



# One document Admissions Policy 2024 - 2025

Version Number	Version 1
Date Adopted by Trustees	3 <sup>rd</sup> February 2023
Statutory or Best Practice Policy	Statutory
School or Trust Policy	Trust

We want to ensure that your needs are met.  
If you would like this information in any other format, please contact us on  
01637 303106 or email [info@kernowlearning.co.uk](mailto:info@kernowlearning.co.uk).

# Kernow Learning

## Admissions Policy 2024/2025

Kernow Learning is a Multi Academy Trust (MAT) of mixed gender schools providing Foundation Stage, Key Stage One and Key Stage Two Education in Cornwall.

School	Address	Foundation	Infant	Junior	Form Entry
Beacon ACE Academy	38 Robartes Road, Bodmin, PL31 1JQ	✓	✓	✓	2
Charlestown Primary School	Crinnis Road, Carlyon Bay, PL25 3PB	✓	✓	✓	2
Constantine Primary School	Trebarvah Road, Constantine, TR11 5AG	✓	✓	✓	1
Falmouth Primary Academy	Jubilee Road, Falmouth, TR10 2BB	✓	✓	✓	1.5
Foxhole Learning Academy	Goverseth Road, Foxhole, PL26 7XD	✓	✓	✓	1
King Charles CofE Primary school	Western Terrace, Falmouth TR11 4EP	✓	✓	✓	2
Leedstown Community Primary School	Townsend Road, Leedstown, TR27 6AA	✓	✓	✓	1
Mabe Community Primary School	Cunningham Park, Penryn, TR10 9 HB	✓	✓	✓	1
St Agnes Academy	Trelawney Road, St Agnes, TR5 0LZ	✓	✓	✓	2
St Columb Major Academy	Newquay Road, St Columb, TR9 6RW	✓	✓	✓	2
St Columb Minor Academy	Porth Bean Road, Newquay, TR7 3JF	✓	✓	✓	2
St Francis CofE Primary School	Longfield, Falmouth TR11 4SU	✓	✓	✓	2
St Kew ACE Academy	St Kew, Nr Wadebridge, PL30 3ER	✓	✓	✓	1
St Merryn School	St Merryn, PL28 8NP	✓	✓	✓	1
St Newlyn East Learning Academy	Station Road, St Newlyn East, TR8 5ND	✓	✓	✓	1
Sky Primary and Eden Project Nursery	West Carclaze Garden Village, PL26	✓	✓	From 2025	1
The Bishops' CofE Learning Academy	Treninick Hill, Newquay, TR7 2SR	✓	✓	✓	1.5
Trenance Learning Academy	Trenance Road, Newquay, TR7 2LU	✓	✓		4
Trevisker Primary School	Warwick Crescent, St Eval, PL27 7UD	✓	✓	✓	1
Upton Cross ACE Academy	Upton Cross, Liskeard, PL14 5AX	✓	✓	✓	1
Wendron CofE Primary School	Wendron, Helston, TR13 0PX	✓	✓	✓	1

The Board of Trustees of Kernow Learning is the Admissions Authority for the Academy (The Admissions Authority) as part of the co-ordinated scheme with the Local Authority. This means that parents must apply to the Local Authority for a place at the Academy using the Common Application Form which must be returned to the Local Authority as specified on the form.

Alternatively, parents may apply online directly to the Local Authority at: [www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions).

### Allocation of Places

The admission number for the Foundation Year is:

School	Foundation	Published admission Number (PAN)
Beacon ACE Academy	✓	60
Charlestown Primary School	✓	60
Constantine Primary School	✓	25
Falmouth Primary Academy	✓	45
Foxhole Learning Academy	✓	15
King Charles CofE Primary school	✓	60
Leedstown Community Primary School	✓	15
Mabe Community Primary School	✓	25
St Agnes ACE Academy	✓	60
St Columb Major Academy	✓	60
St Columb Minor Academy	✓	60

St Francis CofE Primary School	✓	60
St Kew ACE Academy	✓	12
St Merryn Primary	✓	20
St Newlyn East Learning Academy	✓	15
Sky Primary and Eden Project Nursery	✓	30
The Bishops CofE Learning Academy	✓	45
Trenance Learning Academy	✓	120
Trevisker Primary School	✓	30
Upton Cross ACE Academy	✓	15
Wendron CofE Primary School	✓	15

Children with Education, Health and Care Plans (EHC Plan) which names the School must be admitted and will count towards PAN if the information is available before the offer date. From September 2016 parents/carers of children with an Education, Health Care Plan or a Statement of Special Educational Needs in Cornwall no longer have to make an application through the general school admissions system. All requests for a change of school during the year ('in-year' admissions) and all requests for entry into school at the normal point of entry (starting in the reception year, transferring from infant to junior school or transferring from primary to secondary school) will be handled by the Statutory SEN Team (Tel: 01872 324242 Email: [statutorysen@cornwall.gov.uk](mailto:statutorysen@cornwall.gov.uk))

If the School is not oversubscribed all applicants will be offered a place.

