



PRIMARY ADMISSIONS POLICY  
for  
LUDGVAN SCHOOL  
ST BURYAN ACADEMY  
ST HILARY SCHOOL  
2025-2026

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## Introduction

The Leading Edge Academies Partnership (the 'Trust') is a team of school leaders that aim to be Leading Edge and pioneering in their approach to education and well-being. We are a growing family of like-minded schools that offer a values-based education to the communities we serve and welcome staff, pupils, parents/carers and volunteers from all different ethnic groups and backgrounds.

The term 'Trust Community' includes all staff, trustees, governors, pupils, parents/carers, volunteers and visitors.

We are a values-based Trust, which means all actions are guided by our three 'Es' as follows:

- **Excellence** – 'Outstanding quality'
- **Evolution** – 'Continuous change'
- **Equity** – 'Fairness and social justice'

This policy is based on the value of '**Equity**'

This policy is based on the value 'Equity', thereby ensuring all applicants are treated with fairness and sound justice.

## Policy Statement

Leading Edge Academies Partnership (the 'Trust') is the Admission Authority for all schools in the Trust.

The Trust will participate fully in Cornwall Council's Fair Access Protocol and Cornwall Council'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 Cornwall Council. Closing dates and other details about the application process will be stated in those Schemes.

This policy is based on the requirements of the [School Admissions Code 2021 and the School Admission Appeals Code 2022](#).

The Trust is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

## Values Statement

Pupils will be admitted to all Trust schools without reference to ability or aptitude using the procedures detailed in this document, which includes arrangements and criteria that will be applied in the event of oversubscription.

Learning is the central activity of the Trust and informs every decision that takes place. All staff, pupils, trustees, governors, parents and community partners are encouraged to participate as lifelong learners. We aim to develop a community of learners that work to enhance the quality of life of all. We oppose beliefs that limit individuals realising their potential as we are committed to raising aspirations for all. All changes should be informed by research and considered by all groups it will involve. We endeavour to promote a healthy lifestyle both within the curriculum and beyond. We enable pupils to access a flexible curriculum developed to meet the needs of individuals.

## Aims

This policy aims to:

- Explain how to apply for a place at primary schools within Leading Edge Academies Partnership
- Set out the Trust's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

## Applying for a place

All Trust primary schools take part in Cornwall Council's Co-ordinated Admissions Schemes for both the 'normal admissions round' into Reception and applications for places in other years or during the school year (known as 'in-year' admissions). Details of these schemes are available at [www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions).

All applications for places in Reception during the normal admissions round 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.

All 'in-year' applications for places in other year groups or during the school year must be made direct to Cornwall Council. The application form and supporting information will be available on Cornwall Council's website.

There are no supplementary information forms required by the Trust.

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.

## 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.

Places for Reception classes in the 2025/26 school year will be allocated up to the Published Admission Number for each school. The Published Admission Number for each primary school is shown in the table below.

School	Published Admission Number 2025/26
Ludgvan School	30
St Buryan Academy	20
St Hilary School	35

In the event that more applications are received in the normal admissions round 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.

Parents can apply for a place for their child at any time outside the normal admissions round. If there are spaces available in the year group you are applying for, your child will be offered a place.

## Age of admission

All children are entitled to start full-time in the September following their fourth birthday. For the school year which runs from 1 September 2025 to 31 August 2026, this will be children born between 01 September 2020 and 31 August 2021.

### Deferred or part-time entry

Parents/carers may choose to defer their child's entry into the Reception year until later in the academic year or for their child to attend part-time, bearing in mind that by law children have to be in full-time education by the start of the term following their fifth birthday – when they reach 'compulsory school age'. Parents choosing part-time or deferred entry must contact the Headteacher as soon as possible after the place has been allocated.

### Delayed entry

Children born between 1 April and the 31 August are not of compulsory school age until the September after their fifth birthday, when they would normally enter Year 1. Parents/carers who wish to delay their child's start at school until they are of compulsory school age may request that their child is admitted outside of their normal age group in order to start in Reception rather than Year 1. This is known as 'delayed entry'. The decision about which year group a child should be admitted into in the

case of delayed entry will be made by the admissions authority (the Trust) – see section below on ‘Admission of children outside their normal age group’.

It is important to note that the decision on whether a child whose entry is delayed should be admitted to Reception or Year 1 is separate to any decision on whether a place will be available or can be offered in that age group. Parents/carers will still be required to submit an admissions application for the relevant year group, which will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents/carers wishing to delay their child’s entry to Reception should contact the Headteacher as soon as possible.

Guidance on delaying entry to Reception is available from Cornwall Council at [www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions)

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

Although most children will be admitted to the school with their own age group, from time to time parents may seek a place for their child outside their normal age group, for example, if the child is gifted and talented or has experienced problems or missed part of the year, such as due to ill health.

Such requests will be considered by the Trust on a case-by-case basis and in the best interests of the child concerned. This will include taking into account parents’ 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 have naturally fallen into a lower age group if it were not for being born prematurely.

Parents will always be informed of the reasons for any decision on the year group to which a child should be admitted.

It is important to note that the decision on what age group a child should be admitted to is separate to any decision on whether a place will be available or can be offered in that age group. Parents/carers will still be required to submit an admissions application for the relevant year group, which will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents/carers whose child is 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 their preferred year group.

Parents/carers who wish to request that their child is placed outside of their normal age group should contact the Headteacher as soon as possible.

