



# ARCHBISHOP BENSON C of E SCHOOL

## Admission Procedures 2019/2020

**Chair of Governors**

**Andrew Gendall**

**Democracy**

**The Rule  
of Law**

**Individual  
Liberty**

**Mutual  
respect**

**Tolerance**

## **ADMISSION PROCEDURES 2019/2020**

### **Introduction:**

The Governing Board is the Admissions Authority and has a Committee established to deal with all matters relating to admissions. They are responsible for allocating places according to the published admissions criteria outlined below. Booklets outlining the procedure for new Reception aged children and all other admissions will be available from the Local Authority or the school office in the Autumn term. All reception applications, either completed on paper or online, must be made direct to the local authority.

The school will participate fully in the Local Authority's Fair Access Protocol and the Local Authority's Co-ordinated Admissions Schemes for starting school and applying for a place during the school year. Details of these schemes are available on the Council's website ([www.cornwall.gov.uk/admissions](http://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.

Governors will operate an equal preference policy. All applications for admission to the school will be dealt with individually, equally and fairly, irrespective of race, sex, ability or family background.

Archbishop Benson Church of England (C of E) school is a church school situated within the Deanery of Powder. Deanery of Powder refers to a variety of parishes encompassed within a local area and presided over by the rural Dean. A list of parishes which fall within the Deanery of Powder, with a map, can be found on the school website <http://www.archbishop-benson.cornwall.sch.uk/home>

### **Vision:**

"Fun and Learning, Hand in Hand".

### **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

### **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 electronically on the local authority's website or in paper

form on request from that local authority. Parents/carers are required to make only one application per child which can be electronic OR in paper form.

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.

### **Reception Aged children**

Children with a Statement of Educational Special Needs, where the school is named, will be admitted for the school year 2019/2020. Archbishop Benson C of E School has a published admission number (PAN) of 60 children across in two reception classes. Subject to the availability of places it is the policy of the Governors to admit children according to the following criteria and in the order of priority shown including for all in-year admissions.

(1) Children in care\* and children who were in care but immediately after being in care became subject to an Adoption, Child Arrangement Order, or Special Guardianship Order

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

(3) Children of families who regularly attend a Christian Church which subscribes to the Trinitarian formula of faith. This must be supported by a letter from the parish priest/minister. Please note that the supportive letter must be submitted, by the application deadline, to the school and not to the local authority.

(4) Children of families\*\*\*of other world faiths, supported by a letter from their religious leader.

(5) All other applicants

Please note children with an unequivocal professional recommendation will be considered where the parent/carer can demonstrate that only the preferred school can meet the exceptional medical or social needs of the child, supported by a recommendation from, for example, a doctor, school medical officer or educational psychologist. Such recommendations must be made in writing to the School Admissions Team and must give full supporting reasons. The admission authority will make the final decision on whether or not to accept such an application.

### **Tie Breaker.**

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 because distances are exactly the same, 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. This process will be independently verified.

(\*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).')

(\*\*A sibling is deemed to mean 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.)

(\*\*\*Family Members – A parent/carer is any person who has parental responsibility for or is the legal guardian of the child. Where admission arrangements refer to 'parents'/carers' attendance at church', it is sufficient for just one parent/carer to attend. Family members include only parents/carers, as defined above, and siblings.)

### **Deferred Admissions**

All children are entitled to start school full-time in the September following their fourth birthday. However, parents/carers 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.

### **Timetable for applications**

**Timetable for applications and notification will be as stated in the Local Authority's Coordinated Admissions booklet**

**All applications will only be valid if submitted on the Common Application Form provided by the Local Authority (either on paper or via the online application).**

**Late applications will be dealt with in line with the Local Authority procedures and timetable up until the end of the first full week of the autumn term.**

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 list. Places on the waiting list will be kept in the same priority order as the oversubscription criteria. However, 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.

### **Admissions for Children not in Reception Classes**

Applications should be made to the Local Authority - application forms available from the School Admissions Team ([www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions)) or the school office.

Places will be offered where available or parents/carers will be offered a place on the waiting list. All parents/carers who are refused places have the right of appeal. Further details are available from the school administrative team.

### **Please Note:**

- All children are entitled to start full-time education in the September after their 4th birthday
- There is no legal requirement to attend school fulltime until the term following the child's fifth birthday.

### **Admission of children outside their normal age group**

Parents/carers 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. 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](http://www.cornwall.gov.uk/admissions) or on request from the School Admissions Team. If the request for a place outside the child's chronological age group is refused but a place is offered in their chronological age group then there is no right of appeal.

### **Appeals**

Applicants refused a place at the school have the right of appeal. Appeals are heard by an independent appeals panel [arranged by the Local Authority on behalf of the Governing Board]. Applicants can only appeal twice 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**

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 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.

### **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. If there is shared residence 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. If this is inconclusive, the registered address would be considered to be the address at which the child spends the majority of days during the school week. It is expected that parents will submit only one application for each child and any disputes in relation

to the child's home address are settled before applying. Fraudulent use of the application process will be taken seriously by the Local Authority.

**Multiple birth siblings**

Where applications are received on behalf of 'multiple birth siblings' (e.g. twins, triplets, etc.) or siblings whose dates of birth place them in the same chronological year group, if a child of multiple birth is admitted to the school as the final child then every effort will be made to offer places to their siblings at the school which may mean allocating places above the Published Admission Number where this is possible.



<b>Policy monitored by</b>	Admissions Committee
<b>Date of adoption/last re-adoption</b>	20 <sup>th</sup> February 2018
<b>Date of review</b>	Autumn term 2018

