

# Cornwall Education Learning Trust (CELT)

## Admissions Policy 2023/24

### Pondhu Primary School

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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.

Pondhu Primary 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,	✓			2

	Newquay, TR7 3BH				
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 30 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 Statement of Special Educational Needs or Education, Health and Care Plan then the criteria below will be applied in the following order of priority:

### Oversubscription Criteria

Oversubscription criteria for admission to reception through to year 6 in community and voluntary-controlled infant and primary schools

The following priority order will be used to decide which children should occupy any vacant places, after the admission of children where the school is named in their Education, Health and Care Plan:

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 with a sibling** who will still be attending the preferred school at the time of their admission.
3. **Children of staff at the school** 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 or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. **Children who live in the designated area** of the preferred school or whose parents can provide evidence at the time of making the application that they will be living in the designated area of the preferred school by the date from which admission is required.

If there are more designated area children wanting places at a school than there are places available after the allocation of children under criteria 1 to 3, the following criteria 5 to 6 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. **Children with an unequivocal professional recommendation** that non-placement at the preferred school would not be in the best interest of the child and that placement at the preferred school is essential.

6. **All other children** using the tie-breakers as defined later in this document as necessary.

### **Notes and definitions**

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).

### **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).

### **Designated areas**

Cornwall Council has divided Cornwall into geographical areas called 'designated areas' (sometimes called 'catchment areas') which are each served by a specific school or schools. Designated areas assist Cornwall Council in ensuring there are enough school places and are also used to determine entitlement to school transport. The designated school for an address may not always be the one nearest to that address.

Not all schools include 'living in the designated area' as a priority in their oversubscription criteria (the criteria that will be used to decide who should be allocated places when there are more applications than places available). However, entitlement to transport to all schools is determined by Cornwall Council with regard to whether the school is in the designated area for a child's home address or is their nearest school.

Designated areas can be viewed using the mapping system at [www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions) or by contacting the School Admissions Team. If a property is near a designated area border shown on the mapping system it is advisable to check the designated school with the School Admissions Team.

Families planning to move into the designated area of a school and apply for a place at that school will need to submit evidence of their new address by the deadlines stated in the Co-ordinated Admissions Scheme for the year of entry, either a copy of a signed and dated tenancy agreement or confirmation that contracts have been exchanged.

### **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 by the deadlines stated in the Co-ordinated Admissions Scheme for the year of entry and must give full supporting reasons. Cornwall Council will make the final decision on whether or not to accept an application under this criterion.

### **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, Cornwall Council 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 Cornwall Council'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.

### **Tie-breakers**

If any of the criteria outlined in this document leave more children with an equal claim than places available priority will be given to the child who lives nearer to the preferred school. Should this tie-breaker still leave children with an equal claim because distances are exactly the same, random allocation, which will be independently verified, will be used to decide on priority. Cornwall Council's Random Allocation Protocol is available from Cornwall Council on request.

### **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 identify the nearest suitable school with a space available are measured as the shortest available route as determined by Cornwall Council's Geographical Information System. This is considered to be the walking route of up to two miles for primary school children up to the end of Year 3 and three miles from Year 4 onwards. For schools outside these distances, driving route will be used. Unlike when eligibility for free home to school transport is assessed, the suitability and safety of the walking route is not taken in to consideration when determining these distances.

### **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 over-subscription 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 Co-ordinated 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 Head teacher 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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