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**Ladock C of E School Admission arrangements 2017/18**

**Introduction**

Ladock is a Primary School and the Governing Body is the Admission Authority for the school.

The school 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) or on request from the Local Authority. 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 electronically on the local authority’s website or in paper form on request from that local authority. There is a supplementary information form which can be submitted as supporting evidence for oversubscription criteria 3, the form can be obtained by the school or on the Trust website.

**Allocation of places**

Children with a Statement of Special Educational Needs or 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 the Local Authority (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 2017/18 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 later in this document will be used to decide on allocations.

**Deferred entry**

Places in reception will be allocated as full time from September. However, parents/carers are able to request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age or request that their child takes up the place part-time until they are of compulsory school age. Parents/carers should direct any request to the Headteacher/Executive Principal.

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

Parents may seek a place for their child outside of 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/Executive Principal. 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.

**Appeals**

Applicants refused a place at the school have the right of appeal. Appeals are heard by an independent appeals panel arranged by the Local Authority on behalf of the Governing Body. 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.

**Waiting lists**

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 pupil's position on the list will be determined by the criteria set out below. 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.

**Oversubscription Criteria**

In the event of there being more than 17applications for places in reception for the 2017/18 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. 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 (see footnote 1).
2. Children who live within the designated area of the school, as defined by the Local

Authority, or whose parents/carers can provide evidence that they will be living in the designated area of the school by the beginning of the autumn term of the 2017/18 school year (Home address is defined as the address at which the child is normally resident during the week in term-time, or in the case of shared custody, the address of the person receiving child benefit for the child in question.)

If there are more designated area children wanting places than there are places available after the allocation of children under criterion 2, criteria 3 to 5 below will be used to decide which of these children should have priority for admission. If there are still places available after all the designated area children have been allocated places, criteria 3 to 5 will be used to decide which of the remaining children should have priority for any spare places.

1. Children with an unequivocal professional recommendation from a doctor, social worker, school medical officer, educational psychologist or education welfare officer that non-placement at the school would not be in the best interest of the child. Such recommendations must be made in writing and must give full supporting reasons and will be reviewed by the LA.
2. Children with siblings who will still be attending the school at the time of their admission.
3. Children of Parent/s who are practising Christians in church which is a member of the Churches Together group. Baptism is the basic criteria for the identification of the children of practising Christian families. Thanksgiving for the Gift of a Child could also be taken into account for those Christians who do not practise infant Baptism. However, that will not normally be enough on its own, if over-subscribed schools are going to be able to distinguish those most clearly admissible on faith grounds. The Governing Body uses the National Society’s recommended three tier stratification for faith-based places (see footnote 2 for detailed definitions). A letter confirming the faith criteria will be required from the parish priest or minister and must be submitted directly to the school together with a copy of the Baptism or Thanksgiving certificate and a completed Faith Supplemental Form (see attached).

6. All other children.

**Footnotes and definitions:**

* 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).
* All children adopted from care are considered to be a previously ‘looked after child’ See Section 8 which defines a “residence order/Child Arrangement order‟ as an order settling the arrangements to be made as to the person with whom the child is to live and Section 14A of the Children Act 1989 which defines a “special guardianship order‟ as an order appointing one or more individuals to be a child‟s special guardian (or special guardians).
* The Governors operate an equal preference scheme.
* ‘Parent’ is defined as, “A parent is any person who has parental responsibility for or is the legal guardian of the child. Where admission arrangements 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.
* Definitions of three tier stratification:
1. *An applicant* ***‘known to the church’*** *would not be a frequent but probably an occasional worshipper, someone who is perhaps known through a family connection, or one or more of whose family would be involved in some church activity, such as a uniformed or other church organisation.*
2. *An applicant ‘****attached to the church’*** *would be a regular but not frequent worshipper, by which is meant (for example) one who usually attends a monthly family or church parade service or is regularly involved in a weekday church activity including an element of worship.*
3. *An applicant* ***‘at the heart of the church’*** *would be a regular worshipper. We suggest that this might normally mean one who worships usually twice a month. To accommodate difficult patterns of work and family relationships account should be taken of week-day worship. The worshipper could be the child for whom application is made or one or both parents. Greater priority will be given to these applications.*

**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 Ladock 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 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 Ladock 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.

**Professional recommendation for admission**

If you think your child meets this criterion, as described in the Oversubscription Criteria, you must send the relevant written evidence to the Local Authority.

**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 the school in question at the date of application, allocation and admission.

**Tie-breakers**

If any of the criteria outlined above 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 to decide on priority. The school will use the Local Authority’s Random Allocation Protocol which is available on request.

**Distances**

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 chosen Geographical Information System. Measurements will be between your home address using Ordnance Survey’s AddressPoint dataset (usually the centre of the main building of the property) and the main gate of the school (as determined by Cornwall Council).

**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. It is expected that parents will submit only one application for each child and any disputes in relation to the child’s home address are settled before applying.

**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. [It is possible to admit multiple birth siblings as ‘excepted pupils’ over the infant class size limit.]

Policy agreed by the Governing Body on: 11th February 2016

Next review date: Autumn term 2016



**Application on the Grounds of Faith - Supplemental Form**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname of child |  | First name(s) of child |  |
| Date of birth |  / / |  | Boy |  | Girl |  | (Tick as appropriate) |
| Address of child |  Postcode: |

|  |
| --- |
| I confirm that we attend the following church: |
| According to the three tier stratification as detailed in the admissions policy, please tick the tier appropriate to your involvement with this church  |
|  | Known to the church |
|  | Attached to the church |
|  | At the heart of the church |

Please provide the name and contact details of your minister and ensure that they are aware they may be asked for a reference to support your application.

|  |  |
| --- | --- |
| Minister’s name |  |
| Telephone Numbers | Daytime |  |
| Mobile |  |
| Address |  Postcode:Email: |

I have / have not (delete as appropriate) enclosed a supporting letter from my minister.

|  |  |
| --- | --- |
| Signature of Parent / Carer | Name in capitals |
|  |  |
|  |  |  |
|  | Date: |  / / |