ADMISSIONS POLICY 2016/17

Introduction

Heamoor Primary School is a Foundation School and the Governors are the admitting authority. The school is a mixed primary school located within the village of Heamoor

Children with a Statement of Special Educational Needs or Education, Healthcare Plan (EHC) will be admitted to the school regardless of the number on roll in the year group.

Children in Care who are directed to the school by the Local Authority will be admitted to the school regardless of the number on roll in the year group.

Heamoor Primary School will participate fully in the Local Authority's Fair Access Protocol.

The school will participate fully in the Local Authority's co-ordinated admission schemes for a primary school place and in-year admissions. Details of these schemes are available on the Council's website (www.cornwall.gov.uk/admissions) or on request from the Local Authority (0300 1234 101). Closing dates, deadlines and timescales (including those relating to late applications) will be stated in those schemes.

Applying for a place

All applications for places at Heamoor Primary School must be made directly to the applicant's home authority on the appropriate Common Application Form (CAF). The CAF and supporting information will be available electronically on the Local Authority's website or in paper form on request from the Local Authority. There is no supplementary information form required by the Governors.

Allocation of Places – Reception Pupils

The Governors will operate an equal preference scheme as defined in the School Admissions Code.

The published admission number (PAN) for Year R in **2016/17** will be **30 pupil places**.

Children are not of compulsory school age until the beginning of the term after they have their fifth birthday. This means that:

i) Children born between 1 September and the 31 December are of compulsory school age from January.

ii) Children born between 1 January and the 31 March are of compulsory school age from April.

iii) Children born between 1 April and the 31 August are of compulsory school age from September.

Places in Reception will be allocated as full time from September. If you wish to ask for part-time admission, you must do so as soon as possible after receiving your notification of a place. You can request that your child attends part-time until they are of compulsory school age. Please direct a request of this type to the Headteacher.

The government is currently working on changes relating to summer born children - children born between 1 April and the 31 August. Parents can choose to delay entry for summer born children to Reception. Delayed applications for summer born children will be accepted.

Cornwall Children's Services Authority (CSA) have a legal duty to ensure a school place is available for every child of compulsory school age resident in Cornwall. The CSA has divided the county into geographical areas – designated areas. Each of these areas is served by a specific primary school, or in some cases, groups of schools.

Any school's resources, such as teachers and classrooms, have to be used carefully to ensure the best possible standards for education and a safe environment. If no limit were set on the number of pupils that can go to a school each year these standards could not be maintained. Some schools will be oversubscribed.

In the event of there being more than 30 applications for places in Year R for the 2016/17 academic year the following oversubscription criteria, in descending order of priority, will be used to prioritise applications.

Oversubscription:

The following priority order will be used to decide which children should occupy any vacant places, after the admission of pupils with statements of special educational needs/EHC plans where Heamoor Primary School is named in the statement in Year R at a foundation primary school in the **2016/17** school year.

1. Children in care and children who were in care but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order) immediately after being in care.
2. Children who live within the designated area normally served by **Heamoor Primary School** or whose parents can provide evidence that they will be living in the designated area of **Heamoor Primary School** by the beginning of the Autumn term of the **2016/17** school year. The catchment areas are designated by the Local Authority.
3. Children with an unequivocal professional recommendation from a doctor, school medical officer, educational psychologist or education welfare officer that non-placement at Heamoor Primary School would not be in the best interest of the child and that placement at Heamoor Primary School is essential. Such recommendations must be made in writing and must give full supporting reasons and will be reviewed by the LA.
4. Children with siblings who will still be attending Heamoor Primary School *at the time of their admission*.
5. Children of staff working at Heamoor Primary School in either or both of the following circumstances:
    a. Where the member of staff has been employed at the school for two years or more at the time at which application for admission to the school is made and/or
    b. The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
6. All other children.

