



TRUTH



ARCHBISHOP BENSON C of E SCHOOL

ADMISSION PROCEDURES 2017/2018



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Introduction:

The Governing Body is the Admissions Authority and has a Committee established to deal with all matters relating to admissions. They are responsible for allocating places according to the published admissions criteria outlined below. Booklets outlining the procedure for new Reception aged children and all other admissions will be available from the Local Authority or the school office in the Autumn term. All reception applications paper or online must be made direct to the local authority.

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) or on request from the Local Authority. Closing dates and other details about the application process will be stated in those schemes.

Governors will operate an equal preference policy. All applications for admission to the school will be dealt with individually, equally and fairly, irrespective of race, sex, ability or family background.

Archbishop Benson Church of England (C of E) school is a church school situated within the Deanery of Powder. Deanery of Powder refers to a variety of parishes encompassed within a local area and presided over by the rural Dean. A list of parishes which fall within the Deanery of Powder, with a map, can be found on the school website <http://www.archbishop-benson.cornwall.sch.uk/home>

Vision:

"Fun and Learning, Hand in Hand".

Aims:

To help fulfil this vision the school has the following aims:

- To enable each child to achieve his or her full potential in levels of academic maturity, creativity, spirituality, physical development and independence
- To educate pupils in the principles of the Christian faith, promoting respect for moral values, differing races, religions and ways of life
- To awaken and develop every child's sense of self worth
- To develop respect, commitment and responsibility for others, to equip children to be able to make a positive contribution to the community in which they live
- To provide a wide variety of activities, visits and special events which enrich children's learning

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 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. Parents/carers are required to make only one application per child which can be electronic OR in paper form.

Reception Aged children

For the school year 2017/2018 Archbishop Benson C of E School has a planned admission number (PAN) of 60 children in two reception classes. Subject to the availability of places it is the policy of the Governors to admit children according to the following criteria and in the order of priority shown. Children with a Statement of Educational Special Needs or Education and Health Care Plan which names our school will be admitted.

- (1) Children in care* and children who were in care but immediately after being in care became subject to an adoption, child arrangements order, or special guardianship order
- (2) Siblings** of pupils who will be attending the school at the proposed date of admission.
- (3) Children of practising mainstream Christians or other denominations which subscribe to the Trinitarian formula of faith. **This must be supported by a letter from the parish priest/minister stating whether the family *** are:**
 - a) at the heart of the Church
 - b) monthly attendees
 - c) casual attendees
- (4) Children of families***of other world faiths, supported by a letter from their religious leader.
- (5) All other applicants

Tie Breaker.

In any tie-break situation, distance from the school will be the deciding factor. Priority will be given to those whose home (main residence) is nearest to the school (measured as the crow flies) from the home (centre of building) to the school main gate (situated on Bodmin road) using a Geographical Information System. (Main residence is defined in the CSA Coordinated Admissions Booklet.

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. This process will be independently verified.

(*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 sibling is deemed to 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 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.)

(***Family Members – A parent/carer is any person who has parental responsibility for or is the legal guardian of the child. Where admission arrangements refer to '*parents'/carers' attendance at church*', it is sufficient for just one parent/carer to attend. Family members include only parents/carers, as defined above, and siblings.

Deferred Admissions

Places in Reception will be allocated as full time from September. However, parents/carers are able to request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age or request that their child takes up the place part-time until they are of compulsory school age.

Timetable for applications

Timetable for applications and notification will be as stated in the CSA's Coordinated Admissions booklet

All applications will only be valid if submitted on the CAF (either on paper or via the online application).

Late applications will be dealt with in line with the CSA procedures and timetable up until the end of the first full week of the autumn term.

Admissions for Reception places should continue to be made via the Local Authority throughout the school year. Places will be offered where available or parents/carers will be offered a place on the waiting list. Places on the waiting list will be kept in the same priority order as the oversubscription criteria. However, 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.

Admissions for Children not in Reception Classes

Applications should be made to the Local Authority - application forms available from County Hall or the school office.

Places will be offered where available or parents/carers will be offered a place on the waiting list. All parents/carers who are refused places have the right of appeal. Further details are available from the school administrative team.

Please Note:

- ***All children are entitled to start full-time education in the September after their 4th birthday***
- ***There is no legal requirement to attend school fulltime until the term following the child's fifth birthday.***

Admission of children outside their normal age group

Parents/carers 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 basis and in the best interests of the child concerned. Guidance can also be found at www.cornwall.gov.uk/admissions or on request from the School Admissions Team. If the request for a place outside the child's chronological age group is refused but a place is offered in their chronological age group then there is no right of appeal.

