

# Admission Arrangements 2019/20 Academic Year

Falmouth MAT is the admitting authority for member schools in the Trust. The 'school' in this document refers to the preferred school within Falmouth MAT unless stated otherwise.

The policy is based upon the Department for Education's School Admissions Code and the Local Authority's Admission Policy, including the agreement of a published oversubscription criteria and, where appropriate, adherence to Cornwall Council's co-ordinated admissions schemes.

All decisions regarding admissions to each school are the responsibility of Falmouth MAT. Cornwall Council has a statutory duty to co-ordinate the admissions process for Reception and Year 7 applications. In addition, Cornwall Council will assist parents by acting as a 'clearing house' for applications to other main school year groups.

The Trust will participate fully in the Cornwall Council's Fair Access Scheme. If your child has an Education Health and Care Plan (EHCP) you do not need to complete an application form as a school place will be identified through a separate process. (Further details on all of these points can be found by contacting Cornwall Council (calling either 0300 1234 101 or visiting [www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions) - the 'contact address'):

## Applying for a place

Students will be admitted to the school without reference to ability or aptitude. The number intended to admit to the schools, at the normal point of entry (i.e. Reception or Year 7) are:

Falmouth School (220)

King Charles School (60)

St Francis School (60)

All applications for places in Reception and Year 7, or during the year must be made directly to the Local Authority (contact as detailed above).

## Oversubscription

If the school is oversubscribed, after the admission of children with an EHCP where the school is named, priority for admission will be given to those children who meet the criteria set out below, in order for the 2019/20 school year:

1. Children in Care and children who were previously in care but immediately after being in care became subject to an Adoption, Child Arrangement or Special Guardianship Order.
2. Children with siblings who will still be attending the preferred school at the time of their admission.
3. Children who live in the designated area/shared designated area of the schools as defined by the Local Authority, whose parents can provide evidence that they will be living in the designated area of the school by the date when admission is required.

If there are more designated area children wanting places at the school than there are places available, criteria 4 to 8 will be used to decide which of these children should have priority for admission. If there are still places available after all the designated children

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have been allocated places, criteria 4 to 8 will be used to decide which of the remaining children should have priority.

4. Children with an unequivocal professional recommendation from a doctor, school medical officer, educational psychologist, health visitor, educational welfare officer or social worker that non-placement at the school would cause harm to the child and that placement is essential. Such recommendations must be made in writing and must give full supporting reasons.
5. For St Francis School – Children of parents who are practising Christians from a denomination recognised by Churches Together or churches or groups of Christians represented on SACREs (with a supporting letter from a member of the clergy).  
For King Charles School – Children who have a letter from their Priest/Minister agreeing that they regularly attend a Christian Church belonging to Churches Together (regularly to be defined by the Priest based on their knowledge of the family and the context of the church).
6. For King Charles School – Children that attend King Charles Nursery at the closing date for applications and whose parents have requested a place.
7. Children of Staff – where the member of staff has a permanent contract and has been employed at the school for 2 or more years at the time of application.
8. All other children.

**Tie-breaker:** If any of the criteria outlined leave more children with an equal claim than places available, a priority will be given to the child living nearer the school as a tie-breaker. Should that not be sufficient, a random allocation, in accordance with 1.34 and 1.35 of the School Admissions Code will be used to decide on priority.

### Admission to Year 12 (College – Falmouth School only)

The number of places available at Falmouth College vary according to new applicants and progression numbers. Historically we have been able to accommodate all applications and if numbers grow, we may need to review both entry requirements and admission numbers

There will be minimum entry qualifications for access onto chosen courses and a course suitability meeting. Details of these qualifications are available from the College.

A child or the parent refused a Falmouth College place has the right of appeal, which may be presented separately or jointly.

### 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 residency 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 or to request a copy of a utility bill in order to make a decision. 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. It is expected that parents will submit only one application for each child and any disputes in relation to the child's home address are settled before applying.

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## Multiple Birth Siblings

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(s).

## IN YEAR ADMISSIONS (ADMISSIONS OUTSIDE THE COORDINATED SCHEME)

Parents can apply at any time during the school year. Applications should be made to the Local Authority who will coordinate these admissions.

Children who are offered a place are required to take it up within the specified date within the letter allocating the place. If the place is not taken up by that date, it will go back into the pool and may be offered to another applicant.

In the event of a place being available in the appropriate year group, an offer of a place at the school will be made. If no places are available, the child will be refused a place.

Parents of children who are refused a place at the school will be notified of their right of appeal and will receive advice from the Local Authority regarding alternative schools.

## Admissions outside the Normal Age Group

Although most children will be admitted to the school with their own age group, from time to time parents seek places outside their normal age group for gifted and talented children or those who have experienced problems or missed part of the year, often due to ill health. While it would not normally be appropriate for a child to be placed in a year group that is not concurrent with their chronological age, the school will consider these requests carefully, and will make a decision based on the particular circumstances of each case. **Parents’ right of appeal against refusal of a place does not apply if they are offered a place for their child at the preferred school but not in their preferred year group.**

## Late Applications

Late applications are those submitted after the closing date of the co-ordinated admissions scheme and will be dealt with in accordance with that scheme.

## Waiting List

If, after the offer of places has been made, the Academy is over-subscribed, all parents whose applications have been unsuccessful will be asked whether or not they wish to be placed on a waiting list. The waiting list will be administered by the MAT’s Admissions Panel in partnership with the Local Authority. A child’s position on this waiting list will be determined by the published over-subscription criteria - no priority is given to the length of time that a child has been on the list. However, children who are the subject of a direction by the Local Authority, who are subject to a successful admissions appeal, who are looked after or previously looked after, who have an Education, Health and Care Plan or who are allocated to the school in accordance with the Fair Access Protocol, will take

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precedence over any child already on the waiting list. Waiting lists will be maintained for all over-subscribed Year Groups.

### **Appeals**

Applicants refused a place at the preferred school have the right of appeal. Appeals are heard by an independent appeals panel arranged by the Local Authority on behalf of the MAT. The arrangements for appeals will be in line with the School Admissions Code published by the Department for Education. Applicants can only appeal for the same school in the year if the MAT has accepted there has been a significant and material change in the circumstances of the parent/carer, child or school. Further details on Appeals can be found using the contact address for Cornwall Council.

### **Designated areas**

The Local Authority has divided Cornwall in to geographical areas and provide maps of the designated areas of schools that are available from the contact address. Geographical areas in Cornwall serve both individual and groups of schools.