

# Cornwall Education Learning Trust (CELT)

## Admissions Policy 2023/24

### Carclaze School

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**Approved date:** 28<sup>th</sup> February 2022  
**Review date:** 28<sup>th</sup> October 2022



CORNWALL EDUCATION LEARNING TRUST  
**LEARNING TOGETHER**

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

Carclaze 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 \(celtrust.org\)](http://celtrust.org)

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

## **How places are allocated**

If you apply for a place in the school and the number of applications is not greater than 60 then you will be automatically offered a place. However, if this number is exceeded, then after the admission of pupils where the school is named in their Education, Health and Care Plan then the criteria below will be applied in the following order of priority:

### **Oversubscription criteria:**

**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 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 1).

**2 Children with siblings**

**3 Distance from school**

### **Tie-breaker**

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.

### **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.

## **Notes and definitions**

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](mailto:statutorysen@cornwall.gov.uk)) If the Academy is not over subscribed all applicants will be offered a place.

**Note 1:**

'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))

**Siblings**

'Siblings' means brothers and 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 relationships 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.

**Multiple birth siblings**

Where applications are received on behalf of twins, triplets, etc. or brothers and sisters whose dates of birth place them in the same chronological year group, every effort will be made to offer multiple places at the school, but an offer cannot be guaranteed.

**Distances**

Home to school distances used for tie-breaking will be established using a straight-line measurement supported by Cornwall Council's nominated Geographic Information System software.

Measurements will be between the 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.

## **Home address**

Each child may have one registered address only for the purposes of determining priority for admission. This should be the place where the child is normally resident. If there is shared residence of the child or a query is raised regarding the validity of an address, it may be necessary to use the address of the person receiving child benefit for the child. If this is inconclusive, the registered address would be considered to be the address at which the child spends the majority of days during the school week.

If there is shared residence of the child or a query is raised regarding the validity of an address, the Trust 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 Trust 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 the Trust will determine the home address.

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.

## **Late Applications**

Late applications will be processed at a later stage so it is possible that all places will have been filled. For further information please see the council's website.

## **In-Year Admissions / Waiting lists**

If the school is oversubscribed, a waiting list will be held and parents/carers can request that their child is added to this list. A pupil's position on the list will be determined by the oversubscription criteria set out above. Children's places on a waiting list are subject to change according to additional information received about applications or children being added to the list. No priority is given to the length of time that a child has been on the list.

### **Part-time or deferred entry to school and admission of children outside their normal age group (early or delayed entry to reception)**

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 have to 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 must contact the school they have been allocated or hope to be allocated to arrange this. Those wishing to delay entry to the reception year or request a place outside the normal year group must contact the School Admissions Team.

### **Appeals**

If an applicant is not allocated a place at their preferred school/s they will have the right to appeal to an independent panel. The refusal letter will explain how to do this. For refusals in the normal admissions round parents will have 20 school days after they receive the notification to appeal the decision. Appeals must then be heard within 40 school days of this deadline. Further details and a timeline can be found in the Coordinated Admissions Scheme for September 2023 entry to infant, junior and primary schools or Co-ordinated In-year Admissions Scheme 2023/24.

Please be aware that the circumstances in which an appeal might be successful are fairly limited. The school’s Local Governing Body recommends that any parent considering an appeal arranges an informal discussion with the Headteacher before proceeding.

### **Further information**

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:

School Admissions Team  
New County Hall,  
Truro  
TR1 3AY  
Tel: 0300 1234 101

Email: [schooladmissions@cornwall.gov.uk](mailto:schooladmissions@cornwall.gov.uk)  
Website: [www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions)

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