

Respect Creation Fellowship Wisdom Hope

ARCHBISHOP BENSON C of E SCHOOL

Admission Procedures 2023/2024

Chair of Governors	**Mandy Hoare**







1.0 Introduction

At Archbishop Benson School, we are proud to be a Church of England school rooted in our local community. In keeping with our inclusive vision and values, we are committed to being the school of first choice for all local families providing an excellent education for all our pupils. Our policies and procedures are focused on ensuring that we all enjoy and achieve within a nurturing and enriching school community.

Vision:

With **fun and learning**, **hand in hand**, **all things are possible.**

"**I can** do **all things** through **Him** who strengthens me. (Philippians 4:13)

Values:

RESPECT **CREATION** **FELLOWSHIP** **WISDOM** **HOPE**

School Aims:

To help fulfil this vision the school has the following aims:

- To enable each child to achieve his or her full potential in levels of academic maturity, creativity, spirituality, physical development and independence
- To educate pupils in the principles of the Christian faith, promoting respect for moral values, differing races, religions and ways of life
- To awaken and develop every child's sense of self worth
- To develop respect, commitment and responsibility for others, to equip children to be able to make a positive contribution to the community in which they live
- To provide a wide variety of activities, visits and special events which enrich children's learning

Archbishop Benson School is a standalone academy. The Governing Board is the Admission Authority for the school and has an Admissions Committee established to deal with all matters relating to admissions. The Admissions Committee must determine (formally agree) the school's admissions arrangements annually. The school will participate fully in Cornwall Council's Fair Access Protocol and Cornwall Council's Co-ordinated Admissions Schemes. Details of these schemes are available on the Council's website (www.cornwall.gov.uk/admissions) or on request from Cornwall Council. Closing dates and other details about the application process will be stated in those Schemes.

2.0 Applying for a place

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. The application form and supporting information will be available on Cornwall Council's website. There is no supplementary information form required by the Governing Board. However, if your child has an Education, Health and Care Plan you do not need to complete an application form as a school place will be identified through a separate process.

(*) See Notes & Definitions section

(1) "Including those who appear to the admission authority to have been in state care outside of England and ceased to be in care as a result of being adopted" will be included in the event that this becomes a mandatory requirement of the School Admissions Code following the consultation on proposed changes, the outcome of which will not be known before determination of the arrangements for 2022/23.

3.0 Allocation of places

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.

Children in Care (*) who are directed to the school by Cornwall Council (or Secretary of State in the case of academies) will be admitted to the school regardless of the number on roll in the year group.

The published admission number (PAN) for Reception in 2023 - 4will be 60 places. 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 school is not oversubscribed, all applicants will be admitted.

4.0 Oversubscription Criteria

In the event of there being more than 60 applications for places in Reception for the 2023/24 academic year or more applications than places for any year group during the school year, the following oversubscription criteria will be used to prioritise applications, after the admission of children whose Education, Health and Care Plan that names the school:

1. Children in care (*) and children who were previously in care but immediately after being in care became subject to an Adoption, Child Arrangements, or Special Guardianship Order (including those who appear to the admission authority to have been in state care outside of England and ceased to be in care as a result of being adopted). (1)

2. Siblings (*) of pupils who will be attending the school at the proposed date of admission.

3. Children of all staffing groups (in either or both of the following circumstances)

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

4. All other applicants

5.0. Tie-breakers

If any of the criteria outlined earlier leave more children with an equal claim than places available, priority will be given to the child who lives nearer to the preferred school.

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6.0. Final tie-breaker
Should the tie-breakers above still leave children with an equal claim because distances are exactly the same, random allocation will be used to decide on priority. The school will use Cornwall Council's Random Allocation Protocol, supervised by an independent person, which is available on request.

7.0 Distances
Home to school distances used for tie-breaking will be measured by a straight-line measurement 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 Geographical Information System software.

8.0 Designated Areas
Cornwall Council has divided Cornwall 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 Archbishop Benson School's over-subscription criteria will be as defined by Cornwall Council. Not all schools prioritise on the basis of designated area ir use Cornwall Council's defined rea, 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 or by calling the School Admissions Team on 0300 1234 101 or emailing scholadmissions@coenwall.gov.uk.

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

9.0 Timetable for applications
The timetable for applications and notification will be as stated on the LA's School Admissions Team web page (www.cornwall.gov.uk/admissions) and in the LA online application form. All applications will only be valid if submitted via the LA online application form.

Advice and assistance can be provided by the School Admissions Team (www.cornwall.gov.uk/admissions) and the school office.

Late applications will be dealt with in line with the Local Authority procedures and timetable up. Admissions for Reception places should continue to be made via the Local Authority throughout the school year. Places will be offered where available or parents/carers will be offered a place on the waiting lists (*).

10.0 Deferred/delayed entry

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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 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. Parents/carers do not have a right to insist that their child is admitted to school a year late – admissions authorities are responsible for making the decision on whether a child will be admitted outside their normal age group. However, where a child has an EHCP the decision rests with Cornwall Council.

11.0 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.

The school will pay due attention to the guidance available:
https://www.cornwall.gov.uk/education-and-learning/schools-and-colleges/schooladmissions/deferring-or-delaying-admission-to-school-and-educating-pupils-out-of-theirchronological-year-group/

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.

12.0 Appeals

Applicants refused a place at the school have the right of appeal. Appeals are heard by an independent appeals panel arranged by Cornwall Council on behalf of the Governing Board. Further details and a timeline can be found in Cornwall Council'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.

13.0 Notes and definitions

13.1 Children in care

A 'child in care' may also be referred to as a 'looked after child' and is a child who is (a) in the care of a local authority, (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).

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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).

A child is regarded as having been in state care outside of England if they were in care of or were accommodated by a public authority, a religious organisation or any other provider of care whose sole or main purpose is to benefit society (see Section 23 ZZA(8) if the Children's Act 1989 (inserted by Section 4of the Children and Social Work Act 2017)). (1)

13.2 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 or due to be on the roll of the school in question at the date of 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).

13.3 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, Cornwall Council 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, Cornwall Council will determine the home address.

For information on disputes between persons with parental responsibility in relation to school preferences please see Cornwall Council's Co-ordinated Admissions Scheme for the relevant year.

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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.

13.4 Waiting lists

If the school is oversubscribed, a waiting list will be held by Cornwall Council, in partnership with the school, for the whole of the academic year for all year groups and 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 school'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 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.

Policy agreed by the Governors on: February 15th, 2022 (Ethos Committee)

Next review date: Autumn term 2023

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