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 Governing Body]. Applicants can only appeal twice 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 oversubscribed, 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 above. 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.

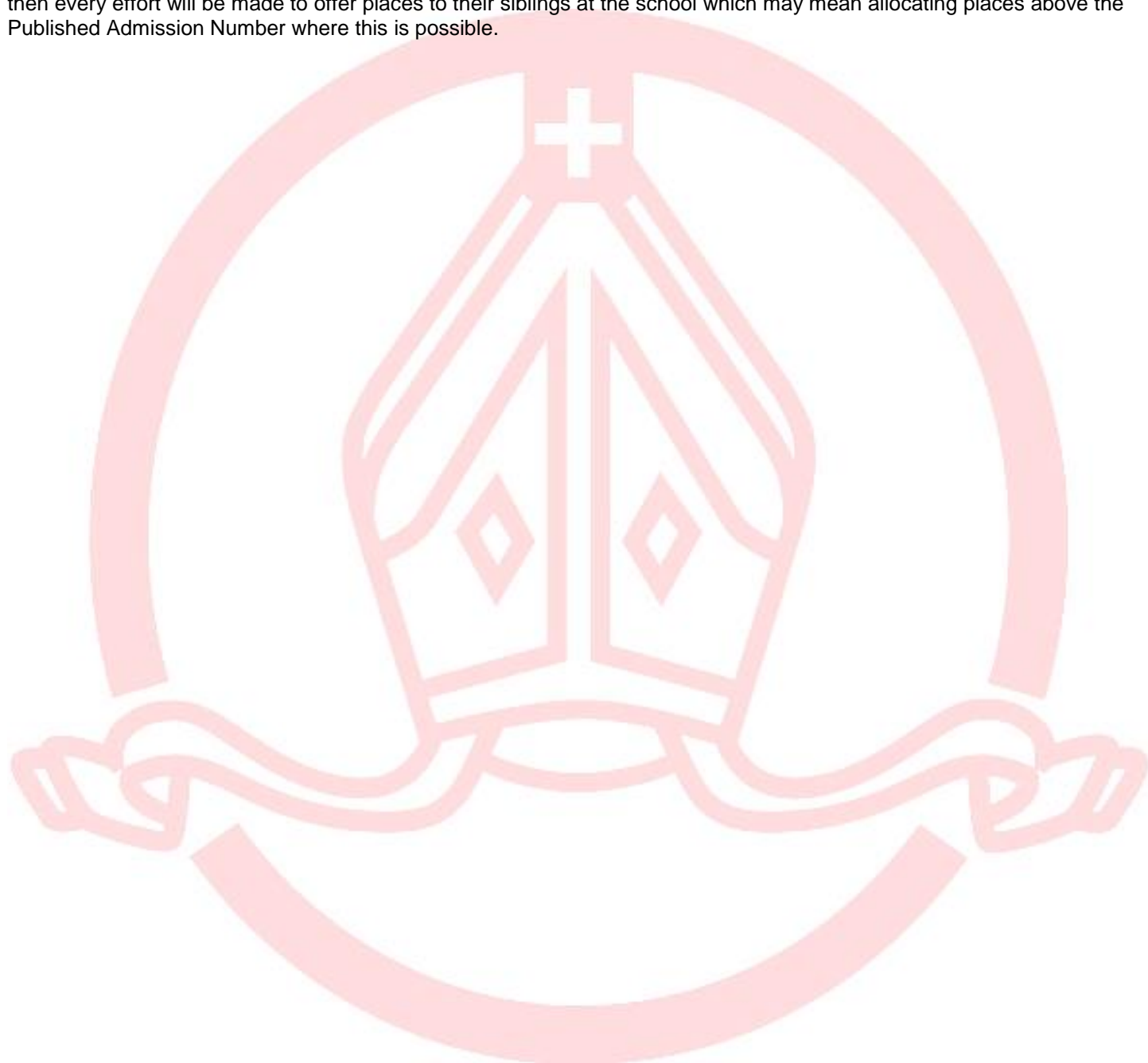
Home address

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. Fraudulent use of the application process will be taken seriously by the Local Authority.

Multiple birth siblings

Where applications are received on behalf of 'multiple birth siblings' (e.g. twins, triplets, etc.) or siblings whose dates of birth place them in the same chronological year group, if a child of multiple birth is admitted to the school as the final child then every effort will be made to offer places to their siblings at the school which may mean allocating places above the Published Admission Number where this is possible.



Policy monitored by	Admissions Committee
Date of adoption/last re-adoption	24th February 2016
Date of review	Autumn term 2016