### **Over Subscription Criteria**

In the event of there being **more applications** for places than those Published Admissions Numbers in the previous table, the Board of Trustees has set the following admissions criteria listed in order of priority for the allocation of the places, after the admission of children with an EHC plan that names the particular school:

1. Children in care and previously looked after children who left care under a child arrangement order or special guardianship order. All children adopted from care. 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.*
2. Children who live within the designated area of the Academy, as defined by the LA, whose siblings are currently attending and will still be attending at the time of the intended admission of the child.
3. Children who live outside of the designated area of the School and have a sibling attending the Kernow Learning School they are applying for at the time of application and who will still have a sibling attending the School at the proposed date of admission.
4. Children with an unequivocal professional recommendation from a doctor, school medical officer, educational psychologist, health visitor, educational welfare officer or social worker that non-placement at the school would cause harm to the child and that placement is essential. Such recommendations must be made in writing and must give full supporting reasons.
5. Children of all staff who are in the paid employment of Kernow Learning for at least 2 years at the time of the application.
6. Children who live within the designated area of the Academy, as defined by the LA, or whose parents/carers can provide evidence that they will be living in the designated area of the School by the date from which admission is required.
7. Any child who does not fit into one of the above categories will be considered next. Places will be allocated up to the published indicated admission number.

### **Proof of Residence**

Kernow Learning, in the event of any discrepancy regarding the child's place of residence, may require proof of residence. Kernow Learning reserves the right to withdraw the offer of a place should it become apparent that such proof of residence is unsubstantiated. The parent retains the right to appeal against this decision following the appeal procedure (see below).

Please note that when parents live separately, the child's home address will be the address at which the child usually lives and travels to school from. If the child lives equally at each parent's address, then it is the parents' responsibility to make this clear on the application form. If they cannot agree, then the Admissions Committee at

Kernow Learning will use the address of the parent who is claiming the Child Benefit Allowance as the child's home address. Parents may be asked to provide acceptable proof that this is the case. 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.

The home address of a relative/carer other than a parent may be used if it can be demonstrated, through official documentation or court order, that the child spends the school week with that relative/carer. However, this will only be acceptable with the explicit agreement of Kernow Learning's School Admissions Committee.

If you are planning to move into the designated area of your chosen Kernow Learning 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.

### **Tie-breaker**

In the event of two or more children having equal priority for a place at the Academy, the following home to school distance tie-break applies.

Home to school distances used for tie-breaking will be measured by a straight-line measurement as determined by Capita One and supported 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). Priority will be given to the child who lives nearer to the academy.

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 Geographic Information System software.

If a tiebreak situation remains after applying distance from home to School then the LA's Random Allocation Protocol will be applied – this information is available on request from Education, Access and Sufficiency Department, Cornwall Council, West 3, New County Hall, Truro, TR1 3AY.

### **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 School will be notified of their right of appeal and will receive advice from the Local Authority regarding alternative schools.

### **Appeals Procedure**

Parents/guardians who want to appeal against the Admissions Authorities' decision not to offer their child a place at the Academy must appeal in writing. Guidance and an online form can be found on the school admissions webpages – [www.cornwall.gov.uk/schoolappeals](http://www.cornwall.gov.uk/schoolappeals). The appeal will be heard by an independent appeals panel. Parents or guardians will receive advanced notification of the date, time and place of their appeal hearing, to which they can make their case.

### **Late Applications**

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

### **Waiting List for entry to Foundation Year**

If, after the offer of places has been made, the School is over-subscribed, all parents whose applications have been unsuccessful will be asked whether they wish to be placed on a waiting list. This waiting list will be administered by the Academy's Admissions Committee in partnership with the Local Authority. A child's position on this waiting list will be determined by the Academy's published Over Subscription Criteria (included in this document). However, children who are the subject of a successful Admissions Appeal, a direction from the Local Authority or who are allocated to the Academy in accordance with the Fair Access Protocol will take precedence over any child already on the waiting list.

Waiting lists will be maintained for all the other over-subscribed year groups.

### **Admission to a Year Group different to that determined by Date of Birth**

From time to time parents seek places for children in a lower or higher age group. In most cases differentiation of the curriculum and/or additional support within their age group should usually address particular issues. Parents are encouraged to discuss any concerns with the Headteacher of the school.

The School Admissions Code requires Admission Authorities to consider requests for admission outside the normal year group and take account of the circumstances of each case.

The Kernow Learning policy covering admission to a year group different to that determined by date of birth sets out the process and criteria for considering these requests. You also need to complete an Out of Year Group Application Form.

It is important that parents who are considering applying for a year group different to that determined by Date of Birth talk to the headteacher of the local school as soon as possible.

*All Academies within Kernow Learning fully adhere to the Local Authority's Fair Access Protocol. (Details of the Fair Access Protocol are available from the Local Authority.)*

### **Infant class size**

Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the School 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)/Education, Health and Care Plans (EHC Plan) outside the normal admissions round;
- children who move into the area outside the normal admissions round for whom there is no other available School or School within reasonable distance;
- children admitted, after initial allocation of places on the local offer date, 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 appeal panel upholds an appeal;
- children with SEN/Education, Health and Care Plan (EHC Plan) 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;
- twins and children from multiple births where one of the siblings is the 30<sup>th</sup> child admitted

### **Notes**

#### **Note 1:**

Children in care and children who were previously in care 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 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:**

For the purposes of admission arrangements, a sibling is defined as a full, half, step, adopted or long-term fostered child living at the same address. In the case of siblings living at a different address the siblings must be blood relatives, in other words share at least one parent. We do not include 'cousins' within our definition of siblings.

**Further information**

All parents are advised to read the Local Authority booklet for parents on Reception Class and Primary School Admissions. For further information, please contact either:

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

Tel: 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) or

- **Kernow Learning**

Tel: 01637 303106

Email: [info@kernowlearning.co.uk](mailto:info@kernowlearning.co.uk)

**Agreed by the Board of Trustees: February 2023**