



The Cornerstone Academy
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POLICY NAME:	Admissions 24/25
POLICY TYPE:	Cornerstone Academy

DATE RATIFIED:	26 th September 2023
DATE FOR NEXT REVIEW:	Term 3 2024
REVIEWED EVERY 1/2/3 YEARS:	Yearly

NOTES:



The Cornerstone Academy Admissions Policy

Admissions Policy

The following information is for admissions for the academic year 2024/2025:

This policy sets out the admission arrangements for **The Cornerstone Academy**. The school will comply with all relevant provisions of the statutory codes (the School Admissions Code and the School Admission Appeals Code) as they apply at any given time to maintained schools and academies, and with the law on admissions as it applies to publicly funded schools. Reference in the codes to admission authorities shall be deemed to be references to the governing body of the school.

Children with an Education, Health and Care plan issued by a local authority naming The Cornerstone Academy will be admitted before preferences are considered for admission in September.

Oversubscription criteria

Where there are more applications than places available the following criteria will be used, in numerical order, to decide the priority list for the offering of places up to the school's Published Admission Number of **180** for the admission year group:

- 1.** Looked after children and children who were looked after, but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order (Note 1).
- 2.** Children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted (Note 2).
- 3.** Children with a sibling who is already attending The Cornerstone Academy and will continue to attend The Cornerstone Academy at the time of admission.
- 4.** Children of staff at The Cornerstone Academy:
 - a) where the member of staff has been employed at The Cornerstone Academy for two or more years at the time at which the application for admission is made
 - or
 - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- 5.** Children on the roll of either Hamworthy Park Junior School or BAYSIDE ACADEMY Community School.
- 6.** All other children.
- 7.** In the event that The Cornerstone Academy is oversubscribed in any of the categories 1-6 the tie break process will be used. Those who live closest to the school will be given priority (Note 3). The school will use random allocation for applicants living an equal distance from the school or in the same block of flats who are eligible for the remaining places. Applicants will have their names drawn as lots to see who should be offered the place(s). The person drawing the names will be a person independent of the school. Please read the final section in the policy for more information about how distance is measured.

Siblings

Priority will be given to those who have a brother or sister attending The Cornerstone Academy in Years 7-10. This means that there will be no sibling connection for admission purposes for applicants for entry to Year 7 in September if they have a brother or sister in Year 11 at the time of application.

The definition of a brother or sister is:

- A full brother or sister who lives with one or both parents or carers in the same property during the school week
- A half-brother or half-sister who lives with one or both parents or carers in the same property during the school week



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- Adopted or foster children who live with one or both parents or carers in the same property during the school week
- Non-blood related children who, together, all live with one or both parents or carers in the same property during the school week

Children of multiple births

Where the final place in a year group is offered to one of twins, triplets or other children from multiple births living at a single address, the other siblings of the multiple birth will be admitted, we do not go over the school's Published Admission Number however each case will be considered individually.

Home Address

The home address where a child lives is considered to be a residential property that is the child's main or only address during term time. Applicants can be asked to provide additional evidence in order to verify addresses and/or other details provided. It is at the discretion of the school what evidence is required (evidence may include, but is not limited to, Child Benefit, GP registration, evidence of home ownership/tenancy etc.). The final decision on the home address of a child will be made by the local authority. If any information supplied by an applicant is judged by the school to be fraudulent or intentionally misleading, the school may refuse to offer a place, or if already offered, may withdraw the offer. Please see Note 4 for further information.

Applications from separated Parents/Carers

Only one application can be considered for each child. Where parents/carers are separated it is essential that agreement is reached by both parties concerning the nominated preferred schools. Where a child spends part of their week with one parent and part with the other, only one address can be used. This must be the address at which the child spends most of their time during term time. Applicants can be asked to provide additional evidence in order to verify addresses and/or other details provided. It is at the discretion of the school what evidence is required (evidence may include, but is not limited to, Child Benefit, GP registration, evidence of home ownership/tenancy etc.). The final decision on the home address of a child will be made by the school. If any information supplied by an applicant is judged by the school to be fraudulent or intentionally misleading, the school may refuse to offer a place, or if already offered, may withdraw the offer.

Fraudulent Information

If the allocation of a place has been made on the basis of fraudulent or intentionally misleading information, the Governors reserve the right to withdraw the place. An offer of a place can be withdrawn even after the child has started at the school.

Waiting List

Parents / Carers whose applications have not been successful may request that children's names be placed on the waiting list for one academic year. The waiting list is ranked using the oversubscription criteria above applied in the order set out. If and when further places become available (for example because a family with a child at the school or to whom a place has been offered moves away), these are offered to children at the top of the list. It should be noted that children can be added to or removed from the waiting list at any time (for example because a family moves to the area) with the result that the ranking of a child already on the list may move up or down. Where parents/carers wish for their child/children to remain on the waiting list for the following academic year, they must apply to school



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by 1st June of the current academic year. Application forms can be obtained from the school admissions officer via the general enquiry email address or phone number.

Pupils with disabilities

Children with disabilities will be treated no less favourably than other applicants for admission. Disabled children will be given equal consideration of a place with others under the stated criteria for admission. The definition of disability is that contained within the Equalities Act 2010 (amended). The Cornerstone Academy will make reasonable adjustments to ensure that pupils with disabilities are not placed at a substantial disadvantage in accordance with the Disability Rights Commission Code of Practice.

