



# Sir Robert Geffery's School

## ADMISSIONS POLICY FOR 2022/2023

Sir Robert Geffery's School is a Church of England Academy and the Academy Trust is the Admission Authority for the school. The school was founded in 1703 to provide free education for the children living in the Parishes of Landrake and Tideford. The school is also pleased to admit pupils from a wider area whose parents are seeking a Christian Education for their children or who, following a visit, feel that Sir Robert Geffery's would meet the needs of their child.

We pride ourselves in our family atmosphere and to that end our School Aim is:

**To provide a living Christian school environment where we strive for each child to develop a passion for learning, and a sense of excitement in their own achievement and that of others**

### Applying 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 on the appropriate application form. The application form and supporting information will be available on Cornwall Council's website. A Supplementary Information Form (SIF) is available on the School 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.

### Parental Choice

Parents have a right to express a preference for a particular school, stating their reasons. Admissions to this school will normally be granted, but the Headteacher and Governors reserve the right to refuse admission if the year group is full. The Published Admission Number (PAN) for Reception in 2022/23 is 30. **If you wish to appeal a decision, please see the section on Appeals below.**

As parents have a choice, we actively encourage and welcome prospective parents to visit the school and meet with the Headteacher when considering admission for their child. Please contact the School Administrator on 01752 851362 to make an appointment.

Sir Robert Geffery's School will participate fully in the Local Authority's Fair Access Protocol and the Local Authority's Co-ordinated Admissions Schemes. 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. Closing dates and other details about the application process will be stated in those Schemes.

Application for admission to Sir Robert Geffery's School can only be made through Cornwall Admissions (or the local authority of your home address), and not directly with the school.

Sir Robert Geffery's School follows all dates set by the LA for admissions to the Reception Class. At this stage you will have the opportunity to express up to three preferences. The policy regarding late applications for places in Reception Class is as outlined by the LA each year.

Cornwall Council organise all admissions, and parents will be notified of an allocation in line with their timetable.

## **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 number (PAN) for Reception in 2022/23 will be 30. Places will be allocated up to this number. In the event that more applications are received than places available, the oversubscription criteria listed below will be used to decide on allocations. These categories are listed in order of priority. If the school is not oversubscribed, all applicants will be admitted.

## **Over-Subscription Criteria**

Where Sir Robert Geffery's School is named on a pupil's Education, Health and Care Plan, that child will be admitted by the School. The following priority order will be used to decide which children should occupy any vacant place in our Reception Year 2022/23, if the number of applications for places is greater than the published admissions number.

- (i) Children in care and children who were previously in care but immediately after being in care became subject to an Adoption, Child Arrangement Order 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. \*\*
- (ii) Children whose home address in the designated area who will still have siblings on the school register at the proposed date of admission. \*\*
- (iii) Children whose home address is in the designated area. A map showing the designated area of the school can be found at [www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions) following the link 'what is my designated school'.
- (iv) Siblings of children on the school register at the date of admission. \*\*
- (v) Children of practising Christian families, who have attended public worship at least six times in the six months preceding the date of application, whose minister supports the application by completing the Supplementary Information Form. To accommodate difficult patterns of work and family relationships account will be taken of week-day worship. The worshipper could be the child for whom application is made or one or both parents.  
***The Supplementary Information Form (SIF) must be submitted directly to the school at the time of application.***  
In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship".
- (vi) Children of staff at the school where the member of staff has been employed at the school for two years or more at the time at which the application for admission to the school is made; and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

N.B. The DfE are proposing a further specification to this criteria to consider – admissions authority (the school) must specify in their admissions arrangements how

this priority will be applied – e.g. which groups of staff this will apply to. ***Our proposal for SRG is 'all staff'***

- (vii) All other children.

### **Tie Breaker**

If the criteria above leave more children with an equal claim than places available, the following tie-breaker will be used:

Priority will be given to a child whose home address is closest to the school building (measured to the main school entrance in a straight line using a Geographical Information System, Map Tools). The governing body's definition of a child's home address will be as stated below in Notes and Definitions.

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.

**Final tie-breaker** - Should the tie-breaker 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 Random Allocation, outlined in the Admissions Code, supervised by an independent person.

### **Notes and Definitions**

**\*\* 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 the 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 23ZZ(8) of the Children Act 1989 (inserted by Section 4 of the Children and Social Work Act 2017)).

**\*\* '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 the school, or due to be on the roll, 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 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).

**\*\* Designated area** 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 called 'designated areas' (you may also have heard these areas referred to as 'catchment' areas). The designated area used in Sir Robert Geffery's School oversubscription criteria will be as defined by Cornwall Council. NB: not all schools prioritise on the basis of designated area or use the Local Authority's 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](http://www.cornwall.gov.uk/admissions) or by calling the School Admissions Team on 0300 1234 101 or emailing: [schooladmissions@cornwall.gov.uk](mailto:schooladmissions@cornwall.gov.uk).

If you are planning to move into the designated area of Sir Robert Geffery's School, 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.

Cornwall Admissions will maintain a waiting list after the end of the co-ordinated scheme. Should a vacancy arise a place will be allocated using the over-subscription criteria outlined above.

It should also be noted that, under section 2.15 of the School Admissions Code (sub paragraph f), it is stated that children of UK Service Personnel admitted outside the normal round would be "excepted pupils" (from the infant class size regulations).

**\*\* Home address** Each child can have only one registered address 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, Cornwall Council 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, Cornwall Council 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.

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 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.

### **Admission Arrangements**

#### **Full Time Admission to Reception Class**

Children whose fifth birthday occurs between 1st September 2022 and 31st August 2023 will be offered a full time place in September 2022.

#### **Part time or Deferred Entry**

All children are entitled to start school full-time in the September following their fourth birthday. However, parents have the right to request part-time or deferred 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 – '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, e.g. if the child may naturally have fallen into a lower age group if it were not for being born prematurely.

Any parent wishing to defer a place, choose part-time or delay entry to the reception year must contact the Headteacher.

### **Waiting List**

Sir Robert Geffery's School encourages parents to register their interest with the school as early as possible by completing the school's Supplementary Information Form (SIF); so that we can ensure they receive information about applying for a place at the correct time. Applications for all year groups will be considered at any time throughout the year. As highlighted in the LA's 'In Year Admission Scheme', a waiting list is maintained by Cornwall Council for all over-subscribed year groups for the whole school.

For admission to Reception Class, the governing body will adopt the LA's policy on waiting lists, as outlined below:

"If the school is oversubscribed, a waiting list will be held for the whole of the academic year for all year groups and parents/carers can request that their child is 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."

***All applications for admission to Sir Robert Geffery's School can only be made through Cornwall Council Admissions.***

### **Admission of Children Outside Their Normal Age Group**

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. Parents should contact the Headteacher in the first instance and the admission authority will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.' Guidance can also be found at [www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions) or on request from the School Admissions Team. Parent 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, they 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.

### **Appeals**

Applicants refused a place at the school have the right to appeal.

Appeals are heard by an independent appeals panel arranged by the local authority on behalf of the Governing Board. Further details and a timeline can be found in the Local Authority'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.

To proceed with the appeals process, contact the school to request an appeals form. The Democratic Services at Cornwall Council will make arrangements for the appeal to be heard on behalf of Sir Robert Geffery's School.

***Policy reviewed and agreed by the Governing Body, Pupils and Admissions Committee – October 2020***