

## **ST MADDERN'S CHURCH OF ENGLAND PRIMARY SCHOOL**

### ADMISSION POLICY 2018-19

St Maddern's is a Church of England (Voluntary Aided) Primary School, for boys and girls. The school is the village school for the Parish of Madron. However, the Governors are pleased to admit pupils from a wide area within the Penwith Deanery whose parents are seeking a Christian Education for their children.

#### Admission arrangements

From September 2012 all children are eligible to attend school on a full-time basis. Parents however, have the right to request part-time or deferred admission until their children are of compulsory school age. The majority of children start school full-time in the September following their fourth birthday. However, in some cases parents believe that starting part-time or starting later in the school year would be more appropriate for their child. Placement outside the 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. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group. Parents should contact the Headteacher in the first instance and the admission authority will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

An admission meeting is held prior to the children starting school. There are a number of opportunities to visit the classroom and meet the teacher.

A booklet explaining about reception admissions will be available from early September. Copies will be available from the school or the Local Authority and the information can also be accessed on the Council's website. Parents can apply online or by submitting a form which is contained in the booklet. Applications must be sent direct to the Local Authority. The outcome of the applications will be notified to parents in line with the timetable in the CSA Booklet.

Please refer to the booklet for more detailed information about how late applications will be dealt with.

The Published Admission Number for the reception class is 8. Other year groups have a planned admission number of 12.

The Published Admission number is the maximum number of pupils that school will admit at the relevant admission age in a given academic year.

Parents intending or considering sending their children to St Maddern's are also welcome to arrange a discussion with the Head teacher and tour the school, meeting both teachers and pupils.

From September 2010, applications for all year groups at the school are made via the Local Authority.

From September 2010, all parents applying for school places are given the right to express at least three preferences.

In the event of applications for admission being in excess of the Published Admission Number, the Head teacher will consult with the Governors as to whether to exceed the PAN.

In the event of a place not being offered by the Governors because of over-subscription, parents have a right of appeal. The procedure will be handled on behalf of the Governors by Cornwall Local Authority.

In a case of over subscription the Governors will apply the following criteria to decide who will be allocated the place.

#### Over-subscription Criteria

The criteria which will be used to determine the priority order for admission is as follows:-

Children in care and children who were in care but immediately after being in care became subject to an adoption, residence, or special guardianship order.

Children whose home address\* is in the designated area.

Children with siblings\*\* attending the school at the proposed date of admission.

Children whose home address is within the Parish of Madron.

All other children.

#### \*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.

#### \*\*Sibling

('Siblings' 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 in the same household at the same address would also be counted as siblings, regardless of their actual relationship to each other.)

Children in care and children who were 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).

#### Tie Breaker

Where there is an exact match of the entitlement of children on the above criteria, priority will be given to the child who lives nearer (using the home address) to the school using the Local Authority's (LA) Geographical Information System as a straight line measurement. The measurement will be a straight line measurement from the front door of the home address to the main school gate.

#### Waiting List

Children who are likely to be refused places at their preferred school will be listed for each school in priority order so that if a place becomes available at that school before the allocation date in April the child at the top of the list can be added to those who will be offered places. If a place becomes available at an oversubscribed school after the allocation date, it will be offered to the child at the top of the waiting list according to our school's criteria regardless of whether the application for that child was late or on time.

Incorporated in the Authority's in-year admissions scheme, is a requirement for waiting lists to be maintained for all oversubscribed year groups for all schools for the whole of the school year. Applications will be dealt with according to the Local Authority's in-year co-ordinated admissions scheme. 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.