Admissions Policy 2028/2029

Review Cycle	Date of Current Policy	Author(s) of Current Policy	Review Date
1 Year in the Autumn Term	Draft updated September 2026	J Pridmore	Autumn 2027 **'Consultation' 01/10/2022 – 31/01/2023**

Ratified by the Full Governing Board

Role	Name	Signature	Date
COG	Ms Rachel Stevenson		

Details of Policy Updates

Date	Details
September 2026	Draft arrangements updated for 2028/29 in line with Cornwall Council guidance.

Admissions Policy 2028/2029

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) 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.

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 oversubscription criteria will be used to decide who will be admitted in the event of there being more applicants than places available.

These categories are listed in order of priority. The Governing Board, as the admission authority, is responsible for ensuring that applications are ranked in accordance with these arrangements. Cornwall Council will communicate offers on behalf of the Governing Board under 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 2028/29 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 2028/29 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 the following circumstances:** ****
   a) where the member of staff has been employed at the school for two or more years at the time the application for admission is made; and/or
   b) where the member of staff was recruited to fill a vacant post for which there was a demonstrable skill shortage.

5. **All other children.**

Notes and definitions

1. 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).

2. Designated areas

*** 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 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 Cornwall Council'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

or by calling the School Admissions Team on 0300 1234 101 or emailing: 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.

A map of the designated area is shown below – to see the area in more detail follow the link to the designated area maps at: www.cornwall.gov.uk/admissions or contact the School Admissions Team for more information.

Mawnan School Designated Area Map

The boundary shown on the map below defines the designated area used in the oversubscription criteria. Applicants can contact Cornwall Council's School Admissions Team for help checking a particular address against this boundary.



3. 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).

4.Children of a member of Staff

***** For this criterion, a member of staff means a teaching or support employee who is employed directly by the Governing Board of Mawnan CE VA Primary School. The priority applies only in the circumstances described in criterion 4(a) or 4(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 as the final tie-breaker. Each equally ranked child will be assigned a unique reference and the successful reference will be drawn at random. The process will be supervised by a person who is independent of the school and who was not involved in the original allocation of places. A written record of the process and outcome will be retained by the Governing Board.

Distances

In the event of a tie-break, distances will be measured using 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. This will give you the right to express three preferences. Applications for a Reception place in September 2028 must be submitted to the child's home local authority by 15 January 2028. National Offer Day for primary school places is 17 April 2028. Applications received after the closing date will be considered in accordance with Cornwall Council's Co-ordinated Admissions Scheme.

The Local Authority can be contacted at:

Admissions Team, New County Hall, Truro, Cornwall. TR1 3AY,
schooladmissions@cornwall.gov.uk

0300 1234 101

In-year Applications

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

Waiting Lists

Where an application for a place at Mawnan CE VA Primary School is refused, the child will be automatically added to the waiting list. Waiting lists will be ranked in accordance with the School's published oversubscription criteria. A child's position on the waiting list may change as new applications are received, and no priority is given according to the length of time a child has been on the waiting list.

Waiting lists for all year groups, including Reception, will be held until the end of the academic year. A child refused a Reception place for September 2028 will therefore be able to remain on the waiting list for the whole of the 2028/29 academic year. Parents and carers who wish their child to be considered for a place in the following academic year must submit a new application through Cornwall Council's Parent Portal. Applications for the following academic year may be made during the summer term, in accordance with Cornwall Council's published in-year admissions arrangements.

Late Entries

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

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 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. Parents may choose for their child to defer admission to Reception until the child reaches compulsory school age. A child reaches compulsory school age at the start of the term following their fifth birthday; from then, parents must ensure the child receives suitable full-time education.
A place offered for Reception cannot be deferred beyond the beginning of the summer term of the school year for which it was offered. Parents of summer-born children (born between 1 April and 31 August) may request admission to Reception a year later than their normal age group. Such requests will be considered on a case-by-case basis in the child's best interests. Parents should contact the Headteacher to discuss part-time attendance, deferred entry or a request for admission outside the normal age group.

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 admission 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.

Admission Arrangements 2028-2029

The Governing Board will formally determine the 2028/29 admission arrangements at a

minuted meeting by 28 February 2027. Following determination, the arrangements will be published on the school website and sent to Cornwall Council at schooladmissions@cornwall.gov.uk by 15 March 2027.

The school website will also retain the current and relevant future admission arrangements.

Where consultation is required because changes to the admission arrangements are proposed, or because seven years have elapsed since the last consultation, the Governing Board will consult for at least six weeks between 1 October 2026 and 31 January 2027. Consultation will include the persons and bodies specified in the School Admissions Code and Cornwall Council's 2028/29 guidance, including parents of children aged two to eighteen, relevant local admission authorities, Cornwall Council, interested persons in the relevant area and the Diocese. The full proposed arrangements, including the PAN and details of where comments should be sent, will be published for the duration of the consultation.