

# **TREWIRGIE INFANTS' & NURSERY SCHOOL**

## **ADMISSIONS ARRANGEMENTS 2018/2019**



**APPROVED BY THE GOVERNING BOARD  
30<sup>th</sup> November 2016**

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## **1-INTRODUCTION**

The Governing Board is the admission authority for Trewirgie Infants' & Nursery School (the school). It is the Governing Board that sets and applies the Admissions Policy for the school. All decisions regarding the admission of children into the school are made by a committee of the Governing Board. In determining the Admission Policy the school complies with current legislation. The Statutory Code of Practice on School Admissions set out by the Department for Children, Schools and Families in the School Standards and Framework Act 1998 states no school providing education for children up to the age of seven-years-old should exceed class sizes of 30 children. The Secretary of State for Education has approved the school to admit up to a certain maximum number of children in each of the three year groups: Reception, Year 1 and Year 2. Our published admission number (PAN) is set at 90, (a year group is then divided into three classes with each class having a maximum of 30 children). All children whose Education Health Care Plan (EHC) names Trewirgie Infants' & Nursery School will be admitted to the school regardless of the number on roll in the year group.

The school has, in the past, had several occasions when it has been unable to offer places to all parents wishing their child to attend the school. It is unfortunate when this occurs, but the school has a set limit beyond which it cannot function efficiently, pupil/teacher ratios will become unacceptable and the school may not comply with various health and safety regulations. In order to allocate places on a fair basis to all, we have formalised the admissions procedure and clearly defined the method of prioritising in the event of over subscription. The school places no constraints on who may apply for entrance to the school and all applications will be considered and processed in accordance with the guidelines in this document. Children will be admitted without reference to ability or aptitude. This document sets out to clearly state the following regarding admission to Trewirgie Infants' School:-

**2-DEFINITIONS** Throughout this document the following definitions apply:

**'Parent'**

As detailed within section 576 of the Education Act 1996 defines 'parent' to include:

- All natural parents, whether they are married or not; and any person who, although not a natural parent, has parental responsibility for a child or young person: and any person who, although not a natural parent, has care of a child or a young person. Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. People other than a child's natural parent can acquire parental responsibility.

### **'Brothers or Sisters –sibling connection'**

For admissions purposes the school considers the following a sibling:

- A brother or sister who share the same parents
- A half brother or sister, where two children share one common parent
- A step brother or step sister, where two children are related by a parents' marriage
- Adopted or fostered children living in the same household under the terms of a child arrangement order.

The school does not consider these as siblings:

- Cousins or other family relationships not included above.
- Siblings who will not be registered at either Trewirgie Infants & Nursery or Trewirgie Junior School at the 1<sup>st</sup> of September each year.

### **'Children 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(LA), 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 lives 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).

### **'Home Address'**

- The child's permanent place of residence which is deemed to be the residential property at which the child normally and habitually resides with the person or persons having parental responsibility for the child at the time of completion of the admissions form. If a child's parents live at separate addresses, whichever of the two addresses the child permanently spends at least three school nights i.e. Sunday, Monday, Tuesday, Wednesday or Thursday, will be taken as the place of residence. Addresses of relatives or friends will not be considered as the place of residence even when the child stays there for all or part of the week. Proof of permanent residence (minimum six months tenancy agreement from date of application in the case of rented accommodation) and other evidence from the court regarding parental responsibilities in these matters may be required. Where a child is resident at two addresses for an equal amount of time, the child's permanent place of residence will be taken as the address shown on the Child Benefit letter. Places cannot be allocated on the basis of intended future changes of address, unless house moves have been confirmed through the exchange of contracts, or the signing of a formal lease agreement. A temporary address will only be used for allocation purposes where no permanent address is available.

**'Catchment Area':** A geographical area designated by the LA.

- Details of the schools defined catchment area will be placed on the schools website, obtained from the school office or by contacting the LA admission team.

### **3-Admission Criteria for Reception Year- September intake**

In order to qualify for entry into a reception class children must have reached the age of four by the 31<sup>st</sup> of August in that year.

### **4- Application Procedures**

The application process for admissions into Reception Year, (the initial year of entry), is co-ordinated by Cornwall Council, which acts on behalf of the Governing Board to offer places at the school. Parents should apply online at [www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions) no later than the national closing date. Offer

letters will be issued by the LA on the published offer date. Late applications, (those submitted after the national closing date), will also be administered by the LA Admissions Team. Trewirgie Infants School fully adheres to the LA's Fair Access Protocol and the LA Co-ordinated Admissions Schemes for starting school and applying for a place during the school year.

