

# **St Maddern's C of E VA Primary School**

Bellair Road  
Madron  
TR20 8SP

## **Admissions Policy 2019-2020**



**Signed: H Tyreman**

**Acting Headteacher**

**Signed:**

**Chair of Governors**

**Date for review: November 2019**

## **ADMISSIONS POLICY 2019-2020**

### **Introduction**

St Maddern's is a Church of England (Voluntary Aided) Primary School, for boys and girls. The school is historically the village school for the Parish of Madron.

(<https://map.cornwall.gov.uk/website/ccmap/index.html?zoomlevel=4&xcoord=145133&ycoord=33822&wsName=ccmap&layerName=Parishes>).

However, the Governors are pleased to admit pupils from a wide area whose parents are seeking a Christian Education for their children.

We are a fully inclusive school that welcomes children from all backgrounds and abilities. We operate an equal preference scheme. There will be no discrimination against an application by race, gender, life style or creed.

As a voluntary aided Church of England School the governors of St. Maddern's are the admissions authority. Cornwall Local Authority provides the administrative arrangement for St. Maddern's C of E School and all admissions in Cornwall. The Local Authority administers appeals and waiting lists on behalf of the governing body of St. Maddern's C of E School.

*This policy applies to children of statutory school age from reception class to year 6.*

### **Choosing St Maddern's School**

Our overall mission as a Church of England School is to provide an education that gives all pupils the opportunity to develop their full potential within a happy, caring and safe environment grounded upon the values of Christian faith.

### **At St Maddern's our Mission is to:**

- At St Maddern's C of E School our mission is to educate children for 'life in its fullness' by educating pupils spiritually, intellectually, socially, morally, aesthetically and physically within a school firmly based on Christian principles and on the examples of Jesus in the gospels.

### **Our school aims are as follows:**

- **Educating for Wisdom, knowledge and skills** by following a curriculum that is broad, balanced and stimulates a sense of curiosity and excitement about the world and develops the full potential of every child in our care.
- **Educating for Hope and Aspiration** by providing a safe, nurturing and caring environment where children can take risks, build resilience and flourish.
- **Educating for Community and Living well together** by building positive relationships with our immediate school community, national and international community and for the school to be a hub of learning in the community.

- **Educating for Dignity and Respect** by promoting the character virtues of Perseverance, Respect and Responsibility so that children leave the school resilient and trustworthy whilst displaying good manners and consideration for others.

Christian values underpin the School's ethos and daily Collective worship. Each half term we focus on a Christian value in our Collective Worship which parents are informed about in our Newsletter.

Religious Education is taught in accordance with The Cornwall Agreed Syllabus together with the specifications of the Standing Advisory Council for Religious Education (SACRE) guidelines.

Daily Collective Worship is an important part of our Christian ethos and as well as developing a strong sense of community and belonging for every child.

St Maddern's clergy are lead Collective Worship every Tuesday. Visitors from other denominations are also invited into our school to lead worship.

Children's services are held in the Church and School to mark special feasts and festivals and Eucharistic worship is an important element in the life of the School. Families and carers are invited to these and we value their participation in the life of the school.

*A parent/carers has the right to withdraw their child from attendance at religious worship and/or religious instruction. This is a provision of the 1944 Education Act.*

The Governors are pleased to receive enquiries about places at St. Maddern's at any time and welcome visits to the school to further discuss education at St. Maddern's. Admissions to Reception class are subject to the timeline set out in the next section.

### **Published Admission Number (PAN) for St. Maddern's C of E School 2019/20**

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

The Published Admission Number for the school is 8.

In the event of applications for admission being in excess of the Planned Admission Number, the Governors will be consulted and decided whether to exceed the PAN in a given year group. If a decision is made to go above the PAN in any year group the governors of St. Maddern's C of E School will inform the Local Authority.

### **Considering admissions**

All decisions on admissions are taken by the Admissions Committee of Governors from St. Maddern's C of E School. **No decision on admissions is ever made by one person.**

### **Admission to Reception year**

Children are offered a full time place from September of their reception year. Before starting school in September children are invited to spend time in their class ready for September. The class teacher and Headteacher meets with all parents and carers to welcome families to the school.

The Admissions leaflets Reception class 2019/20 will be available in the Autumn term. Copies will be available from all pre-school settings, the school or the Local Authority,

Parents can apply for places online at [www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions) using the (Cornwall Admissions) Common Application Form (CACAF).