Guidance can also be found at [www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions)

## **Waiting lists**

Children refused a place will be added to a waiting list for the relevant year group. This waiting list will be administered by Cornwall Council in partnership with the Trust for the duration of the year of application.

The waiting list will be based on the academy’s oversubscription criteria listed in this policy 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 or Statement of Special Educational Needs 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.

## **Oversubscription Criteria**

In the event of there being more applications than the school’s Published Admission Number for Reception for the 2025/26 academic year, or more applications than places for any year group during the school year, the following oversubscription criteria will be used to prioritise applications, after the admission of children whose Education, Health and Care Plan names the school:

### **1. Children in care and children who were previously in care**

Highest priority will be given to 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) to have been in state care outside of England and ceased to be in care as a result of being adopted.

### **2. Children of teaching staff (with QTS) in either or both of the following circumstances:**

- a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

### **3. Siblings at the school**

Children who have a sibling attending the school at the time of application and who will still have a sibling attending the school at the proposed date of admission. Siblings includes step siblings, foster siblings, adopted siblings and other children living permanently at the same address. This will include siblings living at the same address for at least part of the school week.

### **4. Children who live in the designated area**

Children who live in the designated area of the school or whose parents can provide evidence that they will be living in the designated area of the school by the requested date of admission.

If there are more designated area children wanting places at the school than there are places available, criteria 5 to 6 below will be used to decide which of these children should have priority for admission. If there are still places available after all the designated area children have been allocated places, criteria 5 to 6 will be used to decide which of the remaining children should have priority for any spare places.

### **5. Social and medical need**

Children with an unequivocal professional recommendation from a doctor, school medical officer, educational psychologist, health visitor, education welfare officer or social worker that non-placement at the school would cause harm to the child and that placement at the school is essential. Such recommendations must be made in writing and must give full supporting reasons.

### **6. All other children**

## **Appeals**

Where an applicant is refused a place at a school for which they have applied, there is the right of appeal to an independent panel. Appeals are heard by an independent appeals panel arranged by Cornwall Council on behalf of the Trust. Further details and a timeline can be found in Cornwall Council's [Co-ordinated Admissions Scheme](#).

The letter confirming the refusal of a place will explain:

- the reason for the refusal;
- information about the right to appeal;
- the deadline for lodging an appeal; and
- contact details for making an appeal.

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/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.

Further details can be found at <https://www.cornwall.gov.uk/schools-and-education/schools-and-colleges/school-admissions/appeal-a-school-place-decision/>

## **Tie break**

In the case of two or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school. Distance will be measured in a straight line from the child's home address to the school's front gates.

### **Final tie-breaker**

Should the tie-breakers above still leave children with an equal claim because distances are exactly the same, random allocation will be used to decide between them. The Trust will use the Local Authority's Random Allocation Protocol, supervised by an independent person, which is available on request.

## **Challenging behaviour**

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, ie where section 87 of the [School Standards and Framework Act 1998](#) is engaged.

We may refuse admission for an in-year applicant for a year group that is not the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the school.

## **Fair Access Protocol**

We participate in [Cornwall Council's Fair Access Protocol](#). This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

## **Monitoring arrangements**

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the Trust will publicly consult on these changes in line with the requirements of the School Admissions Code. If there are no proposed changes, the Trust will publicly consult on the schools' admission arrangements at least once every 7 years.

## Notes and definitions

### Normal Admissions Round

The normal admissions round is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

### Compulsory school age

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

### Children in care and children who were previously 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 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).

Children 'previously in care' are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

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)).

### Designated areas

Cornwall Council has divided schools into geographical areas. Each of these 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 the oversubscription criteria for each of the schools covered by this policy will be as defined by Cornwall Council. 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 your preferred 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.

### Social and medical need

Applicants will only be considered under this criterion where the parent/carer can demonstrate that only their preferred school can meet the exceptional medical or social needs of the child, supported by an unequivocal professional recommendation from, for example, a doctor, school medical officer or educational psychologist. Such recommendations must be made in writing to the School Admissions Team at Cornwall Council and must give full supporting reasons. The Trust will make the final decision on whether or not to accept an application under this criterion.

### Siblings

'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 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. We do not include 'cousins' within our definition of siblings, unless living permanently in the same household.

To qualify as a sibling a child must be on the roll of or due to be on the roll of the school in question at the date of admission.

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, every effort will be made to offer both or all the children places at the 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).

### **Distances**

Home to school distances used for tie-breaking will be measured by a straight-line measurement as determined 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).

Distances used to determine the nearest school with places available (ie 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.

### **Home address**

Each child can have only one registered address for the purposes of determining priority for admission and transport entitlement. This address must be:

- The child's principal permanent residence at the point of application and the address from which they will attend school; or
- A future address from which the child will attend school, supported by a form of evidence from the list in Cornwall Council's Co-ordinated Admissions Scheme.

An admission authority may refuse to accept an address if an applicant still owns or rents an address at which their child previously lived. It is for the admission authority to determine:

- If the address given on an application is a child's current or future principle permanent residence and the address from which they will attend school; and
- Which address should be used to determine eligibility for a place.

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, home address will be considered 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 where the child resides.

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 Admission 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 Trust reserves the right to withdraw the offer of a school place if an application is found to be fraudulent, i.e. uses false information to gain advantage in the application process. The parent retains the right to appeal against this decision in line with the appeals procedure.