



# Cornerstone CofE VA Primary School

*Building our Community with Love, Forgiveness & Hope*



## ADMISSIONS POLICY 2020/21

<b>Reviewed By</b>	School Improvement committee	<b>Authorised By</b>	FGB
<b>Last Review</b>	Autumn 2018	<b>Date</b>	13.12.2018
<b>Next Review</b>	Autumn 2019	<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. We ask all parents applying for a place here to respect this ethos and its importance to the whole school community. 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.

This policy will be used during 2019/20 for allocating places in the main admission round for entry to Year R in September 2020. It will also apply to in-year admissions during 2020/21. Outside the normal admissions round, the Local Authority's Fair Access protocol will be applied alongside the policy to secure the admission of vulnerable pupils from specific groups.

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 for the main admissions round 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, 15 January 2020. Notifications to parents offering a primary school place will be sent by the Local Authority on 16 April 2020.

Applications made after midnight on the 15 January 2020 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 2020-2021 is **30**.

## Admission Criteria

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 with an exceptional medical or social need. Evidence must be provided, from a medical specialist or social worker, of the child or family's need and why those needs make it essential that the child attends this school rather than any other. If evidence is not submitted by the application deadline, the medical or social needs cannot be considered (see Definition B)
3. A child living in the catchment area of Cornerstone CofE Primary (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
  - ii. Other children.

## 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) at the time of making an application. Previously looked after children are those who were previously looked after but immediately after being looked after became subject to an adoption order, child arrangements order, or special guardianship order. An adoption order is an order under section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. Child arrangement orders are defined in section 8 of the Children Act 1989, as amended by section 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 Cornerstone CofE Primary 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.

#### **Moving home**

For house moves after the application deadline an exchange of contracts or a signed tenancy agreement (usually for a 12 months duration) will be accepted as proof of address, but parents may subsequently be asked to demonstrate that the child is resident at the new address and any place offered may be withdrawn if this evidence cannot be provided.

Overseas residents, with a planned relocation to Hampshire will be asked to provide exchange of contracts, signed tenancy agreement (usually of 12 month duration) or other evidence to substantiate ownership of the property. If this cannot be provided, the applicant's current (overseas) address will be used in the application.

For UK service families with official proof of posting to Hampshire and of a relocation date, a Unit postal address, quartering area address or future home address will be

### **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 (Appendix 2) 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.

#### **Tie-breaker**

When a school is oversubscribed, Hampshire County Council's admissions policies for Community and Controlled schools use a distance measure 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)

In the situation that two or more applications measure the same distance to the school, random allocation will be used, as explained on Hampshire's website. The use of this is rare but the situations that random allocation would be required are:

- Same cohort siblings (this does not include twins or multiple births, who are an exception to Infant Class Size regulation)
- Unrelated applicants who live equidistant from the school

- House of multiple occupation (where living accommodation is shared but not bedrooms. e.g. not a block of flats).
- Forces families applying with a posting order and for admission purposes the unit address is used as there is no allocated housing order.

Each random allocation event is only valid for the allocation of the available school place.

On any waiting list the remaining applicants will remain equally ranked and any further place offered will be the result of a further random allocation.

In making a random allocation it is important that there is scrutiny from a person who is not involved in the allocation process. The roles involved with the random allocation are:

- Independent Adjudicator (IA) – this is a person who ensures the process is carried out in a correct and transparent way. The IA must be independent of the school for which the allocation is to be made and also must be independent of the County Admissions Team.
- Senior Admissions Officer (SAO) – this is an officer from the County Admissions Team who is responsible for carrying out the administration of the random allocation procedure and recording the results, under the scrutiny of the IA.
- Person who makes the draw (P) – this must be a person independent of the school for which the allocation is to be made and must be a person who is not part of the Admissions Team.

## **Additional information**

### **Who can apply?**

Only a parent can apply for a place at a school. A parent is any person who has parental responsibility for or is the legal guardian of the child, as set out in the Children Act 1989.

### **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.

### **Pupils with an Education Health Care Plan**

The Governing Body will admit any pupil whose Education Health Care Plan (EHCP) names Cornerstone CofE Primary School. Where possible these children will be admitted within the PAN.

### **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.

### **In-year applications (ordinary)**

The allocation of any places which may become available during the year will be made on the basis of the current Admissions Criteria. There are no deadline dates for in year applications. Applications must be made using the Local Authority Admission Form available on line at <http://www3.hants.gov.uk/education/admissions/ad-applyonline.html> or via a paper form which can be collected from the school office. Any parent with parental responsibility can apply for a place for their child at any time to any school. The Local Governing Body will decide whether a place can be offered at Cornerstone CofE Primary School.

## **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.

## **School Closures**

In the event of a school closure, pupils from the closing school may be given priority for any school nominated as the receiving school. Specific arrangements will be determined by the Local Authority in accordance with the School Admissions Code and will be published at the time for the specific school affected.

## **Waiting lists**

When all available places have been allocated, waiting lists will be operated by Cornerstone CofE Primary School.

All children not being offered a place will automatically be placed on the waiting list for **The School**.

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; and
- 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 or academies as they wish and for as long as they wish.

