



An Daras Trust

Igniting Curiosity Growing Capabilities

An Daras Multi Academy Trust

Admissions Policy **2028-2029**

For our Cornish Schools:

Boyton, Callington, Coads Green, Lewannick, North Petherwin and Werrington Primary Schools, St Stephens Community and Windmill Hill Academies and St Catherine's C of E School.

The An Daras Multi Academy Trust (ADMAT) Company

An Exempt Charity Limited by Guarantee

Company Number/08156955

Status: Draft – Consultation	
Recommended	
Statutory	Yes
Version	v1.7
Adopted	
Review	Oct 26 with final determination by 28th Feb 27
Advisory Committee	Local Governing Body

Policy:

(Oversubscription and PAN Number Approved): October **26**

Reviewed by the Local Governing Advisory Body: October **26**

Determined by Local Governing Body/MAT Board: **Before 28th February 2027**



1 Introduction

- 1.1 Our Local Governing Bodies / MAT Board of Directors are the admission authority for the academies within the An Daras Multi Academy Trust. They set the Admissions Policy for each of our academies. All decisions regarding the admission of children into member academy schools are made by a committee consisting of the Local Governing Body and MAT Board of Directors. In determining the Admissions Policy, the member academies and the An Daras Trust comply with current legislation.
- 1.2 Our schools will participate fully in Cornwall Council's Fair Access Protocol and Cornwall Council's Co-ordinated Admissions Schemes. Details of these schemes are available on the Council's website (www.cornwall.gov.uk/admissions) or on request from Cornwall Council. Closing dates and other details about the application process will be stated in those schemes.
- 1.3 Our Local Governing Bodies and MAT Board of Directors apply the regulations on admissions fairly and equally to all those who wish to attend our schools. They also follow the requirements of the appropriate rights and equalities legislation. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This was later revised in the Education Act of 2002. Our Admissions policy conforms to the regulations that are set out in that Act and are further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice 2022: <https://www.gov.uk/government/publications/school-admissions-appeals-code> These were revised in January 2003 and come into force in September 2004. In writing this policy, we have considered the Department for Education's latest Admission Code 2021 which can be viewed at: www.gov.uk/government/publications/school-admissions-code--2
- 1.4 This document sets out to clearly state the following regarding admission to each of the schools named above.
- Admission criteria in the event of over subscription.
 - The method of applying and the way in which the application will be handled.
- 1.5 Throughout this document the following definitions apply:
- **"Parent"** is defined as the parent/s or guardians of the child.
 - **"Brother/sister/sibling"** is defined as children aged 4 to 16, living in the same family unit who has at least one natural or adoptive parent in common, living at the same address or different address. Children living permanently in the same household at the same address where their parents are married or live as partners would be counted as siblings, regardless of their actual relationship to each other. To qualify as a sibling a child must be on roll of the school in question at the date of application, allocation and admission.
 - **"Multiple birth siblings"** are defined as twins, triplets etc. Where applications are received on behalf of multiple birth siblings or siblings whose date of birthplace them in the same chronological year group every effort will be made to offer places at the school, which may mean allocating places above the Published Admission Number (PAN) where that is possible
 - **"Child in Care"/"Children who were previously 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 services functions (see the definition in Section 22(1) of the Children Act 1989) (c) has previously been a looked after child. An adoption order is an order under Section 46 of the Adoption and Children Act 2002. 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, 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)).

