



## Cornerstone Church of England (VA) Primary School



*Building our Community  
with Love, Forgiveness and Hope*

### ADMISSIONS POLICY 2024/25

<b>Reviewed By</b>	School Improvement committee	<b>Authorised By</b>	FGB
<b>Last Review</b>	Autumn 2022	<b>Date</b>	06/12/2022
<b>Next Review</b>	Autumn 2023	<b>Review Cycle</b>	Annually

Cornerstone Church of England Primary School was established to provide education for children living in the town of Whiteley. The School Catchment Area is the Ecclesiastical Parish Boundary of Whiteley as defined by the Diocese of Portsmouth.

The school will be inclusive and distinctly Christian in character. The school aims to provide education of the highest quality to ensure the best possible academic achievement, personal development and wellbeing of all learners, regardless of their ability or background. We ask all parents applying for a place here to respect this ethos and its importance to the whole school community.

This policy will be used during 2023/24 for allocating places in the main admission round for entry to Year R in September 2024. It will also apply to in-year admissions during 2024/25. Outside the normal admissions round, the Local Authority's Fair Access protocol will be applied alongside the policy to secure the admission of vulnerable pupils from specific groups.

The Governing Body is the admissions authority for Cornerstone Church of England Primary School. The admission arrangements are determined by the Governing Body, after statutory consultation.

### Published Admission Number

Each school has a published admission number (PAN) for entry to Year R. The school will admit this number if there are sufficient applications. Where fewer applications than the published number are received, places will be offered to all applicants

The published admission number (PAN) for Cornerstone Church of England Primary School for 2024-2025 is **30**.

The guiding principle of admission to this school is that a church school should serve its local community, which is the Ecclesiastical Parish of Whiteley.

The Local Authority will manage the process for the main admissions round on behalf of the school according to the coordinated scheme which they publish on the School Admissions pages of the County website.

## Admissions Process

The Governing Body will consider first all those applications received by the publishing deadline of **midnight on Monday 15 January 2024**. Notifications to parents offering a primary school place will be sent by the Local Authority on **Tuesday 16 April 2024**.

Applications made after midnight on the **Monday 15 January 2024** will be considered after all on time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications.

For the normal admission round, all on-time preferences will be considered simultaneously and ranked in accordance with the admission criteria. If more than one school can offer a place, the parent's highest stated available preference will be allocated.

## How to apply

The Local Authority operates a Co-ordinated Admissions Scheme which processes all main round (ordinary) admissions applications. You must complete a Local Authority Form available from their website.

[School admissions | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/school-admissions)

## Pupils with an Education, Health and Care Plan (EHCP)

Any child with an Education, Health and Care Plan naming Cornerstone Church of England Primary School will be admitted. Where possible such children will be admitted within PAN.

## Oversubscription Criteria

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to children in the following order:

1. Looked after children or children who were previously looked after (See Definition A)
2. Children or families with an exceptional medical and/or social need (see definition ii). Each application must include supporting evidence from an independent professional such as a doctor and/or consultant for medical needs or a social worker, health visitor, housing officer, the police or probation officer for social needs. This evidence must confirm the child or family's medical or social need and why that need(s) makes it essential that the child attends Cornerstone Church of England School rather than any other. Applicants will only be considered under this criterion if on the application form (online or paper) they have ticked the appropriate box explicitly indicating that they wish for their application to be considered under medical / social need and supporting evidence is submitted with the application.
3. Children living **in** the catchment area (see definition C) of Cornerstone Church of England Primary School who at the time of application have a sibling (see definition iv) on the roll of the school who will still be on the roll at the time of admission.

4. Children living in the catchment area of Cornerstone Church of England Primary School.
5. Children living out of the catchment area who at the time of application have a sibling (see definition D) on the roll of the school who will still be on the roll at the time of admission. (Where a sibling was allocated a place at the school in the normal admission round in a previous year because the child was displaced (see definition v) from the catchment school for their address, the application will be considered under criteria 3 above, subject to the siblings still living in the catchment area for the school from which they were displaced.)
6. Children living out of catchment area of Cornerstone Church of England Primary School.