## **Starting school and deferred entry to Year R**

The admission authorities will provide for the admission of all children to Cornerstone CofE Primary School in the September following their fourth birthday. The authority **must** make it clear in their arrangements that, where they have offered a child a place at a school:

- a) that child is entitled to a full-time place in the September following their fourth birthday;
- b) the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and
- c) where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Exceptionally, parents of children with birthdays between 1st April and 31st August (inclusive) may wish to consider to defer admission until the following September. In these circumstances, an application under the following year's admissions policy and procedures will be required and the admission will normally be considered for Year 1, although parents also have the right to request that their child is admitted out of their normal age group – to Reception rather than Year 1. See below for the Admission of children outside their normal age group.

It is recommended that parents considering such a request as defined above, contact Cornerstone CofE Primary School as early as possible to ensure that 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 who have deferred entry into Year R or of a gifted and talented child or a child who has experienced problems or missed part of a year, for example due to ill health, can request a place outside the normal age 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 – to Reception rather than Year 1. The Local Governing Body will make a decision on the basis of the circumstances of each case. Parents do not have a right to appeal if they have been offered a place and it is not in the year group they would like.

### **Admission Appeals**

If you are unsuccessful in being offered a place for your child at Cornerstone CofE Primary 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 every year because parents give false information on application forms, e.g. a false 'home address'. 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's 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 Equalities legislation, together with all relevant regulations 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

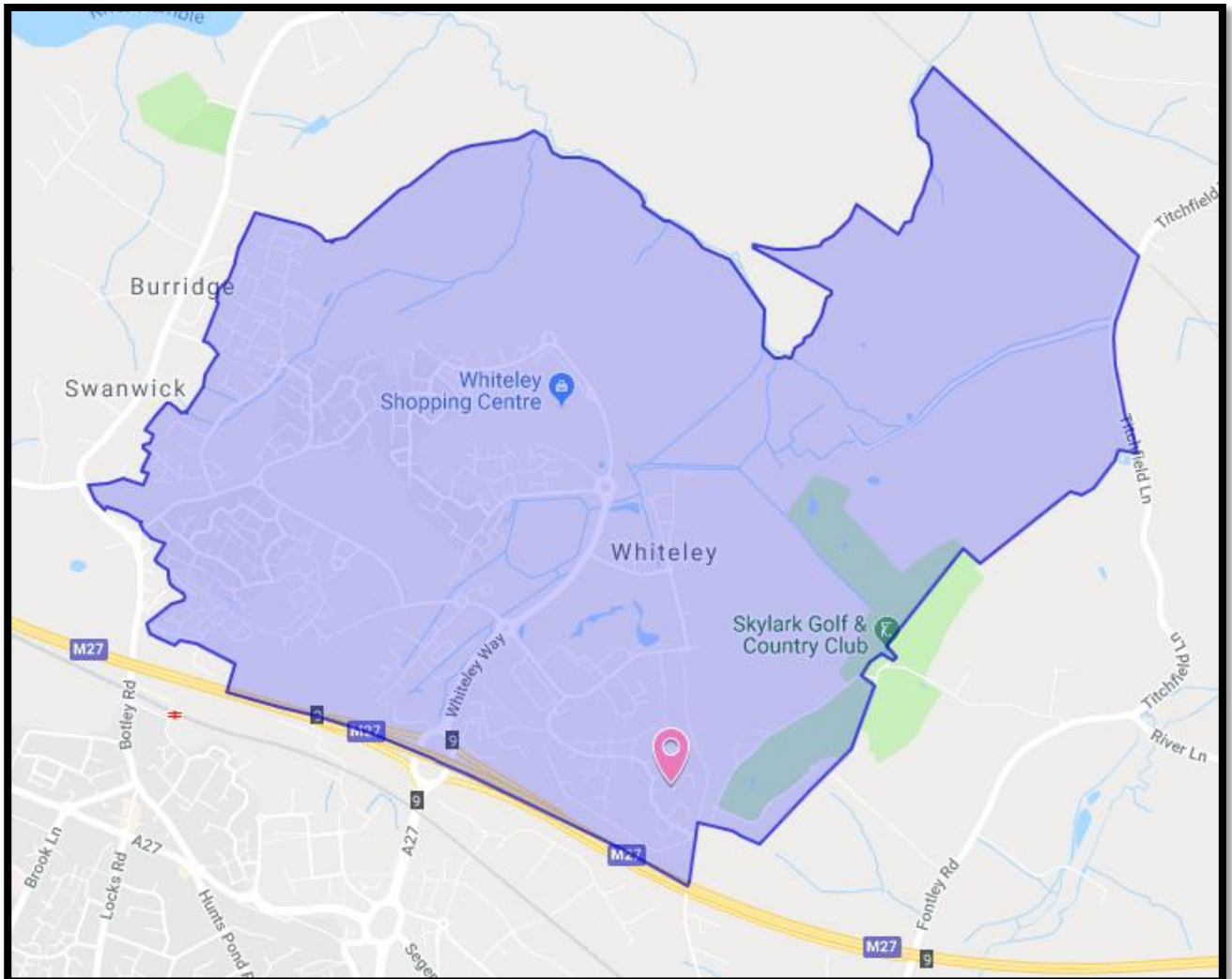
Email: [adminoffice@cornerstoneprimary.hants.sch.uk](mailto:adminoffice@cornerstoneprimary.hants.sch.uk)

Website: <http://cornerstoneprimary.hants.sch.uk/>

## Appendix 1: Catchment Area

The map below can be found on Hampshire's website at the following link:

<https://www.hants.gov.uk/educationandlearning/findaschool/schooldetails?dfesno=2031>



## [Appendix 2: 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.

It can be viewed online at the following link: <http://www.winchester.gov.uk/projects/north-whiteley-planning-application-submitted-march-2015>

