Cornwall Education Learning Trust (CELT)

Admissions Policy 2023/24

Newquay Junior Academy



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**Adopted by (body):** CELT Trustees

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CORNWALL EDUCATION LEARNING TRUST

LEARNING TOGETHER

**www.celtrust.org**

CELT Mission

“Learning together to help every child achieve more.”

Cornwall Education Learning Trust (CELT) is a Multi Academy Trust (MAT) of mixed gender schools. We are a large and dynamic multi-academy trust educating over 7,500 children and young people across Mid-Cornwall from Newquay on the Atlantic Coast to St Austell on the south coast.

We believe there is no limit to what every child can achieve, and that every child deserves the chance to fulfil their potential.

As a learning community we are on an ambitious journey. We want to deliver a model for education in the 21st century which instils curiosity and a love for learning in every child so that they develop into young adults who contribute to humanity, follow their passions, and think for themselves.

By learning and improving together – as part of a global learning community – we create much richer and more sustainable opportunities for rigorous transformation than can be provided by any one of our academies alone.

Newquay Junior Academy School is part of the Cornwall Education Learning Trust. The following schools are also part of the Cornwall Education Trust and provide Foundation Stage, Key Stage One and Key Stage Two education in Cornwall. Further information about their admission policies can be found at [Primary Admissions - Cornwall Education Learning Trust (celtrust.org)](https://celtrust.org/join-us/primary-admissions)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **School** | **Address** | **Foundation** | **Nursery** | **Junior** | **Form Entry** |
| Carclaze Community Primary School | Carclaze Community Primary School, St Pirans Close, St Austell,  PL25 3TF | ✓ |  |  | 2 |
| Fowey Primary School | Fowey Primary School, Windmill, Fowey, Cornwall, PL23 1HH | ✓ |  |  | 1 |
| Lostwithiel Primary School | Lostwithiel Primary School, Bodmin Hill, Lostwithiel,  PL22 0AJ | ✓ |  |  | 1 |
| Luxulyan School | Luxulyan School,  Luxulyan,  Bodmin,  PL30 5EE | ✓ |  |  | 1 |
| Mevagissey Community Primary School | Mevagissey Community Primary School, Old Road,  Trewinney, Mevagissey,  PL26 6TD | ✓ |  |  | 1 |
| Mount Charles School | Mount Charles School, Morven Road Saint Austell Cornwall PL25 4PP | ✓ |  |  | 2 |
| Newquay Junior Academy | Newquay Junior Academy,  Edgcumbe Ave,  Newquay  TR7 2NL |  |  | ✓ | 4 |
| Newquay Primary Academy | Newquay Primary Academy,  Trevenson Road,  Newquay,TR7 3BH | ✓ |  |  | 2 |
| Pondhu Primary School | Pondhu Primary School, Penwinnick Road, St Austell,  PL25 5DS | ✓ |  |  | 1 |
| St Mewan Community Primary School | St Mewan Community Primary School,  St Mewan Ln,  Saint Austell,  PL26 7DP | ✓ | ✓ |  | 2 |

The Board of Directors of CELT 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** | **Planned admission Number (PAN)** |
| Carclaze Community Primary School |  | 60 |
| Fowey Primary School |  | 30 |
| Lostwithiel Primary School |  | 25 |
| Luxulyan School |  | 15 |
| Mevagissey Community Primary School |  | 20 |
| Mount Charles School |  | 60 |
| Newquay Primary Academy |  | 60 |
| Pondhu Primary School |  | 30 |
| St Mewan Community Primary School |  | 60 |

The admission number at KS2

|  |  |  |
| --- | --- | --- |
| **School** | **KS2** | **Planned admission Number (PAN)** |
| Newquay Junior |  | 120 |

**1. INTRODUCTION**

The Trustees of Cornwall Education Learning Trust is the admission authority for the academy. This means that it is the Board of Directors that sets and applies the Admissions Policy for the academy. All decisions regarding the admission of children into the academy are made by a committee of the Board. In determining the Admissions Policy the academy complies with current legislation.

Newquay Junior Academy ("the academy") is approved by the Secretary of State for Education to admit up to a certain maximum number of children in each of the year groups: Year 3, Year 4, Year 5 and Year 6. This published admission number (PAN) is 120 pupils per year group.

