



## **Atlantic Centre of Excellence Multi Academy Trust**

### **ADMISSIONS POLICY FROM 2020/21 ONWARDS**

**For all ACE academies: Beacon ACE Academy  
Charlestown Primary School (ACE Academy)  
St Agnes ACE Academy  
St Columb Major ACE Academy  
St Columb Minor ACE Academy  
St Kew ACE Academy  
Upton Cross ACE Academy**

**Date Adopted: 12 October 2018**

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## **1 INTRODUCTION**

The ACE Trust is the admissions authority for each Academy and has the responsibility to determine each Academy's admissions criteria. All decisions regarding the admission of children into an Academy are made by a committee of the Academics Local Area Board of Governors. In determining the Admissions Policy the Trust complies with current legislation.

This policy should be read in conjunction with the Primary Admissions Schemes and other agreed policies of Cornwall Council (the Local Authority - LA) available from [www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions). All policies and procedures seek to comply with the requirements of the School Admissions Code of Practice, available from [www.gov.uk/schools-admissions](http://www.gov.uk/schools-admissions).

There is a Statutory Code of Practice on School Admissions set out by the Department for Education (DFE) under the School Standards and Framework Act 1998 that states that all infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) must not contain more than 30 pupils. Each ACE academy is approved by the Secretary of State for Education to admit up to a certain maximum number of children in each of the three year groups: Reception, Year 1 and Year 2 (see No 3 Application procedures for details of each academy).

Academies have, in the past, had several occasions when they have been unable to offer places to all parents wishing their child to attend the Academy. It is unfortunate when this occurs, but each Academy has a set limit beyond which it cannot function efficiently; pupil/teacher ratios will become unacceptable and the Academy may not comply with various health and safety regulations. In order to allocate places on a fair basis to all, the Trust has formalised the admissions procedure and clearly defined the method of prioritising in the event of over-subscription.

ACE Academies will participate fully in the LAs Fair Access Protocol and the LAs Co-ordinated Admissions Schemes. Details of these schemes are available on the Council's website ([www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions)) or on request from the Local Authority. Closing dates and other details about the application process will be stated in those Schemes.

In writing this policy the Trust has taken into account the DfE's Admission Code which came into effect in 2014.

The Trust places no constraints on who may apply for entrance to each Academy and all applications will be considered and processed in accordance with the guidelines in this document. Children will be admitted without reference to ability or aptitude.

This document sets out to clearly state the following regarding admission to ACE academies:

- admission criteria in the event of over-subscription
- the method of applying and the way in which the application will be handled

## 1.1. Definitions

Throughout this document the following definitions apply:

**"Parent"** is defined as the parent/s or guardian/s of the child.

**"Brother or Sister"** is defined as children aged 4 to 16, living in the same family unit. 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 in the same household at the same address where their parents are married or live as partners would be counted as siblings, regardless of their actual relationship to each other.

A **"child in care"** is also referred to as a **"looked after child"** and is a child who is

- in the care of a local authority

or

- 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).

**"Home Address"** is to be taken as the address of the adult/s with parental responsibility with whom the child normally lives. The home address is that which applies at the time of application. Where children spend time with parents at more than one address, the address used to allocate a school place will be the one at which the pupil is ordinarily resident. Where children spend equal time with both parents, the address used will be where the parent receives child benefit for the child and/or the child is resident for at least 3 nights per school week. Changes of address occurring shortly after application, but before offer of places, can normally be taken into account if notified in writing to the LA Admissions Team or the school. Places cannot be allocated on the basis of intended future changes of address, unless house moves have been confirmed through the exchange of contracts or the signing of a formal lease agreement. A temporary address will only be used for allocation purposes where no permanent address is available.

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 admission authority 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, Cornwall Council will determine the home address. For information on disputes between persons with parental responsibility in relation to school preferences please see the LA's Co-ordinated Admissions Scheme for the relevant year.

**"Compulsory school age"** is defined as the age at which a child must start school - when a child reaches the age of five he/she must start school in the term following his or her fifth birthday (unless a child is educated otherwise). Compulsory school age ceases on the last Friday in June in the school year in which the child reaches the age of 16.

**“Designated areas”** The LA has divided the County into geographical areas. Each of these areas is served by a specific primary school, or in some cases, groups of schools. These areas are called ‘designated areas’ (you may also have heard these areas referred to as ‘catchment’ areas). The designated area used for all ACE Academy’s oversubscription criteria will be as defined by the LA. NB: not all schools prioritise on the basis of designated area or use the Local Authority’s defined area, however, entitlement to home to school transport will still be based on these areas. Your designated school will not always be the one nearest to your home address. Maps are available for all designated areas online at: [www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions) or by calling the School Admissions Team on 0300 1234 101 or emailing: [schooladmissions@cornwall.gov.uk](mailto:schooladmissions@cornwall.gov.uk).