- **“Home address”** is defined as the child's principal permanent residence at the point of application and the address from which they will attend school or a future address from which the child will attend school, supported by a form of evidence from the list in Cornwall Council's Co-ordinated Admissions Scheme. The admission authority may refuse to accept an address if an applicant still owns or rents an address at which their child previously lived. It is for the admission authority to determine eligibility for a place. 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 home address will be considered 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 required to show where the child resides. Changes of address occurring shortly after application, but before offer of places, can normally be considered if notified in writing to the Local Authority Admissions Team or the individual school directly. Places cannot be allocated based on intended future changes of address unless house moves have been confirmed through the exchange of contracts or the signing of a formal lease agreement. A temporary address will only be used for allocation purposes where no permanent address is available. Applications for children of service families will be processed and places allocated based on the proposed address (with supporting evidence) or if the family are not able confirm a proposed address and a unit and quartering address is provided, an allocation will be based on this unit or quartering address. For the purpose of measuring distances, the main entrance of the unit will be used. Details on how the LA establishes a 'home address' can be found in the latest online admissions booklet at www.cornwall.gov.uk/admissions. 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 admission authority will determine the home address. For information on disputes between persons with parental responsibility in relation to school preferences please see Cornwall LA's Co-ordinated Admissions Scheme for the relevant year.
- **“Compulsory school age”** is defined as the age at which a child must start school – when a child reaches the age of five, he/she must start school in the term following his/her fifth birthday (unless educated otherwise).
- **“Designated Area”** is how Cornwall Council has divided Cornwall into geographical areas. Each of these areas is served by a specific primary school, or in some cases, groups of schools. These areas are termed “designated areas” (you may also have heard these areas referred to as “catchment” areas. The designated area used in each of our schools' oversubscription criteria will be as defined by Cornwall Council. Note: not all schools prioritise on the basis of designated area or use Cornwall Councils defined area, however, entitlement to home to school transport will still be based on these areas. Your designated school will not always be the one nearest to your home address. Maps are available for all designated areas online at www.cornwall.gov.uk/admissions or by calling the School Admissions Team on 0300 1234 101 or by emailing schooladmissions@cornwall.gov.uk They are also in Appendix 1 of this policy. If you are planning to move into the designated area of



one of our schools, your application for a place for your child will not be given the priority accorded to designated area pupils without firm evidence of your new address and moving date, such as a copy of a signed and dated tenancy agreement or confirmation that contracts have been exchanged.

- **“Unequivocal Professional Recommendation”** applicants will only be considered under this criterion where the parent/carer can demonstrate that **only** the preferred school can meet the exceptional medical or social needs of the child, supported by a recommendation from, for example, a doctor, school medical officer, or educational psychologist. Such recommendations must be made in writing to the School Admissions Team and must give full supporting reasons. The admission authority will make the final decision on whether, or not, to accept an application under this criterion.
- **“Tiebreakers”** if any of the criteria for admission leave more children with an equal claim than place available, priority will be given to the child who lives nearer to the preferred school.
- **“Final Tiebreaker”** should the tie breakers still leave children with an equal claim because distances are the same, random allocation will be used to decide on priority. The school will use the Local Authority Random Allocation Protocol (available on request).
- **“LA”** means Cornwall Local Authority. Contact details are - School Admissions Team, New County Hall, Truro, TR1 3AY, schooladmissions@cornwall.gov.uk , Phone: 0300 1234 101.

2 Aims

- 2.1 An Daras is a Multi Academy Trust and each of our schools’ welcome children from all backgrounds and abilities. This is reflected in the published individual school "Vision and Aims" statements (found on each of the schools’ websites).
- 2.3 The only restriction placed on entry is that of number. If the number of children applying for entry exceeds the places available, the procedure set out below is used to determine whether a child is to be accepted or not. It is our wish for parents to find a place for their child at the school of their choice. However, this is not always possible, due to excess demand on the places available.
- 2.4 A child’s level of ability is irrelevant to our schools’ admissions policy.

3 How parents can apply for their child to be admitted to one of our schools.

- 3.1 An Daras Trust determines the admission arrangements in agreement with the Local Authority. The application process for admissions into Reception Year (the initial year of entry), is coordinated by Cornwall Local Authority (LA) which acts on behalf of the Local Governing Body/Board of Directors). Parents should apply directly to the applicant’s home local authority on the appropriate application form. The application form and supporting information (for applicants living in Cornwall) will be available on Cornwall Council’s website. www.cornwall.gov.uk/admissions or submit a *Cornwall Application Form from the LA Admissions Team no later than the national closing date*. Offers of places will be issued by the LA on the published offer date. Late applications (those submitted after the national closing date) will also be processed by the LA Admissions Team.
- 3.2 Parents wishing to visit any of our schools prior to applying are welcome to do so by contacting the individual school to make an appointment. Visits are not “interviewing” and do not affect any decision regarding the availability of a place. No interviews are held as part of our admissions process. All parents are advised to read the annual published LA Primary Admissions Booklet for Parents before applying.

- 3.3 The annual LA Primary Admissions Booklet/on-line guidance informs parents how to apply for a place at the school of their choice. Parents have a right to express their preference, but this does not guarantee a place at that school. Over-subscription criteria are applied in the event of applications going over our agreed **Planned Admission Number (PAN)** for each of our schools as below. The Local Governing Body/Board of Directors agreed over-subscription criteria (in line with current LA maintained school's over-subscription criteria) for our schools can be viewed in this document, in the annual LA Primary Admissions Booklet and online at the Cornwall County Council website.

