

**BISHOP CORNISH CHURCH OF ENGLAND  
V.A. PRIMARY SCHOOL  
GOVERNORS' POLICY ON ADMISSION AND TRANSFER 2012/13**

**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.

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 who are members of the Church of England. <sup>1</sup>
2. Other 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.

### **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 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.

### *Footnotes:*

<sup>1</sup> *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.*

<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.*

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

<sup>5</sup> *The definition of 'parent/carer' and 'family' is as defined in the LA booklet.*

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

On receipt of a completed school application form, the child's name is put onto the school's application list. In the Autumn prior to the child starting school the school will send Cornwall Council's Common Application Form to all applicants on its list for the Reception class. The completed Common Application Form should be returned to the Local Authority either by post or electronically by the date specified in the document. Booklets containing the Common Application Form are available from the Local Authority or from any school in the County. The Governors' Admission Committee will meet early in the Spring term to recommend allocation of places to the school, using the criteria above.

In the event of over-subscription, the criteria above will be used.

The procedures and timetable for admission to the Reception class each year, including the timetable for late applications, is outlined in Cornwall Council's Reception and Admissions booklet. This can be obtained, on request, from the school or the LA. It is available from the end of September in the year prior to admission. This booklet also contains the application form that parents will need to complete. The national closing date for the submission of applications for Reception places will be as published in the Local Authority's application booklet.

Late applications will be dealt with under the agreed LA dates for the year (see current booklet). 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.

### **Admission to other classes**

All applications for places within Years 1 – 6 will be processed by the Local Authority. In the event of over-subscription within Years 1 – 6, the over-subscription criteria 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 in the same priority order as the governors' oversubscription criteria. Parents are also requested to complete a Bishop Cornish School application 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 write to the school 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.

Last revised February 2011.

Revision adopted by full Governing Body March 2011.