Admission of children outside their normal age group

Applications for children to be educated in a year group different to that determined by their date of birth, will be considered on their individual merits by a specialist Panel comprising the Principal, a Board Member from the Governing Body and SENCO from The Cornerstone Academy.

The Cornerstone Academy has adopted the local authority's *"Policy for responding to parental requests for admission to community and voluntary controlled schools to a year group different to that determined by their date of birth"* when considering applications for a year group different to that determined by date of birth.

Details of what you need to do to apply for a different year group can be found in the policy document available online at <https://www.poole.gov.uk/schools-and-education/school-admissions/changing-a-childs-year-group/> or from the BCP Admissions Team.

Late Applications

Late applications will be acknowledged and if places are unavailable, the child will be placed on the school's waiting list in criteria order.

In year admissions

For in year admissions (not including looked after and fair access, please see sections below), where there are more applications than places available, the school will prioritise applications in order of the oversubscription criteria.

In year admissions of looked after children

A looked after child may be admitted to The Cornerstone Academy above the Published Admission Number if it is felt that the school is the most appropriate placement to meet the needs of the individual child. The school has adopted the BCP Protocol for dealing with in year admissions of looked after children.

In year admissions fair access (including children moving into the area)

The Cornerstone Academy adheres to guidelines set out in the In Year Fair Access Protocol organised by the BCP Admissions Team. The purpose of the In Year Fair Access Protocol is to ensure that outside the normal admissions round, unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. Cases are considered by a Panel comprising Headteachers and/or their representatives. When seeking to place a child, the Panel will consider all schools in a fair, equitable and consistent manner. Decisions of the Panel may mean that individual schools admit children above the Published Admission Number.

Admission to The Cornerstone Academy will be in accordance with the agreed scheme for co-ordinated admission arrangements 2024/25.

Notes

1. A "Looked After Child" means any child who is in the care of a local authority in accordance with Section 22 (1) of the Children Act 1989. A child who was "previously a Looked After Child" means a child who after being



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Looked After became subject to an Adoption Order under the Adoption Act 1976 or under Section 46 of the Adoption and Children Act 2002, a Residence Order or Child Arrangement Order under Section 8 of the Children Act 1989 or Special Guardianship Order under Section 14A of the Children Act 1989. Applicants can be asked to provide additional evidence in order to verify the previously looked after status of a child. It is at the discretion of the school what evidence is required. The final decision will be made by the school. If any information supplied by an applicant is judged by the school to be fraudulent or intentionally misleading, the school may refuse to offer a place, or if already offered, may withdraw the offer.

2. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organization or any other provider of care whose sole purpose is to benefit society. Applicants can be asked to provide additional evidence in order to verify the previously looked after status of a child. It is at the discretion of the school what evidence is required. The final decision will be made by the school. If any information supplied by an applicant is judged by the school to be fraudulent or intentionally misleading, the school may refuse to offer a place, or if already offered, may withdraw the offer.
- 3(a) The distance from home to school is measured using the shortest, safe and practicable walking route using the centre line of roads and footpaths (excluding paths identified for the sole use of bicycles i.e. cycleways). Roads and footpaths measured are normally public. If your property is only accessible via a private road or footpath, this road or footpath may be included in the measurement.

The starting point for the measurement is taken from your home address. This has been geolocated using the geocoded address point obtained from the local authority's Local Land and Property Gazetteer. The total distance measured is a combination of 2 measurements using 3 points:

- i) Geocoded home address point
-to-
- ii) Centre of nearest road/footpath
-to-
- iii) Nearest approved school access point that is for use by pupils

All measurements are obtained from the local authority's Admissions System. The GIS maps used are provided by Ordnance Survey and represent the position as at the beginning of the annual admission cycle i.e. September in the year prior to admission. Any alterations to Ordnance Survey map references, footpaths or roads added after this time will not be taken into consideration. No measurements obtained through other sources (e.g. search engines, mapping systems) will be accepted.

- 3(b) For applicants living on islands or residing permanently on a boat within Poole harbour, the distance measurement will be a straight line from the geocoded home address point to either:

1. The nearest public landing steps at Poole Quay, or
2. A point on the mainland that the applicant proves to the satisfaction of the school that he/she can access

The total distance measured is a combination of 3 measurements using 4 points:

- i) Geocoded home address point
-to-
- ii) Public landing steps or other approved access point on the mainland
-to-



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- iii) Centre of nearest road/footpath
-to-
- iv) Nearest approved school access point that is for use by pupils

- 3(c) If an applicant advises the school that the child would or could use the Sandbanks/Studland Chain Ferry in the journey to school, then the distance will be measured on that basis from the geocoded home address point and will include the distance travelled by the ferry.
4. The Cornerstone Academy will not accept a change of address once the National Closing Date has passed. The National Closing Date for point of entry year group is 31st October 2023. This means if your moving date is after 31st October 2023, we will use your old address to categorise your application. You will need to tell us your new address so we can update your child's record. If you move house after you have submitted your application but before the National Closing Date, the main allocation will be based on your address at the closing date, and the address will be updated on any waiting list from national offer day, should you not initially have been offered a place. The relevant date for the house move is (if purchasing) exchange of contracts occurring on or before the closing date; (if renting) signed tenancy agreement which commences on or before the closing date.