



## Admissions Policy

### Penpol School Admissions Policy

#### 1 Introduction

1.1 Penpol School is a government maintained school which is controlled and run by the Local Authority, Cornwall Council. All applications for school places have to be made to Cornwall Council and parents are no longer able to apply directly to the school for a place for their child. The governing body of Penpol School applies the regulations set out by Cornwall Council.

The school will participate fully in the Local Authority's co-ordinated admission schemes for a primary school place and in-year admissions. Details of these schemes are available on the Council's website ([www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions)) or on request from the Local Authority (0300 1234 101). Closing dates, deadlines and timescales (including those relating to late applications) will be stated in those schemes.

All applications for places at Penpol School must be made directly to the applicant's home authority on the appropriate Common Application Form (CAF). The CAF and supporting information will be available electronically on the Local Authority's website or in paper form on request from the Local Authority. There is no supplementary information form required by the Governors.

1.2 Children are not of compulsory school age until the beginning of the term after they have their fifth birthday. This means that:

- Children born between 1 September and the 31 December are of compulsory school age from January.
- Children born between 1 January and the 31 March are of compulsory school age from April.
- Children born between 1 April and the 31 August are of compulsory school age from September.

1.3 Places in Reception will be allocated as full time from September. If you wish to defer or ask for part-time admission, you must do so as soon as possible after receiving your notification of a place. You can request that your child attends part-time until they are of compulsory school age (see [www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions) for more information).

Cornwall Children's Services Authority (CSA) have a legal duty to ensure a school place is available for every child of compulsory school age resident in Cornwall. The CSA has divided the county into geographical areas – designated areas. Each of these areas is served by a specific primary school, or in some cases, groups of schools.

Any school's resources, such as teachers and classrooms, have to be used carefully to ensure the best possible standards for education and a safe environment. If no limit were set on the number of pupils that can go to a school each year these standards could not be maintained. Some schools will be oversubscribed.

## **2 Aims and objectives**

- 2.1 We are an inclusive school that welcomes children from all backgrounds and abilities.
- 2.2 All applications will be treated on merit and in a sensitive manner.
- 2.3 The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, the Local Authority enforces the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.
- 2.4 The level of ability of a child or any special needs that s/he may have plays no part in the admissions policy of this school.

## **3 How parents can apply for their child to be admitted to our school**

- 3.1 As our school is a community school, the Local Authority (LA) determines the admission arrangements. The LA is therefore the 'Admissions Authority' for our school. The regulations for entry to each school, where the Admissions Authority is the LA, are published each year by the LA. Parents can receive a copy of these regulations directly from the LA.
- 3.2 Parents have a right to express a preference for the school of their choice and they should do so on an application form available from the LA. Expressing a preference does not, in itself, guarantee a place at this school. The LA notifies parents about the school place as soon as all the applications have been considered.
- 3.3 Children enter school in the academic year they become five. There is one admissions date per year, early in September (i.e. at the start of the school year). Therefore, parents who would like their child to be admitted to this school during the year their child is five should ensure that they complete the necessary application form by the end of November in the previous year. Admissions Policy

## **4 Admission appeals**

- 4.1 If the LA does not offer a child a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children in the school to increase too much.
- 4.2 If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LA. An independent appeals panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all

we can to provide the best education for all the children at our school.

## **5 The standard number**

- 5.1** The published admission number (PAN) for Early Years Foundation Stage (Class 1 & 2) in 2015/2016 will be **55**. We keep this number under review and the governors will apply to change the number if circumstances allow.

## **6 Infant class size**

- 6.1** We teach infant children (aged five to seven) in classes that have a maximum number of 30 children.

## **7 Review**

- 7.1** This policy will be reviewed annually with the Admissions Authority in the light of any changed circumstances in our school or the local area.

*Policy to be reviewed - September 2016*

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