

Monkerton Primary School

Admission arrangements for 2020-21

Introductory statement

Monkerton is a digital academy, part of the Cornerstone Academy Trust. It will seek to create and promote a challenging learning environment that inspires children to achieve high standards and become life-long independent learners. The school will set consistently high expectations, build children's confidence and ensure engagement for all. The school will endeavour to develop creative thinkers, inquisitive questioners and avid problem solvers with flexible skills who are successful communicators. Children will learn to collaborate effectively at all levels, including working with our international partners, and be equipped to adapt to the needs of a diverse and ever changing society. By embracing technology as part of everyday teaching, the school will be able to take a new approach to digital tools, embedding their use within a broad and balanced curriculum. The school will create and promote a challenging computational learning environment. The children will be taught from an early age to program, to develop good logical thinking skills, to solve problems and to collaborate effectively with their peers.

We will expand as a school from Reception upwards – in our first year in 2020-21 we will admit children into Reception only, in our second year in 2021-22 we will admit children into new Reception and also to what will then be Year 1 as vacancies permit. By 2026-27 we will be open in Year Groups Reception to Year 6. After the **second** year we intend to give priority for children in our Nursery and to prioritise children who live close to the school ahead of them.

Admission number(s)

The school has a published admission number (PAN) of **30** for entry in Reception.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the PAN for the relevant year group are received, no child will be refused admission.

Application process

The school will process applications outside the normal local authority process for co-ordinating school offers. This means you will need to complete your LA common application form for your other choices of school in addition to a separate application for this school.

Applications for this school should be sent to School Administrator at the following address Monkerton Primary School c/o the Cornerstone Academy Trust, c/o Broadclyst Community Primary School, School Lane, Broadclyst EX5 3JG or admin@tcat.education

The closing date for applications is 15/01/2020.

Offers will be made on 15/04/2020. If we have not entered into a funding agreement with the Secretary of State opening the school by that date, they will be conditional offers and will be confirmed once we have a signed funding agreement.

The application form can be obtained from the Admissions pages at www.mcps.education or from Broadclyst Community Primary School, School Lane, Broadclyst EX5 3JG or admin@tcat.education. A copy can be found at the end of this document.

In year applications for Reception after 31 August 2020 may be made using Devon County Council's application process. This is available at www.devon.gov.uk/admissionsonline or by calling the Devon helpline on 0345 155 1019.

Oversubscription criteria

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.¹
2. Priority will next be given to children based on their exceptional medical or social needs or those of their parents. Each application must include evidence, from a medical specialist or social worker of the child's/parent's need and why they must attend this school rather than any other, based on those needs. If evidence is not submitted to the school or to the LA with the application, a child's or parent's medical or social needs cannot be considered.
3. Priority will next be given to the children of staff who have been recruited to fill a skill-shortage area.
4. Priority will next be given to the siblings of pupils attending the school at the time the application is received.
5. Other children.

Tie-break

If in categories 2-5 above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured from the child's home to the front gates of the school in a straight line.²

Random allocation undertaken by the local authority or another body unconnected with the Academy Trust will be used as a tie-break in categories 2-5 above to decide who has highest priority for admission if the distance between a child's home and the school is equidistant in any two or more cases.

¹ A looked after child 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).

² Measurements will be from the GPS points for the home and school / front door of the home to the front gates of the school.

Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. We will admit them all, as permitted by the infant class size rules and exceed our PAN.

Late applications

All applications received by the LA after the deadline of 15 January 2020 will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

Deferred entry for infants

Parents offered a place in Reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested.

When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the head teacher and any supporting evidence provided by the parent.

We ask parents to tell us in writing with as much supporting evidence as they wish to provide why they are requesting admission outside the normal age group for a child. The academy trust will consider this evidence and reach a decision in the child's best interests. We will take into account:

- the parent's views;
- information about the child's academic, social and emotional development submitted by the parent;
- the child's medical history and the views of a medical professional, where relevant and if submitted by the parent;
- whether the child has previously been educated out of their normal age group;
- whether the child may have fallen into a lower age group if it were not for being born prematurely;
- any other relevant matter raised by the parent.

The academy trust will reach a decision on which Year Group it believes is appropriate for the child. It will then reach a decision on whether a place can be offered as it would for any application in that Year Group.

