



## **Gerrans School**

### **Admission Policy 2018/19**

#### **Introduction**

The published Admission Number (PAN) for each relevant age group is:

<b>Year Group</b>	<b>Capacity</b>
Nursery	16
Reception	10
Year 1	10
Year 2	10
Year 3	10
Year 4	10
Year 5	10
Year 6	12

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.

#### **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 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.

## **Allocation of places**

Children with a Statement of Special Educational Needs or 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 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 2018/19 will be 10. 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.

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

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. Those wishing to request placement outside the normal age group should contact the Headteacher. Such requests will be considered on a case by case 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.

## **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 Roseland Multi Academy Trust.

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**

If the school is oversubscribe, 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. A pupil's position on the list will be determined by the criteria set out below. Children's places on a waiting list are subject to change according to additional information received about applications or children being added to the list. No priority is given to the length of time that a child has been on the list.

## **Nursery**

It is important to note that attendance/enrolment in the nursery will be distinct and separate and have no relevance in the Primary or other sections of the academy for which separate application will have to be made in accordance with the LA's co-ordinated admissions arrangements. However, pupils attracting early year's pupil premium, the pupil premium or the service premium will be considered under the oversubscription criteria.



## Oversubscription Criteria

Places will be first allocated to students with an Education, Health and Care Plan or statements of Special Educational Needs, where the school is named in the statement or Educational Health and Care Plans. Then, if there are more applicants than places for the school, the remaining places will then be offered in the following order of priority:

### 1) Looked after Children

A “looked after child” or a child previously looked after but immediately after being looked after became subject to an adoption, child arrangement order or special guardianship order. A looked after child is a child who is (a) in the care of the local authority or (b) being provided with accommodation by the local authority in exercise of their social services functions (see definition in Section 22 (1) of the Children Act 1989) re children who are in the care of a local authority or provided with accommodation by that authority in accordance with section 22 of the Children’s Act 1989.

### 2) (a) For applications considered under the coordinated admission scheme for starting primary school:

Children who live in designated area of Gerrans School or whose parents can provide evidence that they will be living in the designated area of Gerrans School by the beginning of the Autumn Term of the 2018/19 school year

(b) For applications considered under the in-year coordinated admission scheme:



Children who live in the designated area of Gerrans School or whose parents can provide evidence that they will be living in the designated area of Gerrans School by the requested date of admission. If there are more designated area children wanting places than there are places available, criteria 3 – 5 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 – 5 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 a doctor, school medical officer, educational psychologist, health visitor, education welfare officer or social worker that non-placement at Gerrans School would cause harm to the child and that placement at Gerrans School is essential. Such recommendations must be made in writing and must give full supporting reasons.
- 4) Children with siblings who will still be attending Gerrans School at the time of their admission. Sibling is defined in these arrangements as children who live as brother and sister in the same house, including natural brother and sisters, adopted siblings, step brothers or sisters and foster brothers and sisters.
- 5) Children who have previously attended Gerrans Nursery and are eligible for the early year's pupil premium, the pupil premium or the service premium.



- 6) All other children. Where two or more children fulfil the same criterion, priority will be given to the child who lives nearer to the preferred school. Home to school distances used for tie-breaking will be measured by a straight- line measurement as determined by CAPITA One (formerly known as Education Management System or EMS) and supported by the CSA's Geographical Information System(data map). Measurements will be between your home address using Ordnance Survey's Address Point dataset (usually the centre of the main building of the property) and the main gate of the school (as determined by the CSA).

### **Admission Number**

The number of places available for Reception for September 2018 at the school will be 10.

### **Students from multiple births (e.g. twins/triplets)**

Should the parents wish the children of multiple births, or children of the same family that fall within the same year group (e.g. siblings 11 months apart in the same school year, step, adopted or foster children), to attend the same school, then if one sibling is admitted under the normal admission criteria, a place will also be offered to their siblings.

### **Split residence**

Where a student lives with parents that have shared responsibility for the child, the "residence" shall be considered as the home, which the child reside for the majority of the school week. Where the child is split equally throughout the



school week then the “residence” shall be defined as the home which the child is registered with their GP or alternatively where the child benefits are paid”.

## **Designated areas**

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 Gerrans School oversubscription criteria will be 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 e-mailing: [schooladmissions@cornwall.gov.uk](mailto:schooladmissions@cornwall.gov.uk)

If you are planning to move into the designated area of Gerrans School, your application for a place for your child will not be given 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.



## **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.

## **Late Applications**

Applications received after the set closing date will be accepted but will not normally be considered for a place at the school until after the initial offer date.

## **Tie Break**

Where several children have applied to the school and all have the same criterion, then the school places shall be allocated via random allocation and will be independently verified.

## **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.

## **Operation of Waiting Lists**

Gerrans School will operate a waiting list for each year group. Where in any year Gerrans School receives more applications for places than there are places available, a waiting list will operate until the end of the first term after the start of the school year. Any places offered from the school's waiting list will be offered strictly in accordance with the above admission criteria and will not work on a first come first served basis.

## **Appeals**

The Local Authority will notify in writing those parents who are Gerrans residents and who have not been allocated their higher preferred school(s) how to access their right of appeal and in the case of academies to whom they should write. Please note that you are only entitled to one appeal, per year group, per school, per academies per year unless there is a material change of circumstances.

## **In Year Admissions**

Gerrans School will follow Cornwall Council procedures for in year admissions. Applications will be considered in accordance with above oversubscription criteria. In the event that it is not possible to offer a place, the waiting list and appeals procedures described above will apply.



## Fair Access Protocol

Gerrans School is committed to taking its share of vulnerable students who are hard to place, in accordance with locally agreed protocols. Accordingly, outside the normal round of admissions, Gerrans school's trustees and members' board is empowered to give absolute priority to a student where admission is requested under any local protocol which carries the agreement of the local authority for the current admission year. The trustees and members have this power even when admitting such a student would exceed the normal admission number.

Policy agreed.....

Next Review Date .....