

Aspire Academy Trust's Admission Arrangements for the 2023/24 Academic Year

Responsibility for admissions

The Directors of Aspire Academy Trust (AAT) are responsible for admissions to all member academies of AAT. They will operate an admissions policy which ensures that all applications for admission to AAT 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, participation in the Local Authority's Fair Access Protocol and adherence to Cornwall Council's coordinated admissions schemes. Details of these schemes are available on the council's website (www.cornwall.gov.uk/admissions) or on request from the Local Authority (Cornwall Council). Closing dates and other details about the application process will be stated in those schemes.

Member academies and their Published Admission Numbers

The published admission number (PAN) for 2023/24 for each academy is listed below, with places 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 school is not oversubscribed, all applicants will be admitted.

Academy	Published Admission Number
Biscovey Nursery and Infants' Academy	60
Biscovey Academy	60
Bude Primary Academy - Infants	60
Bude Primary Academy - Juniors	60
Bugle School	30
Connor Downs Academy	30
Cusgarne Primary School	14
Delabole Primary School	20
Indian Queens Primary School	60
Mawgan-in-Pydar Primary School	17
Mount Hawke Academy	45
Nansledan School	60

Nansloe Academy	30
Padstow School	30
Penryn Primary Academy	60
Probus Primary School	30
Sandy Hill Academy	60
Shortlanesend School	30*
St Breock Primary School	30
St Mawes Primary School	7
St Minver School	30
St Stephen Churchtown Academy	45
St Uny CE Academy	45
Summercourt Academy	17
Tintagel Primary School	17
Treverbyn Academy	30
Truro Learning Academy	30
Warbstow Primary Academy	15
Whitemoor Academy	17

*Increase from 20

Applications for admission to reception or year 3 in a junior school cannot be refused unless places have already been offered up to the Published Admission Number (PAN). The PAN only applies to the year of entry and does not apply to other year groups which are outside of the normal years of entry. The admission authority can admit over the original admission number for any given year group, this will be at the discretion of each individual academy/school. Applications for admission to other year groups can only be refused if AAT considers that the admission of additional pupils would cause prejudice to the provision of efficient education or the use of resources.

How to apply for a place at an Aspire Academy

All applications for places in reception, year 3 or during the school year must be made direct to the applicant's home local authority (Cornwall Council) on the appropriate application form. The application form and supporting information will be available on the Local Authority's (Cornwall Council) website.

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.

Admission Dates for Reception 2023/24 (does not apply to Biscovey Academy or Bude Primary Academy – Juniors)

Children having their 5th birthday between 01 September 2023 and 31 August 2024 are entitled to full time admission to a Reception Class in September 2023.

The Academy Trust recognises that by law children do not have to receive full-time education until the term after their fifth birthday and will respect parental wishes in this matter.

Parents may request that a reception place be held open until January 2024 for children born between 01 September 2018 and 31 December 2018 and until April 2024 for children born between 01 January 2019 and 31 August 2019. (Although children born between 01 April 2019 and 31 August 2019 are not of compulsory school age until September 2024, a school place may not be held open from one school year to the next.) This is called a "deferred admission".

Parents may also request that their children attend part-time until later in the school year, but not beyond the point at which they reach compulsory school age.

If a parent would like to request a deferred admission or part-time attendance, they must discuss this first with the academy where their child has been allocated a place. This discussion should take place before the end of the summer term 2023 (unless the application is late and the place has to be allocated after the end of the 2022/23 school year).

Children with special educational needs

If a child has an Education, Health and Care Plan (EHCP), an application form should not be completed as a school place will be identified through a separate process.

However, if a request has been made for an EHCP needs assessment for a child, or a child is currently being assessed to decide whether an EHCP is necessary, an application will need to be submitted using the normal process.

Oversubscription criteria for the 2023/24 academic year

If, after the admission of children with an Education, Health and Care Plan where the academy is named in the Plan, an academy is oversubscribed, priority for admission will

be given to those children who meet the criteria set out below, in order. These oversubscription criteria will also be used, if necessary, to decide on in-year admissions to all year groups (reception to year 6) for the 2023/2024 school year:

Rank	Description
1	Children in care and children who were in care but ceased to be so because they were adopted or became subject to a child arrangement or special guardianship order including those who appear to the admission authority AAT to have been in state care outside of England and ceased to be in care as a result of being adopted.
2(a)	Children who are attending Biscovey Nursery and Infants' Academy (applies to Biscovey Academy only)
2(b)	Children who are attending Bude Primary Academy - Infants (applies to Bude Primary Academy-Juniors only)
3	Children with siblings
4	Children of staff
5	Children who attend a nursery class or onsite Aspire nursery
6	All other children

Definitions

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 Order. 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)).

2. (a) Applies to Biscovey Academy only – Children who are attending year 2 at Biscovey Nursery and Infants' Academy.

(b) Applies to Bude Primary Academy - Juniors only – Children who are attending year 2 at Bude Primary Academy – Infants.

3. Children with siblings who will still be attending the preferred academy at the time of their admission. "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 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 academy in question at the date of application, allocation and admission. This includes siblings in attendance at Biscovey Academy for Biscovey Nursery and Infants, and Bude Primary Academy - Juniors for Bude Primary Academy – Infants.

