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Dear Parent/Carer

Welcome to St Meriadoc CE Infant Academy.

We thank you for your enquiry and interest in wanting your child to attend our Academy.

Enclosed with this letter is our admissions policy.

If you are requesting an application for the Infant Academy, then you will read from our admissions policy there is a Planned Admission Number (PAN) of 60 for each age group. This limit is set by the Governing Body. Applications for Reception classes are only valid if they are made on the LA's Common Application Form (CAF). If for any reason your child is not admitted, then you may appeal. Such an appeal is initiated by informing the Academy who will give you the appropriate forms and guidance notes. The closing date for receipt of applications for admission to a Reception class during the 2019/2020 school year will be as stated in the Local Authority's Co-ordinated Admissions Scheme booklet. Parents will be notified of the outcome of their application for a place in a Reception class during the 2018/2019 school year as stated in the CAS booklet.

Applications for in year admissions should be made directly to the Local Authority and applications for our Nursery classes should be made to the Academy on one of our Admission to Nursery forms.

If you have not already done so please do contact us to arrange a visit to the Academy when we will be able to answer any queries you may have.

Yours sincerely

Mrs R Bailey
Head of School



St Meriadoc CE Infant Academy
Rectory Road, Camborne, TR14 7DW - Tel 01209 713982

Admissions Policy – 2019/2020

Introduction

The Governors of St Meriadoc CE Nursery and Infant Academy are required by law to formulate an admissions policy for the whole of the Academy regardless of year group. The governing body is the admissions authority and are responsible for allocating places according to the published admissions criteria outlined below.

Please note that this Academy will participate fully in the Local Authority's Fair Access Protocol and Co-ordinated Admission Schemes. Details of these schemes are available on the Council's website (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.

Applying for a Place

Nursery

For applications to one of our Nursery classes an 'Expression of Interest for the Admission to Nursery' form should be completed and returned to the school. Admission to our nursery can take place at any time between your child's second birthday and the end of the Summer term before their fifth birthday.

Year R-Year 2

If your child already attends the Nursery we would normally expect him/her to continue his/her education through into our Infant Academy and later into the Junior Academy. However, entry into the Infant Academy from the Nursery is not automatic and a separate application from the Local Authority needs to be made. It is for you, the parent/carer, to decide on a preference for a reception class.

Information regarding entry to our reception classes and how to apply will be sent to you in the autumn prior to the following autumn start, along with supplementary information from the Academy. The Local Authority's information will be available from the Academy and from the Local Authority. Parents/carers can also find the information on the Local Authority's website (www.cornwall.gov.uk/admissions) where the on-line application facility is available.

All applications for places in reception or during the school year must be made direct to the applicant's home local authority on the appropriate application form. However, if your child has an Education, Health and Care Plan or Statement of Special Educational Needs, you do not need to complete an application form as a school place will be identified through a separate process. Any supplementary information that has been sent from the Academy must be returned to the Academy.

The closing date for receipt of applications for admission to a reception class during 2019/2020 school year will be outlined in the Local Authority's Co-ordinated Admissions Scheme. Final dates for late applications will be in line with the dates provided in the Admissions Scheme. Incorporated in the authority's in-year admissions scheme is a requirement for waiting lists to be maintained for all oversubscribed year groups for the whole of the school year.

St Meriadoc CE Infant Academy is a Deanery School with a catchment area that can include Carnmarth North Deanery comprising the following churches - Camborne, Chacewater, Crowan, St Day, Gwennap, Illogan, Lanner, Penponds, Redruth, Stithians with Perranarworthal, Treleigh, Treslothan and Tuckingmill.

Allocation of places

Nursery

The Academy will allocate a place within our Nursery if the applicant is of the appropriate age and would like to start at point of application.

Year R-Year 2

Parents/carers will be notified of the outcome of their application for a place in the reception class in line with the timetable outlined by the Local Authority in their admissions scheme.

