



St Merryn School Admissions Policy

2018/2019

Introduction

St Merryn Primary School, as an Academy, is its own Admissions Authority and as such sets its own Admissions Policy. Every year the governing body will review and publish information concerning the St Merryn School admission policy. This will confirm the maximum number of children to be admitted to the school as a whole, the Pupil Admissions Number (PAN, agreed with the LA), which is currently 15, and explain how places will be allocated.

All pupils will be offered a place in the school without reference to ability, aptitude, ethnicity or gender and all will be treated under the school's Equal Opportunities Policy. This school participates in the Local Authority's Fair Access Protocol. Where this school is named in a child's Statement of Special Educational Needs, the governing body recognises a duty to admit the child to the school.

The Governing Body of St Merryn School is the Admissions Authority for the Academy (The Admissions Authority) as part of the co-ordinated scheme with the Local Authority. Parents need to apply for places online directly to the Local Authority at: www.cornwall.gov.uk/admissions.

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

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

Allocation of Places

Reception Places

If your child will not have reached the compulsory school age (beginning of the term after their fifth birthday) you can request that they attend part-time or start later in the academic year. Please contact the Head Teacher for an informal discussion of your circumstances.

Waiting Lists

As stated above, during the normal admissions round it is always necessary to complete a Local Authority Common Application form to apply for a school place. Registering interest with the school on a "waiting list" before the admissions round guarantees neither a place nor priority within the oversubscription Criteria. Offers of places will be made by the Local Authority on the school's behalf. If the school is oversubscribed for children due to start in 2018/2019 a waiting list will be regularly maintained. Children on the waiting list for reception, will be listed in priority order according to the school's oversubscription criteria, **although**

children who are the subject of a direction by the local authority or who are allocated to the school in accordance with the Fair Access Protocol, will take precedence over any child already on the waiting list.

The position on the list will be determined by applying the published over-subscription criteria and not by date of receipt. This will mean a position will change if a later application is received from someone with higher priority according to the over-subscription criteria. The existence of a waiting list does not remove the right of appeal against any refusal of a place from any unsuccessful applicant.

Over Subscription Criteria

Where more applications have been received than places available, or where to admit would conflict with the school fulfilling class size legislation, the following priorities shall apply in order to occupy any vacant places:

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 with an unequivocal professional recommendation from a doctor, school medical officer or educational psychologist that non-placement at St Merryn School would not be in the interest of the child and that placement at St Merryn School is essential.**
3. **Children living in the school's designated area set by the Local Authority (as seen online at www.cornwall.gov.uk/admissions, following the link 'find your nearest or designated school' or by calling the school admission team on 03001234 101 or emailing schooladmissions@cornwall.gov.uk).**
 - i. Where the child has a brother or sister currently attending the school at the intended date of admission and lives in the same address.
 - ii. All other Children who live in the designated area of St Merryn School, whose parents can provide sufficient evidence that they will be living in the designated area of St Merryn School, by the date from which admission is required **and will continue to do so when admitted to the school.**
4. **Children of Staff at the School**
 - i. where the member of staff (which means paid or part or fulltime employee) employed at the school for two or more years at the time at which the application for the admission to the school is made, and/or
 - ii. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
5. **Children living outside the school's designated area**
 - i. Where the child has a brother or sister currently attending the school at the intended date.
6. **All other children**

Other Year Groups (Years 1- 6)

Applications for In-Year admissions are made in the same way as those made during the normal admissions round. If a place is available and there is no waiting list your child will be offered a place. If there are no places available then you can choose to be put on a waiting list.

Tie Breakers

In the event of the need for a tie-breaker because of oversubscription in any of the above criteria when two children have an equal claim, the following tie breaker will be used:

- Children living nearest the school will get first priority.
- Home to school distances used for tie-breaking will be measured by 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 the preferred school) and for establishing transport entitlements will be measured by nearest available route as determined by Cornwall Council's nominated Geographical Information System software (currently Datamap).

Definition of 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, it may be necessary to use the address of the person receiving child benefit for the child. If this is inconclusive, the registered address would be considered to be the address at which the child spends the majority of days during the school week. The LA can only process one application per child, therefore any dispute must be settled before the application is submitted.

Part-time or deferred entry to school and admission of children outside their normal age group

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 may also seek a place for their child outside of 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 must contact the school they have been allocated or hope to be allocated. Those wishing to delay entry to the reception year should contact the School Admissions Team. Guidance on these decisions and the process for requesting part-time, deferred or delayed entry to school can be found at www.cornwall.gov.uk/admissions or on request from the School Admissions Team.

Appeals

All parents who are refused a place will have the right of appeal to an independent panel. These parents will be sent details of the appeal procedure on request.

The timeline for the process is as follows:

Parents/Carers have 20 days to lodge an appeal to the school if a place for their child was refused.

The Appeal Hearing will be heard within 40 days of the receipted documentation.

Further information on this can be found on the Local Authority Website.

Fair Access Protocol

St Merryn School adheres to the Local Authority Fair Access Protocol.