



## Crofty Multi Academy Trust DRAFT Admissions Arrangements for the 2025-2026 Academic Year

### Responsibility for Admissions

The Trustees of Crofty Multi Academy Trust is the Admission Authority for all member schools within the Trust. They will operate an admissions policy which ensures that all applications for admission to Crofty MAT 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 Crofty MAT. However, it should be noted that Cornwall Council has a statutory duty to co-ordinate the admissions process for reception class applications. In addition, Cornwall Council has opted to assist parents by acting as a “clearing house” for applications to other school year groups.

### Introduction

Crofty MAT schools will participate fully in Cornwall Council’s Fair Access Protocol and Cornwall Council’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 Cornwall Council. 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 on Cornwall Council’s website.

Please note that parents of children attending an attached pre-school/nursery still need to apply for a place in Reception.

### SEN Admissions

If your child **has** an Education, Health and Care Plan (EHCP) you **do not** need to complete the application form as a school place will be identified through a separate process.

All requests for a change of school during the school year (‘in-year’ admissions) and all requests for entry into school at the normal point of entry (starting in the reception year, transferring from infant to junior school or transferring from primary to secondary school) will be handled by the Statutory SEN Services Team.

**Tel: 01872 324242**

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

Parents should contact Statutory SEN Services to discuss the educational options with a member of the Team to enable them to make an informed decision regarding their preferred school.

Where a request for and ECH needs assessment has been made or where a child is under assessment (but no decision has yet been made about issuing an EHC Plan) an application for a school place must be made through the normal school admissions process.

## Allocation of places

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.

The published admission number (PAN) for reception in 2025/26 will be as set out in the table below:

### Member academies and the Published Admission Numbers (PAN)

Name of Academy	PAN
Garras School	9
Godolphin School	15
Halwin School	17
Illogan School	30
Lanner School	30
Parc Eglos School	60
Pencoys School	30
Pennoweth School	60
Porthleven School	30
Portreath School	30
Rosemellin School	60
Roskear School	60
Sithney School	13
Trannack School	12
Treloweth School	60
Weeth School	30

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/part-time 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.

### **Appeals**

Applicants refused a place at the school have the right of appeal. Appeals are heard by an independent appeals panel arranged by Cornwall Council on behalf of the Governing Body. Further details and a timeline can be found in Cornwall Council'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 for the whole of the academic year for all year groups and children will be automatically 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.

### **Oversubscription Criteria**

In the event of there being more applications for places in reception for the 2025-26 academic year or more applications than places for any year group during the school year, the following oversubscription criteria will be used to prioritise applications, after the admission of children with an Education, Health and Care Plan names the school:

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.
2. Children who live within the designated area of the school, as defined by the Local Authority, or whose parent/carers can provide evidence that they will be living in the designated area of the school by the date from which the admission is required.

If there are more designated area children wanting places than there are places available after the allocation of children under criterion 2, criteria 3 to 6 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 spaces, criteria 3 to 6 will be used to decide which of the remaining children should have priority for any spare places.

3. Children with an unequivocal professional recommendation from a doctor, school medical officer, educational psychologist or education welfare officer that non placement at the school would not be in the best interest of the child. Such recommendations must be made in writing and must give full supporting reasons and will be reviewed by the LA.
4. Children with siblings who will still be attending the school at the time of their admission.
5. Children of staff – where the member of staff has a permanent contract and has been employed at the school for two or more years at the time of application; or the member of staff has a permanent contract and has been recruited to fill a vacancy for which there is demonstrable skill shortage. This will be demonstrated by an inability to recruit after two attempts.
6. All other children.

## **NOTES AND DEFINITIONS**

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

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)).

### **Designated areas**

Cornwall Council has divided Cornwall 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 for any of the Crofty academy's oversubscription criteria will be as defined by Cornwall Council.

NB: entitlement to home to school transport will also 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 one of the Crofty schools, 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.

### **Children with an unequivocal professional recommendation**

Applicants will only be considered under this criterion where the parent/carer can demonstrate that **only** the preferred school can meet the exceptional medical or social needs of the child, supported by a recommendation from, for example, a doctor, school medical officer or educational psychologist. Such recommendations must be made in writing to the School Admissions Team and must give full supporting

reasons. The admission authority will make the final decision on whether or not to accept an application under this criterion.

## **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.

## **Multiple birth siblings**

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).

## **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 Cornwall Council's Random Allocation Protocol, supervised by an independent person, which is available on request.

## **Distances**

Home to school distances used for tie-breaking will be measured by a straight-line measurement as determined by Cornwall Council's nominated Geographical Information System. 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 Geographical Information System software.

## **Home address**

Each child can have one registered address only for the purposes of determining priority for admission and transport entitlement. The address must be:

- the child's principal permanent residence at the point of application and the address from which they will attend school; or
- a future address from which the child will attend school, supported by a form of evidence from the list in Cornwall Council's Co-ordinated Admissions Scheme.

An admission authority may refuse to accept an address if an applicant still owns or rents an address at which their child previously lived. It is for the admission authority to determine:

- if the address given on an application is a child's current or future principal permanent residence and the address from which they will attend school; and

- which address should be used to determine eligibility for a place.

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 home address will be considered 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 where the child resides.

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 Cornwall Council'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.

**Policy agreed by the Governing Body on:**

**Next review date: Autumn term 2024**