ST IVES INFANT SCHOOL

Academy Trust

ADMISSIONS POLICY 2017 - 2018

INTRODUCTION
The Governing Body of the Academy Trust is the admission authority for the school. This means that it is the Governing Body that sets and applies the Admissions Policy for the school. All decisions regarding the admission of children into the school are made by a sub-committee of the Governing Body. In determining the Admission Policy the school complies with current legislation. There is a Statutory Code of Practice on School Admissions set out in the School Standards and Framework Act 1998 that states no school providing education for children up to the age of seven-years-old should exceed class sizes of 30 children. St Ives Infant School ("the School") is approved by the Secretary of State for Education to admit up to a certain maximum number of children in each of the three year groups: Reception, Year 1 and Year 2. This figure is set at 60 children per year group, (a year group is then divided into two classes with each class having a maximum of 30 children).

The school has, in the past, had several occasions when we have 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 would be unacceptable and the school would not be able to comply with various health and safety, etc. 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 St Ives Infant School.

DEFINITIONS
Throughout this document the following definitions apply:

Parent: 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 residence order.

The school does not consider these as siblings:
- Cousins or other family relationships not included in 1 above.
- Siblings who will not be registered at either the Infant or Junior School at the 1st of September 2017

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)

Home Address: This is defined as 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 application 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 twelve 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: Details of the schools defined catchment area can be obtained from the Local Authority admission team.

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 31st of August in that year.

Application Procedures
The application process for admissions into Reception Year, (the initial year of entry), is co-ordinated by Cornwall Local Authority (LA), which acts on behalf of the Governing Body to offer places at the school. Parents should apply online at www.cornwall.gov.uk/admissions or submit a Cornwall Application Form available from the school or from the LA Admissions Team, 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 handled by the LA Admissions Team.

Parents wishing to visit the school prior to submitting an application are welcome to do so, though it may not always be possible to organise this at short notice. Visits are not interviews and do 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.

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. Parents should contact the Headteacher in the first instance and the admission authority will make

decisions on the basis of the circumstances of each case and in the best interests of the child concerned. Consideration will be given to:

• the parents' views;

• the views of the headteacher of the school/s concerned;

• information about the child's academic, social and emotional development;

• where relevant, their medical history and the views of a medical professional;

• whether they have been previously educated out of their normal age group; and

• whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

Applications outside the normal year of entry
Applications outside the normal year of entry must be made to the Local Authority using their application form. Once an application has been made, details will be passed to the school for consideration. If the respective year group total is below the published admissions number for that year group, the child will be offered a place. If the respective year group total is full, the child will only be offered a place if there are very exceptional circumstances and if the governors decide that the education of pupils in that year group will not be detrimentally affected by the admission of an extra pupil. Parents will have ten working school days to accept the offer of a school place.

If there is oversubscription within any year group, the school will maintain a waiting list. Details will be provided on request. Inclusion in a schools waiting list does not mean that a place will eventually become available.

Appeals
Parents have a right to an independent appeals panel in the event that their child is declined admission to the school. Parents should write to the clerk to governors at the school within ten working school days of notification that the child has not been given a place.

In 1998 the School Standards and Framework Act was passed which changed the legislation relating to infant class sizes. It is no longer permitted to exceed 30 children in an infant class with only one qualified teacher. The appeal panel can only overturn the decision to refuse a place if you are able to show that:

The child would have been offered a place if the admission arrangements had been properly implemented;
Or
The child would have been offered a place if the arrangements had not been contrary to mandatory provisions in the School Admissions Code and the School Standards Framework Act (SSFA) 1998;
Or
The decision to refuse a place was not one which a reasonable admission authority would have made in the circumstances of the case.

Very few infant class size appeals are successful.

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

Local authorities are required to have FAIR ACCESS PROTOCALS in order to make sure that unplaced children who live in the Local Authority, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to school that are already full.

Oversubscription Criteria

The following priority order will be used to decide which children should occupy any vacant places, after the admission of pupils where the school is named in their Statement of Special Educational Need or Education, Health and Care Plan:

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 live in the designated area of the preferred school or whose parents can provide evidence at the time of making the application that they will be living in the designated area of the preferred 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, criteria 3 to 6 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 3 to 6 will be used to decide which of the remaining children should have priority for any spare places.

3. 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 the preferred school is essential. Such recommendations must be made in writing to the Cornwall Council School Admissions Team and must give full supporting reasons.

4. Children with siblings who will still be attending the preferred school at the time of their admission.

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

Withdrawing an offer of a place

Any offers of a place found to be made on a basis of inaccurate information can be withdrawn. Such examples would include fraudulent or intentionally misleading applications (e.g. a false claim to residence in the catchment area). Failure to accept a place offered at our school within the ten working school days previously specified will also lead to the withdrawal of that offer