



Aspire Academy Trust's Admission Arrangements for the 2018/19 Academic Year

Responsibility for admissions

The Directors of Aspire Academy Trust (AAT) have been delegated the task of managing the admissions for all member academies of AAT. They will operate an admissions policy which ensures that all applications for admission to AAT academies are dealt with in accordance with the requirements of the School Admissions and Appeals Codes, including the application of an agreed set of published oversubscription criteria and, where appropriate, adherence to Cornwall Council's coordinated admissions schemes.

All decisions regarding admission to each academy are the responsibility of AAT. However, it should be noted that Cornwall Council has a statutory duty to co-ordinate the admissions process for reception and junior school year 3 applications. In addition, Cornwall Council has opted to assist parents by acting as a "clearing house" for applications to other main school year groups.

Member academies and their Published Admission Numbers

Academy	Published Admission Number
Biscovey Nursery and Infants' Academy	90
Biscovey Academy	90*
Bugle School	30
Connor Downs Academy	30
Mawgan-in-Pydar School	17
Mount Hawke Academy	45

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Padstow School	30
Penryn Primary Academy	75
Probus Primary School	30
Sandy Hill Academy	36
Shortlanesend School	17
St Breock Primary School	30
St Minver School	30
St Stephen Churchtown Academy	45
St Uny CE Academy	45**
Summercourt Academy	17
Treverbyn Academy	30
Truro Learning Academy	30
Whitemoor Academy	15

*Increased from 80.

**Increased from 30.

Applications for admission to reception or year 3 in a junior school cannot be refused unless places have already been offered up to the Published Admission Number (PAN). Applications for admission to other year groups can only be refused if AAT considers that the admission of additional pupils would cause prejudice to the provision of efficient education or the use of resources.

Fair access

The School Admissions Code 2014 requires all local authorities to operate in-year fair access protocols to ensure that access to education is secured quickly for children who have no school place and to ensure that all schools and academies in an area admit their fair share of vulnerable and challenging children and young people. This could include admitting children above the published admission number to schools and academies that are already full.

Reception class intake September 2018

If your child was born between **1st September 2013 and 31st August 2014** you will need to apply for a school place for the 2018/2019 school year. This school year starts in September 2018.

Admission to year 3 (Biscovey Academy only)

If your child was born between **1st September 2010 and 31st August 2011** and you wish them to attend year 3 at Biscovey Academy from September 2018, you will need to apply for a place for the 2018/19 school year.

How to apply

All applications for reception and year 3 junior school places have to be made via the Local Authority for your home address (Cornwall Council if you live in Cornwall). You can apply online or you can make a paper application. If you wish to apply for a place in 2018/19 year 3 at Biscovey Academy or for a place in 2018/19 reception at one of the other academies in the Trust, you need to contact Cornwall Council for further information:

School Admissions Team, New County Hall, Truro, TR1 3AY

Telephone: 0300 1234 101

or email: schooladmissions@cornwall.gov.uk

or visit the website: www.cornwall.gov.uk/admissions

Applications will be accepted from September 2017 and the deadline for the submission of applications will be 23.59 on 15 January 2018.

You can still apply after this date, but in most cases your application will be classed as "late" and will not be considered until after those applications received

on time. The offer date for on-time applications will be **16 April 2018**.

The Council's coordinated scheme for reception and junior school admissions will apply to all schools in Cornwall, including Voluntary Aided (VA), Foundation, Free and Trust Schools, as well as Academies.

Admission dates for Reception 2018/19 (does not apply to Biscovey Academy)

Children having their 5th birthday between 01 September 2018 and 31 August 2019 are entitled to full time admission to a Reception Class in September 2018.

The Academy Trust recognises that by law children do not have to receive full-time education until the term after their fifth birthday and will respect parental wishes in this matter.

A reception place can be held open until January 2019 for children born between 01 September 2013 and 31 December 2013 and until April 2019 for children born between 01 January 2014 and 31 August 2014. (Although children born between 01 April 2014 and 31 August 2014 are not of compulsory school age until September 2019, a school place may not be held open from one school year to the next.) This is called a "deferred admission".

Where parents wish, children may attend part-time until later in the school year, but not beyond the point at which they reach compulsory school age.

If you would like to request a deferred admission or if you would like your child to attend part-time prior to their full-time admission, you must discuss this first with the academy where your child has been allocated a place. This discussion should take place before the end of the summer term 2018 (unless you submit a late application and the place has to be allocated after the end of 2017/18 school year).