4. Children of staff. This criterion applies in the following circumstances:

- a) where the member of teaching or support staff has a permanent Aspire contract at the preferred academy and has been employed at that academy for two or more years at the time at which the application for admission to the academy is made, or
- b) the member of teaching or support staff has a permanent Aspire contract at the preferred academy and has been recruited to fill a vacant post (at that academy) for which there is a demonstrable skill shortage.

Please note that parents applying for a place in Reception or year 3 in the normal admissions round must state their intention to claim priority under this criterion on their application form and must submit separate evidence of their employment status by e-mail or post to the Schools Admission Team by 15 January 2023.

5. Children who attend a nursery class or onsite Aspire nursery at the preferred academy that is being applied for.

6. All other children (prioritised by distance from the academy as defined in the tie-breaker below).

Tie-breaker

If the criteria outlined above leave more children with an equal claim than places available, most priority will be given to those children who live nearer to the preferred academy.

Final tie-breaker

Should the tie-breaker above still leave children with an equal claim because distances are exactly the same, random allocation (in accordance with 1.34 and 1.35 of the School Admissions Code) will be used to decide on priority. AAT academies will use the Local Authority's Random Allocation Protocol, supervised by an independent person. This protocol is available on request.

Distances

Home to school distances used for tie-breaking will be measured by straight-line measurement as determined and supported by Cornwall Council's nominated Geographical Information System. Measurements will be between the home address (the

centre of the main building of the property) and the main gate of the academy (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 academy) and for establishing transport entitlements will be measured by the nearest available route as determined by Cornwall Council's nominated Geographic Information System software.

Home address

Each child may 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 residency 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. Residence of a child may also be clarified through a child arrangement order where it is shown who has care of the child. It may be necessary to use the address of the person receiving child benefit for the child or to request a copy of a utility bill or to request evidence of the address at which the child is registered with a doctor's surgery in order to make a decision.

Parents should settle any disputes in relation to their child's home address prior to submitting one application to the Local Authority for each child. AAT 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, AAT will determine the home address (in consultation with Cornwall Council).

Service families

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.

Multiple birth siblings

Where applications are received on behalf of "multiple birth siblings" (i.e. twins, triplets, etc.) or siblings whose dates of birth place them in the same chronological year group, consideration could be given to allocating places above the Published Admission Number (PAN). However, where this is not possible, parents will be invited to decide which of the children should be allocated the available place(s).

Waiting lists

Waiting lists will be maintained (by the Local Authority on behalf of Aspire Academy Trust) for the whole of the academic year for all oversubscribed year groups. As each child is added to the waiting list, the list will have to be ranked again in line with the published oversubscription criteria. Priority will not be given to children based on the date their application was received or the date their name was added to the list.

Children with an EHCP, looked after children, previously looked after children and those allocated a place at an academy in accordance with the Local Authority's Fair Access Protocol, will take precedence over those on the waiting list.

Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group if, for example, 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 –i.e. to reception rather than year 1. (This is called a “delayed admission”.) The process for requesting admission out of the normal age group is to contact the preferred academy to request a meeting with the Head of School (or his or her representative) to discuss the issue. The Aspire Academy Trust will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The Trust will also take into account the views of the Head of School of the academy and will delegate the decision to that Head of School where the Head of School is minded to agree to the parent's request. When informing a parent of their decision on the year group the child should be admitted to, the Aspire Academy Trust will set out clearly the reasons for their decision

Where the Aspire Academy Trust agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to reception or to year 3 at Biscovey Academy or Bude Primary Academy – Juniors (i.e. the age group to which pupils are normally admitted to an AAT academy) the application will be processed as part of the main admissions round, (unless the parental request has been made too late for this to be possible) and on the basis of AAT's determined admission arrangements only, including the application of the oversubscription criteria where applicable. The application will not be given a lower priority on the basis that the child is being admitted out of their normal age group.

Parents have a statutory right to appeal against the refusal of a place at their preferred academy. This right does not apply if they are offered a place for their child at the preferred academy but not in their preferred year group.

Arrangements for appeals panels

Where a parent/carer has been refused a place for their child at one of the academies, they will have the right of appeal to an appeal panel. The appeal panel (arranged by the Local Authority on behalf of AAT) will be independent of the academy and AAT. The arrangements for appeals will be in line with the School Admission Appeals Code 2012 published by the Department for Education. Further details and a timeline can be found in the Local Authority's Co-ordinated Admissions Schemes. The determination of the appeal panel will be made in accordance with the code and is binding on all parties. Paper appeal forms are available during term time only and should be requested from and returned to the administrator of the relevant academy. Appeal forms are also available online via Cornwall Council's website and parents will be advised how to submit an appeal electronically when they are sent their school offer letter.

Applicants can only appeal again for a place at the same academy for the same academic year if AAT has accepted a further application because there has been a significant and material change in the circumstances of the parent/carer, child or academy (e.g. a relevant change of address) but has determined that the new application must also be refused.

Notwithstanding the arrangements outlined above, the Secretary of State may direct an academy to admit a named pupil on application from any Local Authority. Before doing so the Secretary of State will consult the academy in question.

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Second draft: January 2022

Determined¹ by AAT on 16th February 2022

Next review date: Autumn term 2022

¹ Determination occurs when the admission authority formally agrees the arrangements