



St Hilary School Admissions Policy 2018-2019

Introduction

The 'Admissions Authority' for St Hilary School is the Board of Governors.

Parents / carers are invited to visit the school and meet with the Headteacher to discuss admission arrangements although places will not be allocated on the basis of this meeting. The school prospectus and website www.st-hilarycornwall.co.uk will also give information about the school.

Rationale

The aim of this policy is to ensure conformity to the requirements of the School Admissions Code 2012.

Procedure

Age of Admission

St Hilary School takes part in Cornwall Council's Co-ordinated Admissions Scheme, available at www.cornwall.gov.uk/admissions with children being admitted as follows:

Children will be eligible for a full-time place in Reception during the school year which runs from 01 September 2018 to 31 August 2019, if he/she was born between 01 September 2013 and 31 August 2014. In accordance with the Secretary of State, any parent wishing to defer admission or attend part time until their child is of compulsory school age may do so by expressing their wishes, in writing, to the Governing body. In certain cases the school and the parents may come to an agreement that it would be in the best interests of the child to delay full/part time entry to the school but this will not extend beyond the term in which the child reaches their 5th birthday or beyond the 2018/19 school year.

Admissions Procedure

For 'Admissions Round' Applications:

Applications are made via the Common Application Form found in the booklet 'How to Apply for a Place in a Reception Class in a Cornish Primary School'. Choices made by the parent will be subject to an 'Equal Preference' scheme when reception places are allocated. The Governors will adhere to the timetable as outlined in the CSA Admissions Booklet. The Local Authority will rank the applications according to the over-subscription criteria on behalf of the governing body.

Over-subscription Criteria for Admission

The school's published admission number (PAN) for the academic year 2018/19 stands at 35 in all year groups, including reception. No child may be denied a place when the numbers in the year group are below this figure.

All children whose statement of special educational needs (SEN) or Education, Health and Care (EHC) plan names the school will be admitted.

If the school is oversubscribed, after the admission of pupils with a Statement of Special Educational Needs or with an Education Health and Care plan, where the school is named in the Statement, priority for admission will be given to those children who meet the criteria set out in the order below:

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 of teaching staff (with QTS) in either or both of the following circumstances:
 - a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
 - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
3. Siblings of pupils who will be attending the school at the proposed date of admission who are living within the designated area for our school. Siblings includes step siblings, foster siblings, adopted siblings and other children living permanently at the same address. This will include siblings living at the same address for at least part of the school week.
4. Children who live within the designated area for our school. Home address is defined as the address at which a child is normally resident during the school week.
5. Siblings of pupils living outside of the designated area who will be attending the school at the proposed date of admission.
6. Children with social or medical reasons for attending St Hilary School, provided that this is substantiated by written evidence from a Doctor, for medical reasons and/or an educational psychologist, for social reasons. Written evidence must be sent with the application.
8. All other applicants.

Tie Breaker

When two or more children meet the same criterion, their rank order will be determined by distance from school measured by straight-line measurement as determined by CAPITA One and supported by the CSA's Geographical Information, with the nearest child getting priority. Measurements will be between the home address using Ordnance Survey's Address Point dataset (usually the centre of the main building of the property) and the main gate of the school (as determined by the CSA map). Home address is defined as the address at which a child is normally resident during the school week.

Waiting Lists

Any child who is refused a place within the school but wishes to take up a place if one becomes available will be placed on a waiting list. The Governing Body, in partnership with the CSA, will maintain a waiting list for admission to reception (if necessary) until the end of the Summer term 2018. Children will be listed in priority order according to the school's oversubscription criteria, although children who are allocated to the school in accordance with the Fair Access Protocol, will take precedence over any child already on the waiting list.

Late applications

All late applications will be dealt with as specified in the CSA Admissions Booklet by the Local Authority.

Placement outside the 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, whether they may have fallen into a lower age group if it were not for being born prematurely or whether they have been previously educated out of year group. 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 ie. to reception rather than year 1. Parents should contact the Headteacher in the first instance and the admission authority will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

Parent's right to appeal against the Governors decision

All parents that are refused a place will have the right of appeal to an independent panel and these parents will be sent details of the appeal procedure.

This policy will be reviewed annually.

Policy adopted by the Governing Body on : 14th March 2017