Admission of summer-born children³ to Reception

Parents of summer-born children can request that admission to Reception is delayed to the following academic year as the start of the next September term will be when the child reaches compulsory school age. We invite parents to visit the school so that we can explain the provision that is on offer to children in our Reception class, how it is tailored to meet the needs of the youngest children and how their needs will be met as they move through the school. This is an opportunity to discuss any concerns parents have about the child's readiness for school. Children in Reception and in an Early Years setting all receive the Early Years Foundation Stage curriculum which is largely play-based learning.

As with any request for admission outside a child's normal age group, the academy trust will have two decisions to make:

- Which age group the child should be admitted to in this school; and
- Whether a place is available in that age group

It can be difficult to reach a decision about the appropriate age group for a child more than a year in advance of admission as it will not be easy to assess how the child will develop in that time. Therefore, it will be helpful for parents to provide as much information on the child as possible, particularly with any relevant professional social or medical evidence.

The process for this school within the Devon County Council area is that the parent will make an application for the child's normal age group at the usual time and also make a request for delayed admission at the same time. This will enable the academy trust to reach a decision on age group before the national offer day. If the request is agreed, the application can be withdrawn by the parent before a place is offered and the parent will then make a fresh application in the next normal admissions round. If the request is refused, it is for the parent to decide whether to continue with an application for the normal age group OR to withdraw from that process and make an in year application for admission to Year One for the following September. It may be that the admissions authority for another school agrees to delayed admission there, in which case the parent may pursue that option.

In reaching a decision, the academy trust will consider the circumstances of the case as it would with any request for admission outside the normal age group. Its decision will be made in the best interests of the child and will be set out in writing for the parent. We recognise, along with the Department for Education, that requests for delayed admission to Reception differ from other requests for admission outside the normal age group as it is only in these circumstances that a child is being admitted to school for the first time. Delayed admission is not an opportunity for a child to retake the Reception year or to have an additional opportunity to seek admission to this school.⁴

There is no right of appeal to an independent admission appeal panel if a parent is offered a place but it is not in the year group they would like. They may make a complaint through the school's complaints procedure if they are unhappy with a decision.

Waiting lists

The school will operate a waiting list. Where the school receives more applications for places than there are places available, a waiting list will operate until the end of the end of the

³ Summer-born children are those born between 1 April and 31 August, inclusive.

⁴ Requests for delayed admission will not be considered where a child has attended in any school Reception class for more a half-term or more. This allows for parents who are unsure about a child's readiness for Reception to try attendance without prejudicing the option for delayed admission should the child be removed from school by the parent because he or she was not ready

academic year. This will be maintained by the Academy Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Appellants should contact the head teacher by 20 school days after the date of notification that their application was unsuccessful for information on how to appeal. Information on the timetable for the appeals process is on our website at www.tcat.education.

In-Year Applications

Not all children join us at the beginning of the Reception year. Some will join us after the normal admission point. These are called 'in-year' admissions and can take place at any time. To apply in-year, parents should complete a DCAF application from Devon County Council wither at www.devon.gov.uk/admissiononline or by calling My Devon on 0345 155 1019.

Notes:

Catchment area:

Many schools operate a catchment area and give admissions priority for children living within that area. We don't have a catchment and welcome applications from children regardless of where they live. Parents can see where we are using the map below and in more detail online at devon.cc/schoolareamaps



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Home address:

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.

Sibling:

'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.

Medical and Social Need:

'Social need' does not include a parent's wish that a child attends the school because of a child's aptitude or ability or because their friends attend the school. 'Medical need' does not include mild medical conditions which can be managed or supported at other schools.

Contact

Head of School
Monkerton Community Primary School
c/o Broadclyst Primary School
School Lane
Broadclyst
Exeter
EX5 3JG

01392 304040

Monkerton Primary School
Application Form for a Reception Place
September 2020
Normal round admission

For the Reception class of Monkerton Primary School and no other school.

The school will open up two reception classes of up to 30 pupils each from September 2020.

For the first year of opening, this school will not participate in Devon County Council's Normal Round Co-ordinated Admissions Scheme. Places that are offered will be subject to the school receiving a Funding agreement and a Department of Education school number.

Parents should consider making an application for one or more other schools through the co-ordinated admissions scheme. Applications through co-ordination will have no impact on applications for this School and vice versa.

