



# Tywardreath School

## Admissions Policy – 2018-2019

at the heart of our community  
and high standards  
with traditional values

a member of  
**ALAT**  
[www.alat.org.uk](http://www.alat.org.uk)



## Policy Audit

<b>Date Policy Adopted:</b>	Spring 2017
<b>Authorised By:</b>	Adventure Learning Academy Trust
<b>Review Cycle:</b>	Annually
<b>Date of Next Review</b>	Autumn 2017

## Contents

1. Mission Statement .....	3
2. Introduction .....	3
3. Primary School Admission Point .....	3
4. Admission Number .....	4
5. Procedure for Admission into Reception and In-Year (Local Authority Co-ordinated Admission Scheme) .	4
6. Oversubscription Criteria.....	4
7. Part-time or Deferred Entry and Admission outside the Normal Age Group.....	5
8. Waiting Lists.....	6
9. Late Applications .....	6
10. Appeals Procedure .....	6
11. Management of Applications .....	6
Appendices .....	8
Appendix 1 – Explanatory Notes .....	9

## 1. Mission Statement

Adventure Learning Academy Trust (ALAT) brings a new energy and approach to providing the best education for our pupils. Through proven practices, ALAT will transform the learning of pupils, raise standards and provide the highest quality learning environments, enabling pupils and teaching staff to thrive and be the best. ALAT's aim is to break down the barriers that limit educational progress. We do this through adopting a personal learning pathway for every child – one that takes account of individual needs, aspirations and talents.

ALAT's values:

### Learn

Provide the best education for every pupil.

Ensure the highest quality teaching and learning.

Work with the family, parent or carer.

### Grow

Grow our pupils' futures.

Develop the best teaching staff.

Provide the best learning environment and supporting technology.

### Prosper

Lead the way in education.

Realise the opportunities.

Be connected to the community.

## 2. Introduction

Tywardreath School (the Academy) is a fully inclusive academy in Cornwall. It is part of ALAT, a multi-academy trust set up to raise the standards of education across England. The Academy's aim is to provide the best education for our children; one that recognises their individual needs and supports them to achieve the very best from their education; praising and challenging; building confidence, self-worth and life skills and equipping them for their secondary education and life beyond academy.

ALAT (the Trust) is the overall admissions authority for the Academy with local decision making delegated for admissions to the regional ARC group.

The Academy is part of the co-ordinated admissions arrangements operated by Cornwall Council (the Local Authority) and the Local Fair Access Protocol. The Local Authority co-ordinates admissions, allocates places to the Academy and informs families.

The Academy will comply with School Admissions Code (DfE Dec 2014) and the School Admission Appeal Code (the Codes). This policy is based on the current codes but will be reviewed in the light of any future changes in the law.

An Independent Appeals Panel hears any appeals from parents whose child has not been allocated a place at Tywardreath School.

## 3. Primary School Admission Point

This is children who will be starting primary education in Reception in September 2018. It applies to children whose 4th birthday falls between 1<sup>st</sup> September 2017 and 31<sup>st</sup> August 2018.

## 4. Admission Number

The Academy's admission number for entry in Reception in September 2018 and subsequent entry to Year 1 to Year 6 will be 45.

## 5. Procedure for Admission into Reception and In-Year (Local Authority Co-ordinated Admission Scheme)

Admissions to Tywardreath School will be administered by the Local Authority according to its coordinated admissions scheme. Parents and carers should apply for their child's place at the Academy using the Local Authority's Common Application Form. These are available from the Admissions Team at Cornwall Council or online: <http://www.cornwall.gov.uk/admissions>

Parents' and carers' children resident in other authorities must submit an application to their home authority on the application form provided by that authority.

### Allocation of Places

Children will be admitted without reference to ability or aptitude.

Children who have a Statement of Special Education Needs, or Education, Health and Care Plan which names Tywardreath School will be allocated a place.

If the number of applications does not exceed the number of places available all applicants will be granted a place at the Academy.

## 6. Oversubscription Criteria

For entry to all year groups where applications for admission exceed the number of places available, the following criteria will be applied (please see the explanatory notes at Appendix 1 of this policy) in the order set out below.

Where Tywardreath School is named on a child's Statement of Special Educational Needs or Education, Health and Care Plan that child will be admitted by the Academy.

### Criterion 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. Please see Appendix 1 Note 1.

### Criterion 2

Children with siblings who will still be attending Tywardreath School at the time of their admission. Please see Appendix 1 Note 2.

### Criterion 3

Children who live in the designated area of Tywardreath School or whose parents can provide evidence at the time of making the application that they will be living in the designated area of Tywardreath 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 after the allocation of children under criterion 2, criteria 4 to 5 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 4 to 5 will be used to decide which of the remaining children should have priority for any spare places. Please see Appendix 1, Notes 5 and 6.

#### **Criterion 4**

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 Tywardreath School is essential. Such recommendations must be made in writing to the Cornwall Council School Admissions Team and must give full supporting reasons. See Note 3, Appendix 1.

#### **Criterion 5**

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

Applications will be prioritised on the above basis. An exception will be made for the education of children with special needs where a child holds a Statement of Special Educational Needs or Education, Health and Care Plan or is currently undergoing a statutory assessment; and in such cases it is considered that attendance at the Academy is necessary to meet the identified needs of that child.

