

St Mary's C of E VA Primary School

REDINNICK PLACE
PENZANCE
TR18 4HP

Admissions Policy 2018-2019



Signed: H Tyreman
Headteacher:

Signed: J Davis
Chair of governors:

Date for review: November 2018

ADMISSIONS POLICY 2018-19

Introduction

St Mary's School is a Church of England (Voluntary Aided) Primary School, for boys and girls aged 4 – 11. This is historically the school for the Parish of St Mary's, Penzance, but the Governors are pleased to admit children from a wide area within the Penwith Deanery, whose parents are seeking an education in a Christian environment.

We are a fully inclusive school that welcomes children from all backgrounds and abilities. We operate an equal preference scheme. There will be no discrimination against an application by race, gender, life style or creed.

As a voluntary aided Church of England School the governors of St. Mary's are the admissions authority. Cornwall Local Authority provides the administrative arrangement for St. Mary's C of E School and all admissions in Cornwall. The Local Authority administers appeals and waiting lists on behalf of the governing body of St. Mary's C of E School.

This policy applies to children of statutory school age from reception class to year 6. It also includes guidance on Admission to St Mary's Pre School.

Choosing St Mary's School

Our overall mission as a Church of England School is to provide an education that gives all pupils the opportunity to develop their full potential within a happy, caring and safe environment grounded upon the values of Christian faith.

At St Mary's our Mission is to:

- Stimulate in every child a sense of curiosity and excitement about the world and to encourage them to search for truth, meaning and purpose in life.
- Educate pupils intellectually, socially, morally, aesthetically, physically and spiritually within a school based on the example of Jesus in the gospels.
- Show pastoral care, encouraging in pupils a sense of commitment, self-reliance, respect for others and a healthy self esteem.
- Make prayer and worship real educational experiences.

Our school aims are as follows:

- Provide a secure environment, physically and emotionally, in which all children are offered equal opportunities and are taught to value their own skills and abilities and those of others.
- Teach courtesy, good manners and consideration of others
- Enable children to communicate effectively with one another and to frame their feelings, emotions and experiences in appropriate language, in order to support moral and spiritual development and engender respect for the personal and religious values of others.

- Encourage pupils to use initiative and to persevere in the face of changing personal circumstances and varied learning outcomes.
- Provide a broad and balanced curriculum within a variety of learning environments that develop individual potential.
- Build positive relationships with our immediate school community, national and international community and for the school to be a hub of learning in the community.

Christian values underpin the School's ethos and daily Collective worship. Each half term we focus on a Christian value in our Collective Worship which parents are informed about in our Newsletter.

Religious Education is taught in accordance with The Cornwall Agreed Syllabus together with the specifications of the Standing Advisory Council for Religious Education (SACRE) guidelines.

Daily Collective Worship is an important part of our Christian ethos and as well as developing a strong sense of community and belonging for every child.

Penlee Cluster clergy are actively involved in the life of the School and also lead Collective Worship every Wednesday. Visitors from other denominations are invited into our school to lead worship.

Children's services are held in the Church and School to mark special feasts and festivals and Eucharistic worship is an important element in the life of the School. Families and carers are invited to these and we value their participation in the life of the school.

A parent/carers has the right to withdraw their child from attendance at religious worship and/or religious instruction. This is a provision of the 1944 Education Act.

The Governors are pleased to receive enquiries about places at St. Mary's at any time and welcome visits to the school to further discuss education at St. Mary's. However admissions to Reception class are subject to the timeline set out in the next section.

Published Admission Number (PAN) for St. Mary's C of E School 2018/19

The Published Admission number is the maximum number of pupils that school will admit at the relevant admission age in a given academic year.

The Published Admission Number for the school is 25.

In the event of applications for admission being in excess of the Planned Admission Number, the Governors will be consulted and decided whether to exceed the PAN in a given year group. If a decision is made to go above the PAN in any year group the governors of St. Mary's C of E School will inform the Local Authority.

Infant class size

Infant classes must not exceed 30 pupils. Additional children can only be admitted under exceptional circumstances. As the PAN of St. Mary's is 25 the governors do not envisage being in this circumstance.

Considering admissions

All decisions on admissions are taken by the Admissions Committee of Governors from St. Mary's C of E School. **No decision on admissions is ever made by one person.**

Admission to Reception year

Children are offered a full time place from September of their reception year. Parents have the right to request part-time or deferred admission until their child is of compulsory school age. We are willing to discuss arrangements with parents to ensure that their child has the best start to school. Admission cannot be deferred beyond the summer term of their reception year.

Before starting school in September children are invited for 'Getting Ready for school' sessions in the summer term and the Headteacher meets with all parents. St Mary's Pre-School are very used to the environment of reception class as part of our Foundation stage unit.

The Foundation unit manager will also have close contact with all other the feeder settings, liaising with staff and visiting children in their pre-school setting. These help ensure a smooth transition to education at St. Mary's C of E School.

