



# Wendron Church of England VA Primary School

## Admissions Policy 2018/2019

Reviewed : 27<sup>th</sup> April 2017

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This policy is based upon the relevant government legislation and regulations and advice given by the Diocesan Board of Education in Cornwall.

The governors of Wendron Church of England VA Primary School are the admissions authority for the school.

The school operates an equal preference scheme.

### **Definitions**

#### **Parents/ Family Members**

A parent is any person who has parental responsibility for or is the legal guardian of the child. Where admission arrangements refer to 'parents attendance at church' it is sufficient for just one parent to attend. 'Family members' include only parents, as defined above, and siblings.

#### **Published Admissions Number**

The PAN is the maximum number of pupils the school will admit at the relevant admission age in any given year. The PAN for this new, year group will be 17.

#### **Admissions Policy**

The school will apply the PAN of 17 places each year and will conform to the timetable for admissions published by the Local Authority for community schools. (Appendix A)

There will be a standard application form known as the (Cornwall Admission) Common Application Form (CACAF). This form will be available to parents electronically and as a paper copy.

The LA will make appropriate arrangements to ensure:

1. That the CACAF is available on the Cornwall website and on the request from the LA and from the school.
2. That the CACAF is accompanied by a written explanation of the co-ordinated admissions scheme.

#### **Over subscription Criteria**

If the school is oversubscribed, after the admission of pupils with a Statement of Special Educational Needs where the school is named in the statement, priority for admission will be given to those children who meet the criteria set out below, in order:

Admissions Criteria in order

1. Children in care\* and children who were in care but immediately after being in care became subject to an Adoption, Child Arrangement, or Special Guardianship Order.
2. Medical, psychological or social worker recommendation. This must be supported by a written report from the relevant professional; a doctor (for medical), a social worker (for social) or an educational psychologist (for psychological) stating why non-admission would be harmful to the child.
3. Sibling\*\* at the school at the time of application;
4. Home address\*\*\* within the designated area of the school;



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5. Religious affiliation: priority given to
  - a. 'active' members of Christian Denominations, \*\*\*\*. The Governing Body uses the National Society's recommended three tier stratification for faith-based places, giving priority to those at the heart of their Church, followed by those attached to the Church. No priority will be given to those who are classified as known to the Church under the faith criterion
  - b. 'active' believers of all faiths. \*\*\*\*

(Evidence to be provided in this case will consist of a letter of recommendation from religious leader presented to the school by the closing date of admission.)

6. All other children

### **Definitions:**

\*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).

\*\*('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 in the same household at the same address would also be counted as siblings, regardless of their actual relationship to each other.)

\*\*\* (Home address: Each child may have one registered address only for the purpose of determining priority for admission and transport entitlement. This address should be the place where the child is normally resident. If there is shared custody 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 in order to make a decision.)

\*\*\*\* Footnote: Definitions of three tier stratification:

- (i) An applicant 'known to the church' would not be a frequent but probably an occasional worshipper, someone who is perhaps known through a family connection, or one or more of whose family would be involved in some church activity, such as a uniformed or other church organisation.
- (ii) An applicant 'attached to the church' would be a regular but not frequent worshipper, by which is meant (for example) one who usually attends a monthly family or church parade service or is regularly involved in a weekday church activity including an element of worship.
- (iii) An applicant 'at the heart of the church' would be a regular worshipper. We suggest that this might normally mean one who worships usually twice a month. To accommodate difficult patterns of work and family relationships account should be taken of week-day worship. The worshipper could be the child for whom application is made or one or both parents.



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## **Tie – Breaker:**

In the event of two or more children meeting the admission criteria equally, then the distance, measured as a straight-line, will be used to determine priority. A Geographical Information System – GIS will be used to determine this distance from the centre of the building of the home address to the main school gate. The child living nearer to the school will have the most priority.

If the governors have to refuse a place due to over subscription, parents have the right of appeal and will be informed of this right. Appeals are organised by Cornwall LA on behalf of the Governors.

## **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, supervised by an independent person, which is available on request.

## **Late Applications**

Late applications will be processed in line with the local authority's co-ordinated admissions scheme.

## **Deferred/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 i.e. 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.

Entry to the school may be deferred in the following circumstances only:

1. Until statutory school age if a parent so wishes (children born between 1st September and 31st March only)
2. If a child is seriously ill at the time of application.
3. If a child is in an assessment unit or has special educational needs which require a deferred entry.

In all these cases consideration will be given to a gradual entry to school if this is deemed to be in the best interests of the child.



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## **Admission of children outside their normal age 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 a school 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.

## **Casual Admissions**

The LA will manage all in year applications.

Under the “Fair Access” policy, it is possible that a school will be directed to admit a child, even if this would take the year group above (or further above) PAN

## **Full or part-time**

The school operates the same process as the LA in respect of parents wishing for their children to start full-time in September.

## **Waiting Lists**

If the school 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 school'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 or Statement of Special Educational Needs and 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.

The LA will maintain the waiting lists and will send to school to rank when a place needs to be allocated from the list.

## **Appendix A**

Timetable of co-ordinated scheme for admission to reception is contained in the admissions' book.



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Policy written by: Mr Richard Lawrence in conjunction with LA Guidelines

Headteacher: Mr Richard Lawrence

On behalf of Governors:

Dated: