



# Admission Arrangements for 2018/19

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## **Admissions Policy 2018/19**

The Board of Trustees of Venture Multi Academy Trust (Venture MAT) is the Admissions Authority for Trevithick Learning Academy (the academy). Venture MAT 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.

### **Apply 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 electronically on the local authority's website or in paper form on request from that local authority.

### **Allocation of places**

All children whose Statement of Special Educational Needs (SEN) or Education, Health and Care Plan names Trevithick Learning Academy will be admitted to the school regardless of the number on roll in the year group.

The Published Admission Number (PAN) for the academic year 2018/19 is 60 children in two Reception classes. 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 Academy is not oversubscribed, all applicants will be offered a place.

### **Deferred entry**

The Academy will provide full-time places for children in the September following their fourth birthday. However, parents/carers may request that their child's admission to school is deferred until later in the year or until the term in which their child reaches compulsory school age. Parents may also request that their child takes up their place on a part-time basis until compulsory school age is reached. Parents/carers should direct any request to the Principal.

### **Admission of children outside their normal age group**

Although most children will be admitted to the school with their own age group, from time to time parents seek places outside their normal age group for gifted and talented children or those who have experienced problems or missed part of the year, often due to ill health. Late entry to the reception year is sometimes requested for children who are summer-born, in particular those children that may naturally have fallen into a lower age group if it were not for being born prematurely. While it would not normally be appropriate

for a child to be placed in a year group that is not concurrent with their chronological age, the Academy will consider these requests carefully, and will make a decision based on the particular circumstances of each case and in the best interests of the child concerned. All 'out of age group' requests must be made in writing to the Principal before the application is submitted to the Local Authority, clearly stating the reasons for the request. If parents are not successful in acquiring a place outside the normal age group but are offered a place within the appropriate age group then there is no right of appeal.

### **Oversubscription criteria**

In the event that there are more than 60 applications for places in reception for the 2018/19 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 Statement of Special Educational Needs or Education, Health and Care Plan names the school:

- 1) Looked after children and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted, or became subject to a child arrangements order or special guardianship order. (see note 1).
- 2) Siblings of children attending Trevithick Learning Academy at the proposed date of admission (see note 2).
- 3) Children of staff who have been in paid employment at Trevithick Learning Academy for 2 or more years at the time at which an application for admission to the school is made, or when a member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- 4) All other applicants

### **Tie-breaker**

In the event of two or more children having equal priority for a place at the Academy, the Governors will allocate the place to the child that lives closest to the school, based on the distance between the school and the applicant's home address. 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 (currently DataMap). 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 (currently DataMap).

### **Final Tie-breaker**

Should the tie-breakers above still leave children with an equal claim, 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.

### **Home address**

Each child can 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 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 admissions authority 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, the admissions authority will determine the home address.

### **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.

### **Notification of places**

In accordance with the co-ordinated admissions policy the Local Authority will make the formal offer of a place to parents or guardians on behalf of the Admissions Authority of the Academy. Parents of children who are refused a place at the Academy will be notified of their right of appeal and will receive advice from the Local Authority regarding alternative schools.

### **Appeals procedure**

Parents/guardians who wish to appeal against the Admissions Authority's decision not to offer their child a place at the Academy must appeal directly to the Academy. Appeals should be addressed to the Admissions Officer at the Academy within twenty days of receiving the decision letter from the Local Authority. The appeal will be heard by an independent appeals panel. Parents or guardians will receive advanced notification of the date, time and place of their appeal hearing, to which they can make their case. If they wish, parents/guardians may be accompanied by an advisor or friend. Following the appeal, the Clerk to the Appeals Panel will write to parents/guardians with the decision.

### **Late applications**

Late applications are defined as those applications for Foundation Year (i.e. reception year) which are submitted after the closing date of the Local Authority's coordinated admissions scheme and will be dealt with in accordance with that scheme.

### **Waiting list**

If the school is oversubscribed, a waiting list will be held from when allocations have been made for the whole of the academic year and parents/carers can request that their child is added to this list. A child's position on this waiting list will be determined using the published Over Subscription Criteria. 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. Waiting lists will be maintained for all over-subscribed year groups.

### **Infant Class Sizes**

Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the Academy year) must not contain more than 30 pupils with a single school teacher. Additional children may be admitted under very limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The excepted children are:

- children with Statements of Special Educational Needs (SEN) or Education, Health and Care Plan admitted outside the normal admissions round;
- children who move into the area outside the normal admissions round for whom there is no other available Academy or School within reasonable distance;
- children admitted, after the initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- looked after children or previously looked after children admitted outside the normal admissions round;
- children admitted after an independent appeals panel upholds an appeal;

- children with SEN who are normally taught in a SEN unit attached to the Academy, who attend some infant classes within the mainstream Academy;
- children of UK service personnel admitted outside the normal admissions round;
- children whose twin or sibling from multiple birth is admitted otherwise than as an excepted pupil.

### **Notes**

**Note 1:** 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 setting 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).

**Note 2:** For the purpose of admission arrangements, 'siblings' means brothers and 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.

### **Further Information**

All parents are advised to read the Local Authority booklet for parents on 'Reception Class and Primary School Admissions' available online or by contacting the School Admissions Team, New County Hall, Truro, TR1 3AY. Telephone: 0300 1234101. Alternatively, you can email the Admissions Team at the following address:

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

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