Our Cornish member schools' PANs are as follows:

School	PAN
Boyton Primary School	10
Callington Primary School	60
Coads Green Primary School	12
Lewannick Primary School	17
North Petherwin Primary School	10
St Catherine's C of E School	30
St Stephens Community Academy	30
Werrington Primary School	10
Windmill Hill Academy	30

- 3.4 In this area, children enter school at the start of the academic year in which they become five. There is one admission date per year, early in September (i.e., when the autumn term begins). To qualify for entry into our reception classes children must have reached the age of four by the 31st of August in that 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 return the necessary application form to the applicant's home Local Authority by the national closing date.
- 3.5 Parents of pupils who are reception aged can request **deferred or part-time entry until** their child is compulsory school age – see www.cornwall.gov.uk/admissions for more information. Parents considering this option need to make an appointment to discuss it further with the Head Teacher at the individual school.
- 3.6 Parents of pupils who have deferred reception class entry and whose child becomes five in the summer period (defined as having a birth date from April 1st to August 31st) may request to start their Reception Year at aged five rather than go straight into Year 1. Parents need to contact the Head Teacher at the individual school promptly to discuss this option.
- 3.7 In year admissions for children in year groups Reception through to Year 6 are arranged through parental application for a place to the applicant's home LA (see the LA website for application forms). The school itself does not determine the outcome of in-year allocation decisions. Parents and the school will be notified by the LA if a place has been allocated at this school. If the year group/class for which a place is being applied is an infant class and has already reached thirty, then the request for a place will be refused.
- 3.8 The Admission Code 2021, requires us to state how requests for **placement outside the normal age group** can be made. 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 Head Teacher will consider these requests carefully and will decide based on the circumstances of each case.

- 3.9 If your child has an Education, Health and Care Plan (EHC Plan), you do not need to complete an application form as a school place will be identified through a separate process. Please contact the SEN Assessment and Provision Team for more information: Tel: 01872 324242
Email: ehcreviews@cornwall.gov.uk

However, if a request has been made for an EHC needs assessment for your child, or your child is currently being assessed to decide whether an EHC Plan is necessary, you will need to make an application using the normal process.

The process for SEN admissions can be found in the Local Authority's Local Offer:
www.supportincornwall.org.uk

4 Priority Criteria

- 4.1 Children who have an Education, Health and Care Plan that names the school must be admitted. Note children with an Education, Health and Care Plan that does not name the specific school will be referred to the Individual Needs Team at the LA to determine an appropriate place.
- 4.2 The following priority order will be used to decide which children should occupy any vacant places, after the admission of pupils with an Education, Health and Care Plans where the school is named in the plan:
- **(1) - Children in care or children that were previously in care**
 - **(2) - Children who live in the designated area**

If there are more designated area children wanting places at a school than there are places available, criteria 3 to 5 below will be used to decide which of these children should have priority for admission. If there are still places available after all the designated area children have been allocated places, criteria 3 to 5 will be used to decide which of the remaining children should have priority for spare places.

- **(3) - Children with an unequivocal professional recommendation**
 - **(4) - Children with siblings**
 - **(5) - All other children.**
- 4.3 If there are more children in any category than there are places available, places will be prioritised and awarded to children who live nearest the school. 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 by nearest available route measurement as determined by Cornwall Council's nominated Geographic Information System software.

- 4.4 An Daras Trust is committed to complying with parental preference in respect of parents living within and outside the local area, however if you are planning to move into the local area your application for a place for your child will not be given priority accorded to local area children without firm evidence of your new address and moving date, such as a copy of a signed and dated tenancy agreement or confirmation that contracts have been exchanged and a completion date agreed.
- 4.5 A child's attendance at any of our schools' nurseries or pre-schools does not guarantee that child a future place in the attached school.

