

# Otterham Primary School

## Admissions Policy



Admissions Policy 2016/2017

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Admissions Policy 2016/2017**Outline**

Otterham C P School is a Cooperative Trust school and as such the admission policy is the responsibility of the single Governing Body.

The Governing Body have taken the decision to follow the Co-ordinated Admissions Policy of Cornwall Council. The school will therefore adhere to the Local Authority's Admission Policy in line with the current Admission Code. All statutory obligations defined within this code apply, including the operation of an equal preference scheme. If you have any queries about Admissions documents, please contact Cornwall Council Admissions & Transport by calling 0300 1234 101.

Our current PAN for each year group is 12 pupils.

**Oversubscription Criteria**

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 where the school is named in the statement:

- 1 **Children in care and children who were in care** but immediately after being in care became subject to an Adoption, Child Arrangement , or Special Guardianship Order.
- 2 **Children who live in the designated area** of the preferred school or whose parents can provide evidence that they will be living in the designated area of the preferred school by the date from which admission is required.  
If there are more designated area children wanting places at a 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.
- 3 **Children with an unequivocal professional recommendation** from a doctor, school medical officer or educational psychologist that non-placement at the preferred school would not be in the best interest of the child and that placement at the preferred school is essential. Such recommendations must be made in writing to Cornwall Council, Admissions and Transport, Camel Building, County Hall, Truro, TR1 3AY and must give full supporting reasons.
- 4 **Children with siblings** who will still be attending the preferred school at the time of their admission.
- 5 **All other children.**

**Notes and definitions:****Children in care**

A 'child in care' is also referred to as a 'looked after child' and is a child who is (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)

**Designated areas**

Cornwall Council has divided the County into geographical areas. Each of these areas is served by a specific primary school, or in some cases, groups of 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 are available for all designated areas online at [www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions), following the link 'What is my designated school?' or by calling the Admissions and Transport Team on 0300 1234 101 or emailing [schooladmissions@cornwall.gov.uk](mailto:schooladmissions@cornwall.gov.uk).

If you are planning to move into the designated area of a 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.

**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 the LA for each child.

**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.

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 the same 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.

**Tie-breakers**

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

**(i) All other children**

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

**(ii) Final tie-breaker**

Should the tie-breakers above still leave children with an equal claim because distances are exactly the same, random allocation will be used to decide on priority. Cornwall Council's Random Allocation Protocol is available from the Council by request to the Admissions and Transport Team.

**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 Cornwall Council's Geographical Information System (dataMap). Measurements will be between your home address using Ordnance Survey's AddressPoint dataset (usually the centre of the main building of the property) and the main gate of the school (as determined by the Governing Body).

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 Cornwall Council's Geographical Information System (dataMap).

**Fair Access Protocol**

All local authorities are required to have a Fair Access Protocol which applies to all schools and academies. This document sets out how the local authority and schools will ensure that, during the school year, any children without a school place can be offered a place at a suitable school as soon as possible, even if the school is full. To find out more about the Protocol visit

[www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions)

or contact the Admissions and Transport Team on 0300 1234 101.

**Published Admission Numbers (PAN)**

The published admission number or PAN as it is commonly referred to is the number of pupils in each year group that the admission authority has agreed will be admitted without causing problems for the school in terms of net capacity and class arrangements.

The PAN for Otterham C P School currently stands at 12.

**In Year Applications**

Parents can apply at any time during the school year for a place Otterham C P School in any year group YR- Y6. However it is yet to be confirmed whether the school or the Local Authority will be handling in-year applications by 2016-17.

This policy was agreed by the Governing Body of Otterham C P School on 8<sup>th</sup> December 2014.

Signed \_\_\_\_\_ (Chair of Governors)

Signed \_\_\_\_\_ (Headteacher)