

# **An Baya Primary Schools Federation**



## **St Mary's C of E VA Primary School**



## **Admissions Policy 2024-2025**

**Signed: HJ Tyreman Head teacher November 2022**

**Signed: Jeff Davis, Chair of Governors November 2022**

**Date for review: November 2023**

## **ADMISSIONS POLICY**

### **2024-2025**

#### **Introduction**

##### **St Mary's is a Church of England (Voluntary Aided) Primary School.**

St Mary's School is a Church of England (Voluntary Aided) Primary School, for boys and girls aged 4 – 11. This is historically the school for the Parish of St Mary's, Penzance, but the Governors are pleased to admit children from a wide area within the Penwith Deanery, whose parents are seeking an education in a Christian environment.

We are a fully inclusive school that welcomes children from all backgrounds and abilities. We operate an equal preference scheme. There will be no discrimination against an application by race, gender, life style or creed.

The school is part of the An Baya Primary Schools Federation with St Mary's C of E (VA) School Penzance.

The Governing Body of An Baya are the admissions authority for both schools

The school will participate fully in Cornwall Council's Fair Access Protocol and Cornwall Council's Co-ordinated Admissions Schemes. 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 Cornwall Council. Closing dates and other details about the application process will be stated in those Schemes

Cornwall Local Authority provides the administrative arrangement for St Mary's C of E School and all admissions in Cornwall. The Local Authority administers appeals and waiting lists on behalf of the governing body of An Baya Primary Schools Federation

*This policy applies to children of statutory school age from reception class to year 6.*

#### **Choosing St Mary's C of E (VA) School**

Our overall mission as a Church of England School is to provide an education that gives all pupils the opportunity to develop their full potential within a happy, caring and safe environment grounded upon the values of Christian faith.

#### **At St Mary's school our Mission is to:**

- At An Baya Primary Schools our mission is to educate children spiritually, intellectually, socially, morally, aesthetically and physically to be able to make a difference by following the example of Jesus in the gospels living out 'life in it's fullness.'

#### **The schools aim to achieve this by:**

- **Educating for Wisdom, Knowledge and Skills** by following a broad and balanced curriculum that stimulates a sense of curiosity and excitement about the world whilst developing the full potential of all children.
- **Educating for Hope and Aspiration** by providing a safe, nurturing and caring environment where all children can take risks, build resilience, flourish and demonstrate courageous advocacy in action.

- **Educating for Community and Living well together** by building positive relationships with our local, national and international communities and for the schools to be hubs of learning in the community, making a positive difference to children and their families.
- **Educating for Dignity and Respect** by promoting perseverance, generosity, and courage so that children leave our schools equipped with the character virtues to make a difference.

Christian values underpin the School's ethos and daily Collective worship. Each half term we focus on a Christian value in our Collective Worship which parents are informed about in our Newsletter.

Religious Education is taught in accordance with The Cornwall Agreed Syllabus together with the specifications of the Standing Advisory Council for Religious Education (SACRE) guidelines.

Daily Collective Worship is an important part of our Christian ethos and as well as developing a strong sense of community and belonging for every child.

Penlee Cluster clergy are actively involved in the life of the School and also lead Collective Worship every Wednesday. Visitors from other denominations are invited into our school to lead worship.

Children's services are held in the Church and School to mark special feasts and festivals and Eucharistic worship is an important element in the life of the School. Families and carers are invited to these and we value their participation in the life of the school.

*A parent/carers has the right to withdraw their child from attendance at religious worship and/or religious instruction. This is a provision of the 1944 Education Act.*

### **Applying for a place**

The Governors are pleased to receive enquiries about places at St Mary's School at any time and welcome visits to the school to further discuss education at St Mary's School. Admissions to Reception class are subject to the timeline set out in the next section.

### **Applying for a place**

All applications for places in reception or during the school year must be made direct to Cornwall LA on the appropriate application form. The application form and supporting information will be available on Cornwall Council's website. [There is no supplementary information form required by the Governing Board.] However, if your child has an Education, Health and Care Plan you do not need to complete an application form as a school place will be identified through a separate process.

