



Coads Green Primary School Admissions Policy 2018-19

Introduction

Coads Green Primary School is a Local Authority Maintained school and the Governing Board is the admitting authority. The school is a small, rural primary school located on the edge of Bodmin Moor.

Coads Green Primary School will participate fully in the Local Authority's Fair Access Protocol and the Local Authority's Co-ordinated Admissions Schemes for a primary school place and in-year admissions.

Details of these schemes are available on the Council's website (www.cornwall.gov.uk/admissions) or on request from the Local Authority's School Admissions Team: New County Hall, Truro, TR1 3AY, schooladmissions@cornwall.gov.uk 0300 1234 101.

Closing dates, deadlines and timescales (including those relating to late applications) will be stated in those schemes.

Any school's resources, such as teachers and classrooms, have to be used carefully to ensure the best possible standards for education and a safe environment. If no limit were set on the number of pupils that can go to a school each year these standards could not be maintained. Some schools will be oversubscribed.

Applying for a place

All applications for places at Coads Green Primary School in reception or during the school year must be made direct to the applicant's home authority on the appropriate application form. The application form and supporting information will be available electronically on the Local Authority's website or in paper form on request from the Local Authority. There is no supplementary information form required by the Governing Board.

Allocation of places

A child is entitled to a full-time education in the September following their fourth birthday. They are not of compulsory school age until the beginning of the term after they have their fifth birthday. This means that:

- i) Children born between 1 September and the 31 December are of compulsory school age from January.
- ii) Children born between 1 January and the 31 March are of compulsory school age from April.
- iii) Children born between 1 April and the 31 August are of compulsory school age from September.

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

Children in Care and children who were formerly in care who are directed to the school by the Local Authority will be admitted to the school regardless of the number on roll in the year group.

Please see definition later in this document.

The published admission number (PAN) for Year R in 2018/19 will be 12. Places will be allocated up to this number. In the event that more applications are received than places available, the oversubscription criteria listed later in this document will be used to decide on allocations.

If Coads Green Primary School is oversubscribed, a waiting list – for normal admissions and in-year admissions – will be held by the Local Authority on the school's behalf from when allocations have been made, for at least the first term of the academic year of admission, the list to be ranked in line with the oversubscription criteria each time a child is added.

Deferred entry

Places in reception will be allocated as full time from September. However, parents/carers are able to request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age or request that their child takes up the place part-time until they are of compulsory school age. Parents/carers should direct any request to the Headteacher.

'Summer-born children'

It is the Government's intention to give summer-born children the right to start in reception at the age of 5. The intention is to change admissions rules so that children born between April 1 and August 31 cannot be forced to go straight into year 1 if they wait to start school until they turn 5.

Admissions authorities have been asked to take immediate action, in advance of the proposed changes, and allow summer-born children to start in reception aged 5 if that is what parents want. The government believes parents and teachers are best placed to decide what is right for their child, and summer-born children should have the same opportunity to excel at school as their peers - even if that means starting reception a year later. The changes are designed to give parents and teachers flexibility, and the majority of summer-born children will still start school when they turn 4 rather than waiting. If they do start school later, the children will be able to remain with the same age group as they progress, including into secondary school. Parents/carers should direct any request to the Headteacher.

Admission of children outside their normal age group

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. 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 in line with the School Admissions Code 2014 and in the best interests of the child concerned. Guidance can also be found at www.cornwall.gov.uk/admissions or on request from the School Admissions Team.

Appeals

Applicants refused a place at the school have the right of appeal. Appeals are heard by an independent appeals panel [arranged by the Local Authority on behalf of the Governing Body]. 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 (e.g. a change of address into a school's designated area), but has determined that the new application must also be refused.

Waiting lists

If the school is oversubscribed, a waiting list will be held from when allocations have been made for the whole of the academic year - and parents/carers can request that their child is added to this list. A pupil's position on the list will be determined by the criteria set out below. Children's places on a waiting list are subject to change according to additional information received about applications or children being added to the list. No priority is given to the length of time that a child has been on the list.

Oversubscription Criteria

In the event of there being more than 12 applications for places in reception for the 2018/19 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:

1. Children in care and children who were in care but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order) immediately after being in care.
2. Children who live in the designated area of Coads Green Primary School, or whose parents can provide evidence that they will be living in the designated area of Coads Green Primary School by the requested date of admission.

If there are more designated area children wanting places at Coads Green Primary School than there are places available, criteria 3 to 5 below will be used to decide which of these children should have priority for admission. If there are still places available after all the designated area children have been allocated places, criteria 3

to 5 will be used to decide which of the remaining children should have priority for any spare places.

3. Children with an unequivocal professional recommendation from a doctor, school medical officer, educational psychologist or education welfare officer that non-placement at Coads Green Primary School would not be in the best interest of the child and that placement at Coads Green Primary School is essential. Such recommendations must be made in writing and must give full supporting reasons and will be reviewed by Coads Green Primary School.

4. Children with siblings who will still be attending Coads Green Primary School at the time of their admission.

5. All other children.

Notes and definitions

Children in care and children who were previously in care

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). 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). Children in care will be admitted to the school considered most suitable by the Corporate Director, Children, Schools and Families, regardless of the number on roll.

Designated areas

Cornwall Council 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 in Coads Green Primary School's oversubscription criteria will be as defined by Cornwall Council. 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 or by calling the School Admissions Team on 0300 1234 101 or emailing: schooladmissions@cornwall.gov.uk. If you are planning to move into the designated area of Coads Green Primary School, 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.

Professional recommendation for admission

If you think your child meets this criterion, as described in the Oversubscription Criteria, you must send the relevant written evidence to Coads Green Primary School.

Siblings

'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 the school in question at the date of application, allocation and admission.

Tie-breakers

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

Final tie-breaker

Should the tie-breakers above still leave children with an equal claim because distances are exactly the same, random allocation will be used to decide on priority. The school will use the Local Authority's Random Allocation Protocol 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 Cornwall Council's chosen Geographical Information System. Measurements will be between your home address using Ordnance Survey's AddressPoint dataset (usually the centre of the main building of the property) and the main gate of the school (as determined by Cornwall Council).

Home address

Each child may have one registered address only for the purposes of determining priority for admission and transport entitlement. This address should be the place where the child is normally resident. If there is shared residence of the child or a query is raised regarding the validity of an address, it may be necessary to use the address of the person receiving child benefit for the child. If this is inconclusive, the registered address would be considered to be the address at which the child spends the majority of days during the school week. It is expected that parents will submit

only one application for each child and any disputes in relation to the child's home address are settled before applying.

Multiple birth siblings

Where applications are received on behalf of 'multiple birth siblings' (i.e. twins, triplets, etc.) or siblings whose dates of birth place them in the same chronological year group, every effort will be made to offer places at the school, which may mean allocating places above the Published Admission Number (PAN) where that is possible. [It is possible to admit multiple birth siblings as 'excepted pupils' over the infant class size limit.]