If you are planning to move into the designated area of of an ACE Academy, your application for a place for your child will not be given the priority accorded to designated area pupils without firm evidence of your new address and moving date, such as a copy of a signed and dated tenancy agreement or confirmation that contracts have been exchanged.

**Children with an unequivocal professional recommendation.** Applicants will only be considered under this criterion where the parent/carer can demonstrate that **only** the preferred school can meet the exceptional medical or social needs of the child, supported by a recommendation from, for example, a doctor, school medical officer or educational psychologist. Such recommendations must be made in writing to the School Admissions Team and must give full supporting reasons. The admission authority will make the final decision on whether or not to accept an application under this criterion.

**Siblings** means brothers or 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 relationship to each other. To qualify as a sibling a child must be on the roll of or due to be on the roll of the school in question at the date of admission. If a child is a sibling of a multiple birth (eg twins, triplets, etc) and has been offered a place at the requested school, every effort will be made to offer places to siblings at the same school, which may mean allocating places above the Published Admission Number (PAN) where this is possible. However, where this is not possible, parents will be invited to decide which of the children should be allocated the available place(s).

## **2 ADMISSION CRITERIA FOR RECEPTION YEAR – SEPTEMBER INTAKE**

In order to qualify for entry into a Reception class, children must have reached the age of four by the 31st August in that year.

## **3 APPLICATION PROCEDURES**

### **Applying for a Place**

The application process for admissions into Reception Year, (the initial year of entry), is co-ordinated by the LA, which acts on behalf of the Trust to offer places at each Academy. Parents should apply online at [www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions) or submit a Cornwall Application Form available from the Academy or from the LA Admissions Team, no later than the national closing date. Offer letters will be issued by the LA on the published offer date. Late applications, (those submitted after the national closing date), will also be handled by the LA Admissions Team.

**Please note that parents of children attending an attached pre-school/nursery still need to apply for a place in Reception.**

However, if your child has an Education, Health and Care Plan or Statement of Special Educational Needs, you **do not** need to complete an application form as a school place will be identified through a separate process.

#### **Allocation of places**

Children with an Education, Health and Care Plan or Statement of Special Educational Needs that names an ACE Academy will be admitted regardless of the number on roll in the year group.

Children in Care who are directed to an ACE Academy by the Local Authority (or Secretary of State in the case of academies) will be admitted to the Academy regardless of the number on roll in the year group.

	<b>2020/21 Published Admission Number (PAN) for Reception</b>
Beacon ACE Academy	60
Charlestown ACE Academy	60
St Agnes ACE Academy	60
St Columb Major ACE Academy	60
St Columb Minor ACE Academy	90
St Kew ACE Academy	12
Upton Cross ACE Academy	12

Places will be allocated up to this number. If more applications are received than places available, the oversubscription criteria listed later in this document will be used to decide on allocations. If an ACE Academy is not oversubscribed, all applicants will be admitted.

Parents wishing to visit an ACE Academy prior to submitting an application are welcome to do so. Visits are not interviews and do not affect any decision regarding the availability of a place. No interviews are held as part of the admissions process. All parents are advised to read the LA booklet for parents on primary admissions before submitting an application.

#### **4 OVERSUBSCRIPTION PRIORITY CRITERIA**

For admission into Reception Year – September intake, the LA, on behalf of the Governing Body, will offer places, as detailed in table above, to children. This is the Published Admission Number (PAN) for that year group.

In the event of there being more applications than places for Reception, for the 2020/21 academic year, or more applications than places for any year group during the school year, the following oversubscription criteria will be used to prioritise applications, after the admission of children whose Statement of Special Educational Needs or Education, Health and Care Plan names the school. Children who have a statement of special educational needs that names the Academy

must be admitted. NB Those children with a statement of special educational needs that does not name the Academy will be referred to Individual Needs Team at Cornwall Council to determine an appropriate place.

For all other children the following priority order will be used to decide which children should occupy any vacant places in the Reception Year at the Academy for each school year:

- 1** A 'child in care' may also be referred to as a 'looked after child' (and includes 'previously looked after child') and is a child who is
  - a in the care of a LA
  - b being provided with accommodation by a LA 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).