The Admissions leaflets Reception class 2019/20 will be available in the Autumn term. Copies will be available from all pre-school settings, the school or the Local Authority,

Parents can apply for places online at www.cornwall.gov.uk/admissions using the (Cornwall Admissions) Common Application Form (CACAF).

Oversubscription

In a case of over subscription the Governors will apply the following criteria when ranking applications and allocating places.

Oversubscription Criteria

SEN children with a statement of Educational Need

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

- a. Looked After Children or previous looked after children including children who immediately after being in care became subject to an adoption, residence or special guardianship order of any faith will have first priority.
- b. Children with siblings in school.

Siblings at the school. 'Siblings' are defined as children with at least one natural or adopted parent in common living at the same or different address. Children living permanently in the same household at the same address would be counted as siblings, regardless of their relationship to each other.

To qualify as a sibling the older child must be on roll of St. Mary's at the date of application.

Each child may have one registered address only for the purpose of determining priority for admission and transport entitlement –this address should be the place where the child is normally resident. If there is shared custody 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 in order to make a decision.

- c. All other children whose home address* is in the designated area, within the ecclesiastical boundaries of the parishes of St. Mary's Penzance and St. John's Penzance or the ecclesiastical Deanery of Penwith.
**This address should be the place where the child is normally resident. If there is shared custody 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 in order to make a decision.)*
- d. All other children.

Tie Breaker

Where there is an exact match of the entitlement of children on the above criteria, priority will be given to a child who lives nearer the school using a straight line measurement from the centre of the home building to the main school gate using the LA's Geographical Information System.

Should the distances be the same in the tie break situation then the governors will consult the Local Authorities Random Allocation criteria and follow the Local Authority Random Allocation protocol. (ref. 1.34 and 1.35 in the Admissions Code 2012).

The governors will ensure that this will be a transparent process and will be supervised by someone independent of the school with a fresh round of random allocation being adopted each time a child is removed from the waiting list.

Exceptional circumstances to exceed PAN

1. St Mary's C of E School is the named School on a Statement of Educational Need/EHC plan
2. Where applications are received on behalf of multiple birth siblings e.g. twins, triplets etc every effort will be made to accommodate them in the same school. This may mean allocating places above the Published Admission Number. In these circumstances a sibling may be admitted even if PAN would be exceeded, where one of the siblings is twenty fifth child admitted.

Appeals

In the event of a place not being offered by the Governors because of over-subscription, parents have a right of appeal. The procedure will be co-ordinated by the Local Authority on behalf of the Governors of St Mary's C of E School

It is the Governors responsibility, as the Admissions Authority, to explain why that place was refused at an independent Appeal Hearing.

A representative of the Governing Body (preferably a member of the Governor's Admissions Panel) and the Headteacher (or member of the senior leadership team) will attend all appeals for their school and present their case for refusal to an independent panel and the parents/carers.

Appeal forms are available from the Admissions and Transport Team at New County Hall, Truro.

Waiting List

If a place cannot be offered due to over subscription then the children can be placed on a waiting list. If a place becomes available at an oversubscribed school after the allocation date, it will be offered to the child at the top of the waiting list according to our school's criteria regardless of whether the application for that child was late or on time.

During the Autumn term 2018 governing body will ask parents with children still on waiting lists whether they wish them to remain there. The waiting lists will be maintained until the end of reception year of the child. Parents with children still on waiting lists at this time will be reminded during the summer holidays 2019 that the waiting lists have now ceased and that they will have to submit a further application for year 1 if they wish their request for a place to be ongoing.

Each added child on a waiting list will mean that the published oversubscription criteria are re-applied and the list ranked again. Priority is not given based on the date the application was received and the child's name added to the list. Children in Care, previously Looked After Children and children allocated a place in line with the Fair Access Protocol take precedence over other children on a waiting list.

In year admissions

In year admissions will be handled be continues to be handled by the Cornwall Local Authority 2018/19.

All key dates on admissions are contained within the Admission information for reception children and on the Cornwall Council website.

<http://www.cornwall.gov.uk/admissions>

Admission to St. Mary's Pre –School

The Governors of St. Mary's School also manage St. Mary's Pre-School and are the Admissions authority for this setting.

The Pre-school forms part of our Foundation stage unit

Admission to St Mary's Pre School should be made direct to the school. The Pre School has a PAN of 22 which is determined by the space allocation for 3-4 years olds.

Children currently are eligible to be admitted to Pre-School the term after they are 3 years old.

The school, acting as Admissions Authority for Pre School will consider all applications two months before the start of the term in which the child is eligible to start preschool i.e. 1st November for Spring term admissions, 1st February for Summer term admissions and, 1st July for Autumn term admissions. The over subscription criteria for Pre School as the same as those detailed earlier in this policy for the main school.

All children in St Mary's Pre-School need to apply of places in reception class in the Autumn term and all applications will be ranked according to the Admission criteria in the main Admission school policy.

This policy will be updated annually in accordance with Local Authority dates for admission and any updated guidance on The School Admissions Regulations.