

**Reference Number:** FOI-101004423375

**Response provided under:** Freedom of Information Act 2000

**Clarification:**

**Request:**

- 1) Number of children allocated to each infant class (Year Reception, 1 and 2) at St Winnow CE School, Lostwithiel from September 2019.**

New Reception intake in September – **15** allocated

Current reception (year 1 in September) – **14** children currently on roll

Current Year 1 (year 2 in September) – **10** children currently on roll

*\* Please note the current numbers on roll may change before September due to in-year applications being received so we cannot guarantee what the final number will be.*

- 2) Details of the total number of successful applications at St Winnow CE School, Lostwithiel for the September 2019 intake.**

15 children allocated

- 3) Details of distances between home address and the school address for all applicants to St Winnow CE School for the September 2019 intake.**

Straight line distances in miles for all successful applicants listed below:

8.03m  
0.35m  
0.35m  
0.51m  
0.80m  
0.86m  
0.90m  
0.95m  
0.41m  
0.47m  
0.55m  
0.78m  
0.80m  
1.64m  
2.21m



**4) Number of infant size class appeals which have been successful in the last five years in Cornwall.**

| Year              | Total ICS appeals heard | Number of ICS appeal upheld (parent successful) |
|-------------------|-------------------------|---|
| 2018/19 (to date) | 67                      | 11  |
| 2017/18           | 97                      | 27  |
| 2016/17           | 111                     | 18  |
| 2015/16           | 72                      | 15  |
| 2014/15           | 31                      | 9   |

\*Please note the 2014/15 numbers do not include appeals for Academies as they were not recorded by the LA. The DfE may be able to provide figures for these.

**5) A copy of the application rankings for all applicants against the over subscription criteria**

Unable to supply ranked list as this may identify children, however the breakdown of how the 15 places were allocated is as follows:

- <5 child with and Education Health & Care Plan
- 12 children living in the designated area for the school
- <5 child with a sibling who will still be attending the school at the time of admission
- <5 allocated on distance tiebreaker

Please note that some figures have been suppressed because the statistical value is less than 5 individuals or cases. The Local Authority follows the Department for Education's guidance in suppressing numbers less than five when producing statistics.

We consider that the search result has resulted in information which is probable/likely to result in individuals or cases being identified. Therefore we consider that it should be withheld from disclosure to you pursuant to the provisions of Section 40 of the Freedom of Information Act ("the Act").

Section 40 (2) applies where disclosure of third party personal information would breach any of the Data Protection Act 2018 principles.

The Council has a legal requirement under the Data Protection Act 2018 ("DPA") to process personal data fairly and lawfully. The Council considers that releasing third party personal information would be unfair and as such a disclosure that would breach Principle One of the DPA.

## **6) Clarification on how the distance is calculated between the home address and the school including our calculation**

Section 21 of the Freedom of Information Act 2000 states that where the information is reasonably accessible to the applicant by other means, the right to request the information from a public authority under the Freedom of Information Act 2000 does not apply.

Therefore, the information you requested is available at the following website: <http://www.celticcross.education/policies/> under the policy "Admissions Policy 2019 2020" on page 7.

If you do not have access to the internet at home you may be able to use facilities at your local public library.

Your child's own distance is on the notification letter in the first paragraph on page 2

## **7) Clarification of how the designated areas are identified**

Section 21 of the Freedom of Information Act 2000 states that where the information is reasonably accessible to the applicant by other means, the right to request the information from a public authority under the Freedom of Information Act 2000 does not apply.

Therefore, the information you requested is available at the following website: <http://www.celticcross.education/policies/> under the policy "Admissions Policy 2019 2020" on page 6.

If you do not have access to the internet at home you may be able to use facilities at your local public library.

## **8) A copy of the schools oversubscription criteria**

Section 21 of the Freedom of Information Act 2000 states that where the information is reasonably accessible to the applicant by other means, the right to request the information from a public authority under the Freedom of Information Act 2000 does not apply.

Therefore, the information you requested is available at the following website: <http://www.celticcross.education/policies/> under the policy "Admissions Policy 2019 2020" on page 5.

If you do not have access to the internet at home you may be able to use facilities at your local public library.

**9) Confirmation about whether the application decision was automated by computer software or made through human intervention**

Ranking and allocation is carried out by the computer system, however all details are initially entered by parents when applying online and any information which would be relevant to the school's criteria (e.g. sibling attendance, designated area) is verified by a member of staff.

**Information provided by:** Together for Families

**Date of response:** 9<sup>th</sup> May 2019.



**Admissions Policy  
2019/20**



**celtic cross**  
education

# CELTIC CROSS EDUCATION

## The Saints' Way Hub

Lerryn Church of England Primary School  
St Mabyn Church of England Primary School  
St Petroc's Church of England Primary School  
St Tudy Church of England Primary School  
St Winnow Church of England Primary School  
St Michael's Church of England Primary School

## St Pirans Cross Hub

Bishop Bronescombe Church of England Primary School  
Grampound Road Church of England Primary School  
Grampound with Creed Church of England Primary School  
Ladock Church of England Primary School  
Veryan Church of England Primary School

## Admissions Policy 2019-20

This policy was adopted by the Board of Directors on ...16.01.18...

