

**TREGOLLS  
SCHOOL**



**AN ACADEMY**

# **Admissions Policy**

## **23/24**

Approved by governors on: 11 October 2021

Review date: Autumn 2022

## **Introduction**

The Published Admission Number (PAN) for each relevant age group is:

Year Group	Capacity
Nursery	26 FTE's
Reception	60
Year 1	60
Year 2	60
Year 3	60
Year 4	60
Year 5	60
Year 6	60

Tregolls School-An Academy is an Academy and the Governing Body is the Admission Authority for the school.

The school will participate fully in the Local Authority's Fair Access Protocol and the Local Authority's Co-ordinated Admissions Schemes. 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.

### **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.

However, if your child has an Education, Health and Care Plan you do not need to complete an application form as a school place will be identified through a separate process.

### **Allocation of places**

Children with a Statement of Special Educational Needs or 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.

The published admission number (PAN) for reception in 2023/2024 will be 60. Places will be allocated up to this number. In the event that more applications are received than places available, the oversubscription criteria listed later in this document will be used to decide on allocations. If the school is not oversubscribed, all applicants will be admitted.

### **Deferred entry**

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. Parents/carers should direct any request to the Headteacher.

### **Admission of children outside their 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. 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 admissions appeal panel.

### **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. Further details and a timeline can be found in the Local Authority's Co-Ordinated Admissions Scheme. Applicants can only appeal again 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 if they are refused a place. The waiting list will be based on the school's oversubscription criteria and a child's place on a waiting list is subject to change according to additional information received about applications or children being added to the list – so their place on the list might move up or down. **No priority is given to the length of time that a child has been on the list.** Children with an Education, Health and Care Plan and children in care or children that were previously in care will take precedence over those on the waiting list. Children admitted under the Fair Access Protocol will also be given priority over children on the waiting list.

### **Nursery**

It is important to note that attendance/enrolment in the nursery will be distinct and separate and have no relevance to attendance in the Primary or other sections of the academy for which a separate application will have to be made in accordance with the LA's co-ordinated admissions arrangements. However, pupils attracting early year's pupil premium, the pupil premium or the service premium will be considered under the oversubscription criteria.

### **Oversubscription Criteria**

Places will be first allocated to students with an Education, Health and Care Plan or statements of Special Educational Needs, where the school is named in the statement or Educational Health and Care Plans. Then, if there are more applicants than places for the school, the remaining places will then be offered in the following order of priority:

(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, including those who appear (to the admission authority) to have been in state care outside of England and ceased to be in care as a result of being adopted.\*

\* Children in care and children who were previously 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).

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society (see Section 23ZZA(8) of the Children Act 1989 (inserted by Section 4 of the Children and Social Work Act 2017)).

2 )(a) For applications considered under the coordinated admission scheme for starting primary school:

Children who live in the designated area of Tregolls School, or whose parents can provide evidence that they will be living in the designated area of Tregolls School by the beginning of the autumn term of the 2023/2024 school year.

(b) For applications considered under the in-year coordinated admission scheme:

Children who live in the designated area of Tregolls School, or whose parents can provide evidence that they will be living in the designated area of Tregolls School by the requested date of admission. -

If there are more designated area children wanting places at the school than there are places available, criteria 3 to 5 below will be used to decide which of these children should have priority for admission. If there are still places available after all the designated area children have been allocated places, criteria 3 to 5 will be used to decide which of the remaining children should have priority for any spare places.

3) Children with siblings who will still be attending Tregolls School at the time of their admission. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

4) Children with an unequivocal professional recommendation from a doctor, school medical officer, educational psychologist, health visitor, education welfare officer or social worker that non-placement at Tregolls School would cause harm to the child and that placement at Tregolls School is essential. Such recommendations must be made in writing and must give full supporting reasons.

5) Children who have previously attended Tregolls nursery and are eligible for the early year's pupil premium, the pupil premium or the service premium.

6) All other children. Where two or more children fulfil the same criterion, priority will be given to the child who lives nearer to the preferred school. Home to school distances used for tie-breaking will be measured Cornwall Council's nominated Geographical Information System (currently ArcMap).

### **Admission Number**

The number of places available for Reception for September 2023 at the school will be 60.

### **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 or due to be on the roll of the school in question at the date of 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).

### **Split residence**

Where a student lives with parents that have shared responsibility for the child, the “residence” shall be considered as the home, which the child resides for the majority of the school week. Where the child is split equally throughout the school week then the “residence” shall be defined as the home which the child is registered with their GP or alternatively where child benefits are paid.”

### **Tie-breakers**

If any of the criteria outlined earlier 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, supervised by an independent person, which is available on request.

### **Designated areas**

Cornwall Council has divided the County into geographical areas. Each of these areas is served by a specific primary school, or in some cases, groups of schools. These areas are called ‘designated areas’ (you may also have heard these areas referred to as ‘catchment’ areas). The designated area used in Tregolls School-An Academy oversubscription criteria will be as defined by Cornwall Council. NB: not all schools prioritise on the basis of designated area or use the Local Authority’s defined area, however, entitlement to home to school transport will still be based on these areas. Your designated school will not always be the one nearest to your home address. Maps are available for all designated areas online at: [www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions) or by calling the School Admissions Team on 0300 1234 101 or emailing: [schooladmissions@cornwall.gov.uk](mailto:schooladmissions@cornwall.gov.uk).

If you are planning to move into the designated area of Tregolls School – An Academy, your application for a place for your child will not be given the priority accorded to designated area pupils without firm evidence of your new address and moving date, such as a copy of a signed and dated tenancy agreement or confirmation that contracts have been exchanged.

### **Distances**

Home to school distances used for tie-breaking will be measured Cornwall Council’s nominated Geographical Information System (currently ArcMap). Measurements will be between your home address (the centre of the main building of the property) and the main gate of the school (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 school) 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 ArcMap).

### **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 LA 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, Cornwall Council will determine the home address.

For information on disputes between persons with parental responsibility in relation to school preferences please see the LA's Co-ordinated Admissions Scheme for the relevant year.

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.

#### **Late applications**

Applications received after the set closing date will be accepted but will not normally be considered for a place at the school until after the initial offer date.

#### **In Year Admissions**

Tregolls School – An Academy will follow Cornwall Council procedures for in year admissions. Applications will be considered in accordance with above oversubscription criteria. In the event that it is not possible to offer a place, the waiting list and appeals procedures described above will apply.

#### **Fair access protocol**

The school is committed to taking its share of vulnerable students who are hard to place, in accordance with locally agreed protocols. Accordingly, outside the normal round of admissions, the local school's governing body is empowered to give absolute priority to a student where admission is requested under any local protocol which carries the agreement of the local authority for the current admission year. The governing body has this power even when admitting such a student would exceed the normal admission number.

#### **School Admissions Team:**

The Local Authority School Admissions Team can be contact on:

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

Email: [schooladmissions@cornwall.gov.uk](mailto:schooladmissions@cornwall.gov.uk)

Tel: 0300 1234 101