



# Admission Arrangements for 2025/26

Review frequency:	Annual
Last reviewed:	Jan 24
Agreed by Trustees	27/02/24
Next review date:	Autumn/Spring 25

## Admissions Policy 2025/26

The Board of Trustees of Venture Multi Academy Trust (VMAT) have been delegated the task of managing the admissions for all member academies of VMAT. They will operate an admissions policy which ensures that all applications for admission to VMAT academies are dealt with in accordance with the requirements of the School Admissions and Appeals Codes, including the application of an agreed set of published oversubscription criteria and, where appropriate, adherence to Cornwall Council's coordinated admissions schemes.

All decisions regarding admission to each academy are the responsibility of VMAT, however it should be noted that Cornwall Council has a statutory duty to coordinate the admissions process for reception place applications. In addition, Cornwall Council has opted to assist parents by acting as a "clearing house" for applications to other main school year groups.

Applications for admission to reception cannot be refused unless places have already been offered up to the Published Admission Number (PAN). Applications for admission to other year groups can only be refused if VMAT considers that the admission of additional pupils would cause prejudice to the provision of efficient education or the use of resources.

### **Fair Access**

The School Admissions Code 2021 requires all local authorities to operate in-year fair access protocols to ensure that access to education is secured quickly for children who have no school place and to ensure that all schools and academies in an area admit their fair share of vulnerable and challenging children and young people. This could include admitting children above the published admission number to schools and academies that are already full.

### **Reception Class Intake September 2025**

If your child was born between 1st September 2020 and 31st August 2021 you will need to apply for a school place for the 2025/26 school year. This school year starts in September 2025.

### **Apply for a place**

All applications for places in reception or during the school year must be made direct to the applicant's home local authority (Cornwall Council if you live in Cornwall) on the appropriate application form. The application form and supporting information will be available on Cornwall Council's website.

However, if your child has an Education, Health and Care Plan you **do not need** to complete an application form as a school place will be identified through a separate process.

**Please note, parents of children attending an attached preschool or nursery still need to apply for a Reception place in their chosen school.**

The contact details for Cornwall Council Admissions are:

School Admissions Team, New County Hall, Truro, TR1 3AY

Telephone: 0300 1234 101

Email: [schooladmissions@cornwall.gov.uk](mailto:schooladmissions@cornwall.gov.uk)

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

### **Deferred/delayed entry/part-time entry**

All children are entitled to start school full-time in the September following their fourth birthday. However, parents may choose deferred or part-time entry to the reception year for their child, bearing in mind that by law children have to be in full-time education by the start of the term following their fifth birthday – when they reach ‘compulsory school age’. Parents of summer-born children may also seek a place for their child outside their normal age group i.e. entry to reception a year later than normal. For example if the child may naturally fall into a lower age group if it were not for being born prematurely. Parents choosing part-time or deferred entry or wishing to delay entry to the reception year must contact the Headteacher as early as possible to discuss this.

### **Allocation of places**

Children with an Education, Health and Care Plan that names the school will be admitted regardless of the number on roll in the year group.

Children in Care who are directed to the school by Cornwall Council (or Secretary of State in the case of academies) will be admitted to the school regardless of the number on roll in the year group.

The Published Admission Numbers (PAN) for the academic year 2025/26 are shown below:

<b>Academy</b>	<b>Published Admission Number (PAN)</b>
St Issey C of E School	12
Trevithick Learning Academy	60

Places will be allocated up to this number. In the event that more applications are received than places available, the oversubscription criteria listed later in this document will be used to decide on allocations. If the Academy is not oversubscribed, all applicants will be offered a place.

### **Admission of children outside their normal age group**

Although most children will be admitted to the academy 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. Those wishing to request placement outside the normal age group should contact the Headteacher to discuss this. Such requests will be considered on a case-by-case basis and in the best interests of the child concerned. Guidance can be found at [www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions) or on request from the School Admissions Team. Parents who are refused a place at a school for which they have applied have the right of appeal to an independent admission appeal panel. However, there is no right of appeal if they have been offered a place and it is not in the year group they would like.

### Appeals procedure

Applicants refused a place at the school have the right of appeal. Appeals are heard by an independent appeals panel arranged by Cornwall Council on behalf of the Governing Board. Further details and a timeline can be found in Cornwall Council's Co-ordinated Admissions Scheme. Applicants can only appeal again for a place in the same school within the same academic year if the admission authority for that school has accepted a further application because there has been a significant and material change in the circumstances of the parent or carer, child or school (e.g. a change of address into a school's designated area), but has determined that the new application must also be refused.

### Waiting list

If the school is oversubscribed, a waiting list will be held for the whole of the academic year for all year groups. Children are automatically added to this list if they are refused a place. The waiting list will be based on the school's oversubscription criteria and a child's place on a waiting list is subject to change according to additional information received about applications or children being added to the list – so their place on the list might move up or down. **No priority is given to the length of time that a child has been on the list.** Children with an Education, Health and Care Plan and children in care or children that were previously in care will take precedence over those on the waiting list. Children admitted under the Fair Access Protocol will also be given priority over children on the waiting list.