The policy is to be reviewed in Autumn Term 2018

Signed .......... Date ...16.01.18.....

Dr. John Kidman, Chair of the Board of Directors

## Celtic Cross Education's Mission Statement

Through God's love and lessons we nurture, learn and achieve together

Our mission, as Church of England Schools, is to provide an education that gives all pupils the opportunity to develop their full potential within a happy, caring and safe environment grounded upon the values of the Christian faith.

Daily worship in school and termly services at the local church are an important part of our Christian Ethos as well as developing a sense of community and belonging for every child. Our Home/School agreement asks parents to support this important aspect of our school life.

We ask all parents applying for a place here to respect this mission statement and its importance to each school community. This does not affect the right of parents who are not of the faith of all schools to apply for and be considered for a place.

This policy details the admission arrangements for each school and should be read in conjunction with the Primary Admissions Schemes and other agreed policies of Cornwall Council, the Local Authority (LA), available at [www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions). All policies and procedures seek to comply with the requirements of the School Admissions Code of Practice, available at <https://www.gov.uk/schools-admissions>

## Introduction

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

## Applying for a place

All applications for places in reception or during the school year 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 the Local Authority's website.

**Please note that parents of children attending an attached pre-school/nursery still need to apply for a place in Reception.**

However, if your child has an Education, Health and Care Plan or Statement of Special Educational Needs, 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 or Statement of Special Educational Needs 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 the Local Authority (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.

The published admission number (PAN) for reception in 2019/20 are listed below:

### PUBLISHED ADMISSION NUMBERS 2019/20

|  |    |
|--|----|
| Bishop Bronescombe C of E Primary School   | 45 |
| Grampound Road C of E Primary School       | 21 |
| Grampound with Creed C of E Primary School | 15 |
| Ladock C of E Primary School               | 17 |
| Lerryn C of E Primary School               | 8  |
| St Mabyn C of E Primary School             | 12 |
| St Petroc's C of E Primary School          | 90 |
| St Michael's C of E Primary School         | 60 |
| St Tudy CofE Primary School                | 12 |
| St Winnow CofE Primary School              | 15 |
| Veryan C of E Primary School               | 14 |

Places will be allocated up to this number. If 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.



### **Deferred/delayed entry/part-time entry**

All children are entitled to start school full-time in the September following their fourth birthday. However, parents may choose deferred or part-time entry to the reception year for their child, bearing in mind that by law children must be in full-time education by the start of the term following their fifth birthday – when they reach ‘compulsory school age’. Parents of summer-born children may also seek a place for their child outside their normal age group i.e. entry to reception a year later than normal, for example if the child may naturally have fallen into a lower age group if it were not for being born prematurely. Parents choosing part-time or deferred entry or wishing to delay entry to the reception year must contact the Lead Professional.

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

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 such as ill health. Those wishing to request placement outside the normal age group should contact the Lead Professional. Such requests will be considered on a case by case basis and in the best interests of the child concerned. Guidance can also be found at [www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions) or on request from the School Admissions Team. Parents who are 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 the year group they would like.

### **Appeals**

Applicants refused a place at the school have the right of appeal. Appeals are heard by an independent appeals panel arranged by the Local Authority on behalf of the Multi Academy Trust. Further details and a timeline can be found in the Local Authority’s Co-Ordinated Admissions Scheme. 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 or 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.

### **Waiting lists**

If the school is oversubscribed, a waiting list will be held from when allocations have been made for the whole of the academic year and parents/carers can request that their child is added to this list if they are refused a place. The waiting list will be based on the school’s oversubscription criteria and a child’s place on a waiting list is subject to change according to the 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 than the Published Admission Number 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 or Statement of Special Educational Needs names the school:

1. 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.
2. Children who live within the designated area of the school, as defined by the Local Authority whose siblings are currently attending and will still be attending at the time of the intended admission of the child.
3. Children with an unequivocal professional recommendation from a doctor, school medical officer, educational psychologist or education welfare officer that non-placement at the school would not be in the best interest of the child. Such recommendations must be made in writing and must give full supporting reasons and will be reviewed by the LA.
4. Children who live within the designated area of the school, as defined by the Local Authority, 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.
5. Children who live outside the designated area of the school, as defined by the Local Authority, with a sibling who will be attending the school at the time of application.
6. All other children

## Notes and definitions

### 1. Children 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, (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).