5 Over-subscription

- 5.1 For admission into Reception Year-September intake the LA on behalf of the Local Governing Bodies/MAT Board of Directors, will offer the PAN of places **annually** to children. This is the Published Admission Number (PAN) for that year group. If an above PAN number of applications are received, the priority criteria will be applied to determine place offers. All school preferences (as declared by parents on the LA application form) are treated equally, regardless of whether they are first, second or third preferences. When an application is refused, the child's details are automatically placed on a reserve (waiting) list for the year group, ranked according to the admission criteria.
- 5.2 As part of the coordinated scheme for primary admissions, the LA Admissions Team will maintain the reserve (waiting) list on the behalf of the school, ranked according to the over-subscription criteria. The reserve (waiting) list will be held until the end of the academic year. Parents should contact the LA Admissions Team if they wish to remain on the reserve (waiting) list beyond the academic year. Parents will be contacted if a place becomes available for their child but should be aware that their child's place on a reserve (waiting) list may change if an application subsequently received that meets a higher criterion than their own or is subject to a successful Admissions Appeal.
- 5.3 If the criteria outlined previously in Section 4 leaves more children with an equal claim than places available, the following tiebreakers will be used:
- (1) All other children**
- For children, where two or more children fulfil the same criterion, priority will be given to the child who lives nearer to the preferred school. Home to school distances in a tie break will be measured by a straight-line measurement as determined by Cornwall Councils nominated Geographical Information System. Measurements will be between your home address (the centre of the main building on the property) and the main gate of the specific school.
- (2) Final tiebreaker**
- Should the tiebreakers above still leave children with an equal claim because distances are the same; random allocation will be used to decide on priority. Cornwall Council's Random Allocation Protocol (supervised by an independent person) will be used and is available from the Council by request to the Admissions and Transport Team.

6 In Year Admissions

- 6.1 Applications for a place after the start of the school year or for any other year group are processed by Cornwall Local Authority, which acts on the behalf of our schools. The LA will contact the school to check if places are available in the relevant year groups. Parents should apply online at



www.cornwall.gov.uk/admissions or directly to the applicant's home local authority.
submit a Cornwall Application Form available from the LA Admissions Team.

- 6.2 Offer of a place letters will be issued by the coordinating LA giving a start date and a period by which the place must be taken up. If a place at one of our schools is offered, parents are asked to contact the specific school so that the relevant paperwork may be completed, and a visit to the new class and start date can be arranged.
- 6.3 Parents wishing to visit any of our schools prior to applying are encouraged to do so.
- 6.4 The address of the LA Admissions team is:
▪ *School Admissions Team, New County Hall, Treyew Road, Truro, TR1 3AY*

7 Additional Admissions Information

- 7.1 **Requests to transfer schools** – An Daras Trust Schools will always discourage parents wishing to transfer a child from another local school because of a dispute with that school and will always request that the matter is discussed with the Head teacher of the child's current school. We believe it is better to address the problem and seek a solution rather than disrupt a child's learning because of a transfer.
- 7.2 **Equality Policy** – It is our policy that families of all backgrounds shall have equal consideration relating to all aspects of the running of the school – including admissions. Our arrangements will not disadvantage unfairly, either directly or indirectly, anyone involved in the process from a social or racial group, religion or belief, gender or a child with a disability or special educational needs.
- 7.3 **Free school transport** – For providing assistance with home to school transport, the LA has a defined designated/catchment area for the admission process. Any child living within the LA defined area but more than three miles from the school is entitled to assistance with transport. For more information contact the LA Admissions Team. <https://www.cornwall.gov.uk/schools-and-education/schools-and-colleges/school-and-post-16-travel/home-to-school-travel-assistance/>

8 Admission Appeals

- 8.1 If a child is not offered a place at the school, it will be because to do so would prejudice the education of other children by allowing the number of children in the school to increase too much in a year group.
- 8.2 If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LA using forms provided by the LA and/or the school. An independent panel (arranged by Cornwall Council on behalf of the Local Governing Body and MAT Board of Directors) considers all such appeals, and its decision is binding for all parties concerned. Further details and a timeline can be found Cornwall Councils 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 the 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 in address into a school's designated area), but has determined that the new application must also be refused. If the appeals panel decides that we should admit a child to whom a place had been refused, then we will accept this decision and continue to do all we can to provide the best education for all the children at our

school. (Further details for appeals are set out in the revised Code of Practice on School Admissions Appeals 2022)

- 8.3 Parents do not have a right of appeal if they have been offered a place and it is not in the year group they would like.

9 Infant Class Size Appeals

- 9.1 In 1998 the School Standards and Framework Act (SSFA 1998) was passed which changed the legislation relating to infant class sizes. It is no longer permitted to exceed thirty children in an infant class with only one qualified teacher. Often a place is refused because of the infant class size rule. If appealed by a parent an independent panel will look at the decision made by the admission authority. The appeal panel can only overturn the decision to refuse a place if you are able to prove:

- The child would have been offered a place if the admission arrangements had been properly implemented; Or
- The child would have been offered a place if the arrangements had not been contrary to mandatory provisions in the School Admissions Code and the SSFA 1998; Or
- The decision to refuse a place was not one which a reasonable admission authority would have made in the circumstances of the case.