### Oversubscription criteria

In the event of applications exceeding the number of places available (PAN) in Reception for the 2025/26 academic year or more applications than places for any year group during the school year, the following oversubscription criteria will be used to prioritise applications, after the admission of children whose Education, Health and Care Plan that names the school:

Ranking	Criteria Description
1	Children in care or children that were previously in care but immediately after being looked after became subject to an adoption, child arrangements, or

	special guardianship order including those who appear (to the admission authority) to have been in state care outside of England and ceased to be in care as a result of being adopted. (Note 1)
2	Siblings of children attending the academy at the proposed date of admission. (Note 2)
3	Children of staff. (Note 3)
4	All other children.

### Notes and definitions

#### **Note 1: Children in care**

A 'child in care' may also be referred to as a 'looked after child' and is a child who is (a) in the care of a local authority, (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).

A 'child arrangement order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society (see Section 23ZZA(8) of the Children Act 1989 (inserted by Section 4 of the Children and Social Work Act 2017)).

#### **Note 2: 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 or due to be on the roll of the school in question at the date of admission.

If a child is a sibling of a multiple birth (e.g. twins, triplets, etc.) and has been offered a place at the requested school, every effort will be made to offer places to siblings at the same school, which may mean allocating places above the Published Admission Number (PAN) where this 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).

#### **Note 3: Children of Staff**

This criterion applies to all categories of teaching and support staff in the following circumstances:

a) where the member of staff has been employed at the academy for two or more years at the time at which the application for admission to the academy is made, and/or

b) the member of staff has been recruited to fill a vacant post for which there is a demonstrable skill shortage.

### Tie-breaker

If any of the criteria outlined earlier leave more children with an equal claim than places available, priority will be given to the child who lives nearer to the preferred school.

### 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. The school will use Cornwall Council's Random Allocation Protocol, supervised by an independent person, which is available on request.

### Distances

Home to school distances used for tie-breaking will be measured by a straight-line measurement as determined by Cornwall Council's nominated Geographical Information System. Measurements will be between your home address (the centre of the main building of the property) and the main gate of the school (as determined by Cornwall Council).

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 nominated Geographical Information System software.

### Home address

Each child can 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 at the point of application or evidence of the address from which a child will attend school, in the form of written confirmation of a house purchase or a formal tenancy agreement. Exceptional circumstances in relation to the provision of a home address will be considered on a case-by-case basis. If there is shared residence of the child or a query is raised regarding the validity of an address, the admissions authority will consider the home address to be with the parent with primary day to day care and control of the child. Residency of a child may also be clarified through a child arrangement order where it is shown who has care of the child. Evidence may be requested to show the address to which any Child Benefit is paid and at which the child is registered with a doctor's surgery.

It is expected that parents will submit only one application for each child - any disputes in relation to the child's home address should be settled before applying, the admission authority will not become involved in any parental disputes. If agreement cannot be obtained before an application is made then parents/carers may need to settle the matter through the courts. Where no agreement is reached or order obtained, the admissions authority will determine the home address.

For information on disputes between persons with parental responsibility in relation to school preferences, please see Cornwall Council's Co-ordinated Admissions Scheme for the relevant year.

### Service Families

Applications for children of service families will be processed and places allocated based on the proposed address (with supporting evidence). If the family are not able to confirm a proposed address and a unit or quartering address is provided, an allocation will be made based on the unit or quartering address. Until a fixed address is available, the unit postal address or quartering area address will be used to determine allocation of a school place. For the purposes of measuring distances, the main entrance of the unit will be used.

### Notification of places

In accordance with the co-ordinated admissions policy the Local Authority will make the formal offer of a place to parents or guardians on behalf of the Admissions Authority of the Academy. Parents of children who are refused a place at the Academy will be notified of their right of appeal and will receive advice from the Local Authority regarding alternative schools.

### Late applications

Late applications are defined as those applications for Foundation Year (i.e. reception year) which are submitted after the closing date of the Local Authority's coordinated admissions scheme and will be dealt with in accordance with that scheme.

### Infant Class Sizes

Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the Academy year) must not contain more than 30 pupils with a single school teacher. Additional children may be admitted under very limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The excepted children are:

- children with Statements of Special Educational Needs (SEN) or Education, Health and Care Plan admitted outside the normal admissions round;
- children who move into the area outside the normal admissions round for whom there is no other available Academy or School within reasonable distance;

- children admitted, after the initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- looked after children or previously looked after children admitted outside the normal admissions round;
- children admitted after an independent appeals panel upholds an appeal;
- children with SEN who are normally taught in a SEN unit attached to the Academy, who attend some infant classes within the mainstream Academy;
- children of UK service personnel admitted outside the normal admissions round;
- children whose twin or sibling from multiple birth is admitted otherwise than as an excepted pupil.

### **Further Information**

Please visit the Cornwall Council School Admissions website:

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

or contact the team at New County Hall, Truro, TR1 3AY. Telephone: 0300 1234 101.

Alternatively, you can email the Admissions Team at the following address:

[schooladmissions@cornwall.gov.uk](mailto:schooladmissions@cornwall.gov.uk)