



Academy Principal  
**Mr Sean Powers**

Business Manager  
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# St Barnabas Multi Academy Trust

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## Admissions 2019/2020

Adopted: March 2018 (amended June 2018)

Review Date: February 2019

Agreed by: Board of Directors

This policy was adopted by St Barnabas Church of England  
Multi Academy Trust Board of Directors



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## St Barnabas Multi Academy Trust ADMISSIONS POLICY 2019/2020

### INTRODUCTION

The Board of Directors of the St Barnabas Multi Academy Trust is the Admissions Authority and applies the regulations on admissions fairly and equitably to all those who wish to attend the MAT schools.

This policy conforms to the new regulations that are set out in The School Standards and Framework Act, The School Admissions Code 2014 and the School Admissions Appeals Code.

We are inclusive schools that welcome children from all backgrounds and of all abilities.

The Board of Directors and Local Governing Bodies operate, in line with the Admissions Code 2014, an equal preference scheme. All applications will be treated on merit and in a sensitive manner.

Applications for a Reception place must be made through the CSA Co-ordinated Admissions scheme.

In-year applications will be handled by the Board of Directors the schools.

### ADMISSION OF RECEPTION CHILDREN

We teach infant children (aged 5 – 7 years) in classes of no more than 30 pupils to a class, except in very limited cases where we are required to admit an additional child in accordance with the School Admissions (Infant Class Sizes) (England) Regulations 2014.

For the 2019/2020 school year, dates for admission to the Reception class will be as detailed in the CSA Coordinated Admissions Scheme Booklet ‘How to apply for a place in a Reception class in a primary school in Cornwall’.

All children will be able to be admitted to school full-time in September 2019. However, parents have the right to request part-time or deferred admission until their child is of compulsory school age, although they still cannot defer beyond the summer term of their reception year.

Deferred entry may be considered at the Principal’s discretion but will be in line with the CSA recommendations as stated in the Coordinated Admissions Booklet.



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## CLOSING DATE FOR APPLICATIONS/NOTIFICATION DATE

The closing date for the receipt of applications for admission to a reception class during 2019/2020 school year will be in line with the CSA timetable, as set out in the CSA Co ordinated Admissions Scheme Booklet. Applications can be made online or by post.

Parents will be notified of the outcome of their application for a place in reception class by the CSA in line with the timetable stated in the CSA Co ordinated Admissions Scheme Booklet.

### Late applications

These will be dealt with in accordance with the CSA Co ordinated Admissions Scheme.

All applications for places for the 2019/2020 school year should be referred to the LA.

### Children with an Education Health and Care Plan (EHCP)/Statement of Educational Need

We will admit a child with an Education Health and Care Plan/Statement of Educational Need if the particular school is specified in that plan.

## OVER-SUBSCRIPTION CRITERIA

### Published Admission Numbers for 2019/2020:

- Antony - 16
- Braddock - 12
- Millbrook - 17
- St Martins - 45
- St Nicolas - 15
- Quethiok - 15

The only restriction we place on entry is that of number.

In the event of an application where the year group is full the Board of Directors will apply the 'over subscription criteria' and inform parents of their decision. The right to appeal against the decision of the Board of Directors, to an independent Appeal Panel remains and further details are available from the school.



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In order to meet the recommendations of the School Admissions Code 2014, the following over-subscription criteria will be used to determine the allocation of places, where there are more applications than places available:

For all other children, the following criteria (in order of priority) will be used to offer prospective pupils places at 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. (\*see definitions)
2. As a Church of England Multi Academy Trust we offer places to parents who wish their children to receive an education which has a Christian influence. The Directors will expect a letter of commendation from their Parish Priest or minister to confirm their involvement in their local church community (\*see definitions).
3. Children for whom the school is the designated school for their home address. If you want to confirm that the school is the designated school for your address please contact the Admissions and Transport (Policy) Team.