### 2. Designated areas

Council has divided the County into geographical areas. Each of these areas 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 areas used in our oversubscription criteria will be as defined by Cornwall Council. NB: not all schools prioritise on the basis of designated area or use the Local Authority's defined area, however, entitlement to home to school transport will still be based on these areas. 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 one of our schools, 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.

### 3. Children with an unequivocal professional recommendation

Applicants will only be considered under this criterion where the parent/carer can demonstrate that **only** the preferred school can meet the exceptional medical or social needs of the child, supported by a recommendation from, for example, a doctor, school medical officer or educational psychologist. Such recommendations must be made in writing to the School Admissions Team and must give full supporting reasons. The admission authority will make the final decision on whether to accept an application under this criterion.

### 4. 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 a 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. To qualify as a sibling a child must be on the roll of the school in question at the date of application, allocation and admission.

If a child is a sibling of a multiple birth (e.g. twins, triplets, etc.) and has been offered a place at the requested school, every effort will be made to offer places to siblings at the same 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).

### 5. Tie-breakers

If any of the criteria outlined earlier leave more children with an equal claim than places available, priority will be given to the child who lives nearer to the preferred school.

## 6. 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 on priority. The school will use the Local Authority's Random Allocation Protocol, supervised by an independent person, which is available on request.

## 7. Distances

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 (currently ArcMap). 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 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 (currently ArcMap).

## 8. Home address

Each child can have only one registered address 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 residence of the child or a query is raised regarding the validity of an address, the LA will consider the home address 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 the address to which any Child Benefit is paid and at which the child is registered with a doctor's surgery.

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 the LA'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.

Contacts and further information

| Lerryn Church of England Primary School  | St Mabyn Church of England Primary School  | St Petroc's Church of England Primary School   | St Tudy Church of England Primary School   | St Winnow Church of England Primary School   | St Michael's Church of England Primary School  |
|--|--|--|--|--|--|
| Lerryn<br>Lostwithiel<br>Cornwall<br>PL22 0QA  | Wadebridge<br>Road<br>St Mabyn<br>Bodmin<br>Cornwall<br>PL30 3BQ                                     | Athelstan Park<br>Bodmin<br>Cornwall<br>PL31 1DS   | St Tudy<br>Bodmin<br>Cornwall<br>PL27 7NH  | Downend<br>Lostwithiel<br>Cornwall<br>PL22 0RA   | Penberthy<br>Road,<br>Helston,<br>Cornwall,<br>TR13 8AR  |
| 01208 872620   | 01208 841307   | 01208 72526  | 01208 850548   | 01208 872665   | 01326<br>572386  |
| <a href="http://www.lerryn.org">www.lerryn.org</a>   | <a href="http://www.st-mabyn.org">www.st-mabyn.org</a>   | <a href="http://www.st-petrocs.org">www.st-petrocs.org</a>   | <a href="http://www.st-tudy.org">www.st-tudy.org</a>   | <a href="http://www.st-winnow.org">www.st-winnow.org</a>   | <a href="http://www.st-michaels-helston.org">www.st-michaels-helston.org</a>                               |
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| Bishop Bronescombe Church of England Primary School  | Grampound Road Church of England Primary School  | Grampound with Creed Church of England Primary School  | Ladock Church of England Primary School  | Veryan Church of England Primary School  |
|--|--|--|--|--|
| Boscoppa<br>Road<br>St Austell<br>Cornwall<br>PL25 3DT   | South Street<br>Grampound<br>Road<br>Truro<br>Cornwall<br>TR2 4TT  | Fore Street<br>Grampound<br>Truro<br>Cornwall<br>TR2 4SB   | Ladock<br>Truro<br>Cornwall<br>TR2 4PL   | Veryan<br>Truro<br>Cornwall<br>TR2 5QA   |
| 01726 64322  | 01726 882646   | 01726 882644   | 01726 882622   | 01872 501431   |
| <a href="http://www.bishopbronescombe.co.uk">www.bishopbronescombe.co.uk</a>   | <a href="http://www.grampoundroadschool.co.uk">www.grampoundroadschool.co.uk</a>                                 | <a href="http://www.grampoundwithcreedschool.co.uk">www.grampoundwithcreedschool.co.uk</a>                                 | <a href="http://www.ladock.wall.sch.uk">www.ladock.wall.sch.uk</a>                                 | <a href="http://www.veryanschool.co.uk">www.veryanschool.co.uk</a>                                 |
| <a href="mailto:bishopbronescombe.secretary@celticcross.education">bishopbronescombe.secretary@celticcross.education</a> | <a href="mailto:grampoundroad.secretary@celticcross.education">grampoundroad.secretary@celticcross.education</a> | <a href="mailto:grampoundwithcreed.secretary@celticcross.education">grampoundwithcreed.secretary@celticcross.education</a> | <a href="mailto:ladock.secretary@celticcross.education">ladock.secretary@celticcross.education</a> | <a href="mailto:veryan.secretary@celticcross.education">veryan.secretary@celticcross.education</a> |

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