



# Cornerstone CofE VA Primary School

*Building our Community with Love, Forgiveness & Hope*



## ADMISSIONS POLICY 2019/20

<b>Reviewed By</b>	Teaching & Learning committee	<b>Authorised By</b>	FGB
<b>Last Review</b>	Autumn 2017	<b>Date</b>	21/3/2017
<b>Next Review</b>	Autumn 2018	<b>Review Cycle</b>	Annually

Cornerstone CofE Primary School was established to provide education for children living in the town of Whiteley and within the boundary of the development area known as North Whiteley.

The school will be inclusive and distinctly Christian in character. The school aims to provide education of the highest quality to ensure the best possible academic achievement, personal development and wellbeing of all learners, regardless of their ability or background. A guiding principle of this school is that a church school should serve its local community. The policy aims to be clear, fair and objective and to comply with all relevant legislation.

We ask all parents applying for a place here to respect this ethos and its importance to the whole school community.

This policy will apply to all admissions from 1 September 2019, including in-year admissions. It will be used during 2018-2019 for allocating places for September 2019 as part of the main admissions round for Year R.

Outside of the normal admissions round, the authority's Fair Access protocol will be applied alongside the policy to secure the admission of vulnerable pupils from specific groups.

### Admission Criteria

The Governing Body of Cornerstone CofE Primary School is the admissions authority for the school. The Governing Body decide, using the Admissions Criteria, which children will be offered a place at the school. The admission arrangements are determined by the Governing Body, after statutory consultation.

The Local Authority will manage the process on behalf of the school according to the coordinated scheme which they publish on the School Admissions pages of the County website.

The Governing Body will consider first all those applications received by the publishing deadline of **midnight on Monday, 14 January 2019**. Notifications to parents offering a primary school place will be sent by the Local Authority on **Monday, 15 April 2019**.

Applications made after midnight on the 14 January 2019 will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications.

For the normal admission round, all on-time preferences will be considered simultaneously and ranked in accordance with the admission criteria. If more than one school can offer a place, the parent's highest stated available preference will be allocated.

The published admission number (PAN) for Cornerstone CofE Primary School for 2019-2020 is **30**. An additional two places will be available for entry to Year 3, 4, 5 and 6.

## Admission

If the school is oversubscribed, places will be offered in the following priority order. Places for applications received after the deadline will be allocated using the same criteria:

1. **Looked after children or children who were previously looked after** (See Definition A)
2. (For applicants in the normal admissions round only) **Children or families who have a serious medical, physical or psychological condition** which makes it essential that the child attends Cornerstone CofE Primary School rather than any other (Appropriate medical or psychological evidence must be provided in support). (See Definition B)
3. **Children living in the catchment area of the school (see Definition C), or within the boundary of the development area known as North Whiteley** (see definition E).
  - i. Siblings on Roll: Children living in the catchment area of Cornerstone CofE Primary School, or within the boundary of the development area known as North Whiteley, who, at the time of application, have a sibling on roll of Cornerstone CofE Primary School (See Definition D)
  - ii. Other children living in the catchment area of Cornerstone CofE Primary School, or within the boundary of the development area known as North Whiteley.
4. **Children living outside the catchment area of the school and outside the boundary of the development area known as North Whiteley:**
  - i. Children who at the time of application have a **sibling (see Definition D) on roll** of Cornerstone CofE Primary School who will still be on roll at the time of the sibling's admission.
  - ii. Other children.

## Tie-breaker

If the school is oversubscribed from within any of the above categories, straight line distance will be used to prioritise applications, working outwards from the **agreed dual geographical locations**. These are:

- The school office at the temporary site off Bader Way
- The point where Bluebell Way currently ends (Lat. 50.88798, Lon. -1.25347)

Applicants living nearer these points have priority.

If it is still not possible to decide between two applicants who are equidistant, then a random allocation will be made to allocate the final place. An explanation of the method of making random allocations is on the council website.

Hampshire County Council's Geographic Information Systems (GIS) will be used to determine distances (normally from the Ordnance Survey home address point to either of the two points above).

Distances to multiple dwellings will give priority to the ground floor over the first floor and so on. On individual floors, distances will be measured to the stairs leading to the communal entrance.

## **Definitions**

### **A. Looked after children or children who were previously looked after:**

This criterion provides a priority for children who are (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). It can also be used for previously looked after children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). An adoption order is an order under section 12 of The Adoption Act 1976 or under section 46 of the Adoption and Children Act 2002. A 'child arrangements order' is defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. 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).]

### **B. Serious medical, physical or psychological condition**

Where a place is requested for a child or family who have a serious social or medical condition, you must supply supporting independent evidence at the time of application confirming the reason(s) why attendance at the school is essential, rather than any other school. You must also describe the difficulties that would be caused if the child had to attend another school. The evidence should be provided by a suitably qualified medical professional. The evidence will be considered carefully in confidence by the admissions committee of The Governing Body, who will endeavour to reach a fair and equitable decision.

### **C. The Catchment area**

The catchment area for Cornerstone CofE Primary School is the town of Whiteley, as defined by the local authority. The child's permanent residence is where they live, normally including weekends and during school holidays as well as during the week, and should be used for the application. The permanent address of children who spend part of their week with one parent and part with the other, at different addresses, will be the address at which they spend most of their time.