- 2** Children who live within the designated area of the Academy, as defined by the LA, whose siblings are currently attending and will still be attending at the time of the intended admission of the child.
- 3** Children who live outside the designated area of the Academy, as defined by the LA, with a sibling who will be attending the Academy at the time of application.
- 4** Children with an unequivocal professional recommendation from a doctor, school medical officer, educational psychologist or education welfare officer that non-placement at the Academy would not be in the best interest of the child. Such recommendations must be made in writing and must give full supporting reasons and will be reviewed by the LA.
- 5** Children who live within the designated area of the Academy, as defined by the LA, or whose parents/carers can provide evidence that they will be living in the designated area of the Academy by the date from which admission is required.
- 6** All other children

### **Tie-Breakers**

If any of the criteria outlined earlier leave more children with an equal claim than places available, priority will be given to the child who lives nearer to the preferred school.

Should the tie-breaker above still leave children with an equal claim because distances are exactly the same, random allocation will be used to decide on priority. The Academy will use the LAs Random Allocation Protocol, supervised by an independent person, which is available on request.

### **Distances**

Home to school distances used for tie-breaking will be measured by a straight-line measurement as determined by Capita One and supported by the LAs nominated Geographical Information System (currently ArcMap). Measurements will be between a child's home address (the centre of the main building of the property) and the main gate of the Academy (as determined by the LA).

Distances used to determine the nearest Academy with room (ie where it is not possible to offer a place at a preferred Academy) and for establishing transport entitlements will be measured by the nearest available route as determined by the LAs nominated Geographic Information System software (currently ArcMap).

For families who live outside the area covered by the mapping system, distances are determined using a combination of local maps and on-line resources.

Whilst we are committed to complying with parental preference in respect of parents living within and outside the local area, if you are planning to move into the local area, your application for a place for your child will not be given the priority accorded to local area children without firm evidence of your new address and moving date, such as a copy of a signed and dated tenancy agreement or confirmation that contracts have been exchanged and a completion date agreed.

A child's attendance at the Academy's pre-school (if applicable) does not guarantee that child a place in the Academy.

## **5 IN YEAR ADMISSIONS**

Applications for a pupil place after the start of the school year, or for any other year group, are processed by the LA, which acts on behalf of the ACE Trust. The LA will contact the Academy to check whether there are spaces in the relevant year group.

Parents should apply online at [www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions) or submit a Cornwall Application Form available from the Academy or from the LA Admissions Team. Offer letters will be issued by the LA giving a start date and a period by which the place must be taken up. If a place at the Academy is offered, parents are asked to contact the Academy so that the relevant paperwork may be completed and both a visit to the child's new class and a start date can be agreed. Parents wishing to visit the Academy prior to submitting an application are welcome to do so.

### **5.1 Waiting lists**

If the Academy is oversubscribed, a waiting list will be held for the whole of the academic year for all year groups and parents/carers can request that their child is added to this list if they are refused a place. The waiting list will be based on the Academy's oversubscription criteria and a child's place on a waiting list is subject to change according to additional information received

about applications, or children being added to the list – so their place on the list might move up or down. **No priority is given to the length of time that a child has been on the list.**

Children with an Education, Health and Care Plan, children in care or children that were previously in care, will take precedence over those on the waiting list. Children admitted under the Fair Access Protocol will also be given priority over children on the waiting list.

Where the Academy is unable to meet the preferences expressed, the parents will be referred to the Local Authority for further advice on places available in other schools.

## **6 GENERAL INFORMATION**

### **6.1 Allocation to Alternative Year Group**

Parents may seek a place for their child outside their normal age group, for example if the child is gifted and talented, or has experienced problems such as ill health. Those wishing to request placement outside the normal age group should contact the Headteacher. Such requests will be considered on a case-by-case basis and in the best interests of the child concerned. Guidance can also be found at [www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions) or on request from the School Admissions Team. Parents who are refused a place at an Academy for which they have applied, have the right of appeal to an independent admission appeal panel. However, they do not have a right of appeal if they have been offered a place and it is not in the year group they would like.

### **6.2 Requests to Transfer Schools**

The Academy will always discourage parents wishing to transfer a child from another local school as a result of a dispute with that school and will always request that the matter is discussed with the Headteacher of the child's school. It is better to address the problem and seek a solution rather than transfer schools.

### **6.3 Single School Equality Scheme**

It is the Trusts policy that families of all backgrounds shall have equal consideration relating to all aspects of the running of an Academy - including admissions. Arrangements will not disadvantage unfairly, either directly or indirectly, anyone involved in the process from a particular social or racial group, religion or belief, sex or a child with a disability or special educational needs.

### **6.4 Starting School and Delayed Entry**

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 ie 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 or wishing to delay entry to the Reception year must contact the Headteacher.

