



St Merryn School Admissions Policy

2017/2018

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.

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 2016/2017 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**
 - 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:

- the proximity of the child's home address (present place of permanent accommodation) from the front gate of the school, as measured by "as the crow flies", using an Ordnance Survey map, will be the deciding factor for admitting the child, with those living nearest accorded the highest priority.

Definition of home address

Each child may only have one home address for determining priority for admission and transport entitlement. This address should be the place where the child is normally resident. If there is shared residency of the child, it may be necessary to use the address of the person receiving the Child Benefit for the child. Parents may be asked to provide evidence of this.

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.