Apply using this form regardless of your child's home address for Reception in Summer 2020. Your child will have been born between **1 September 2015 and 31 August 2016** (inclusive). Use this form even if you plan to defer admission to later in the school year or, if your child was born between April and August, you are considering delayed admission.

You can only Name or "express a preference" for 1 school on this form: Monkerton Primary School

You are strongly advised to read the Step by Step guide and to ask if you have any questions call 01392 304040 or email admin@tcat.education Applications may be considered late and at a disadvantage if submitted after **15 January 2020**. Return it to the school: Monkerton Primary School c/o the Cornerstone Academy Trust, c/o Broadclyst Community Primary School, School Lane, Broadclyst EX5 3JG or email admin@tcat.education

Section A – Details about your child

Forename(s)	Surname/Family Name
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Please be aware that any applications received with an Education, Health and Care Plan will be forwarded to the 0-25 Special Educational Needs Team. The admissions process for children with an EHCP is managed by that Team. To avoid confusion, please indicate here if your child has an EHCP.

Yes / No

This will not affect your child attending the school.

Home Address
Postcode
This must be the address where your child is normally resident. If you expect to move from this address before September 2020, you must let us know as this may affect your application. Evidence of a new address may be necessary – the Cornerstone Academy trust who support Monkerton Primary School will inform you if additional information is required.

Current school or setting	Which Year Group are You Applying for? RECEPTION
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Date of Birth	Gender
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Is this child in the Care of a Local Authority?

Yes / No

Was this child in the Care of a Local immediately before being adopted?
made subject of a child arrangements order or special guardianship order?

Yes / No

If Yes to either question, please give contact details for the Local Authority

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Section B – Details about you

Gender	Forename	Surname / Family Name
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Do you live at the same address as your child?

Yes / No

Email address	Telephone (Daytime)
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Your relationship to your child	Do you have parental responsibility for your child?	Yes / No
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Section C – Your preferred school

You can **ONLY** name this Monkerton Primary School as your preference on this form. You can apply for other schools via the Local Authority's Normal Round Coordinated Admissions Scheme.

Name of School	MONKERTON PRIMARY SCHOOL (<i>do not alter</i>)
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Does this child have a parent who is a member of staff at this school?

Yes / No

Is there an exceptional social or medical need for a place at this school?

Yes / No

(If yes give details in the box below.

It is YOUR responsibility to provide evidence from a relevant professional in support of this. Please read about this in the Step by Step Guide).

You can give reasons for your preference here if you wish.
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Section D – Your declaration and signature



You may be asked to provide proof of your child's date of birth or address or both.

The Cornerstone Academy Trust takes very seriously any attempt to gain an unfair advantage in the admissions process by giving false information and will investigate possible fraudulent claims. If an offer for a school place was based on fraudulent or misleading information (for example, a false claim to living at an address) the offer may be withdrawn. A place can be withdrawn even after a child has started at school.

If you make more than one application, your later application will render your earlier application invalid. Admission to a school which is neither the closest available to your child's home or the catchment school for the child's address may affect your entitlement to Education Transport from the Local Authority. You are strongly advised to read the information in the Step by Step guide and Devon's Education Travel Policy.

I/we confirm that the details provided are accurate.

I/we understand that transport to a preferred school which is neither the catchment nor the nearest school may be my/our responsibility.

I/we will advise the School direct of any changes to circumstances affecting this application or the offer of a school place including changes of address.

Your signature

Your signature

Name (please print)

Name (please print)

Date

Date

Both parents may agree over preferences but only one signature is required.

Please return this form to between 15 November 2019 and 15 January 2020

Privacy and Data Protection

Your personal data is being used by The Cornerstone Academy Trust Admissions Service for the purposes of an application for admission to the school. We undertake to ensure your personal data will only be used in accordance with our privacy notice on The Cornerstone Academy Trust website. Please confirm that you give your consent to The Cornerstone Academy Trust using your personal data as outlined in our privacy notice, by signing below. You have the right to withdraw your consent at any time.

Should you wish to withdraw consent, please contact the Monkerton Primary School c/o Broadclyst Community primary School, Station Lane, Broadclyst EX5 3JG or phone 01392 461288. If you wish to exercise any of your rights under the General Data Protection Regulations, please contact The Cornerstone Academy Trust Data Protection Officer at 01392 461288. For more information about Data Protection, please contact the School.