Children with special educational needs

If your child has an Education, Health and Care Plan (EHC Plan) or Statement of Special Educational Needs (SEN), you do not need to complete an application form as a school place will be identified through a separate process. Please contact the SEN Assessment and Provision Team for more information:

Tel: 01872 324242 Email: specialeducation@cornwall.gov.uk

However, if a request has been made for an EHC needs assessment for your child, or your child is currently being assessed to decide whether an EHC Plan is necessary, you will need to make an application using the normal process.

Oversubscription criteria for the 2018/19 academic year

If, after the admission of children with a Statement of Special Educational Needs or an Education, Health and Care Plan where the academy is named in the Statement or Plan, an academy is oversubscribed, priority for admission will be given to those children who meet the criteria set out below, in order. These oversubscription criteria will also be used, if necessary, to decide on in-year admissions to all year groups (reception to year 6) for the 2018/2019 school year:

Rank	Description
1	Children in care and children who were in care but ceased to be so because they were adopted (or became subject to a child arrangement or special guardianship order) immediately after being in care.
2	Children who are attending Biscovey Nursery and Infant School (applies to Biscovey Academy only)
3	Children with Siblings.
4	Religious reasons (applies to St Uny CE Academy only)
5	Children of Staff
6	All other children

Definitions

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

2. **Applies to Biscovey Academy only – Children who are attending year 2 at Biscovey Nursery and Infants' Academy.**
3. **Children with siblings** who will still be attending the preferred academy at the time of their admission. "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 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 academy in question at the date of application, allocation and admission.
4. **Religious reasons (applies to St Uny CE Academy only).** Priority will be given to the children of practising Christian (member of Churches Together) families who reside in the Benefice of Lelant and Carbis Bay or the ecclesiastical Deanery of Penwith. The application must be supported by a statement from an appropriate church representative, which must be submitted to the Academy at the time of application.
5. **Children of staff.** This criterion applies in the following circumstances:
 - a) where the member of staff has a permanent contract and has been employed at the academy for two or more years at the time at which the application for admission to the academy is made, or
 - b) the member of staff has a permanent contract and has been recruited to fill a vacant post for which there is a demonstrable skill shortage*.

*Such posts would usually include:

Foundation Stage Early Years Specialists, SEND Co-ordinators and specialist teachers for Year 2 or Year 6. However, it is possible that individual academy Headteachers or Principals will add to these categories according to local circumstances.

Please note that you must state your intention to claim priority under this criterion on your application form and you must submit separate evidence of your employment status by e-mail or post to the Schools Admission Team by 07 February 2018.

6. All **other children** (prioritised by distance from the academy as defined in the tie-breaker below).

Tie-breaker

If the criteria outlined above leave more children with an equal claim than places available, most priority will be given to those children who live nearer to the preferred academy.

Final tie-breaker

Should the tie-breaker above still leave children with an equal claim because distances are exactly the same, random allocation (in accordance with 1.34 and 1.35 of the School Admissions Code) will be used to decide on priority. (AAT's Random Allocation Protocol will be available on request.)

Distances

Home to school distances used for tie-breaking will be measured by straight-line measurement as determined by Capita One and supported by Cornwall Council's nominated Geographical Information System (currently DataMap). Measurements will be between the home address (the centre of the main building of the property) and the main gate of the academy (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 academy) and for establishing transport entitlements will be measured by the nearest available route as determined by Cornwall Council's nominated Geographic Information System software (currently DataMap).

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 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 residency of the child or a query is raised regarding the validity of an address, the home address will be considered to be with the parent with primary day to day care and control of the child. Residence of a child may also be clarified through a child arrangement order where it is shown who has care of the child. It may be necessary to use the address of the person receiving child benefit for the child or to request a copy of a utility bill or to request evidence of the address at which the child is registered with a doctor's surgery in order to make a decision.

Parents should settle any disputes in relation to their child's home address prior to submitting only one application to the Local Authority for each child. AAT 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, AAT will determine the home address.

Service families

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.

Multiple birth siblings

Where applications are received on behalf of "multiple birth siblings" (i.e. twins, triplets, etc.) or siblings whose dates of birth place them in the same chronological year group, consideration could be given to allocating places above the Published Admission Number (PAN).

