



**Truro and Penwith  
Academy Trust**

# **ADMISSION ARRANGEMENTS**

## **2018-2019 ACADEMIC YEAR**

### **Cardinham School**

Cardinham School



Grow your mind; aim high



**DATE PROPOSED BY LGB: 15-11-2018**

**DATE APPROVED BY TPAT:**

**Date amended: 30-11-2018**

**Amended by: Ingrid Bennett**

**School Name: Cardinham School**

## Responsibility for admissions

The Trustees of the Truro and Penwith Academy Trust (TPAT) have responsibility for approval of the Admissions Policy and admissions arrangements for all member schools within the Trust. The Local Governing Body has delegated responsibility for the proposal of the admissions policy and arrangements, and for application decisions in the member school. This policy is based upon relevant policy and legislation including the Department for Education's School Admissions Code. Schools within the Trust operate an equal preference scheme as defined in the Code and will fully participate in Cornwall Council's Fair Access Protocol.

## Admissions Scheme

Cornwall Council has a statutory duty to co-ordinate the admissions process for reception applications and has opted to assist parents by acting as a clearing house for applications to other main school year groups.

Details of the co-ordinated admissions scheme for Reception admissions are available from Cornwall Council School Admissions Team, New County Hall, Truro, TR1 3AY

Telephone: 0300 1234 101

Email: [schooladmissions@cornwall.gov.uk](mailto:schooladmissions@cornwall.gov.uk)

Web: [www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions)

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

All applications for places at TPAT schools must be made directly to the applicant's home authority on the appropriate Common Application Form (CAF). The CAF and supporting information will be available electronically on the Local Authority's website or in a paper form from the Local Authority. There is no supplementary information form required by the Trust.

## Applying for a place

All applications for places in Reception or during the school year must be made direct to the applicant's home local authority on the appropriate application form. The application form and supporting information will be available on the Local Authority's website.

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 the school will be admitted regardless of the number on roll in the year group.

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

The published admission number (PAN) for Reception in 2020/21 will be 12 pupils. 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 the school is not oversubscribed, all applicants will be admitted. The PAN is the maximum number of pupils the school will admit at the relevant admission age in any given year.

## **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.

## **Admission of children outside the 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.

The process for requesting admission out of the normal age group is to contact the school to request a meeting with the head teacher to discuss the issue. The Academy Trust and School Governors will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent’s views; information about the child’s academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The Trust will also take into account the views of the head teacher and governors of the academy.

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.

## **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 Trust and Local Governing Body. Further details and a timeline can be found in the Local Authority’s 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 (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**

**Date amended:** 30-11-2018

**Amended by:** Ingrid Bennett

**School Name:** Cardinham School

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 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.

## **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:

### **Primary Oversubscription Criteria**

In the event of there being more than **12** applications for places in reception for the 2020/2021 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 Education, Health and Care Plan or Statement of Special Educational Needs names the school:

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.
2. Children with siblings who will still be attending the school at the time of their admission.
3. Children who live within the designated area of the school, as defined by the Local Authority, or whose parents/carers can provide evidence that they will be living in the designated area of the school by the date from which admission is required.
4. Children with an unequivocal professional recommendation from a doctor, school medical officer, educational psychologist or education welfare officer that non-placement at the school 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. All other children.

## Late Applications

Late applications will be processed in line with Cornwall Council's co-ordinated admissions scheme.

## In Year Admissions

Parents can apply at any time during the school. Cornwall Council will operate waiting lists for all in year applications. The school will operate oversubscription criteria for admissions to year groups 1 to 6 as per reception admission. 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 Entry

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

## Notes and 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).

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).

### 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 Cardinham'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](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 Cardinham, 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**

'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.

If a child is a sibling of a multiple birth (e.g. 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).

### **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.

### **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.

### **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 nominated Geographical Information System. Measurements will be between your home address (the centre of the main building of the property) and the main gate of the school (as determined by Cornwall Council).

Distances used to determine nearest school with room (i.e. where it is not possible to offer a place at a preferred school) and for establishing transport entitlements will be measured by the nearest available route as determined by Cornwall Council's nominated Geographic Information System software.

### **Home address**

Each child can have only one registered address for the purposes of determining priority for admission and transport entitlement. This address should be the place where the child is normally resident at the point of application or evidence of the address from which a child will attend school, in the form of written confirmation of a house purchase or a formal tenancy agreement. Exceptional circumstances in relation to the provision of a home address will be considered on a case-by-case basis. If there is shared residence of the child or a query is raised regarding the validity of an address, the LA will consider the home address to be with the parent with primary day to day care and control of the child. Residency of a child may also be clarified through a Child Arrangement Order where it is shown who has care of the child.

Evidence may be requested to show the address to which any Child Benefit is paid and at which the child is registered with a doctor's surgery.

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.

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. For the purposes of measuring distances, the main entrance of the unit will be used.