a *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). The designated area used in [school name]'s oversubscription criteria will be as defined by Cornwall Council. NB: not all schools prioritise on the basis of designated area or use the Local Authority's defined area, however, entitlement to home to school transport will still be based on these areas. Your designated school will not always be the one nearest to your home address. Maps are available for all designated areas online at: [www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions) or by calling the School Admissions Team on 0300 1234 101 or emailing: [schooladmissions@cornwall.gov.uk](mailto:schooladmissions@cornwall.gov.uk).*

b *If you are planning to move into the designated area of [school name], 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.*

4. Children with siblings who will still be attending the school at the proposed admission date. (\* see definitions)
5. Children for whom the school is geographically nearer than the school designated as the appropriate school.
6. All other applicants (see tie breakers)

#### TIE BREAKER

If the criteria outlined above leave more children with an equal claim than places available, the following tie-breakers will be used:



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Where two or more children fulfil the same criterion, priority will be given to the child who lives nearer to the school in line with the CSA criteria. Home to school distances used for tie-breaking will be measured by a straight-line measurement as determined by b67 Capita One and supported by Cornwall Council's nominated Geographical Information System (currently ArcMap). 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).

## DEFINITIONS.

**CHILDREN IN CARE/LOOKED AFTER CHILDREN:** A 'child in care' is also referred to as a 'looked after child' 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).

**SIBLINGS:** These are children with at least one natural or adoptive parent in common, living at the same or a different address at the time of admission. Children living in the same household at the same address would also be counted as siblings at the time of admission, regardless of the actual relationship to each other.

**HOME ADDRESS:** 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 during the week in term-time. 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.

### **PARENTS/FAMILY MEMBERS**

A parent is any person who has parental responsibility for or who 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.

**CHRISTIAN:** A Christian church is any denomination of Christianity, including churches which are members of Churches Together.

**\*PRACTISING CHRISTIAN:** This will be subdivided and ranked accordingly and refers to a child, who in the opinion of the Parish Priest / Minister:



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- i. is at the heart of the church; ii. is attached to the church or; iii. is known to the church.

These will be defined as follows:

- i. An applicant 'at the heart of the church' would be a regular worshipper, usually one who worships at least 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. Greatest priority will be given to these applicants.
- ii. An applicant 'attached to the church' would be a regular but not 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 '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.

This will need to be evidenced by either a letter from the Parish Priest or Minister or a signed statement on the application form.

## WAITING LISTS – Reception 2019/2020

Once all parents have been notified whether their children have been allocated places at their chosen School, any parent refused a place will be asked whether he/she wishes his/her child's name to be put on a waiting list. Places are allocated to children on the waiting list if, and when, places become available. Children will be listed according to the oversubscription criteria.

This waiting list will continue to be held and updated to allow pupils to be in priority order according to the oversubscription 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. Waiting lists will be



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held for all year groups to allow the oversubscription criteria for any year group to be applied fairly.

## ADMISSIONS FOR 'OUT OF YEAR' GROUP PLACES

The Admissions Code 2014 makes it clear that admission authorities must make decisions about placements outside the normal age group on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

- 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 Placement of pupils outside their normal age group Guidance v3.6 – February 2017 6
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely. Schools and admission authorities should also make early contact for advice from the School Effectiveness Cornwall (SEC).

Any such admission requests will be considered referring to the guidance 'Admission of pupils outside their normal age group' Feb 2017 and should be made to the head teacher of the school in the first instance, who will liaise with the relevant agencies to ensure that a full picture of the pupils' needs is obtained. This will then be brought to the board of directors to make the final decision with advice from the School Effectiveness Cornwall (SEC).

ADDITIONAL/SUPPLEMENTARY FORMS: All parents who list their preferred schools on the Local Authority's Common Application Form are regarded as having made valid applications.

If the school is unable to offer a child a place, information on the Appeals Procedure will be made available on request.

This policy will be reviewed annually.