### **Allocation of places**

Children with an 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 Cornwall Council) will be admitted to the school regardless of the number on roll in the year group.

### **Published Admission Number**

The published admission number (PAN) for reception in 2024/25 will be 25.

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. If the school is not oversubscribed, all applicants will be admitted.

In the event of applications for admission being in excess of the Planned Admission Number, the Governors will be consulted and decided whether to exceed the PAN in a given year group. If a decision is made to go above the PAN in any year group the governors of St Mary's C of E School will inform the Local Authority

### **Deferred/delayed entry**

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 of summer-born children may also seek a place for their child outside 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 or wishing to delay entry to the reception year must contact the Headteacher.

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

Parents may seek a place for their child outside 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. 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](http://www.cornwall.gov.uk/admissions) or on request from the School Admissions Team.

Parents who are refused a place at a school for which they have applied have the right of appeal to an independent admission appeal panel. However, they do not have a right of appeal if they have been offered a place and it is not in the year group they would like.

### **Responding to Admission notifications**

The school, as Admissions Authority, will respond to all admissions notifications from Cornwall Council within 48 hours of receiving these Decisions will be sent to parents and carers within 15 days of an application.

### **Appeals**

Applicants refused a place at the school have the right of appeal. Appeals are heard by an independent appeals panel [arranged by Cornwall Council on behalf of the Governing Board]. Further details and a timeline can be found in Cornwall Council's Co-ordinated Admissions Scheme. 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 for the whole of the academic year for all year groups and parents/carers can request that their child is added to this list if they are refused a place. The waiting list will be based on the school's oversubscription criteria and a child's place on a waiting list is subject to change according to additional information received about applications or children being added to the list – so their place on the list might move up or down. **No priority is given to the length of time that a child has been on the list.** Children with an Education, Health and Care Plan and children in care or 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 25 applications for places in year reception for the 2024/25 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 Education, Health and Care Plan that names the school:

- a) Children in care or children that were previously in care but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear (to the admission authority) to have been in state care outside of England and ceased to be in care as a result of being adopted.

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).

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society (see Section 23ZZA(8) of the Children Act 1989 (inserted by Section 4 of the Children and Social Work Act 2017)).

- b) Children with siblings in school.

Siblings at the school. 'Siblings' are defined as children with at least one natural or adopted parent in common living at the same or different address. Children living permanently in the same household at the same address would be counted as siblings, regardless of their relationship to each other.

To qualify as a sibling the older child must be on roll of St Mary's School at the date of application.

*Each child may have one registered address only for the purpose of determining priority for admission and transport entitlement –this address should be the place where the child is normally resident. If there is shared custody 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 in order to make a decision.*

- c) Children of staff – this refers to all groups of permanent staff and a further criteria is:
  - a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made,
- d) All other children whose home address\* is in the designated area, within the ecclesiastical boundaries of the parishes of St. Mary's Penzance and St. John's Penzance or the ecclesiastical Deanery of Penwith.
 

*\*This address should be the place where the child is normally resident. If there is shared custody 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 in order to make a decision.)*
- e) All other children.

### **Considering admissions**

All decisions on admissions are taken by the Admissions Committee of Governors from St Mary's C of E School. **No decision on admissions is ever made by one person.**

### **Admission to Reception year**

Children are offered a full time place from September of their reception year. Before starting school in September children are invited to spend time in their class ready for September. The class teacher and Headteacher meets with all parents and carers to welcome families to the school.

The Admissions leaflets Reception class 2023/24 will be available in the Autumn term. Copies will be available from all pre-school settings, the school or the Local Authority,

Parents can apply for places online at [www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions) using the (Cornwall Admissions) Common Application Form (CACAF).

### **Transition arrangements for new reception children**

St Mary's Pre-School children are very used to the environment of reception class as part of the Foundation stage unit.

