



## Admissions Arrangements 2020/21

<b>Approved by:</b>	Board of Directors	<b>Date:</b> February 2018
<b>Last reviewed:</b>	N/A	
<b>Next review due by:</b>	February 2020 for 2021/22 arrangements	

## Introduction

The Directors of The Rainbow Multi Academy Trust have been delegated the task of managing the admissions for all member academies. They will operate an admissions policy which ensures that all applications for admission to the Rainbow academies are dealt with in accordance with the requirements of the School Admissions and Appeals Codes.

All decisions regarding admission to each academy are the responsibility of The Rainbow Multi Academy Trust. However, it should be noted that Cornwall Council has a statutory duty to coordinate the admissions process for reception and junior school year 3 applications.

Each Academy 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.

Applications for in year admissions should be made directly to the Local Authority and applications for Nursery classes should be made to the Academy (St Meriadoc Infant Academy and Troon School only) on one of our Admission to Nursery forms.

## PAN- Main School

<b>Academy</b>	<b>Published Admission Number</b>
Penponds School	15
St Meriadoc Infant Academy	60
St Meriadoc Junior Academy	60
Troon School	25

## Applying for a place

### Application for a Nursery place (St Meriadoc Infant Academy and Troon School only)

For applications to one of our Nursery classes an 'Expression of Interest for the Admission to Nursery' form should be completed and returned to the school. Admission to our nursery can take place at any time between your child's second birthday (St Meriadoc Infant Academy) or third birthday (Troon School) and the end of the Summer term before their fifth birthday.

### Application for a school place

#### Penponds School

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. The closing date for receipt of applications

for admission to a reception class during 2020/2021 school year will be outlined in the Local Authority's Co-ordinated Admissions Scheme.

#### St Meriadoc Infant and Junior Academy

If your child already attends the Nursery we would normally expect him/her to continue his/her education through into the Academy and later, into the Junior Academy. **However, entry into Reception year and year 3 is not automatic, even if your child attends the nursery or year 2 and a separate application must be made following the guidance above.**

#### Troon School

If your child already attends the Nursery we would normally expect him/her to continue his/her education through the Academy. **Entry into Reception year is not automatic, even if your child attends the nursery and a separate application must be made following the guidance above.**

### **Children with special educational needs**

If your child has an Education, Health and Care Plan (EHC Plan) 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](mailto: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.

### **Allocation of places**

#### Nursery (St Meriadoc Infant Academy and Troon School only)

The Academy will allocate a place within our Nursery if the applicant is of the appropriate age and would like to start at point of application.

#### Year R/Year 3 (St Meriadoc Junior Academy)

Parents/carers will be notified of the outcome of their application for a place in reception/ year 3 in line with the timetable outlined by the Local Authority in their admissions scheme.

Children with an 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.

Places will be allocated up to each academy's PAN. In the event that more applications are received than places available, the oversubscription criteria listed later in this policy will be used to decide on allocations. If the school is not oversubscribed, all applicants will be admitted. In the event of over subscription and a place being refused, parents/carers are given the right of appeal.

### **Applications for other year groups (in-year applications)**

An "in-year" application is an application for a place in years 1 to 6 (with the exception of year 3 for St Meriadoc Junior Academy) for the 2020/21 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 2020/21 reception year (or year 3 at St Meriadoc Junior Academy) if the application is made after the autumn term 2020 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.

### **Deferred/Delayed entry**

The government has now made it a legal requirement that all children can be admitted to 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.

## **Waiting lists**

### Nursery

If the applicant is not of the appropriate age or the required admission date is not immediate, the applicant will take a position on a waiting list. This does not mean that the space will be held for the applicant and it is possible that spaces may be filled by another applicants of appropriate age and need. No priority is given to the length of time that a child has been on the list.

### School

Waiting lists will be maintained (by the Local Authority on behalf of The Rainbow Multi Academy Trust) for each year group, Reception-year 6. Parents/carers can request that their child is added to this list if they are refused a place. As each child is added to the waiting list and additional information received about applications, 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.

Children with an Education, Health and Care Plan that names the school, 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.