- 9.2 Very few infant class-size appeals are successful.

- 9.3 Under the revised national School Admissions Code, additional children may be admitted under very limited exceptional circumstances. These children remain as “excepted” pupils for the time that they are in an infant class or until class numbers fall back to the current infant class size limit. The “excepted” children are:

- Children with Education, Health and Care Plans admitted outside the normal admission round;
- A child in care and children previously in care 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 admitted outside the normal admission round;
- Children admitted, after initial allocation of places, because of a procedural error made by the admission authority or Local Authority in the original application process;
- Children admitted after an independent appeals panel upholds an appeal;
- Children who move into the area outside of the normal admission round for whom there is no other available school within reasonable distance;
- Children of UK service personnel admitted outside of the normal admission round;
- Twins and children from multiple births when one of the siblings is the 30th child admitted.

10 Children of UK Service Personnel (Armed Forces)

- 10.1 For families of service personnel with a confirmed posting within the Launceston area, the school will:
- Allocate a place in advance, if accompanied by an official government letter which declares a relocation date and a unit postal address or quartering area address for considering the application against our over-subscription criteria. This includes accepting a unit postal address or quartering area address for a service child;
 - Ensure that arrangements support the government commitment to removing disadvantage for service children.

11 Fair Access Protocol

- 11.1 All local authorities are required to have a Fair Access Protocol which applies to all schools and academies. This document sets out how the local authority and schools will ensure that, during the school year, any children without a school place can be offered a place at a suitable school as soon as possible, even if the school is full. To find out more about the Protocol please visit www.cornwall.gov.uk/admissions or contact the LA Admissions and Transport Team on 0300 1234 101.

12 Further Guidance and Contacts

- 12.1 All parents are advised to read the annual LA Booklet for Parents on Primary Admissions. For further guidance please contact:
- LA Admissions Team telephone number - 0300 1234 101
 - LA Admissions Team School Admissions Team: schooladmissions@cornwall.gov.uk
 - <https://www.cornwall.gov.uk/schools-and-education/schools-and-colleges/school-admissions/>
 - New County Hall, Truro, TR1 3AY
 - An Daras Trust <https://www.andaras.org/web>
 - An Daras Trust Central Office telephone number – 01566 777503
 - An Daras Trust email – admin@andaras.org

13 Monitoring and Review

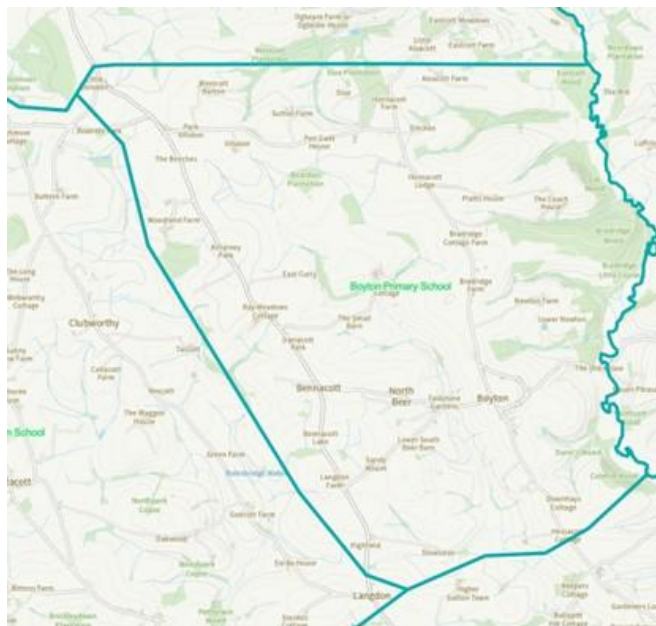
- 13.1 This policy will be monitored by the Local Governing Bodies/MAT Board of Directors and reviewed every year, or earlier in the light of any changed circumstances, either in our schools or in the local area. The policy will always take due note of guidance provided by the local Admissions Forum.

