

Charlestown Primary School

Charlestown ACE Academy



Admission Arrangements 2017 - 2018

1. The School

We are situated between Charlestown village and Carlyon Bay on the southern edge of St Austell. The school became an Academy in 2011. In 2015 the school joined a Multi Academy Trust (ACE Atlantic Centre of Excellence). The school is committed to teaching children to read, write and be numerate and has achieved high standards of achievement for successive years. We are proud of this achievement and continue to promote health in mind, body and spirit. Our aim is to:

"Promote the highest standards of work and behaviour and to provide opportunities for success for all children in a caring environment of mutual trust, respect and harmony."

The published admission number (PAN) for each year group is 30 pupils in Years 4, 5 and 6. In Reception, Years 1, 2 and 3 PAN will be 60. This is based on the capacity of the school and on government legislation, which restricts the size of each infant and Early Years (Reception) classes to 30.

2. Applying for a place

If you are applying for a place in Reception commencing September 2017 and live in Cornwall you should complete Cornwall Council's Common Application Form, available electronically at www.cornwall.gov.uk/admissions or in paper form in their Reception Class prospectus. Completed forms should be returned to Cornwall Council by the date required on the form. Applicants from outside Cornwall should complete the form provided by their own council.

The contact details for the Cornwall Council's admissions department are: School Admissions Team, New County Hall, Truro, TR1 3AY, schooladmissions@cornwall.gov.uk
0300 1234 101

As an academy school Charlestown reserves the right to check the address of families applying for a place at the school.

3. How places are allocated

If you apply for a place in the school and the number of applications is not greater than 30 or 60 dependant on the year group (see PAN section 1) then you will be automatically offered a place. However if this number is exceeded, then after the admission of pupils with an Educational Health Care Plan where Charlestown Primary School is named on the plan, the criteria below will be applied in the following order of priority:

4. Over-subscription criteria

	CRITERIA	DEFINITION / NOTES
1	Children in care and children who were previously in care but immediately after being in care became subject to an Adoption, Child Arrangement, or Special Guardianship Order.	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).
2	Children with a brother or sister who will still be attending Charlestown School at the time of their admission.	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 brother or sister, regardless of their actual relationship to each other.
3	Children who live in the school's catchment area (<i>also referred to as the 'designated' area</i>)	A map of the school's catchment area is available on the school website in the admissions section.
4	All other children	Distance from the school – see below

If any of the criteria outlined above leave more children with an equal claim than places available, then the following *tie-breaker* process is applied:

A. Distance from permanent residence to school is used. This is calculated by a straight-line measurement as determined by Cornwall Council's nominated Geographical Information System (currently DataMap). Measurements will be made using Ordnance Survey's AddressPoint dataset (usually the centre of the main building of the property) and the school's 'In' gate for vehicles (gate closest to the railway line). The child living closest to the school will be offered a place at the school.

B. Should two or more children live at exactly the same distance as calculated in A. – then random allocation will be applied in accordance with 1.34 and 1.35 of the Admissions Code.

5. Permanent Residence

Each child may have one 'permanent residence' only for the purposes of determining priority for admission. This is defined as the address of the parent(s)/carer(s) with parental responsibility for the child, and with whom the child lives.

If two parents/carers both have parental responsibility for the child, but do not live at the same address, the Permanent Residence will be regarded as the address of the parent/carer with whom the child spends most of their time (Monday to Friday).

If parents/carers do not live at the same address, and the child lives equally with both, then the address of the person receiving child benefit for the child will be used, unless they provide supporting evidence in respect of both addresses, e.g, a Child Arrangement Order from a court.

The final decision with regard to establishing 'Permanent Residence' will rest with the school.

6. 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.

7. Late Applications

Late applications will be processed at a later stage so it is possible that all places will have been filled. For further information please see the Council's Reception Class prospectus.

8. Waiting Lists

If you are unsuccessful in obtaining a place at the school you can request to be placed on a waiting list – which is regularly monitored by the school and maintained for 12 months. This list is administered by Cornwall Council Admissions on behalf of the school. Please be aware that the length of time you have been on a waiting list does not confer any additional priority – if a place becomes available and there are two or more children on the waiting list then the over-subscription criteria explained above will be applied.

9. In-Year Admissions

Applications for In-Year admissions are made in the same way as those made during the normal admissions round. If a place is available and there is no waiting list your child will be offered a place. If there are no places available then you can choose to be put on a waiting list.

10. Deferred admissions

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.

11. 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 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.

12. If the Academy and/or Governing Body are given false information in any application, the Governing Body reserves the right to withdraw the offer of a place to the child at any time.

13. Appeals

If your application to the school is unsuccessful you have the right to appeal against the decision. Full details of how the procedure works and the relevant timescales can be found on the school's website.

Please be aware that the circumstances in which an appeal might be successful are fairly limited – particularly for entrance to Reception as the school *must* adhere to strict regulations concerning class size.

The Governing Body recommends that any parent considering an appeal arranges an informal discussion with the Headteacher before proceeding.