suitable arrangements for hearing the appeal.

When your child is admitted to school you will be asked to fill in an admission form (SIMS) giving the school necessary details. All information will be stored on our office computer.

It is essential that we have an emergency telephone number where parents can be contacted at all times as emergencies do occur and we may need you urgently. Please keep this information updated as your child progresses through the school. We also need to be kept informed of any change of address or telephone number.

Children born between 1 September 2008 and 31 August 2009 will be eligible for a full-time place in reception during the school year which runs from 1 September 2013 to 31 August 2014. You can request that your child attends part-time until he/she is of compulsory school age, which is the term after their fifth birthday.