

# Mawnan CE VA Primary School



## Admissions Policy 2025/2026

Review Cycle	Date of Current Policy	Author(s) of Current Policy	Review Date
1 Year in the Autumn Term	October 2023	J Pridmore	September 2024 <b>The policy went out to 'Consultation' 01/10/2022 – 31/01/2023</b>

Review & Ratification Required by Governor's Sub-Committee Only	Name of Governor's Sub-Committee	Ratification required by Full Governing Board
No	N/A	Yes

### Reviewed by Governor's sub-committee

Role	Name	Signature	Date
N/A	N/A	N/A	N/A

### Ratified by the Full Governing Board

Role	Name	Signature	Date
COG	Ms Rachel Stevenson		

## Details of Policy Updates

Date	Details
01/10/2022 – 31/01/2023	Consultation - Re: '7-year rule' ( <i>Having not consulted for seven years.</i> )

# **Mawnan C of E VA School**

## **Admissions Policy 2025/2026**

Mawnan School is a Church of England Voluntary Aided Primary school set within the village of Mawnan Smith. The Governors are the Admissions Authority for the school.

The school will participate fully in Cornwall Council's Fair Access Protocol and Cornwall Council's Co-ordinated Admissions Schemes. 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 Cornwall Council. 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 local authority on the appropriate application form. The application form and supporting information will be available on Cornwall Council's website. There is no supplementary information form required by the Governing Board.

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

From September 2011, all reception places must be offered as full-time, but parents may request part-time attendance until the child is of compulsory School age. Deferred admission until the child is of compulsory School age (but not beyond the beginning of the summer term,) must be agreed if requested.

The governors have formulated this admissions policy for the school.

The governors' admissions committee will meet when the number of applications exceeds the published admission number of 17.

The following criteria will be used to decide who might be admitted in the event of there being more applicants than places in the school.

These categories are listed in order of priority and will be strictly applied at an appropriate meeting, where the children will be ranked in priority order, which will be forwarded to the Local Authority who then decides on places to be offered in accordance with the co-ordinated admissions scheme.

### **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 Cornwall Council (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 2025/26 will be 17. Places will be allocated up to this number. In the event that more applications are received than places available, the oversubscription criteria listed in this document will be used to decide on allocations. If the school is not oversubscribed, all applicants will be admitted.

## Over-subscription Criteria

In the event of there being more than **17** applications for places in Reception for the 2025/26 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 that names the school:

1. Children in care or children that were previously in care but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear (to the admission authority) to have been in state care outside of England and ceased to be in care as a result of being adopted. \*
2. Children in the designated area. \*\*
3. Siblings of pupils attending the school at the proposed date of admission. Our definition of 'sibling' is in line with the Local Authority definition. \*\*\*
4. Children of a member of staff in **either** or **both** of these clauses: \*\*\*\*
  - a) Where the member of staff has been employed at the school for two or more years at the time at which the application for admissions is made, and/or
  - b) The member of staff is recruited to fill a permanent vacant post for which there is a demonstrable skill shortage.
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 a local authority, (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).

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society (see Section 23ZZA(8) of the Children Act 1989 (inserted by Section 4 of the Children and Social Work Act 2017)).

## **Designated areas**

**\*\* Designated area.** 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 Mawnan C of E VA 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](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 Mawnan C of E VA 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.

## **Children with an unequivocal professional recommendation**

Applicants will only be considered under this criterion where the parent/carers 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 or due to be on the roll of the school in question at the date of 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).

## **Children of a member of Staff**

**\*\*\*\*** Teachers and Support Staff employed directly by the Governors of Mawnan C of E VA School, under criterion (a) or (b.)

### **Tie Breaker**

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 Cornwall Council's Random Allocation Protocol, supervised by an independent person, which is available on request.

### **Distances**

Distances used for tie-breaking will be the "straight-line" measurement as determined 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 Geographical Information System software.

### **Applications**

A place can be applied for through Cornwall Council during the autumn term, online, at [www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions). This will give you the right to express three preferences.

The Local Authority can be contacted at:

Admissions Team, New County Hall, Truro, Cornwall. TR1 3AY,  
[schooladmissions@cornwall.gov.uk](mailto:schooladmissions@cornwall.gov.uk)

0300 1234 101

### **In-year**

Currently applications for all year groups at the school have to be made via the Local Authority.

### **Waiting Lists**

If the school is oversubscribed, a waiting list will be held for the whole of the academic year for all year groups. Children are now automatically added to the waiting list (where one is held) if they are refused a place at a school. Parents no longer need to request to go on a waiting list for schools in Cornwall if they are refused a place. The waiting lists will cease at the end of the academic year and parents will need to reapply if they still wish to be considered for a place in the next academic year.

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.

### **Late Entries**

Late applications will be assessed following the guidelines as laid out by the Local Authority in their application guidelines.

The governors are required to publish the school's admission arrangements and, therefore, this policy will appear on the school website.

### **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.

### **Appeals**

Applicants refused a place at the school have the right of appeal. Appeals are heard by an independent appeals panel arranged by Cornwall Council on behalf of the Governing Board. Further details and a timeline can be found in Cornwall Council'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.

### **Deferred, Delayed or Part-time entry for 'Reception' children**

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.

## **Home address**

Each child can have one registered address only for the purposes of determining priority for admission and transport entitlement. This address **must** be:

- the child's principal permanent residence at the point of application and the address from which they will attend school; or
- a future address from which the child will attend school, supported by a form of evidence from the list in Cornwall Council's Co-ordinated Admissions Scheme.

An admissions authority may refuse to accept an address if an applicant still owns or rents an address at which their child previously lived. It is for the admission authority to determine:

- if the address given on an application is a child's current or future principal permanent residence and the address from which they will attend school; and
- which address should be used to determine eligibility for a place.

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 home address will be considered 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 where the child resides.

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 Cornwall Council'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.

Please see the Local Authority guidelines for the date when application outcomes will be notified.

**Policy agreed by the Full Governing Body on: 16/10/2023.**  
**Next review date: Autumn Term 2024.**