



# **Admissions Policy**

## **2019 - 2020**

# Cockington Admissions - 2019 - 2020

## Timing of Entry to Reception Classes

Children are admitted to school during the academic year in which they reach 5 years of age. All Schools in Torbay admit children as “rising fives” under a one-point entry arrangement.

Children are not admitted to school earlier than a “rising five” under these arrangements in view of the wide availability of universal, suitable pre-school provision.

The arrangements do not apply to those being admitted for nursery provision including nursery provision delivered in a co-located children's centre. Parents of children who are admitted for nursery provision need to make a separate application for a place at the school if they want their child to transfer to the reception class.

Attendance at the nursery or co-located children's centre does not guarantee admission to the school.

Parents can request that their child attends part-time until the child reaches compulsory school age.

## Deferred Admission to Reception

Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the term in which the child reaches compulsory school age. This allows parents to apply for a school place and to take up that place during the reception year without jeopardising the offer of a place.

Children born between	Normal Date of Admission	Deferred Admission
1 Sep 2014 -31 Dec 2014	Autumn Term	Spring Term
1 Jan 2015– 31 <sup>st</sup> Aug 2015	Autumn Term	Spring or Summer Term

The deferred admission arrangements do not allow Summer born children to defer admission to the Autumn Term in Year 1, with the guarantee of the place being available. In addition, pupils born between 1 September and 31 March would be expected to take up their place no later than the term following their fifth birthday i.e. when they are of statutory school age.

## Delayed Admission to Primary School

This is allowed only in very exceptional circumstances where there is significant evidence from educational professionals that this would be in the best interests of the child. The final decision lies with the admission authority. Parents of Summer born children are allowed to apply for a place in reception for the year following the fifth birthday. Again, the final decision lies with the admission authority who must agree that it would be in the best interests of the child. Once a child has been admitted to a year group outside their chronological year group, they will normally continue with this group throughout their schooling.

*Note: there are proposed changes to the law regarding school start for summer born children. If any legal changes are made, the admission arrangements will be updated to comply with the law.*

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. In addition, the parents of a summer born child (i.e. born between 1 April and 31 August) may choose not to send that child to school until the September following their 5<sup>th</sup> birthday. Parents of these children may apply for them to be admitted to reception rather than to year 1. This is referred to as delayed admission.

If a parent is applying for a place for a child outside their normal age group, they should apply for a place in the normal age group AND submit a request in writing to apply outside the normal age group at the same time. This request should be sent to Student Services at Torbay Council, c/o Town Hall, Castle Circus, Torquay TQ1 3DR. The council will then pass the request to the school(s) concerned. A response to the request for delayed admission will be given before the Primary Allocation Day. Parents will be asked to provide supporting information for their application, together with professional evidence if relevant. This information will then be passed to the preferred school(s) and the views of the Head and governors will be critical to the final decision.

The admission authority will take a number of factors into account, including

- the parent's views
- information about the child's academic, social and emotional development
- medical history and the views of medical professionals where appropriate
- whether the child has previously been educated out of their normal age group

The final decision lies with the admission authority who must agree that it would be in the best interests of the child. Clear reasons will be given for the decision.

Where it has been agreed that the child can be admitted to a different age group, the parent will need to apply in the main admission round and their application will be ranked alongside other applications against the school's admission criteria. The admission authority will not give lower priority on the basis that the child is not of the correct age.

## **Over-subscription Criteria**

Children who have a Statement of Special Educational Needs/Education Health and Care Plan, where the school is named on the statement/plan, will have automatic entitlement to a place at the school.

If there are enough places for everyone who has applied, we will offer every child a place. If we have more applications than places, we will use the following order of priority to allocate places:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order.
2. Children with a sibling attending the school at the time of application.
3. Children of staff members where
  - a) the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
  - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Other children

Tie break:

Where there are more applications than places available in a particular category, those living closest to the school will have priority for any places available, (i.e. the shorter the distance the higher the priority). Measurements are taken by a straightline distance using the Council's electronic mapping system (GIS). Measurements will be made from the co-ordinates of the home address as pinpointed on the Council's system, to the co-ordinates of the school as pinpointed on the Council's system. The pinpoint will be within the boundary of the property and its precise location will be determined by Torbay Council. This is for admissions purposes only and is not used to determine eligibility for school transport. In the event that applicants cannot be separated using the distance tie-breaker (i.e. they live identical distances from the school), the allocation of a place will be by random selection using a random number generator and in the presence of a senior manager.