## **Definitions**

### **A. Looked after children or children who were previously looked after:**

Looked after children are defined as those who are a) in the care of a local authority, or b) being provided with accommodation by a local authority under exercise of their social services functions (see definition in section 22(1) of the Children Act 1989). Previously looked after children are those who were looked after but immediately after being looked after became subject to an adoption order, child arrangement order, or special guardianship order; this also includes those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. An adoption order is an order under section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. Child arrangement orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangement order. 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(s).

### **B. Serious medical, physical or psychological condition**

'Medical need' does not include common medical conditions supported in mainstream schools, such as asthma or allergies. 'Social need' does not include a parent's wish that a child attends the school because of a child's aptitude or ability or because their friends attend the school or because of routine childminding arrangements. Priority will be given to those children whose evidence establishes that they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose evidence establishes that a family member's physical or mental health or social needs mean that they have a demonstrable and significant need to attend a particular school. Evidence must confirm the circumstances of the case and must set out why the child should attend a particular school and why no other school could meet the child's needs. Providing evidence does not guarantee that a child will be given priority at a particular school and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at one school above any other.

## **C. The Catchment area**

The catchment area for Cornerstone Church of England Primary School is the Ecclesiastical Parish Boundary of Whiteley as defined by the Diocese of Portsmouth. A map of Cornerstone Church of England Primary School Catchment Area is available as Appendix 1, and on the school website:

[Admissions | Cornerstone CofE Primary School \(cornerstoneprimary.hants.sch.uk\)](https://cornerstoneprimary.hants.sch.uk)

## **D. Siblings**

Sibling refers to brother or sister, half-brother or half-sister, adoptive brother or adoptive sister, foster brother or foster sister, step-brother or step sister living as one family unit at the same address. It will also be applied to situation where a full, half or adopted brother or sister are living at separate addresses.

## **Tie-breaker**

If the school is oversubscribed from within any of the above categories, straight line distance will be used to prioritise applications; applicants living nearer the school have priority.

Distances will be measured from the Ordnance Survey home address point to the school address point (Bluebell Way, Whiteley, PO15 7QE) using the Local Authority's Geographic Information System (GIS).

Distances to multiple dwellings will give priority to the ground floor over the first floor and so on. On individual floors, distances will be measured to the stairs leading to the communal entrance. Where two or more applicants and equidistant, random allocation will be used to allocate the place. An explanation of the random allocation procedure is available on the Local Authority website.

## **Additional information**

### **Who can apply?**

Only a parent can apply for a place at a school. A parent is any person who has parental responsibility for or is the legal guardian of the child, as set out in the Children Act 1989.

### **Permanent residence**

The child's permanent residence is where they live normally, including weekends and during school holidays as well as during the week and should be used for the application. The permanent residence of children who spend part of their week with one parent and part with the other, at different addresses, will be the address at which they spend most of their time. Where a child's time is evenly divided between the parents, parents must agree which address they would like to be considered for the purposes of the application. In the event of a dispute, in the absence of a relevant court order, the admission authority will make a judgement about which address applies, taking into account the address registered with the child's current school, nursery, pre-school or child-minder, the address registered for child benefit and the address registered with the child's GP.

## Multiple Births

Where a twin or child from a multiple birth is offered the last place available within the PAN, any further twin or child from the same multiple birth will also be offered a place, if the parents so wish, even though this may raise the number in the year group above the school's PAN.

## Fair Access Placements

Outside the normal admissions round, it may sometimes be necessary for a pupil to be placed by the governing board or the Local Authority, in a particular school even if there is a waiting list for admission. Such placements are made in accordance with the Local Authority's Fair Access Protocol. The Protocol is based on legislation and government.

## Waiting Lists

Waiting lists will be established for each year group where more applications are received than places available. For main round admission to Year R, the waiting list will be maintained by the school until 31 August 2025.

Any places that become available will be offered to a child at the top of the list on the day the place becomes available. The waiting list is ordered according to the criteria of the admission policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round. Fair Access arrangements and school closure arrangements will take priority over the waiting list.

The waiting list will be reviewed and revised –

- Each time a child is added to or removed from, the waiting list;
- When a child's changed circumstance affects their priority.

For entry to Year R, the waiting list will remain open until 31 August 2025, at which point all names will be removed. For all other year groups, waiting lists will remain open until 31 August of each year. Should parents wish their child to be considered for a place at the school in the following school year, they must submit a new in-year application in the August preceding the new school year. Schools will send a decision letter within the first 10 days of the new term.