Parents wishing to visit the school prior to submitting an application will be welcome to do so (though it may not always be possible to organise this at short notice). Visits are not interviews and will not affect any decision regarding the availability of a place. No interviews are held as part of the admissions process. All parents are advised to read the LA booklet for parents on primary admissions before submitting an application.

#### Late Applications

Late applications are defined as those applications for the Reception year, which are submitted after the closing date of the LA's admissions scheme and will be dealt with in accordance with that scheme.

#### **5-Infant Class Size - Exceptions**

Infant classes **must not** contain more than 30 pupils with a single school teacher. Additional children **may** be admitted under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The excepted children are:

- children admitted outside the normal admissions round with statements of special educational needs or Education, Health and Care Plans specifying our school;
- looked after children and previously looked after children admitted outside the normal admissions round;
- children admitted, after initial allocation of places, because of a procedural error made by the admission authority or LA in the original application process;
- children admitted after an independent appeals panel upholds an appeal;
- children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;

- children of UK service personnel admitted outside the normal admissions round;
- children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;

If there is oversubscription within any year group, the school will maintain a waiting list for Nursery and the LA for Reception, Year 1 and Year 2. Details will be provided on request. A pupil's position on the list will be determined by the oversubscription criteria. No priority is given to the length of time that a child has been on the list..

### **Appeals**

Parents have a right to an independent appeals panel (arranged by the LA) in the event that their child is declined admission to the school. Parents should write to the Head Teacher at the school within twenty working school days of notification that the child has not been offered a place.

**Parents should be made aware that very few infant class size appeals are successful.**

Repeat appeal applications in the same academic year will not be considered unless there is a significant and material change in circumstances.

### **6-Priority Criteria**

The following oversubscription criteria will be used to prioritise applications, after the admission of children whose Education, Health and Care Plan or Statement of Special Education Needs names the school.

1. Children in care and children who were in care, but immediately after being in care became subject to an Adoption, Child Arrangement or Special Guardianship Order.
2. Children who at the closing date for application live within the catchment area, whose parents have requested a place at the school and who at the time of admission will have a brother or sister attending Trewirgie Infants' & Nursery School or Trewirgie Junior School.
3. Children who at the closing date for application live outside the catchment area, whose parents have requested a place at the school and who at the

time of admission will have a brother or sister attending Trewirgie Infants' & Nursery School or Trewirgie Junior School.

4. Children attending Trewirgie Infants' Nursery at the closing date for applications and whose parents have requested a place.
5. Children who at the closing date for application live within the catchment area, whose parents have requested a place at the school.
6. Children who at the closing date for application live outside the catchment area, whose parents have requested a place at the school.

In the event of oversubscription with any of the criteria listed above, preference will be given to applicants who live closest to the school as measured in a straight line as determined by CAPITA ONE and supported by CSA Geographical Information System (dataMap). Measurements will be between the child's home address using Ordnance Survey Address Point data set (usually the centre of the main building of the property) and the main gate of the school (as determined by the CSA).

Where two or more pupils are equal in all respects and it is therefore not possible to differentiate between them, the school will use the LA's Random Allocation Protocol which is available on request.

### **Deferred Entry**

The school will provide full-time places for children in the September following their fourth birthday. However parents may request that their child's admission to school is deferred until later in the year or until the term in which their child reaches compulsory school age or request that their child takes up their place on a part-time basis until they are of compulsory school age. Parents should direct any requests to the Head teacher.

### **Out of age group request**

Although most children will be admitted to the school within their own age group, from time to time parents seek places outside their normal age group for gifted and talented children or those who have experienced problems or missed part of the year, often due to ill health. Late entry to the reception year is sometimes requested for children who are summer-born; in particular those children that may naturally have fallen into a lower age group if it were not for being born prematurely. Whilst it would not normally be appropriate for a child to be placed in a year group that is not concurrent with their chronological age, Trewirgie Infants'

& Nursery School will consider these requests carefully, and will make a decision based on the particular circumstances of each case and in the best interests of the child concerned. All 'out of age group' requests must be made in writing to the Head teacher before the application is submitted to the LA, clearly stating the reasons for the request. If parents are not successful in acquiring a place outside the normal age group but are offered a place within the appropriate age group then there is no right of appeal.

### **Withdrawing an offer of a place**

Any offers of a place found to be made on a basis of inaccurate information can be withdrawn. For example; fraudulent or intentionally misleading applications such as a false claim to residence in the catchment area. Failure to accept an offer of a place within the ten working school days in writing, will also lead to the withdrawal of that offer.