### **D. Siblings**

'Sibling' refers to brother or sister, half-brother or half-sister, adoptive brother or adoptive sister, step brother or step sister, foster siblings and includes children living as siblings in the same family unit. It will also be applied to situations where a full or half brother or sister are living at separate addresses. Criteria 3 and 4 include children who at the time of application for whom the offer of a place at the school has been accepted, even if the sibling is not yet attending.

### **E. North Whiteley Development Area**

The North Whiteley Development Area is as defined within the red boundary on the Illustrative Master Plan (document 8.9) as submitted to Winchester Planning Authority by the development consortium on the 9<sup>th</sup> June 2015 and as attached.

## **Additional information**

### **How to apply**

All applications to Cornerstone CE Primary School must be made on the Local Application Form available to complete online via the Local Authority website <http://www3.hants.gov.uk/education/admissions>. Paper forms will be available from either the Admissions Team or the school office on request.

### **Multiple births**

Where a twin or child from a multiple birth is admitted to a school under this policy then any further twin or child of the same multiple birth will be admitted, if the parents so wish, even though this may raise the number in the year group above the school's PAN.

### **Pupils with an Education Health Care Plan (Statement of special educational needs)**

The Governing Body will admit any pupil whose Education Health Care Plan (previously a statement of special educational needs) names the school. Where possible such children will be admitted within the PAN.

### **In-Year Fair Access placements by the local authority**

The local authority must ensure that all pupils are placed in schools as quickly as possible. It may therefore sometimes be necessary for a pupil to be placed by the local authority, or a local placement panel acting on behalf of the authority, in a particular school even if there is a waiting list for admission. Such placements will be made in accordance with the provisions of the local authority's In-Year Fair Access Protocol. The Protocol is based on legislation and government guidance.

### **Waiting lists**

When all available places have been allocated, waiting lists will be operated by schools on behalf of the local authority. Any places that become available will be allocated according to the criteria of the admission policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round. Fair Access admissions and school closure arrangements will take priority over the waiting list.

The waiting list will be reviewed and revised:

- each time a child is added to, or removed from, the waiting list;
- when a child's changed circumstances affect their priority;
- periodically, when parents with a child on the waiting list will be contacted and asked if they wish to remain on the list for the following school year.

At the time of receiving an offer of a school place parents will be advised of the process for adding their child's name to a school's waiting list. Parents may keep their child's name on the waiting list of as many schools as they wish and for as long as they wish.

## **Starting school in Year R**

Pupils born between the 1 September 2014 and 31 August 2015 (inclusive) are entitled to full-time schooling from September 2019. Parents can request that their child's admission is deferred until later in the school year (usually at the start of a school term and before the end of the academic year), but not beyond the point they reach compulsory school age, at the beginning of the term following their fifth birthday. Parents can request that their child attends part-time until the child reaches compulsory school age.

Children with birthdays between:

- 1 September and 31 December 2014 (inclusive) reach compulsory school age on 31 December 2019, and must be in school at the start of the Spring term
- 1 January and 31 March 2015 (inclusive) reach compulsory school age on 31 March 2020, and must be in school at the start of the Summer term
- 1 April and 31 August 2015 (inclusive) reach compulsory school age on 31 August 2020, and must be in school at the start of the new school year in September

Parents of children with birthdays between 1 April and 31 August 2015 (inclusive), whose child has not started in a Year R class during the 2019-2020 school year, may wish to request admission to Year R in September 2020 rather than admission to Year 1. In these circumstances, all relevant factors will be considered in assessing the request; parents would be expected to state clearly why they felt admission to Year R was in their child's best interests. It is recommended that parents considering such a request contact the local authority in the Autumn term 2018 to ensure an informed decision is made.

## **Notes on compulsory school age and summer born children**

A child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer born children this is almost a full school year after the point at which they could first be admitted. Compulsory school age is set out in section 8 of the Education Act 1996 and The Education (Start of Compulsory School Age) Order 1998. A child reaches compulsory school age on the prescribed day following his fifth birthday (or on his fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

All children born from the beginning of April to the end of August reach compulsory school age in the September following their fifth birthday. It is likely that most requests for children to be admitted out of their normal year group will come from parents of children born in the later summer months or those born prematurely.

## **Admission of children outside their normal age group**

Parents can seek places outside their normal age group. Decision will be made on the basis of the circumstances of each case; parents may be offered a place in another year group at the school.

## **Admission Appeals**

If you are unsuccessful in gaining a place for your child at the school, you will be informed by the Local Authority in writing, be given reasons for the refusal and informed of your right to an independent appeal against the decision.

## **Warning**

Places are withdrawn from schools in Hampshire every year because parents give a false 'home address' on application forms. This includes cases where parents take out a short-term let or buy a property solely to use its address on the application form without any intention of taking up permanent residence there. In fairness to all parents, all allegations of fraudulent practice brought to the

Governing Body attention will be investigated. The Governing Body reserves the right to withdraw the offer of a place if fraudulent or intentionally misleading information has been used on an application.

### **Legislation**

This policy takes account of all relevant legislation including the legislation on sex and the School Admissions Code (published by the DfE in 2014).

### **Further Information**

If you require further information about applying for a place at Cornerstone CofE Primary School, please contact the School.

Bader Way, Whiteley, PO15 7JH

Telephone: 01489 660750

Email: [adminoffice@cornerstoneprimary.hants.sch.uk](mailto:adminoffice@cornerstoneprimary.hants.sch.uk)