Important note: The admission of pupils with a **statement of special educational needs/EHC plan** is covered by different admission regulations, however where Heamoor Primary School is named in a pupil's statement of special educational needs, the Local Authority and Heamoor Primary School have a duty to admit the child and will therefore be allocated a place; the admission of pupils to a primary school is a completely separate process which is not related to nursery admissions. Attendance at a particular nursery class or early years provider does not give a pupil any priority within the admissions policy for admission to a primary school;

Waiting List

If Heamoor Primary School is oversubscribed, a waiting list will be held from when allocations have been made. A pupil's position on the list will be determined by the criteria set out above. If a place is to be allocated to a pupil and there is more than one pupil from the same over subscription criteria (i.e. two pupils who have an elder sibling already in the school), a place would be offered to the pupil who fulfils a place in the next

higher criterion. In the unlikely case of identical distances under criterion 5, the applications would be ordered randomly by the Random Allocation Protocol outlined in Appendix 1.

Appeals

Applicants refused a place at Heamoor Primary School have the right of appeal. Appeals are heard by an independent appeals panel. Applicants will be able to appeal once for a place at a given school in any one school year unless any significant new information comes available which was not available at the original hearing.

Years 1 to 6

A parent can apply for a place at a school at any time during the school year. This is known as **an in-year application**.

The following priority order will be used to decide which children should occupy any vacant places, after the admission of pupils with statements of special educational needs or EHC plan where Heamoor Primary School is named in the statement or plan, in years 1 to 6 at Heamoor Primary School in the **2016/17** school year.

1. Children in care and children who were in care but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order) immediately after being in care.
2. Children who live in the designated area of Heamoor Primary School, or whose parents can provide evidence that they will be living in the designated area of Heamoor Primary School by the requested date of admission.

   If there are more designated area children wanting places at Heamoor Primary School than there are places available, criteria 3 to 6 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.
3. Children with an unequivocal professional recommendation from a doctor, school medical officer, educational psychologist or education welfare officer that non-placement at Heamoor Primary School would not be in the best interest of the child and that placement at Heamoor Primary School is essential. Such recommendations must be made in writing and must give full supporting reasons and will be reviewed by Heamoor Primary School.
4. Children with siblings who will still be attending Heamoor Primary School at the time of their admission.
5. Children of staff working at Heamoor Primary School in either or both of the following circumstances:
   a. Where the member of staff has been employed at the school for two years or more at the time at which application for admission to the school is made and/or
   b. The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
6. All other children.

Notes and definitions

Children with statements of special educational needs /EHC plans

If a child with a statement of special educational needs/EHCP has the name of a school specified in his/her statement, the child must be admitted to that school.

Children in care

'Children in care' are also referred to as 'looked after children' and they are 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).

Children in care **will be** admitted to the school considered most suitable by the Corporate Director, Cornwall Council, regardless of the number on roll.

Designated areas

The Children's Services Authority (CSA) has divided the county into geographical areas. Each of these areas is served by a specific secondary school (or schools). These areas are called 'designated areas'. (You may also have heard these areas referred to as 'catchment' areas.) Your designated school will not always be the one nearest to your home address. Maps will be provided on the Council's website www.cornwall.gov.uk/admissions and at the back of the secondary transfer booklet to help you to identify your child's designated school (or schools). Please note, however, that these maps are, of necessity, small scale and if your property is near a border it is advisable to check your designated school with the Admissions and Transport (Policy) Team. Larger scale maps are available for all designated areas on request. You can also ask to be notified of the designated school(s) for any address. These requests should be made to: School Admissions Team, New County Hall, Treyew Road, Truro, TR1 3AY

schooladmissions@cornwall.gov.uk

The CSA will continue to give free transport to eligible children on the basis of residence in the areas which is defined as the designated area for Heamoor Primary School.

If you are planning to move into the designated area of Heamoor Primary School, your application for a place for your child at that school 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 Heamoor Primary School.

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.

Summer Born Children

Children born between 1 April and 31 August.

Tie-breakers

If any of the criteria outlined above leave more children with an equal claim than places available, the following tie-breakers will be used:

Where two or more children fulfil the same criterion, 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 (in accordance with 1.34 and 1.35 of the School Admissions Code) will be used to decide on priority. The LA's Random Allocation Protocol – see appendix 1.

Distances

Home to school distances used for tie-breaking will be measured by a straight-line measurement as determined by CAPITA One (formerly known as Education Management System or EMS) and supported by the CSA's Geographical Information System (dataMap). Measurements will be between your home address using Ordnance Survey's Point Dataset (usually the centre of the main building of the property) and the main gate of the school (as determined by the CSA).