## **7 APPEALS**

Applicants refused a place at an Academy have the right of appeal. Appeals are heard by an independent appeals panel arranged by the LA on behalf of the Trust. Further details and a timeline can be found in the LAs Co-ordinated Admissions Scheme. Applicants can only appeal again for a place in the same school within the same academic year if the admission authority for that school has accepted a further application because there has been a significant and material change in the circumstances of the parent or carer, child or school (eg a change of address into a school's designated area), but has determined that the new application must also be refused.

## **8 INFANT CLASS SIZE APPEAL PANEL**

In 1998 the School Standards and Framework Act was passed which changed the legislation relating to infant class sizes. It is no longer permitted to exceed 30 children in an infant class with only one qualified teacher. If you are not offered a place at a school because of the infant class size rule, you will be offered the opportunity to have an independent appeal panel look at the decision made by the admission authority. The appeal panel can only overturn the decision to refuse a place if you are able to show that:

- The child would have been offered a place if the admission arrangements had been properly implemented
- or
- The child would have been offered a place if the arrangements had not been contrary to mandatory provisions in the School Admissions Code and the School Standards Framework Act (SSFA) 1998
- or
- The decision to refuse a place was not one which a reasonable admission authority would have made in the circumstances of the case

Very few infant class size appeals are successful.

Under the revised national School Admissions Code, additional children may be admitted under very limited exceptional circumstances. These children remain as 'excepted' pupils for the time that 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 admitted outside the normal admission round
- Looked after children and previously looked after children admitted outside the normal admission round
- Children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process
- Children admitted after an independent appeals panel upholds an appeal
- Children who move into the area outside of the normal admission round for whom there is no other available school within reasonable distance
- Children of UK service personnel admitted outside of the normal admission round
- Twins and children from multiple births when one of the siblings is the 30<sup>th</sup> child admitted
- Children with SEN who are registered at a Special School, who attend some infant classes within the mainstream school

## 9 CHILDREN OF UK SERVICE PERSONNEL

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. Until a fixed address is available, the unit postal address or quartering area address will be used to determine allocation of a school place. The Academy will ensure that arrangements support the Government's commitment to removing disadvantage for service children.

## 10 ACADEMY PRE-SCHOOL – IF APPLICABLE

If a Pre-School and an Academy operate on a shared site, there will be close co-operation between the two providers. However, the offer of a place at the Pre-School does **NOT** guarantee that a place in the Academy will be given nor does it imply any priority places at the Academy for older brothers or sisters. Each placement must be dealt with directly with the Academy.

## 11 CHILDREN FROM OVERSEAS

The Academy treats application for children from overseas in accordance with European Law or Home Office rules for non-European Economic Area nationals.

## 12 CONTACTS AND FURTHER INFORMATION

Academy	Address	Contact Details
<b>Beacon ACE Academy</b>	38 Robartes Road Bodmin PL31 1JQ	T: 01208 72773 E: info@beacon.aceacademies.co.uk W: www.beacon.eschools.co.uk/web
<b>Charlestown ACE Academy</b>	Crinnis Road Carlyon Bay PL25 3PB	T: 01726 812831 E: secretary@charlestown.cornwall.sch.uk W: www.charlestown.eschools.co.uk/web
<b>St Agnes ACE Academy</b>	Trelawney Road St Agnes TR5 0LZ	T: 01872 552648 E: secretary@st-agnes.cornwall.sch.uk W: www.st-agnes.cornwall.sch.uk/web
<b>St Columb Major ACE Academy</b>	Newquay Road St Columb Major TR9 6RW	T: 01637 880272 E: secretary@st-columb-major.cornwall.sch.uk W: www.st-columb-major.cornwall.sch.uk/web
<b>St Columb Minor ACE Academy</b>	Porthbean Road Newquay TR7 3JF	T: 01637 873958 E: secretary@st-columb-minor.cornwall.sch.uk W: www.st-columb.eschools.co.uk/web
<b>St Kew ACE Academy</b>	St Kew Nr Wadebridge PL30 3ER	T: 01208 841306 E: secretary@st-kew.cornwall.sch.uk W: www.st-kew.cornwall.sch.uk/web

<b>Upton Cross ACE Academy</b>	Upton Cross Liskeard PL14 5AX	T: 01579 362519 E: <a href="mailto:info@uptoncross.aceacademies.co.uk">info@uptoncross.aceacademies.co.uk</a> W: <a href="http://www.upton-cross.eschools.co.uk/web">www.upton-cross.eschools.co.uk/web</a>
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All parents are advised to read the LA booklet for parents on primary admissions.

For further information please contact the LA Admissions Team

T: 03001234101

E: [admissionsandtransport@cornwall.gov.uk](mailto:admissionsandtransport@cornwall.gov.uk)