Policy Review (Over subscription criteria and PAN) - Reviewed: **Oct 26**
Determined by LGB/MAT Board - (Date to be added but must be before 28th Feb 2027)

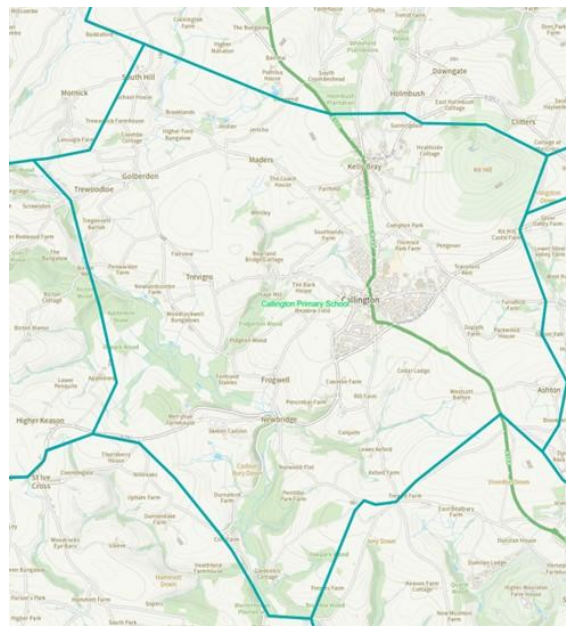


Appendix A – Designated ‘Catchment’ Area Maps

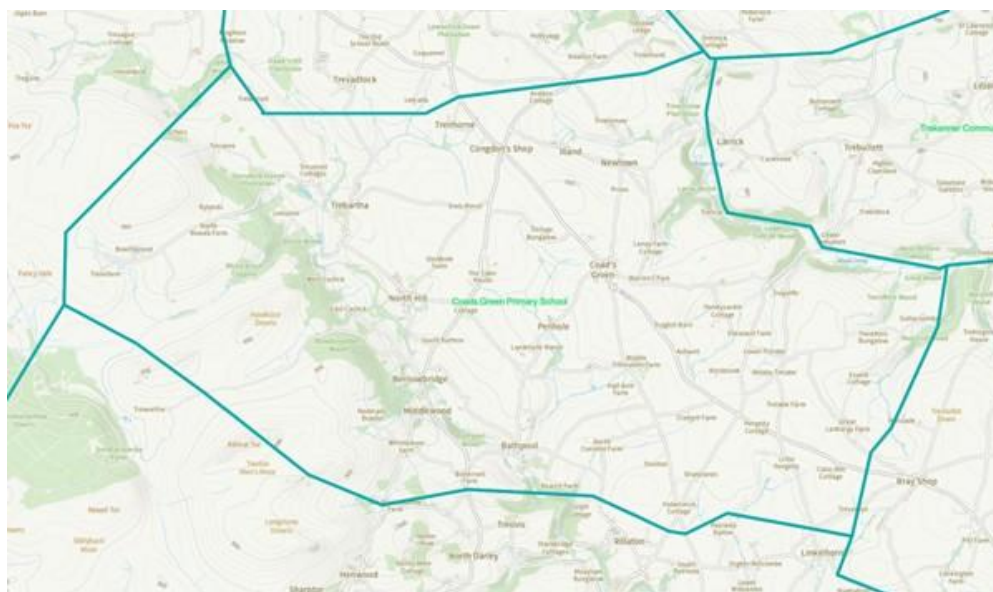
Boyton Primary School