The academy has a set limit beyond which it cannot function efficiently; pupil/teacher ratios will become unacceptable and the academy may not comply with various health and safety regulations. In order to allocate places on a fair basis to all, we have formalised the admissions procedure and clearly defined the method of prioritising in the event of over subscription.

In writing this policy we have taken into account the DfE’s Admission Code which came into effect in 2014.

The academy places no constraints on who may apply for entrance to the academy and all applications will be considered and processed in accordance with the guidelines in this document. Children will be admitted without reference to ability or aptitude.

This document sets out to clearly state the following regarding admission to Newquay Junior Academy:

* Admission criteria in the event of over subscription.
* The method of applying and the way in which the application will be handled.
  1. **DEFINITIONS** Throughout this document the following definitions apply:

**"Parent"** is defined as the parent/s or guardian/s of the child.

**“Brother or Sister”** is defined as children aged 4 to 16, living in the same family unit. 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 where their parents are married or live as partners would be counted as siblings, regardless of their actual relationship to each other.

**“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).

**“Home Address”** is to be taken as the address of the adult/s with parental responsibility with whom the child normally lives. The home address is that which applies at the time of application. Where children spend time with parents at more than one address, the address used to allocate a school place will be the one at which the pupil is ordinarily resident. Where children spend equal time with both parents, the address used will be where the parent receives child benefit for the child and/or the child is resident for at least 3 nights per school week. Changes of address occurring shortly after application, but before offer of places, can normally be taken into account if notified in writing to the LA Admissions Team or the school. Places cannot be allocated on the basis of 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.

**“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 or her fifth birthday (unless a child is educated otherwise). Compulsory school age ceases on the last Friday in June in the school year in which the child reaches the age of 16.   
 **2. ADMISSION CRITERIA FOR YEAR 3 – SEPTEMBER INTAKE**

In order to qualify for entry into a Year 3 class children must have reached the age of seven by the 31st August in that year.

**3. APPLICATION PROCEDURES**

The application process for admissions into Year 3 is co-ordinated by Cornwall Local Authority (LA), which acts on behalf of the Governing Body to offer places at the Academy. Parents should apply online at www.cornwall.gov.uk/admissions or submit a Cornwall Application Form available from the Academy or from the LA Admissions Team, no later than the national closing date. Offer letters will be issued by the LA on the published offer date. Late applications, (those submitted after the national closing date), will also be handled by the LA Admissions Team.

Parents wishing to visit the Academy prior to submitting an application are welcome to do so. Visits are not interviews and do not affect any decision regarding the availability of a place. No interviews are held as part of the admissions process. All parents are advised to read the LA booklet for parents on primary admissions before submitting an application.

**4. PRIORITY CRITERIA – YEARS 3, 4, 5 AND 6**

**Why does Newquay Junior Academy need priority criteria?**

There are occasions when we receive more applications than there are places available. This can occur when applying for a place in year 3 or an in year admission to years 4, 5 and 6. When this situation arises Newquay Junior Academy applies the criteria detailed in this section.

Children who have an Education, Health and Care Plan that names the academy must be admitted. NB. Those children with an Education, Health and Care Plan that does not name the academy will be referred to the Statutory SEN Service at Cornwall Council to determine an appropriate place.

*Children with Education, Health and Care Plans (EHC Plan) which names the Academy 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) If the Academy is not over subscribed all applicants will be offered a place.*

For all other children the following priority order will be used to decide which children should occupy any vacant places in Years 3, 4, 5 and 6 at the academy for each school year.

**4.1. FIRST PRIORITY - Children in care and children who were previously in care** but immediately after being in care became subject to an Adoption, Child Arrangement, or Special Guardianship Order including those who appear (to the admission authority) have been in state care outside of England and ceased to be in care as a result of being adopted (see Note 2).

***Note 2:***

*‘subject to Parliamentary approval of the School Admissions Code 2021’. 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))*

**4.2. SECOND PRIORITY - Children who have a brother or sister**, (as defined earlier in the policy), at Newquay Junior Academy, at the date of admission.

**4.3. THIRD PRIORITY - Children who were educated at Trenance Learning Academy** at the time of normal application.

**4.4. FOURTH PRIORITY - Children of staff who are employed by Cornwall Education Learning Trust.**

**4.5. FIFTH PRIORITY -** In the event that there are more children in any category than there are places available, places will be prioritised and awarded to children who live nearest the academy. The distance, for admissions purposes, is measured using the straight line measurement from the centre point of the main building of the home to the centre point of the main gate of the school as determined by using the following website to measure accurately the distance between the two points: [https://www.freemaptools.com/distance-between-uk-](https://www.freemaptools.com/distance-between-uk-postcodes.htm) [postcodes.htm](https://www.freemaptools.com/distance-between-uk-postcodes.htm)

For families who live outside the area covered by the mapping system, distances are determined using a combination of local maps and on-line resources.

