



Admission Arrangements for 2021/22

Review frequency:	Annual
Last reviewed:	Dec 19
Agreed by Trustees	Jan 20
Next review date:	Spring 21

Admissions Policy 2021/22

The Board of Trustees of Venture Multi Academy Trust (VMAT) have been delegated the task of managing the admissions for all member academies of VMAT. They will operate an admissions policy which ensures that all applications for admission to VMAT academies are dealt with in accordance with the requirements of the School Admissions and Appeals Codes, including the application of an agreed set of published oversubscription criteria and, where appropriate, adherence to Cornwall Council’s coordinated admissions schemes.

All decisions regarding admission to each academy are the responsibility of VMAT, however it should be noted that Cornwall Council has a statutory duty to coordinate the admissions process for reception place applications. In addition, Cornwall Council has opted to assist parents by acting as a “clearing house” for applications to other main school year groups.

Member academies and their Published Admission Numbers (PAN)

Academy	Published Admission Number (PAN)
St Issey C of E School	12
Trevithick Learning Academy	60

Applications for admission to reception cannot be refused unless places have already been offered up to the Published Admission Number (PAN). Applications for admission to other year groups can only be refused if VMAT considers that the admission of additional pupils would cause prejudice to the provision of efficient education or the use of resources.

Fair Access

The School Admissions Code 2014 requires all local authorities to operate in-year fair access protocols to ensure that access to education is secured quickly for children who have no school place and to ensure that all schools and academies in an area admit their fair share of vulnerable and challenging children and young people. This could include admitting children above the published admission number to schools and academies that are already full.

Reception Class Intake September 2021

If your child was born between 1st September 2016 and 31st August 2017 you will need to apply for a school place for the 2021/22 school year. This school year starts in September 2021.

Apply for a place

All applications for reception places have to be made via the Local Authority for your home address (Cornwall Council if you live in Cornwall). The application form and supporting information will be available on Cornwall Council’s website.

Please note, parents of children attending an attached pre-school or nursery still need to apply for a Reception place in their chosen school.

The contact details for Cornwall Council Admissions are:

School Admissions Team, New County Hall, Truro, TR1 3AY

Telephone: 0300 1234 101

Email: schooladmissions@cornwall.gov.uk

Website: www.cornwall.gov.uk/admissions

Applications will be accepted from **2 September 2020** and the deadline for the submission of applications will be **23.59 on 15 January 2021**. You can still apply after this date, but in most cases your application will be classed as “late” and will not be considered until after those applications received on time. The Council’s coordinated scheme for reception and junior school admissions will apply to all schools in Cornwall, including Voluntary Aided (VA), Foundation, Free and Trust Schools, as well as Academies.

Deferred/delayed entry/part-time 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 fall 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 as early as possible to discuss this.

Allocation of places

All 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.

The Published Admission Numbers (PAN) for the academic year 2021/22 are shown below:

Academy	Published Admission Number (PAN)
St Issey C of E School	12
Trevithick Learning Academy	60

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 Academy is not oversubscribed, all applicants will be offered a place.

Admission of children outside their normal age group

Although most children will be admitted to the academy 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.

Those wishing to request placement outside the normal age group should contact the Headteacher to discuss this. Such requests will be considered on a case-by-case basis and in the best interests of the child concerned. Guidance can be found at www.cornwall.gov.uk/admissions or on request from the School Admissions Team at County Hall. 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, there is no right of appeal if they have been offered a place and it is not in the year group they would like.

Oversubscription criteria

If, after the admission of children an Education, Health and Care Plan where the academy is named in the plan, an academy is oversubscribed, priority for admission will be given to those children who meet the criteria set out below. These oversubscription criteria will also be used, if necessary, to decide on in-year admissions to all year groups (reception to year 6) for the 2021/2022 school year:

Ranking	Criteria Description
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. (Note 1)
2	Siblings of children attending the academy at the proposed date of admission. (Note 2)
3	Children of staff. Applies to Trevithick Learning Academy only (Note 3)
4	All other children.

Tie-breaker

In the event of two or more children having equal priority for a place at the Academy, the Trustees will allocate the place to the child that lives closest to the school, based on the distance between the school and the applicant's home address. Home to school distances used for tie-breaking will be measured by a straight-line measurement as determined by Capita One and supported 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 Geographic Information System software.

Final Tie-breaker

Should the tie-breakers above still leave children with an equal claim, 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.

Home address

Each child can 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 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, the admissions authority 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, the admissions authority will determine the home address.

Service Families (St Issey C of E School only)

Applications for children of service families will be processed and places allocated based on the proposed address (with supporting evidence). 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.

Multiple birth siblings

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 places at the school, which may mean allocating places above the Published Admission Number (PAN) where that is possible.

Notification of places

In accordance with the co-ordinated admissions policy the Local Authority will make the formal offer of a place to parents or guardians on behalf of the Admissions Authority of the Academy. Parents of children who are refused a place at the Academy will be notified of their right of appeal and will receive advice from the Local Authority regarding alternative schools.

Appeals procedure

Parents/guardians who wish to appeal against the Admissions Authority's decision not to offer their child a place at the Academy must appeal directly to the Academy. Appeals should be addressed to the Admissions Officer at the Academy within twenty days of receiving the decision letter from the Local Authority. The appeal will be heard by an independent appeals panel. Parents or guardians will receive advanced notification of the date, time and place of their appeal hearing, to which they can make their case. If they wish, parents/guardians may be accompanied by an advisor or friend. Following the appeal, the Clerk to the Appeals Panel will write to parents/guardians with the decision.

Late applications

Late applications are defined as those applications for Foundation Year (i.e. reception year) which are submitted after the closing date of the Local Authority's coordinated admissions scheme and will be dealt with in accordance with that scheme.

Waiting list

If the school is oversubscribed, a waiting list will be held from when allocations have been made for the whole of the academic year and parents/carers can request that their child is added to this list. A child's position on this waiting list will be determined using the published Over Subscription Criteria. 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. Waiting lists will be maintained for all over-subscribed year groups.

Infant Class Sizes

Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the Academy year) must not contain more than 30 pupils with a single school teacher. Additional children may be admitted under very 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 with Statements of Special Educational Needs (SEN) or Education, Health and Care Plan admitted outside the normal admissions round;

- children who move into the area outside the normal admissions round for whom there is no other available Academy or School within reasonable distance;
- children admitted, after the initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- looked after children or previously looked after children admitted outside the normal admissions round;
- children admitted after an independent appeals panel upholds an appeal;
- children with SEN who are normally taught in a SEN unit attached to the Academy, who attend some infant classes within the mainstream Academy;
- children of UK service personnel admitted outside the normal admissions round;
- children whose twin or sibling from multiple birth is admitted otherwise than as an excepted pupil.

Notes

Note 1: 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 setting 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: For the purpose of admission arrangements, 'siblings' means brothers and 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 the school in question at the date of application, allocation and admission.

Note 3: This criterion applies in the following circumstances:

- a) where the member of staff has been employed at the academy for two or more years at the time at which the application for admission to the academy is made, and/or
- b) the member of staff has been recruited to fill a vacant post for which there is a demonstrable skill shortage.

Further Information

All parents are advised to read the Local Authority booklet for parents on 'Reception Class and Primary School Admissions' available online or by contacting the School Admissions Team, New County Hall, Truro, TR1 3AY. Telephone: 0300 1234 101. Alternatively, you can email the Admissions Team at the following address:

schooladmissions@cornwall.gov.uk

www.cornwall.gov.uk/admissions