### **Transition arrangements for new reception children**

St Maddern's Pre-School children are very used to the environment of reception class as part of the Foundation stage unit.

The reception class teacher will also have close contact with all other the feeder settings, liaising with staff and visiting children in their pre-school setting. This helps ensure a smooth transition to education at St. Maddern's C of E School.

### **Deferred/delayed entry**

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.

### **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](http://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.

### **Oversubscription**

In a case of over-subscription the Governors will apply the following criteria when ranking applications and allocating places.

### **Oversubscription Criteria**

#### **SEN children with a statement of Educational Need**

If the school is over-subscribed after the admission of pupils with a Statement of Special Educational Needs or Education and Health Care (EHC) plan where the pupil is named on the Statement, priority will be given to those children who meet the set criteria set out below, in order:

- a. Looked After Children or previous looked after children including children who immediately after being in care became subject to an adoption, residence or special guardianship order of any faith will have first priority.

b. Children with siblings in school.

Siblings at the school. 'Siblings' are defined as children with at least one natural or adopted parent in common living at the same or different address. Children living permanently in the same household at the same address would be counted as siblings, regardless of their relationship to each other.

To qualify as a sibling the older child must be on roll of St. Maddern's at the date of application.

*Each child may have one registered address only for the purpose of determining priority for admission and transport entitlement –this address should be the place where the child is normally resident. 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.*

c. All other children whose home address\* is in the designated area, within the ecclesiastical boundaries of the parishes of St. Maddern's Penzance

*\*This address should be the place where the child is normally resident. 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.)*

d. All other children.

### **Tie Breaker**

Where there is an exact match of the entitlement of children on the above criteria, priority will be given to a child who lives nearer the school using a straight line measurement from the centre of the of the home building to the main school gate using the LA's Geographical Information System.

Should the distances be the same in the tie break situation then the governors will consult the Local Authorities Random Allocation criteria and follow the Local Authority Random Allocation protocol. (ref. 1.34 and 1.35 in the Admissions Code 2012).

The governors will ensure that this will be a transparent process and will be supervised by someone independent of the school with a fresh round of random allocation being adopted each time a child is removed from the waiting list.

### **Exceptional circumstances to exceed PAN**

1. St Maddern's C of E School is the named School on a Statement of Educational Need/EHC plan
2. Where applications are received on behalf of multiple birth siblings e.g. twins, triplets etc every effort will be made to accommodate them in the same school. This may mean allocating places above the Published Admission Number. In these circumstances a sibling may be admitted even if PAN would be exceeded, where one of the siblings is ninth child admitted.

### **Appeals**

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 co-ordinated by the Local Authority on behalf of the Governors of St Maddern's C of E School

It is the Governors' responsibility, as the Admissions Authority, to explain why that place was refused at an independent Appeal Hearing.

A representative of the Governing Body (preferably a member of the Governor's Admissions Panel) and the Headteacher (or member of the senior leadership team) will attend all appeals for their school and present their case for refusal to an independent panel and the parents/carers.

Appeal forms are available from the Admissions and Transport Team at New County Hall, Truro.

### **Waiting List**

If a place cannot be offered due to over-subscription, the children can be placed on a waiting list. 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.

During the Autumn term 2019 the Governing body will ask parents with children still on waiting lists whether they wish them to remain there. The waiting lists will be maintained until the end of reception year of the child. Parents with children still on waiting lists at this time will be reminded during the summer holidays 2019 that the waiting lists have now ceased and that they will have to submit a further application for year 1 if they wish their request for a place to be ongoing.

Each added child on a waiting list will mean that the published oversubscription criteria are re-applied and the list ranked again. Priority is not given based on the date the application was received and the child's name added to the list. Children in Care, previously Looked After Children and children allocated a place in line with the Fair Access Protocol take precedence over other children on a waiting list.

### **In year admissions**

In year admissions will be handled be continues to be handled by the Cornwall Local Authority 2019/20.

All key dates on admissions are contained within the Admission information for reception children and on the Cornwall Council website.

**<http://www.cornwall.gov.uk/admissions>**

**This policy will be updated annually in accordance with Local Authority dates for admission and any updated guidance on The School Admissions Regulations.**