Children with an Education, Health and Care Plan or Statement of Special Educational Needs 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 Secretary of State will be admitted to the school regardless of the number on roll in the year group.

The published admission number (PAN) for reception in 2019/20 will be 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 policy will be used to decide on allocations. If the school is not oversubscribed, all applicants will be admitted. In the event of over subscription and a place being refused, parents/carers are given the right of appeal.

Deferred/Delayed entry

The government has now made it a legal requirement that all children can be admitted to 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 have fallen 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.

Admission of children outside their normal age group

Parents may seek a place for their child outside their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Those wishing to request placement outside the normal age group should contact the Headteacher. Such requests will be considered on a case by case basis and in the best interests of the child concerned. Guidance can also be found at www.cornwall.gov.uk/admissions or on request from the School Admissions Team. 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, they do not have a right of appeal if they have been offered a place and it is not in the year group they would like.

Appeals

Year R-Year 2

Applicants refused a place at the school have the right of appeal. Appeals are heard by an independent appeals panel. Further details and a timeline can be found in the Local Authority's Co-ordinated Admissions Scheme. 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.

Waiting lists

Nursery

If the applicant is not of the appropriate age or the required admission date is not immediate, the applicant will take a position on our waiting list. This does not mean that the space will be held for the applicant and it is possible that the space may be filled by another applicant of appropriate age and need. No priority is given to the length of time that a child has been on the list.

Year R-Year 2

If the school is oversubscribed, a waiting list will be maintained as required by the local authority's in year admission scheme for all oversubscribed year groups for the whole of the school year. Parents/carers can request that their child is added to this list if they are refused a place. The waiting list will be based on the academy's oversubscription criteria and a child's place on a waiting list is subject to change according to additional information received about applications or children being added to the list – so their place on the list might move up or down. 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 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. Children admitted under the Fair Access Protocol will also be given priority over children on the waiting list.



If the Academy is oversubscribed, after the admission of pupils with an Education, Health and Care Plan or Statement of Special Educational Needs where the school is named in the statement, the order of priority for the admission of children to St Meriadoc CE Nursery and Infant Academy will be:

- 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 regularly attend a church within our Deanery. A member of the deanery clergy will be asked to corroborate the claim.
- 3 Children who have a sibling at the Infant Academy at the proposed time of admission.
- 4 Children attending our nursery classes.
- 5 All other applicants.

In all categories admissions are ranked in order of distance from the Academy. When two or more pupils share the same distance in any one of the categories places will be awarded in alphabetical order.

Tie Breaker

In the event of oversubscription for that year and all the criteria being equal, the family whose home is nearer to Academy will be used as a 'tie breaker'. This will be measured as the actual distance from the centre of the home (main residence) to the Academy main gate, via the road, using the geographical information system, google maps.

Definitions

* 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).

* Children who regularly attend a church within our Deanery.

The definition of regular attendance will be decided by the clergy member who is corroborating the claim, based on their knowledge of the family and the context of their church.

Siblings

'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 the school in question at the date of application, allocation and admission.

If a child is a sibling of a multiple birth (e.g. twins, triplets, etc.) and has been offered a place at the requested school, every effort will be made to offer places to siblings at the same school, which may mean allocating places above the Published Admission Number (PAN) where this is possible. However, where this is not possible, parents will be invited to decide which of the children should be allocated the available place(s).

Home Address

Each child can have only one registered address 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 Academy 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 Academy will determine the home address.

Applications for children of Service Families will be processed and places allocated based on the proposed address (with supporting evidence) or, 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. For the purposes of measuring distances, the main entrance of the unit will be used.

Parent/family

A parent is any person 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.

Parents right to appeal against a decision of the Governing Body

If for any reason your child is not admitted to the Infant Academy you may wish to appeal.

All appeals must be made in writing within twenty school days of notification that the child has not been offered a place. Appeals should be made to the Chair of Governors Mrs Kelly Caplin, St Meriadoc CE Infant Academy, Rectory Road, Camborne. TR14 7DW.