The reception class teacher will also have close contact with all other the feeder settings, liaising with staff and visiting children in their pre-school setting. This helps ensure a smooth transition to education at St Mary's C of E School.

### **Admission to St. Mary's Pre –School**

The Governors of St. Mary's School also manage St. Mary's Pre-School and are the Admissions authority for this setting.

The Pre-school forms part of our Foundation stage unit

Admission to St Mary's Pre School should be made direct to the school. The Pre School has a PAN of 22 which is determined by the space allocation for 3-4 years olds.

Children currently are eligible to be admitted to Pre-School the term when they are 3 years old.

The school, acting as Admissions Authority for Pre School, will consider all applications two months before the start of the term in which the child is eligible to start preschool i.e. 1<sup>st</sup> November for Spring term admissions, 1<sup>st</sup> February for Summer term admissions and, 1<sup>st</sup> July for Autumn term admissions. The over subscription criteria for Pre School as the same as those detailed earlier in this policy for the main school.

All children in St Mary's Pre-School need to apply for places in reception class in the Autumn term and all applications will be ranked according to the Admission criteria in the main Admission school policy.

## **Notes and definitions**

### **Children in care**

Children in care and children who were previously in care

A 'child in care' is also referred to as a 'looked after child' and is a child who is (a) in the care of a local authority, or (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).

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society (see Section 23ZZA(8) of the Children Act 1989 (inserted by Section 4 of the Children and Social Work Act 2017))

### **Designated areas**

Cornwall Council has divided Cornwall 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 St Mary's's oversubscription criteria has been defined in our over subscription criteria.

NB: not all schools prioritise on the basis of designated area or use Cornwall Council'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](http://www.cornwall.gov.uk/admissions) or by calling the School Admissions Team on 0300 1234 101 or emailing: [schooladmissions@cornwall.gov.uk](mailto:schooladmissions@cornwall.gov.uk). If you are planning to move into the designated area of St Mary's 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.

### **Children with an unequivocal professional recommendation**

Applicants will only be considered under this criterion where the parent/carers 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 recommendations must be made in writing to the School Admissions Team and must give full supporting reasons. The admission authority will make the final decision on whether or not to accept an 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 or due to be on the roll of the school in question at the date of admission.

If a child is a sibling of a multiple birth (e.g. twins, triplets, etc.) and has been offered a place at the requested school, every effort will be made to offer places to siblings at the same school, which may mean allocating places above the Published Admission 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 Breaker**

Tie-breakers If any of the criteria outlined earlier 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 Cornwall Council's Random Allocation Protocol, supervised by an independent person, 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 Cornwall Council's nominated Geographical Information System. 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 Geographical Information System software.

## **Home address**

Each child can have only one registered address 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 a 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, Cornwall Council will consider the home address to be with the parent with primary day to day care and control of the child. Residency of a child may also be clarified through a Child Arrangement 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. Any disputes in relation to the child's home address should be settled before applying, the admission authority will not become involved in any parental disputes. If agreement cannot be obtained before an application is made then parents/carers may need to settle the matter

through the courts. Where no agreement is reached or order obtained, Cornwall Council will determine the home address.

For information on disputes between persons with parental responsibility in relation to school preferences please see Cornwall Council's Co-ordinated Admissions Scheme for the relevant year.

Applications for children of Service Families will be processed and places allocated based on the proposed 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 purposes of measuring distances, the main entrance of the unit will be used

#### **Fair Access Protocol**

As a maintained school, St Mary's C of E School follows the Fair Access Protocol as set out in Cornwall Council Fair Access Protocol 2021/2022. A copy of this can be accessed below:

[fair-access-protocol-2021-22.pdf \(cornwall.gov.uk\)](https://www.cornwall.gov.uk/media/2021/11/fair-access-protocol-2021-22.pdf)

**Policy agreed by the Governing Board amended in line with the Admission Code 2021 on 29.11.22. It will be reviewed November 2023**