

GRAMPOUND ROAD VILLAGE  
CHURCH OF ENGLAND SCHOOL  
ADMISSIONS POLICY  
2014-2015

This policy is based on: a) the relevant government legislation and regulations, b) advice given by the Diocesan Board of Education and the LA, c) discussions with other VA schools in Cornwall.

**1      The Published Admissions Number (PAN)**

The PAN is the maximum number of pupils the school will admit at the relevant admission age in a given academic year. The current PAN for Grampound Road CE School is 17 pupils per year group.

**2      Admissions Policy**

The school will apply the PAN of 17 children per year group. If the school receives an application for an Anglican child for a year group that is already up to 17, it must be discussed with the Diocesan Board. The Governors are the admissions authority for the school and must take into account issues such as infant class size legislation before agreeing to admit over PAN. The Governors operate an equal preference scheme.

It is a legal requirement for all children to start school full time in the September of their reception year. Parent (s) have the right to request part time or deferred admission until their child is of compulsory school age, although they cannot defer beyond the summer term of their reception year.

Applications for a place in a Cornish Primary School can be made by completing the application form within the Cornwall Council booklets which are available from the school or Cornwall Council or by applying online. Parents are given the right to express at least three preferences. Applications need to be submitted in line with the CSA Coordinated Admissions and the dates therein.

**3      Oversubscription**

In the event of oversubscription i.e., the number of applicants exceeds the PAN, the Over-subscription Admissions Criteria at paragraph 4 will be adopted by the Governing Body and at the same time, consideration will be given to Waiting List procedures.

**4      Over-subscription Admissions Criteria**

When oversubscription occurs, the following criteria will be used, in the order in which they appear, to determine admission to the school:

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.
2. Children whose home address\*\* is in the school's designated area
3. Siblings\*\*\* of children already at the school at the proposed date of admission
4. Children of practising Anglicans (A letter from the parish priest or minister confirming the child's / the child's \*\*\*\*parents' / guardians' active and practising faith within their church community should be submitted to the school where faith is to be used as a differentiator.)
5. Children of practising Christians of those denominations which belong to the Churches Together Organisation. (As above a letter confirming church affiliation should be submitted to the school)
6. Unequivocal professional recommendation for children with special medical, educational or social needs. This must be supported by a letter/report from a Doctor, for medical, a social worker, for social, and an educational psychologist, for educational. The letters or reports must state why it is essential for the child to attend Grampound Road School and explain how it could be detrimental to the child if it doesn't happen.
7. All other children

**5      Tie breaker**

Where two or more children fulfil the same criterion, priority will be given to the child who lives closer to school. The measurement will be a straight line measurement from the front door of the home address to the main gate of the school using the LA's GIS.

## 6 **Appeals**

In the unlikely event of the Governors having to refuse a place because of over-subscription, parents\*\*\* have the right of appeal. Appeals are organised by Cornwall LA on behalf of the Governors.

## 7 **Definitions**

*\*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 service functions (see the definition in Section 22 (1) of the Children Act 1989)*

*\*\*Home address* = the address to which Child Benefit Allowance is paid for the child whose admission is under consideration

*\*\*\*Sibling* = other children of the same parents, or of one of the same parents, or of a step parent (or equivalent) living at the same home address.

*\*\*\*\*Parent* = any person who has parental responsibility for or is the legal guardian of the child.

## 8 **Late Applications**

Late applications are treated as published under the co-ordinated scheme in the LA booklet.

## 9 **Waiting Lists**

The governing body, in partnership with the CSA, will maintain a waiting list for admission to reception (if necessary) until the end of the autumn term. Children will be listed in priority order according to the schools oversubscription criteria, although children who are the subject of a direction by the local authority or who are allocated to the school in accordance with the Fair Access Protocol, will take precedence over any child already on the waiting list. The waiting list will close at the end of the autumn term .