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 the CSA's Geographical Information System (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. 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. However, parents should settle any dispute prior to submitting only one application to Heamoor Primary School for each child.

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 Heamoor Primary School, which may mean allocating places above the Published Admission Number (PAN) where that 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).

Relevant area(s)

Consultations on proposed admission arrangements must be carried out within an area called 'the relevant area'. It is the responsibility of LAs to determine relevant areas and to consult on and review their relevant areas on a regular basis.

This policy is reviewed on an annual basis in line with the 'Schools Admissions code 2014'

Appendix 1

Random Allocation Protocol

(Cornwall Oversubscription Criteria)

1. **Introduction**

Random allocation of school places will only be used where the tie-breakers defined in the Admissions Oversubscription Criteria leave children with an equal claim to a school place and there are insufficient places available to allocate all of the equally ranked applicants. Random allocation is conducted in accordance with 1.34 and 1.35 of the School Admissions Code.

2. **Definitions**

2.1 "Independent Supervisor" means the person that ensures that the random allocation procedure is carried out correctly and transparently in accordance with this Protocol. They will be a person independent of the school for which the allocation is taking place and independent of the Admissions and Transport Team.

2.2 "Admissions Officer" is an officer from Heamoor Primary School's Admissions team who is responsible for carrying out the administration of the random allocation procedure and recording the results, under the supervision of the Independent Supervisor.

2.3 "Independent Officer" is the person who makes the random allocation draw under the supervision of the Independent Supervisor. This is a person other than that under 2.1 of this Protocol and also independent of the school for which the allocation is to be made and independent of the Admissions and Transport Team.

2.4 "Random Allocation Record" is the template under section 4 of this Protocol for recording the random allocation process.

3. Protocol for carrying out random allocation

3.1 The random allocation process will be supervised by the Independent Supervisor.

3.2 The process is carried out in the order set out in 3.3 to 3.9 of this Protocol

3.3 The Admissions Officer assigns each child to be included in the draw a number and records it on the Random Allocation Record (1) and places it in a sealed envelope.

3.4 The Admissions Officer prepares identical sheets of paper for each number to be included in the draw and places these in identical envelopes.

3.5 The Admissions Officer shuffles the envelopes and passes them to the Independent Officer who shuffles them again, selects one and opens it.

3.6 The Admissions Officer records the number drawn on the Random Allocation Record (2).

3.7 If more than one place can be offered they continue to complete processes 3.5 and 3.6 until all of the available places are allocated.

3.8 The Admissions Officer then opens the previously sealed envelope containing the Random Allocation Record (1) and records the numbers drawn on this form, marking clearly which child(ren) has (have) been allocated a place and which have not.

3.9 Once the process has been completed the Admissions Officer, Independent Supervisor and Independent Officer sign and date the Random Allocation Records (1) and (2).

4.1 Random Allocation Record (1)

Date of random allocation	
Year Group	
Number of places to be offered	

To be completed before the draw		**To be completed after the draw**	
Pupil name	**Number allocated**	**Draw place i.e. 1st, 2nd etc.**	**Place allocated?**
	1		
	2		
	3		
	4		
	5		
	6		

Declarations
I confirm that the allocation recorded above is the correctly recorded result of the random allocation procedure carried out in accordance with the LA's Random Allocation Protocol:

Admissions Officer

Print Name: Sign Name

Independent Supervisor

Print Name: Sign Name:

Independent Officer

Print Name: Sign Name:

4.2 Random Allocation Record (2)

Date of random allocation	
Year Group	
Number of places to be offered	
Reason for random allocation	
Number of applicants to be included in the process	
1st number picked	
Other numbers picked, where applicable, in order	

Declaration:

I confirm that the random allocation process has been carried out in accordance with the LA's Random Allocation Protocol.

Admission and Transport Officer

Print name

Sign name

Declarations:

I confirm that I am independent of the school named above and that the random allocation process has been carried out in accordance with the LA's Random Allocation Protocol.

Independent Supervisor

Print Name: Sign Name:

Independent Officer

Print Name: Sign Name: