

**ADMISSION ARRANGEMENTS**

**2017/18 ACADEMIC YEAR**

**Perranporth Community**

**Primary School**

**DATE PROPOSED BY LGB: 14.01.15**

**DATE APPROVED BY TPAT: [TO BE COMPLETED]**

**Responsibility for admissions**

The Directors of the Truro and Penwith Academy Trust (TPAT) have responsibility for approval of the Admissions Policy and admissions arrangements for all member schools within the Trust. The Local Governing Body has delegated responsibility for the proposal of the admissions policy and arrangements, and for application decisions in the member school. This policy is based upon relevant policy and legislation including the Department for Educations School Admissions Code. Schools within the Trust operate an equal preference scheme as defined in the Code and will fully participate in Cornwall Council’s Fair Access Protocol.

**Admissions Scheme**

Cornwall Council has a statutory duty to co-ordinate the admissions process for reception applications and has opted to assist parents by acting as a clearing house for applications to other main school year groups.

Details of the co-ordinated admissions scheme for Reception admissions are available from Cornwall Council:

Telephone: 0300 1234 101

Email: schooladmissions@cornwall.gov.uk

Web: [www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions)

Closing dates, deadlines and timescales (including those relating to late applications) will be as stated in those schemes.

All applications for places at TPAT schools 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 a paper form from the Local Authority. There is no supplementary information form required by the Trust.

**Published Admissions Numbers (PAN)**

The PAN is the maximum number of pupils the school will admit at the relevant admission age in any given year. The PAN for the school in 2017-18 is: 30

**Over subscription criteria**

If the school is oversubscribed, after the admission of pupils with a Statement of Special Educational Needs where the school is named in the statement, priority for admission will be given to those children who meet the criteria set out below, in order:

The following priority order will be used to decide which children should occupy any vacant places, after the admission of pupils where the school is named in their Statement of Special Educational Need or Education, Health and Care Plan:

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 who live in the designated area of the preferred school or whose parents can provide evidence at the time of making the application that they will be living in the designated area of the preferred school by the date from which admission is required. If there are more designated area children wanting places at a 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 6 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, for example, a doctor, school medical officer or educational psychologist, that non-placement at the preferred school would not be in the best interest of the child and that placement at the preferred school is essential. Such recommendations must be made in writing to the Cornwall Council School Admissions Team and must give full supporting reasons.

4. Children with siblings who will still be attending the preferred school at the time of their admission.

5. All other children (using the tie-breakers as defined later in this document as necessary).

**Tie-Breaker**

In the event of two or more children meeting the admission criteria equally, then the distance, measured as a straight-line, will be used to determine priority. The LA’s computer program (Geographical Information System – GIS) will be used to determine this distance from the centre of the building of the home address to the main school gate. The child living nearer to the school will have the most priority.

If the Local Governing Body have to refuse a place due to over subscription, parents have the right of appeal and will be informed of this right. Appeals are organised by Cornwall LA on behalf of the Trust.

**Late Applications**

Late applications will be processed in line with Cornwall Council’s co-ordinated admissions scheme.

**Deferred Entry**

Entry to the school may be deferred in the following circumstances only:

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.

**In Year Admissions**

Parents can apply at any time during the school. Cornwall Council will operate waiting lists for all in year applications. The school will operate oversubscription criteria for admissions to year groups 1 to 6 as per reception admission. Under the “Fair Access” policy, it is possible that a school will be directed to admit a child even if this would take the year group above (or further above) PAN.

**Full or Part Time**

The school operates the same process as Cornwall Council in respect of parents wishing for their children to start full-time in September.

**Waiting Lists**

Cornwall Council will maintain a waiting list for reception throughout the school year.