Where applications are received from families with multiple birth siblings (twins, triplets, etc.) every effort will be made to allocate places at the same school, including offering place(s) above the Published Admission Number (PAN).

## **Definitions:**

### **The following definitions apply :**

**Sibling:** children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

**Home address:** i.e. home address: address of the person with parental responsibility for the child and with whom the child lives for 80% of the week (Sunday night to Thursday night), at the time of the application, supported through a court order. Where a child resides through shared custody, or where there is no legal evidence of an alternative arrangement, the address will be with the parent who receives or would be eligible for child benefit, or the address where the child is registered with the GP. The final decision on residence rests with the admission authority. For children in public care the address will be in the carers address. Parents of oversubscribed schools will be asked to provide evidence of the address if this cannot be verified through council tax records. This may include correspondence received from MR Revenue and Customs, Child Benefit Division or Tax Credits Division. A utility bill may be accepted but NOT a bank statement or mobile phone statement.

**Looked after child:** 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) or the Children Act 1989).

**Adopted child:** under the terms of section 46 of the Adoption and Children Act 2002.

**Residence order:** under the terms of section 8 of the Children Act 1989, an order settling the arrangements to be made as to the person with whom the child is to live.

**Special guardianship order:** under the terms of section 14A of the Children Act 1989, an order appointing one or more individuals to be a child's special guardian (or special guardians).

**A post where there is a demonstrable skills shortage:** would be eg. a teaching post with an age group specialism such as early years or year 6, or a subject specialism such as Maths, where there is a recognised shortage nationally or regionally, or where the post has already been advertised unsuccessfully.

Children of UK service personnel and other Crown Servants will be treated as meeting the residency criteria for that designated area even if no house is currently owned in the area once proof of the posting has been received.

## **Waiting List**

A waiting list will be maintained for all year groups. Each added child will require the list to be ranked again in line with oversubscription criteria. Looked after children and previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol, will take precedence over those on the waiting list.

## **Published Admission Numbers: Reception 2019/2020**

The Published Admission Number for the school will be 90.

## **Appeals**

Parents who have been refused a place at the school can appeal to an independent appeal panel. Information about the appeals procedure can be obtained from Governance Support at Torbay Council, telephone 01803 207013 or by emailing [governance.support@torbaygov.uk](mailto:governance.support@torbaygov.uk).

## **In Year Applications**

In year applications are those made for children to enter school after the start of the school year or for year groups other than reception. Torbay Council will run a co-ordinated scheme for in-year admissions to school as long as sufficient schools subscribe to it. The details will be published separately on the Council's web site.

## **Fair Access Protocol**

The LA and other Admission Authorities in Torbay have a Fair Access Protocol in place which governs the admission of children who have no school place and those with challenging behaviour. A copy of the Protocol can be seen on Torbay Council's web site [www.torbay.gov.uk](http://www.torbay.gov.uk)

## Appendix 1

### Admissions to Primary Schools in September 2019 Timetable

1 November 2018	Website opens for online applications and TIPS paper forms available
15 January 2019	Closing date for submission of Common Application Form
5 February 2019	LA exchanges data with other LAs
8 February 2019	LA notifies other admitting authorities of applications
1 March 2019	Foundation and VA schools and academies return ranked lists of pupils
15 March 2019	Cut-off for taking new addresses into account for first round
22 March 2019	Processing day when LA starts offer process
9 April 2019	Schools informed of allocation of pupils
16 April 2019	Allocation Day: Online applicants notified of allocation by e-mail. Other applicants sent letter by second class post.
3 May 2019	Deadline for parents to accept offer
3 May 2019	Closing date for second round applications
17 May 2019	Decisions on late applications
24 May 2019	Closing date for receipt of 1 <sup>st</sup> round appeals to be heard during main summer term session
7 June 2019	Deadline for parents to accept offer for second round applications
June/July 2019	Appeals for on time applications
24 June 2019	Closing date for receipt of 2 <sup>nd</sup> round appeals
July/September 2019	Appeals for late applications
2 September 2019	Date when applications are treated as In Year Admissions