Whilst we are committed to complying with parental preference in respect of parents living within and outside the local area, if you are planning to move into the local area, your application for a place for your child will not be given the 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.

**5. IN YEAR ADMISSIONS**

Applications for a pupil place after the start of the school year, or for any other year group, are processed by Cornwall Local Authority (LA), which acts on behalf of the governing body. The LA will contact the academy to check whether there are spaces in the relevant year group. Parents should apply online at [www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions) or submit a Cornwall Application Form available from the academy or from the LA Admissions Team. Offer letters will be issued by the LA giving a start date and a period by which the place must be taken up. If a place at Newquay Junior Academy is offered, parents are asked to contact the academy so that relevant paperwork may be completed, and both a visit to the child’s new class and a start date can be agreed. Parents wishing to visit the academy prior to submitting an application are welcome to do so.

There are occasions when we receive more applications than there are places available. When this situation arises Newquay Junior Academy applies the criteria detailed in section 4 of this policy.

Where the academy is unable to meet the preferences expressed the parents will be referred to the local authority for further advice on places available in other schools.

In this situation the child’s details will be held on a reserve list by the academy for a minimum period of one term following the unsuccessful application.

**6. GENERAL INFORMATION**

**6.1. ALLOCATION TO ALTERNATIVE YEAR GROUP**

If there is no place available in a child's year group, the academy will not allocate a place in another year group. This is not considered to be in the best interests of the child or other children in the class.

**6.2. REQUESTS TO TRANSFER SCHOOLS**

The academy will always discourage parents wishing to transfer a child from another local school as a result of a dispute with that school and will always request that the matter is discussed with the Headteacher of the child's school. It is better to address the problem and seek a solution rather than transfer schools.

**6.3. SINGLE SCHOOL EQUALITY SCHEME**

It is the academy's policy that families of all backgrounds shall have equal consideration relating to all aspects of the running of the academy - including admissions. Our arrangements will not disadvantage unfairly, either directly or indirectly, anyone involved in the process from a particular social or racial group, religion or belief, sex or a child with a disability or special educational needs.

**6.4 FREE SCHOOL TRANSPORT**

For the purpose of providing assistance with home to school transport, the LA has a defined catchment area (or designated area) for the academy, although the academy does not use a defined catchment area for the admission process. Any child living within the LA defined area, but more than two miles from the academy, should visit [www.cornwall.gov.uk/schooltransport](http://www.cornwall.gov.uk/schooltransport) for more information.

**6.5 ADMISSION OUTSIDE THE NORMAL AGE GROUP**

Although most children will be admitted to Newquay Junior Academy 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 academy will consider these requests carefully and will make a decision based on the particular circumstances of each case. Requests should be made in writing to the Headteacher.

The Admissions Code 2014 makes it clear that admission authorities must make decisions about placements outside the normal age group 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 parents’ view;
* the views of the Headteacher;
* 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 been previously 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.

**7. APPEALS**

If you are not offered a place at our academy you have the right to appeal to an independent panel and should contact the academy for the relevant papers if they are not available from the LA. Please use the LA Admission Online Appeal Form.

**8. CHILDREN OF UK SERVICE PERSONNEL (UK ARMED FORCES)**

For families of service personnel with a confirmed posting to the Newquay area, the academy 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’s commitment to removing disadvantage for service children

**9. CHILDREN FROM OVERSEAS**

The academy treats application for children from overseas in accordance with European Law or Home Office rules for non-European Economic Area nationals.

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:

**Cornwall Education Learning Trust (CELT)**

**Atlantic Centre**

**Trenance Leisure Park**

**Newquay**

**Cornwall**

**TR7 2LZ**

Telephone: 01637 800280

Email: info@celtrust.org

[**www.celtrust.org**](http://www.celtrust.org)

School Admissions Team

New County Hall,

Truro

TR1 3AY

Tel: 0300 1234 101

Email: schooladmissions@cornwall.gov.uk

Website: [www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions)