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**Ladock C of E School Admission Arrangements 2018/19**

**Introduction**

Ladock is a Church of England Primary School which is part of the St Piran’s Cross Multi Academy Trust. 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](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.

**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.

However, if your child has an Education, Health and Care Plan or a Statement of Educational Needs, you **do not** need to complete an application form as a school place will be identified through a separate process (see briefing note)

**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 2018/19 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. Further details and a time line can be found in the Local Authority’s Coordinated Admission Scheme.

**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. Childre with an Education, Health and Care Plan or a Statement of Special Educational Needs and children in care if 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.

**Oversubscription Criteria**

In the event of there being more than 17applications 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. 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 2018/19 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 from families who have a letter form their priest agreeing that they regularly\* attend a Christian Church belong to Churches Together (or have returned the form signed by their priest). \**The school leaves the priest to decide what constitutes regular attendance in their Church.*
4. 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.
* See briefing note for further information about SEND admissions.

**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**

Applicants will only be considered under this criterion where the parent/carer can demonstrate that **only** the preferred school can meet the exceptional medical or social needs of the child, supported by a recommendation from, for example, a doctor, school medical officer or Educational Psychologist. Such reccommendations must be made in writing to the Schools Admisisons Team and must give full supporting reasons. The admission authority will make the final decision on whether or not to accept the application under this criterion.

**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.

If a child is a sibling of a multiple birth (eg twins, triplets etc) or a sibling whose date of birth place them in the same chronological year group, and has been offered a place at the requested school, every effort will be made to offer siblings a place at the same school, which may mean allocating places aboe the Published Admissions 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 (s).

**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 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).

 **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 at the point of application or evidence of the address from which the 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 LA will consider the home address to be with the parent with primary day to day care and cpntrol of the child. Residency of a child may also be clariffied through a Child Arranmgement 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 and any disputes in relation to the child’s home address are settled before applying, the admission authorioty will not become involved in any parental disputes. If agreement cannot be obtained before an application is made then parents/careres may need to settle the matter through the courts.

For information on disputes between persons with parental responsibility in relation to school preferences, please see the LA’s Coordinated Admisisons Scheme for the relevant year.

Applications for children of Service families will be processed and places allocated based on the propsed address (with supporting evidence) or, if the family are not able to confirm a proposed address and a unit or quartering address is provided, an allocation will be made based on the unit or quartering address. Until a fixed address is available, the unit postal address or quartering area address will be used to determine allocation of a school place. For the purpose of measuring distance, the main entrance of the unit will be used.

Policy agreed by the Governing Body on: 6th February 2017

Next review date: Spring term 2018



**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 the parents of the above name chil(ren) regularly attend the following church: |

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

|  |  |
| --- | --- |
| Signature of Priest | Name in capitals |
|  |  |
|  |  |  |
|  | Date: |  / / |

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