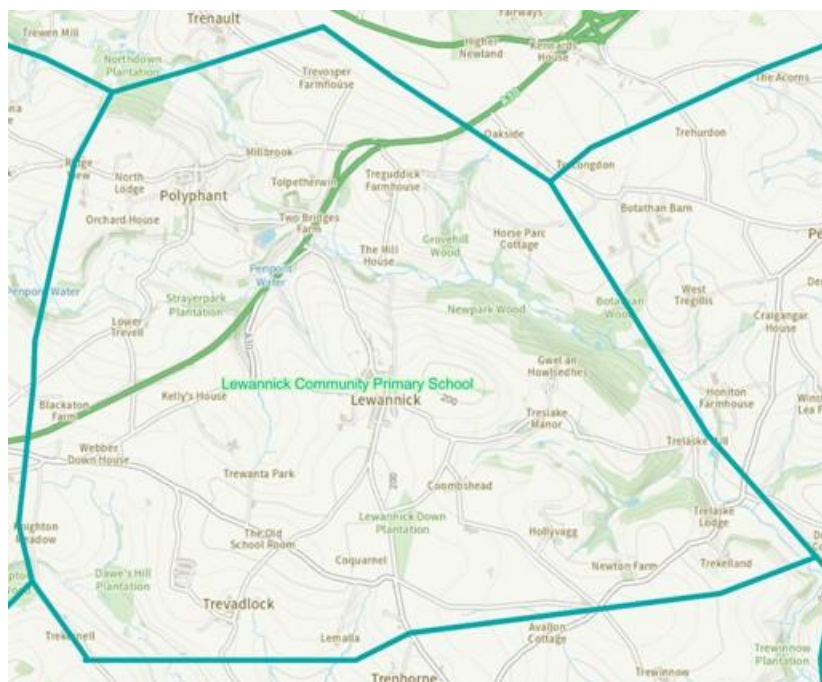
Callington Primary School



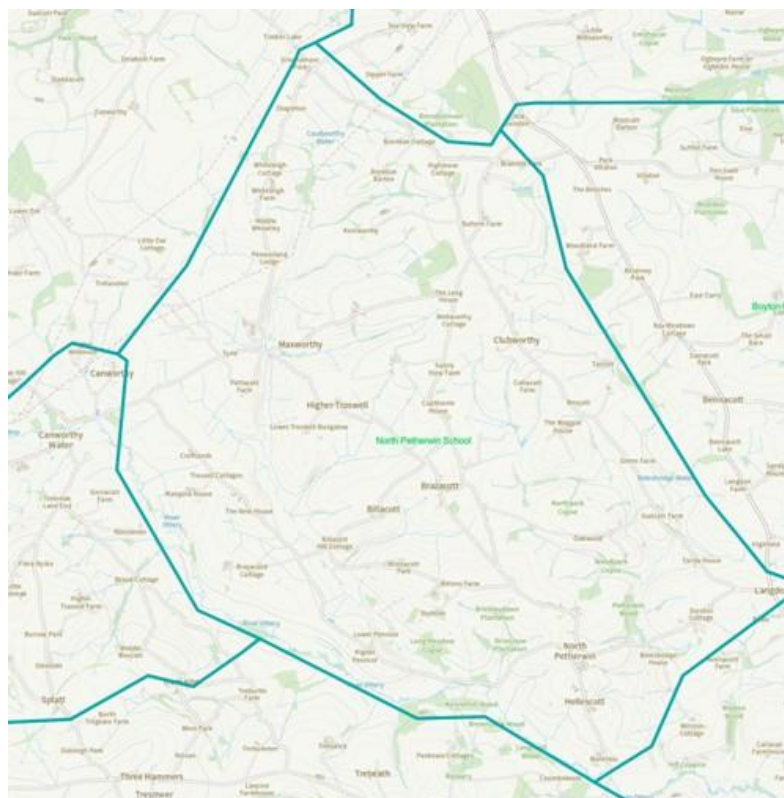
Coads Green Primary School



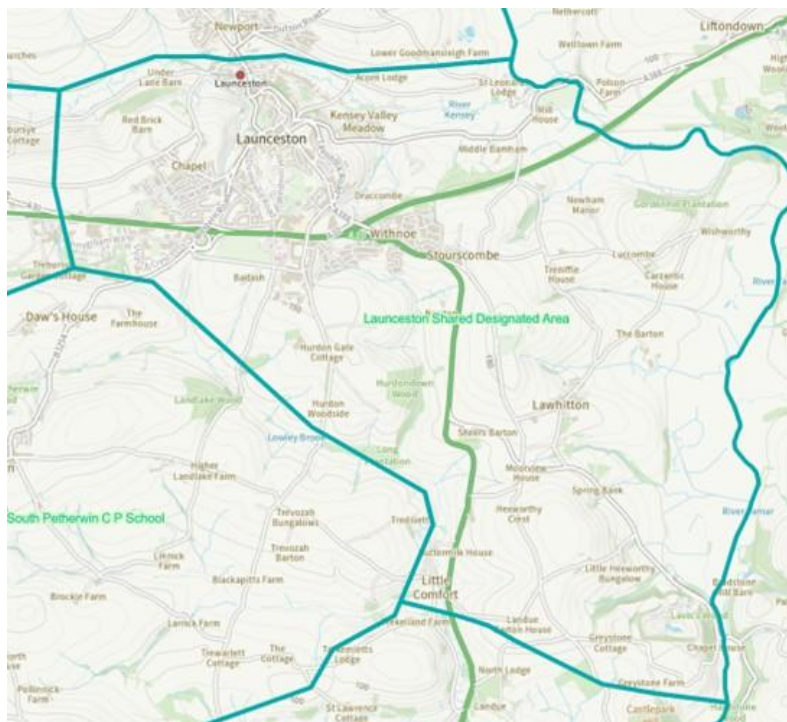
Lewannick Primary School



North Petherwin Primary School

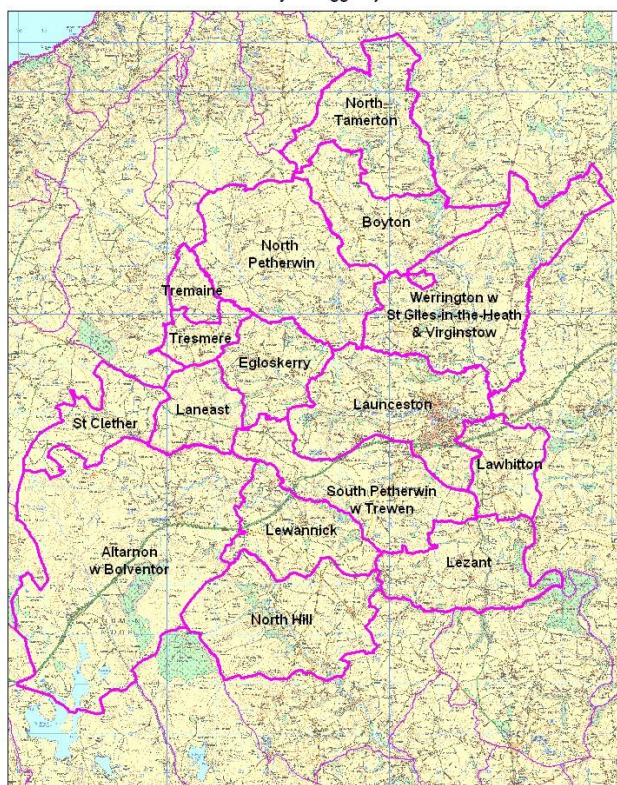


Launceston Shared Designated Area – St Catherine’s C of E School and Windmill Hill Academy



