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**Veryan C of E School Admission Arrangements**

**2018/19**

**Introduction**

Veryan is a Church of England Primary School at the heart of the village of Veryan which is part of the St Piran’s Cross Multi Academy Trust. The Governing Body is the Admission Authority for the school and they are aware of the need to serve both the community and practising Anglicans.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.

**Admission Arrangements**

All children will be offered a place in reception from the beginning of the Autumn term to correspond with the current CSA (Children’s Services Authority) entry system whereby the government has now made it a legal requirement for all children to be able to be admitted to school full-time in the September of their reception year, but with parents having the right to request part-time or deferred admission until their children are of compulsory school age, although they still cannot defer beyond the summer term of reception year.

**Admissions Timetable**

Veryan School has adopted the LA Coordinated Admissions Arrangements. Therefore parents need to complete the Common Application Form in conjunction with support and information in the accompanying booklet ‘How to apply for a place in a Primary School in Cornwall.’

The CSA (Children’s Services Authority) has enabled applications online. If you wish to complete your application in this way school facilities will be available upon booking a request.

The closing date for receipt of the common application form for entry in the next reception year will be a stated in the CSA booklet.

Parents will be notified of the outcome in line with the stated timetable.

If a 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.

 **Allocation of places**

Children with a Statement of Special Educational Needs or 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 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 14. 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.

**Late Applications**

Applications, which have a good reason, will be considered with those received by the original closing date in line with the CSA booklet.

Applications received after the relevant date will be processed as soon as possible in line with the CSA timetable.

**Placement of pupils outside the normal age group**

Although most children will be admitted to the school with 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. While it would not normally be appropriate for a child to be placed in a year group that is not concurrent with their chronological age, the school will consider these requests carefully, and will make a decision based on the particular circumstances of each case. Those wishing to request placement outside the normal age group should contact the Headteacher/Executive Principal. Guidance can also be found at www.cornwall.gov.uk/admissions or on request from the School Admissions Team.

**Oversubscription Criteria**

If the school is over-subscribed after admission of pupils with a Statemnent of Special Educational Needs or an Education, Health and Care Plan, priority will be given to those children who meet the criteria set out below, in order.

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 already have siblings (A) at the school at the time of the propsed date of admission.
3. The children whose home address is in 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.)

1. Children from practising Anglican families (as recommended in a letter by a Parish priest – please see the definition of ‘practising’ below giving priority to those at the heart of the Church. No priority will be given to the ‘known to the Church’ category. All supporting evidence must be submitted to the school at the time of application.
2. Children from other Christian denominations (C) (as recommended by ministers following definitions as for criteria 4).
3. All other children.

**Footnotes and definitions:**

1. ‘Siblings’ means brothers or sisters. They are identified as children with at least one natural or adoptive parent (D) in common, living at the same address. Children living in the same household at the same address would also be counted as siblings, regardless of their actual relationship to each other.
2. Home address: 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.
3. i) *An applicant* ***‘known to the church’*** *would not be a frequent but probably an occasional worshipper, someone who is perhaps known through a family connection, or one or more of whose family would be involved in some church activity, such as a uniformed or other church organisation.*

*ii)An applicant* ***‘attached to the church’*** *would be a regular but not a frequent worshipper, by which is meant (for example) one who usually attends a monthly family or church parade service or is regularly involved in a weekday church activity including an element of worship.*

*iii)An applicant ‘at the heart of the church’ would be a regular worshipper. We suggest that this might normally mean one who worships usually twice a month. To accommodate difficult patterns of work and family relationships account should be taken of week-day worship. The worshipper could be the child for whom application is made or one or both parents.*

1. Parent: A parent is any parent 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.

**Tie-breakers**

In the event of a tie, priority will be given to the child for whom the school is geographically nearer, measured as a straight line from the centre of the building of the home address to the main school gate using the LA’s Geographical Information System (GIS).

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.

**Appeals**

Any parent refused a place for their child, will be advised of their right for 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**

The governing body, in partnership with the CSA, will maintain a waiting list for admission to each year group (if necessary) until the end of the summer term 2019. Children will be listed in priority order according to the school’s overscription criteria, although children who are the subject of a direction by the local authority or who are allocated to the school in accordance with the Fair Access Protocol, will take precedence over any child already on the waiting list. 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. Children with an Education, Health and Care Plan or a Statement of Special Educational Needs and children in care or children that were previously in care will take precedence over those on the waiting list.

Policy agreed by the Governing Body on: 21sth February 2017

Next review date: Spring term 2018