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**Admissions Policy 2017-18**

Whitstone Community Primary School is a Foundation School and the Governors are the admitting authority. The school is a mixed primary located in Whitstone between Bude and Launceston.

Children with a Statement of Special Educational Needs or Educational Health Care Plan that names Whitstone Community Primary School will be admitted to the school regardless of the number on roll in the year group.

Children who are in care, who have a residence order or child arrangement order who are directed to the school by the Local Authority will be admitted to the school regardless of the number on roll in the year group.

Whitstone Community Primary School will participate fully in the Local Authority’s Fair Access Protocol.

The school will participate fully in the Local Authority’s co-ordinated admission schemes for a primary school place and in-year admissions. 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 (0300 1234 101). Closing dates, deadlines and timescales (including those relating to late applications) will be stated in those schemes.

All applications for places at Whitstone Community Primary School must be made directly to the applicant’s home authority on the appropriate Common Application Form (CAF). The CAF and supporting information will be available electronically on the Local Authorities website or in paper form on request from the Local Authority. There is no supplementary information form required by the Governors.

The Governors will operate an equal preference scheme as defined in the School Admissions Code. The published admission number (PAN) for 2017/18 will be 12.

Children are not of compulsory school age until the beginning of the term after they have their fifth birthday. This means that:

1. Children born between 1 September and the 31 December are of compulsory school age from January.
2. Children born between 1 January and the 31st March are of compulsory school age from April.
3. Children born between 1 April and the 31 August are of compulsory school age from September.

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 their child takes up the place part-time until they are of compulsory school age. Parents/carers should direct any request to the Headteacher. It should be noted that deferment for ‘summer born’ children would result in the child entering directly into Y1 and missing the whole of the Foundation Stage.

Cornwall Children’s Services Authority (CSA) has a legal duty to ensure a school place is available for every child of compulsory school age resident in Cornwall. The CSA has divided the county into geographical areas – designated areas. Each of these areas is served by a specific primary school, or in some cases, groups of schools.

Any school’s resources, such as teachers and classrooms, have to be used carefully to ensure the best possible standards for education and a safe environment. If no limit were set on the number of pupils that can go to a school each year these standards could not be maintained.

**Oversubscription: In the event of there being more than 12 applicants for places in Year R for the 2017/18 academic year the following oversubscription criteria, in descending order of priority, will be used.**

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 who live within the designated area (sometimes referred to as catchment area) normally served by Whitstone Community Primary School as designated by the local authority or whose parents can provide evidence that they will be living in the designated area of Whitstone Community Primary School by the beginning of the autumn term of the 2017/2018 school year. The catchment areas are designated by the Cornwall Council’s nominated Geographical Information system. How the Council determines the home address can be found at [www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions).

If there are more designated area children wanting places at the school, the following criteria 3 to 5 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.

1. Children with an unequivocal professional recommendation from a doctor, school medical officer, educational psychologist or education welfare officer that non-placement at Whitstone Community Primary School would not be in the best interest of the child and that placement at Whitstone Community Primary School is essential. Such recommendations must be made in writing and must give full supporting reasons and will be reviewed by the LA.
2. Children with siblings who will still be attending Whitstone Community Primary School at the time of their admission.
3. ‘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.
4. All other children.

**Important note:** The admission of pupils with a statement of special educational needs or educational health care plan is covered by different admission regulations, however, where Whitstone Community Primary School is name in a pupil’s statement of special educational needs/educational health care plan the Local Authority and Whitstone Community Primary School have a duty to admit the child and will therefore be allocated a place; the admission of pupils to a primary school is a completely separate process which is not related to nursery admissions.

If Whitstone Community Primary School is oversubscribed, a waiting list will be held from when allocations have been made. A pupil’s position on the list will be determined by the criteria set out above. If a place is to be allocated to a pupil and there is more than one pupil from the same over subscription criteria (i.e. two pupils who have an elder sibling already in the school), a place would be offered to the pupil who fulfils a place in the next higher criterion. In the unlikely case of identical distances under criterion 5, the applications would be ordered randomly by the Random Allocation Protocol outlined in Appendix 1.