Late Applications

Late applications will be processed in accordance with the Local Authority's coordinated scheme. The Local Authority and the Academy Trust may be willing

to accept applications which are received after the closing date of 15 January 2018, but before the exceptional late closing date determined by the Local Authority (**07 February 2018**), if there is good reason for a late submission. For example:

- a family returning from abroad;
- a lone parent/carers who has been ill for some time;
- a family moving into the vicinity of the Academy from another area; or
- other exceptional circumstances.

Each case will be treated on its merits.

Round two late applications for reception places (i.e. **those received between 16 January 2018 and the 07 February 2018, but not considered exceptional and all applications received between 08 February and 27 April 2018**) will not be dealt with until after the offer day for on-time applications (16 April 2018). These applications will be processed together and parents will be notified of the outcome of their application by **29 May 2018**.

Late (round three) applications **received between 28 April and 31 August 2018** will be dealt with on a day to day basis, after the round two allocations have been processed.

Waiting Lists

Waiting lists will be maintained by the Local Authority on behalf of Aspire Academy Trust for the first term of the reception year only and will cease to be maintained after the 31 December 2018. As each child is added to the waiting list, the list will have to be ranked again in line with the published oversubscription criteria. Priority will not be given to children based on the date their application was received or the date their name was added to the list.

Looked after children, previously looked after children and those allocated a place at an academy in accordance with the Local Authority's Fair Access Protocol, will

take precedence over those on the waiting list.

Applications for other year groups (in-year applications)

An “in-year” application is an application for a place in years 1 to 6 (or 4 to 6 for Biscovey Academy) for the 2018/19 school year (or part of the year if the application is made after the school year has commenced) and an application for a place in 2018/19 reception year (or year 3 at Biscovey Academy) if the application is made after the autumn term 2018 has commenced. Parents are welcome to contact the relevant academy for information regarding available places. Alternatively, parents can contact the Local Authority (Cornwall Council) for information regarding available places at all schools and academies in Cornwall. Cornwall Council will also, on request, provide parents with a suitable form to complete when applying for a place for their child at a school or academy.

Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group if, for example, 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 – i.e. to reception rather than year 1. (This is called a “delayed admission”.) The process for requesting admission out of the normal age group is to contact the preferred academy to request a meeting with the Headteacher/Principal (or his or her representative) to discuss the issue. The Academy Trust will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent’s views; information about the child’s academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The Trust will also take into account the views of the Headteacher/Principal of the academy and will delegate the decision to that Headteacher/Principal where the Headteacher/Principal is minded to agree to the parent’s request. When informing a parent of their decision on the year group

the child should be admitted to, the Academy Trust will set out clearly the reasons for their decision.

Where the Academy Trust agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to reception or to year 3 at Biscovey Academy (i.e. the age group to which pupils are normally admitted to an AAT academy) the application will be processed as part of the main admissions round, (unless the parental request has been made too late for this to be possible) and on the basis of AAT's determined admission arrangements only, including the application of the oversubscription criteria where applicable. The application will not be given a lower priority on the basis that the child is being admitted out of their normal age group.

Parents have a statutory right to appeal against the refusal of a place at their preferred academy. This right does not apply if they are offered a place for their child at the preferred academy but not in their preferred year group.

Arrangements for appeals panels:

Where a parent/carers has been refused a place for their child at one of the academies, they will have the right of appeal to an appeal panel. The appeal panel (arranged by the Local Authority on behalf of AAT) will be independent of the academy and AAT. The arrangements for appeals will be in line with the School Admission Appeals Code published by the Department for Education. The determination of the appeal panel will be made in accordance with the Code and is binding on all parties. Appeal forms should be requested from and returned to the Secretary of the relevant academy.

The deadline for parents to lodge appeals regarding round one (on time) applications for a 2018/19 reception place at an AAT Academy (or for a year 3 place at Biscovey Academy) will be **15 May 2018**. These round one appeals will take place (mainly) during June 2018. Appeals for round two refusals will take place (mainly) during July 2018 and those for round three refusals will usually be heard during July or August 2018.

Appeals for 2018/19 in-year applications will take place as required.

Applicants can only appeal again for a place at the same academy for the same

academic year if AAT has accepted a further application because there has been a significant and material change in the circumstances of the parent/carer, child or academy (e.g. a relevant change of address) but has determined that a new application must also be refused.

Notwithstanding the arrangements outlined above, the Secretary of State may direct an academy to admit a named pupil on application from any Local Authority. Before doing so the Secretary of State will consult the academy in question.

First draft: November/December 2016

Second draft: 01 February 2017

Determined by AAT on 22 February 2017

Next review date: Autumn term 2017