## **Oversubscription criteria**

If, after the admission of children with an Education, Health and Care Plan where the academy is named in the Plan, an academy is oversubscribed, the order of 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 2020/2021 school year:

<b>Rank</b>	<b>Description</b>
1	Children in care, and children who were previously in care but immediately after being in care became subject to an Adoption, Child Arrangement or Special Guardianship Order.
2	Children attending St Meriadoc Infant Academy (applies to St Meriadoc Junior Academy only)
3	Children with siblings attending the academy at the proposed time of admission. In the case of St Meriadoc Junior Academy, the sibling can be at St Meriadoc Infant Academy.
4	Children who live within the designated area of the school, as defined by the Local Authority (in the case of Penponds and Troon School) or Truro Diocese (in the case of St Meriadoc Infant and Junior Academy), or whose parents/carers can provide evidence that they will be living in the designated area of the school by the beginning of the autumn term of the 2020/21 school year. If there are more designated area children wanting places than there are places available after the allocation of children under criterion 4, criterion 5 to 6 will be used to decide which of these children should have priority for admission.
5	Children attending the academy's nursery class (applies to St Meriadoc Infant Academy and Troon School only)
6	All other children

## **Appeals**

Applicants refused a place at the school have the right of appeal (see appendix A for Appeals Timetable). Appeals are heard by an independent appeals panel arranged by the Local Authority on behalf of the Academy. 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.

Applicants can only appeal again for a place at the same academy for the same academic year if The Rainbow Multi Academy Trust 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 the 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.

## **Definitions**

### Children in care

A 'child in care' may also be referred to as a 'looked after child' and is a child who is (a) in the care of a local authority, (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).

### Siblings

'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 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.

If a child is a sibling of a multiple birth (e.g. twins, triplets, etc.) and has been offered a place at the requested school, every effort will be made to offer places to siblings at the same school, which may mean allocating places above the Published Admission Number (PAN) where this is possible. However, where this is not possible, parents will be invited to decide which of the children should be allocated the available place(s).

### Home Address

Each child can have only one registered address 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 residence of the child or a query is raised regarding the validity of an address, the Academy will consider the home address to be with the parent with primary day to day care and control of the child.

Residency of a child may also be clarified through a Child Arrangement Order where it is shown who has care of the child. Evidence may be requested to show the address to which any Child Benefit is paid and at which the child is registered with a doctor's surgery.

It is expected that parents will submit only one application for each child. Any disputes in relation to the child's home address should be settled before applying, the admission authority 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, the Academy 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.

### Tie-breakers

If any of the criteria outlined above leave more children with an equal claim than places available, priority will be given to the child who lives nearer to the preferred school.

### 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.

### 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. 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.

### Designated Areas

The LA designated areas can be viewed at [www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions)

St Meriadoc Infant and Junior Academy are Deanery academies with catchment areas that can include Carnmarth North Deanery comprising the following churches - Camborne,



Chacewater, Crowan, St Day, Gwennap, Illogan, Lanner, Penponds, Redruth, Stithians with Perranarworthal, Treleigh, Treslothan and Tuckingmill. Please contact each academy for further information.

## Appendix A

### Appeals Timetable 2020-2021

(Taken from Schedule 2 of the LA Coordinated Admissions Scheme)

Date	Action
<b>16<sup>th</sup> April 2020</b>	<b>National offer date.</b> Notification of school allocation to be sent to parents by the LA.
<b>15<sup>th</sup> May 2020</b>	Parents to submit appeals or requests for their children to remain on waiting lists (round one applications).
<b>June 2020</b>	Within 20 school days of notification of round two allocations, parents to submit appeals or requests for their children to remain on waiting lists. Appeals must then be heard within 40 school days of this deadline.
<b>June 2020</b>	Appeals will take place (mainly for on-time refusals).
<b>July 2020</b>	Appeals will take place (mainly for round two refusals).
<b>July/August 2020</b>	Appeals will take place (mainly for refusals after round two).
<b>31<sup>st</sup> August 2020</b>	Scheme closes.