St Catherine’s Church Deanery Catchment

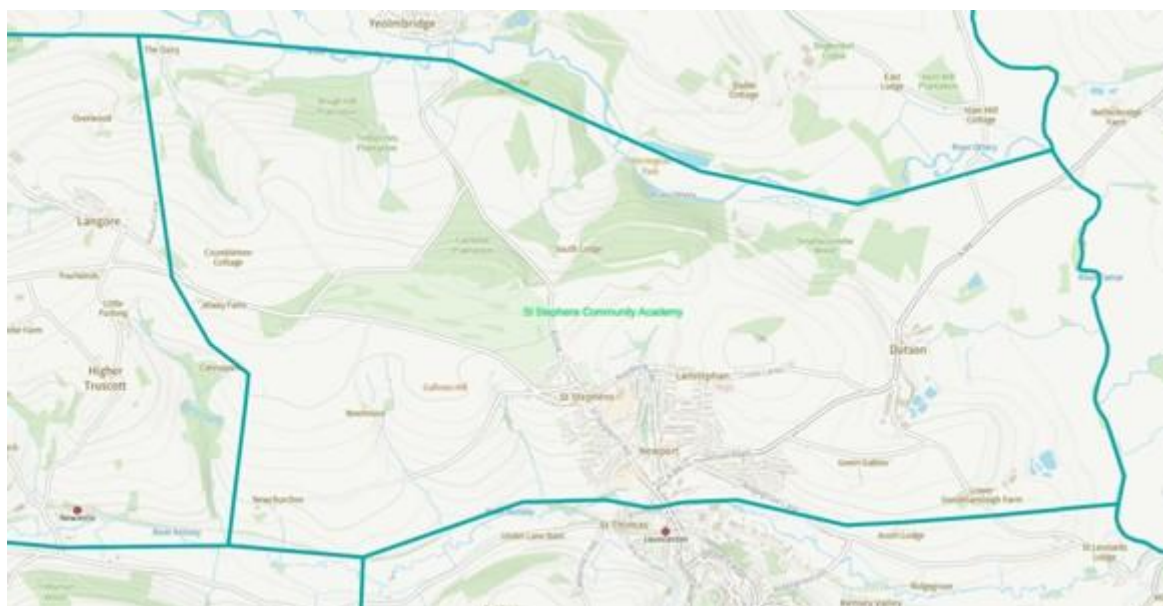
Diocese of Truro
Deanery of Trigg Major



Digital Map from Dotted Eyes, Crown copyright.
Church Commissioners.
Licence Number 100019918. 2007.



St Stephen Community Academy



Werrington Primary School