Applicants refused a place at Whitstone Community Primary School have the right of appeal. Appeals are heard by an independent appeals panel. Applicants will be able to appeal once for a place at a given school in any one school year unless any significant new information becomes available which was not available at the original hearing.

**Years 1 and 6:** The following priority order will be used to decide which children should occupy any vacant places, after the admission of pupils with statements of special educational needs / educational health care plan where Whitstone Community Primary School is named in the statement, in years 1 to 6 at Whitstone Community Primary School in the 2017/18 school year.

1. Children in care and children who were in care but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order) immediately after being in care.
2. Children who live in the designated area of Whitstone Community Primary School, or whose parents can provide evidence that they will be living in the designated area of Whitstone Community Primary School by the requested date of admission.

If there are more designated area children wanting places at Whitstone Community Primary 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.

1. Children with an unequivocal professional recommendation from a doctor, school medical officer, educational psychologist or education welfare officer that non-placement at Whitstone Community Primary School would not be in the best interest of the child and that placement at Whitstone Community Primary School is essential. Such recommendations must be made in writing and must give full supporting reasons and will be reviewed by Whitstone Community Primary School.
2. Children with siblings who will still be attending Whitstone Community Primary School at the time of their admission.
3. All other children.

**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 cae 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

**Notes and definitions**

**Children with statements of special educational needs / health care plans.**

If a child with a statement of special educational needs / health care plan has the name of a school specified in his/her statement, the child must be admitted to that school.

**Children in care**

‘Children in care’ are also referred to as ‘looked after children’ and they are children who are in the care of the Local Authority.

Children in care **will be** admitted to the school considered most suitable by the Corporate Director, Children, Schools and Families, regardless of the number on roll.

**Designated areas**

The Children’s Services Authority (CSA) has divided the county into geographical areas. Each of these areas is served by a specific primary school (or schools). These areas are called ‘designated areas’. (You may also have heard these areas referred to as ‘catchment’ areas.) Your designated school will not always be the one nearest to your home address. Maps will be provided on the Council’s website ([www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions)). Please note, however, that these maps are, of necessity, small scale and if your property is near a border it is advisable to check your designated school with the Admissions and Transport (Policy) Team. Larger scale maps are available for all designated areas on request. You can also ask to be notified of the designated school(s) for any address. These requests should be made to: Cornwall Council, School Admissions Team, New County Hall, Truro, TR1 3AY: 0300 1234 101, email: school[admissions@cornwall.gov.uk](mailto:admissions@cornwall.gov.uk)

The Council will continue to give free transport to eligible children on the basis of residence in the areas which is defined as the designated area for Whitstone Community Primary School.

If you are planning to move into the designated area of Whitstone Community Primary School, your application for a place for your child at that school 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.

**Professional recommendation for admission**

If you think your child meets this criterion, as described in the Oversubscription Criteria, you must send the relevant written evidence to Whitstone Community Primary School.

**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.

**Tie-breakers**

If any of the criteria outlined above leave more children with an equal claim than places available, the following tie-breakers will be used:

Where two or more children fulfil the same criterion, priority will be given to the child who lives nearer to the preferred school.

**Final tie-breaker**

Should the tie-breaker above still leave children with an equal claim because distances are exactly the same, random allocation will be used to decide on priority.

**Distances**

Home to school distances used for tie-breaking will be measured by a straight-line measurement as determined by CAPITA One and supported by the Cornwall Council’s Geographical Information System Measurements will be between your home address using Ordnance Survey’s Point Dataset (usually the centre of the main building of the property) and the main gate of the school (as determined by the 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 the Council’s Geographical Information System.

**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. However, parents should settle any dispute prior to submitting only one application to Whitstone Community Primary School for each child.

**Multiple birth siblings**

Where applications are received on behalf of ‘multiple birth siblings’ (i.e. twins, triplets, etc.) or siblings whose dates of birth place them in the same chronological year group, every effort will be made to offer places at Whitstone Community Primary School, which may mean allocating places above the Published Admission Number (PAN) where that 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).

**Relevant area(s)**

Consultations on proposed admission arrangements must be carried out within an area called ‘the relevant area’. It is the responsibility of LAs to determine relevant areas and to consult on and review their relevant areas on a regular basis.