#### **Tie-breakers**

Where two or more children fulfil the same criterion, priority will be given to the child who lives nearer to the Tywardreath School.

Should the tie-breaker above still leave children with an equal claim because distances are exactly the same, random allocation will be used to decide on priority.

Please see Appendix 1 Notes 5 and 6.

## **7. Part-time or Deferred Entry and Admission outside the Normal Age Group**

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’ and by the beginning of the final term of the school year in which the offer of a place was made.

Parents of ‘summer born’ children - that is those children born between April 1 and August 31 can choose for their child to start in Reception at 5 rather than going straight into Year 1. The changes would also mean that if they do start school later, these children would be able to remain with that group as they progress through school, including into secondary school. Should those statutory changes come into force all such applications will be considered.

If they have been allocated or hope to be allocated Tywardreath School, parents choosing part-time or deferred entry must contact the school. Those wishing to delay entry to the reception year should contact the School Admissions Team at Cornwall Council. 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](http://www.cornwall.gov.uk/admissions) or on request from the Council's School Admissions Team.

Exceptionally, 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; or as in the case of gifted and talented children or where a child has experienced problems through ill-health. Such applications should be made as part of the normal admissions round (i.e. the age group to which pupils are normally admitted to the school).

Decisions about placements outside the normal age group are made by the Academy on the basis of the circumstances of each case and in the interests of the child concerned, taking into account the child's individual needs and abilities and considering in which year group these needs can best be met.

Such requests will only be agreed in exceptional circumstances. All requests should include recent professional evidence of the child's circumstances which make education outside the age group necessary. However, cases will not normally be agreed without a consensus that to do so would be in the pupil's interests between the parents, the previous school and any relevant professionals asked for their opinion by the regional ARC group. Those refused places outside the normal age group will be informed of their statutory right of appeal.

## 8. Waiting Lists

Waiting lists will be maintained for the Academy for children not offered an academy place until 31<sup>st</sup> December in the admission year. Position on the list will be determined by applying the over-subscription criteria.

Positions on the waiting list may change due to new or late applications where these have a higher priority based on the oversubscription criteria. The waiting list will be adjusted to take account of late or in-year applications.

Names will be removed from the lists if requested or if the offer of a place that becomes available is not accepted.

## 9. Late Applications

Late applications are considered as detailed in the Local Authority's co-ordinated and in-year admissions scheme.

## 10. Appeals Procedure

Any parent/carer whose child is not offered a place at Tywardreath School has the right of appeal to an Independent Appeals Panel.

Information on how to appeal will be provided with the result of the application. Parents will have 20 school days after they receive the notification to appeal the decision. Appeals must then be heard within 40 school days of this deadline.

## 11. Management of Applications

Applications will align to the Local Authority's timetable for applications each year. Arrangements will include:

- Publication of a prospectus by September each year containing information for parents wishing their child to join the Academy the following September, including admissions arrangements and details of open evening and opportunities to visit the Academy
- These details will also be made available for inclusion in the combined information published by the Local Authority
- Application forms will be provided for return by 15<sup>th</sup> January 2018 to the Local Authority.
- Decisions on applications made to the Local Authority will be made during March and notified to parents on or around 18<sup>th</sup> April 2018.

The application and notification dates may vary in line with any timetable variations to application processes made by the Local Authority.

All applications received after the deadline will be considered late applications and will be considered after those received on time, in the order in which they are received. If, following consideration of all applicants, the Academy is oversubscribed, parents may request that their child is placed on the Academy's waiting list.



# Appendices



## Appendix 1 – Explanatory Notes

These notes form part of this policy.

### **Note 1**

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).

### **Note 2**

'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 Tywardreath School at the date of application, allocation and admission.

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 them places at Tywardreath 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.

### **Note 3**

Decisions must be consistent and based on objective evidence, which must be provided in writing by an appropriate professional i.e. a doctor or a social worker.

### **Note 4**

Cornwall Council has divided the County 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). Your designated school will not always be the one nearest to your home address.

A map of the designated area can be seen online at [www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions), following the link 'Find your nearest or designated school' or by calling the School Admissions Team on 0300 1234 101 or emailing [schooladmissions@cornwall.gov.uk](mailto:schooladmissions@cornwall.gov.uk). The School Admissions Team can also offer advice on designated areas. These areas are also used by the LA for assessing transport entitlement.

If you are planning to move into the designated area of Tywardreath 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.

### **Note 5**

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. The LA can only process one application per child; therefore any dispute must be settled before the application is submitted.

**Note 6**

Home to school distances used for tie-breaking will be determined by a straight-line measurement as determined by Cornwall Council's nominated Geographical Information System (currently DataMap). Measurements will be between your home address using Ordnance Survey's AddressPoint dataset (usually the centre of the main building of the property) and the main gate of the school (as determined by Cornwall Council).



# Tywardreath School

Southpark Road Tywardreath Cornwall PL24 2PT

**Telephone** 01726 812807

**Email** [secretary@tywardreathschool.org.uk](mailto:secretary@tywardreathschool.org.uk)

**[www.tywardreathschool.org.uk](http://www.tywardreathschool.org.uk)**



a member of  
**ALAT**  
[www.alat.org.uk](http://www.alat.org.uk)