

# **Mawnan C of E VA School**

## **Admissions Policy 2020/2021**

Mawnan School is a Church of England Voluntary Aided Primary school set within the village of Mawnan Smith. The Governors are the Admissions Authority and operate an Equal Preference Scheme.

The closing date for applicants will be as stated in the Local Authority Admissions Booklet.

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.

### **SEN Admissions**

From September 2016 parents/carers of children with an Education, Health and Care Plan in Cornwall no longer have to make an application through the general school admissions system.

‘Children with an EHCP which names the school will be admitted.’

‘If the school is oversubscribed, after the admission of pupils with an EHCP where the school is named in the Plan, priority for admission will be given to those children who meet the criteria set out below, in order:’

### **Over-subscription Criteria to be used:**

1. Children in care and children who were in care but immediately after being in care became subject to an Adoption, Child Arrangement, or Special Guardianship Order. \*
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 members of staff.
  - 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 admission to the school is made, and/or
  - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
5. All other children

\*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 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 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.

\*\*\* 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 our 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. A sibling may be admitted even if the infant class size limit would be exceeded, where one of the siblings is the thirtieth child admitted.

### **Tie Breaker:**

If the criteria outlined above leave more children with an equal claim than places available, the following tie breaker will be used:

Priority will be given to a child who lives nearer Mawnan C of E VA Primary School. The measurement 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.)]

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.

### **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:**

The School in conjunction with the local authority will maintain a waiting list 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. Parents will be contacted from the 1<sup>st</sup> June to see if they wish their child to remain on the waiting list. This will then give clarity around the availability of places for requests that come in over the summer. 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.

### **Parents/Family Members**

A parent is any person who has parental responsibility for or is the legal guardian of the child. Where admission arrangements above refer to 'parents' attendance at church, it is sufficient for just one parent to attend. 'Family members' include only parents, as defined above, and siblings.

### **Home address**

Each child may have one registered address only for the purpose of determining priority for admission and transport entitlement. This address should be the place where the child is normally resident. If there is shared custody of the child or a query is raised regarding the validity of an address, it may be necessary to use the address of the person receiving child benefit for the child or to request a copy of a utility bill in order to make a decision.

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

**Policy agreed by the Full Governing Body on: 14<sup>th</sup> January 2019.**

**Next review date: Autumn Term 2019.**