## Starting school

Pupils born between 1 September 2019 and 31 August 2020 (inclusive) are entitled to full time schooling from September 2024. Parents can choose to defer their child's admission until later in the school year (but not beyond the start of the term after the reach compulsory school age). Children can also attend part-time until they reach compulsory school age. Parents must discuss their child's starting arrangements with the school once an offer has been secured.

Children with birthdays between:

- 1 September and 31 December 2019 (inclusive) reach compulsory school age on 31 December 2024, at the start of the spring term 2025.
- 1 January and 31 March 2020 (inclusive) reach compulsory school age on 31 March 2025, at the start of the summer term 2025
- 1 April and 31 August 2020 (inclusive) reach compulsory school age on 31 August 2025, at the start of the new school year in September 2025.

Parents of summer born children (those born between) 1 April and 31 August) who are particularly concerned about their child's readiness for school can request to delay their child's entry to Year R for an entire school year until September 2025. This is called decelerated admission. In making a request, parents would be expected to state clearly why they felt decelerated admission to Year R was in their child's best interest. It is recommended that parents considering such a request contact the school in the autumn term 2023 to ensure that an informed decision is made.

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

Parents may request that their child is admitted outside of their normal age group. To do so, parents should include a request with their application, specifying why admission outside the normal age group is being requested and which year group they wish their child to be admitted. Decisions will be made based on the circumstances of the case and in the best interests of the child.

## **School Closures**

In the event of a school closure, pupils from the closing school may be given priority for any school nominated as the receiving school. Specific arrangements will be determined by the school and Local authority in accordance with the School Admission Code and will be published at the time for specific schools affected.

## **Admission Appeals**

If you are unsuccessful in being offered a place for your child at Cornerstone Church of England Primary School you will be informed by the Local Authority in writing, will be given reasons for the refusal and informed of your right to an independent appeal against the decision.

## **Warning**

Places are withdrawn every year because parents give false information on application forms, e.g. a false home address. This includes cases where parents take out a short term let or buy a property solely to use its address on the application form without any intention of taking up permanent residence there. In fairness to all parents, all allegations of fraudulent practice brought to the Governing Board's attention will be investigated. The Governing Board reserve the right to withdraw the offer of a place if fraudulent or intentionally misleading information has been used on an application.

## **In-year applications (ordinary)**

The allocation of any places which may become available during the year will be made on the basis of the current Admissions Criteria. There are no deadline dates for in year applications. Applications must be made using the Local Authority Admission Form available on line at <http://www3.hants.gov.uk/education/admissions/ad-applyonline.html> or via a paper form which can be collected from the school office. Any parent with parental responsibility can apply for a place for their child at any time to any school. The Local

Governing Body will decide whether a place can be offered at Cornerstone Church of England Primary School.

## **In-Year Fair Access placements by the local authority**

The local authority must ensure that all pupils are placed in schools as quickly as possible. It may therefore sometimes be necessary for a pupil to be placed by the local authority, or a local placement panel acting on behalf of the authority, in a particular school even if there is a waiting list for admission. Such placements will be made in accordance with the provisions of the local authority's In-Year Fair Access Protocol. The Protocol is based on legislation and government guidance.

### *Notes on compulsory school age and summer born children*

*A child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer born children this is almost a full school year after the point at which they could first be admitted. Compulsory school age is set out in section 8 of the Education Act 1996 and The Education (Start of Compulsory School Age) Order 1998. A child reaches compulsory school age on the prescribed day following his fifth birthday (or on his fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.*

*All children born from the beginning of April to the end of August reach compulsory school age in the September following their fifth birthday. It is likely that most requests for children to be admitted out of their normal year group will come from parents of children born in the later summer months or those born prematurely.*

## **Legislation**

This policy takes account of all Equalities legislation, together with all relevant regulation and the School Admissions Code (Published by the DfE in 2021).

## **Contact Details of the School**

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Website: <http://cornerstoneprimary.hants.sch.uk/>

## **Appendix 1:**

### **Catchment Area: the Ecclesiastical Parish Boundary of Whiteley**

The map can be found on the Cornerstone Church of England Primary School's website using the following link:

[Whiteley-NBP-2021.pdf \(cornerstoneprimary.hants.sch.uk\)](https://cornerstoneprimary.hants.sch.uk/Whiteley-NBP-2021.pdf)