



*St Levan Primary School*

*where all children SHINE...for life*

## **Admissions Policy 2021-22**

### **Introduction**

St Levan Primary School is a foundation primary school and the Governing Body are the Admission Authority for the school.

The school will participate fully in the Local Authority's Fair Access Protocol and the Local Authority's Co-ordinated Admissions Schemes for starting school and applying for a place during the school year. 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.

### **Applying for a place**

All applications for places 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 Body.

Places in Reception will be allocated as full time from September. If you wish to ask for part-time admission, you must do so as soon as possible after receiving your notification of a place. You can request that your child attends part-time until they are of compulsory school age.

However, if your child has an Education, Health and Care Plan you **do not** need to complete an application form as a school place will be identified through a separate process (see Appendix 1).

### **Allocation of places**

Children with an 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 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.

Attendance at a particular nursery class or early years provider does not give a pupil any priority within the admissions policy for admission to a primary school. Parents/carers must still submit an application for a place in Reception.

The published admission number (PAN) for Reception in 2021/22 will be 6. Places will be allocated up to this number. In the event that more applications are received than places available, the oversubscription criteria below will be used to decide on allocations. If the school is not oversubscribed, all applicants will be admitted.

## 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 or 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.

## 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. Further details and a timeline can be found in the Local Authority's Co-ordinated Admissions Scheme. Applicants will be able to appeal once for a place at a given school in any one school year unless any significant new information becomes available which was not available at the original hearing. Details of how to appeal will be sent with any letter refusing a place and the timetable for appeals will be available on the Council's website.

## 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. 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.** 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.

## Oversubscription Criteria

In the event of there being more than 6 applications for places in Reception for the 2021-22 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 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 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 beginning of the Autumn term of the 2021 school year.

If there are more designated area children wanting places at a school than there are places available, the following criteria 3 to 5 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 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.

4. Children with siblings who will still be attending the school at the time of their admission.
5. All other children.

## **Notes and definitions**

### **Children in care**

A 'child in care' may also be referred to as a 'looked after child' and is a child who is (a) in the care of the 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). 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 Admissions and Transport 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 a school, your application for a place for your child at that school 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.

### **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 or due to be on the roll of the school in question at the date of application, allocation and admission.

### **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. However, where this is not possible, parents/carers will be invited to decide which of the children should be allocated the available place(s).

### **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 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 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, the Local Authority will consider the home address to be with the parent with primary day to day care and control of the child. Residency may also be clarified through a Child Arrangement Order where it is shown who has care of the child. However, parents should settle any dispute prior to submitting only one application.

Policy agreed by the Governing Body on: September 2019

Next review date: Autumn Term 2020

## Briefing note

New arrangement for entry into school for children with an Education, Health and Care Plan or a Statement of SEN



**From September 2016** parents/carers of children with an Education, Health and Care Plan (EHC Plan) or a Statement of Special Educational Needs (Statement of SEN) in Cornwall no longer have to make an application through the general school admissions system.

All requests for a change of school during the school year ('in-year' admissions) and all requests for entry into school at the normal point of entry (starting in the reception year, transferring from infant to junior school or transferring from primary to secondary school) will be handled by the **SEN Assessment and Provision Team**.

Parents will be able to discuss the educational options with a member of the SEN Team to enable them to make an informed decision regarding their preferred school.

Where a request for an EHC needs assessment has been made or where a child is under assessment (but no decision has yet been made about issuing an EHC Plan) an application for a school place must be made through the normal school admissions process ([www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions)).

Parents/carers should be advised:

If your child has an Education, Health and Care Plan (EHC Plan) or Statement of Special Educational Needs (SEN), you **do not** need to complete an application form as a school place will be identified through a separate process. Please contact the SEN Assessment and Provision Team for more information:

**Tel: 01872 324242**

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

However, **if a request has been made for an EHC needs assessment** for your child, or your child is **currently being assessed** to decide whether an EHC Plan is necessary, you will need to make an application using the normal process.

The process for SEN admissions can be found in the Local Authority's Local Offer: [www.supportincornwall.org.uk](http://www.supportincornwall.org.uk)

**For more information please contact:**

Maggie Dalton, SEN Assessment and Provision Manager (for SEN admissions) [specialeducation@cornwall.gov.uk](mailto:specialeducation@cornwall.gov.uk)

Sarah Lewis, Pupil Placement Manager (for standard school admissions) [schooladmissions@cornwall.gov.uk](mailto:schooladmissions@cornwall.gov.uk)

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