



# Primary Admissions Policy 2025/26

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Adopted by (body): CELT Trustees

ORGANISATION  
 OBJECTIVITY SELFLESSNESS LEADERSHIP  
 GOVERNANCE  
 STRENGTHEN IMPROVE  
 VALUES INTEGRITY MANAGEMENT  
 OVERSIGHT

- Collaborate** Ability to work effectively as a team
- Empower** Ability to take initiative and problem solve in order to improve performance
- Lead** To lead by example and achieve shared goals
- Transformation** Ability to recognise a need for change and adapt accordingly

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## CELT Vision

**Our vision is for our trust to be a learning organisation in the truest sense.**

At the heart of our vision for education is a self-improving school-led system which has the best evidence-led practice and in which every child fulfils their potential. This is a learning community in which:

- Our leaders are driven by moral purpose. They are outwards focused and not afraid to take risks to achieve system transformation. The focus of policy is on continually improving the quality of teaching.
- Our teachers strive to be outstanding. They work across organisational boundaries to promote a collective sharing of knowledge, skills, expertise and experience in order to deepen pupil learning.
- The individual talents and strengths of our pupils are recognised and nurtured. A passion and curiosity for learning is sustained in every child from the moment they join us. A CELT pupil leaves our family of academies with a purpose, and the confidence to fulfil that purpose.
- Our parents are engaged in our learning community and actively work in partnership with us to raise the level of attainment and aspiration of every child.

## CELT Mission

**“Learning together to help every child achieve more.”**

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.

**COLLABORATE  
EMPOWER  
LEAD  
TRANSFORM**

Should you require further information, please contact  
The Governance Officer.  
Cornwall Education Learning Trust (CELT), Atlantic Centre,  
Trenance Leisure Park, Newquay, Cornwall TR7 2LZ

Telephone: 01637 800293  
[www.celtrust.org](http://www.celtrust.org)

Email: [ccarter@gov.celtrust.org](mailto:ccarter@gov.celtrust.org)

The following schools are part of Cornwall Education Learning Trust and provide primary & junior education in Cornwall. Further information about their admission policies can be found on the relative websites.

School	Address	Foundation	Infant	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 Avenue 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
Port Isaac School	Mayfield Road Port Isaac PL29 3RT	✓			1
St Mewan Community Primary School	St Mewan Community Primary School, St Mewan Ln, Saint Austell, PL26 7DP	✓	✓		2

The Board of Trustees 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).

### Applying for a place

This policy is written with full adherence to and in accordance with the School Admission Code (2022) and the School Admission Appeals Code (2022). The school participates fully in the Local Authority's Fair Access Protocol and the Local Authority's Co-ordinated Admissions Schemes for starting school and applying for places during the school year. Details of these schemes are on Cornwall Council's website ([www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions)) or on request from the Local Authority. All statutory obligations defined within this code apply, including the operation of an equal preference scheme.

Students will be admitted without reference to ability or aptitude using the procedures detailed in this document, which includes arrangements and criteria that will be applied in the event of oversubscription.

All applications for places into Foundation or KS2 (Newquay Junior only) or during the school year must be made directly to the applicant's home local authority on the appropriate application form. The application form and supporting information is available on the local authority's website or in paper form on request from that local authority. There is no extra information needed by CELT

In-year admissions will be coordinated by the Local Authority.

The following schools are part of the Cornwall Education Trust and provide Foundation Stage, Key Stage One and Key Stage Two education in Cornwall.

### 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	✓	30
Pondhu Primary School	✓	30
Port Isaac School	✓	12
St Mewan Community Primary School	✓	60

School	Foundation	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 the published admissions number, 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 Year of Entry Foundation Stage:**

In the event of there being more applications for places than the PAN allows in the entry foundation stage in the 2025/26 academic year 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 pupils with an Education, Health and Care Plan that names the school, priority for admission will be given to those children who meet the criteria set out below, in order to allocate places.

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) to 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 who have a **sibling** (see Note 2) attending the school at the time of application and who will still have a sibling attending the school, at the proposed date of admission.
3. **Children of all staff** who have been employed by the school for at least 2 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.

### **Tiebreakers**

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school. Where the distance between multiple children's homes and the school is the same, random allocation will be used to decide between them. This process will use Cornwall Council's Random Allocation Protocol, supervised by an independent person, which is available on request.

### **Oversubscription criteria Year of Entry KS 2 (Newquay Junior ONLY)**

In the event of there being more applications for places than the PAN allows in to year 3 in the 2025/26 academic year 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 pupils with an Education, Health and Care Plan that names the school, priority for admission will be given to those children who meet the criteria set out below, in order to allocate places.

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) to 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 who have a **sibling** (see Note 2) attending the school at the time of application and who will still have a sibling attending the school, at the proposed date of admission.
3. **Children who were educated at Trenance Learning Academy** at the time of normal application
4. **Children of all staff** who have been employed by the school for at least 2 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.

### **Tiebreakers**

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school. Where the distance between multiple children's homes and the school is the same, random allocation will be used to decide between them. This process will use Cornwall Council'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. Parents/carers of children with an Education, Health Care Plan do not 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.

### **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 birthplace 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 as determined by Cornwall Council's nominated Geographic Information System software. Measurements will be between the home address using Ordnance Survey's Address Point dataset (usually the centre of the main building of the property) and the main gate of the school (as determined by Cornwall Council).

### **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. The final decision with regard to establishing the home address will rest with the Trust



**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.

If you are unsuccessful in obtaining a place at the school, you can request to be placed on a waiting list – which is regularly monitored by the school and maintained until the end of the academic year. Please be aware that the length of time you have been on a waiting list does not confer any additional priority – if a place becomes available and there are two or more children on the waiting list then the oversubscription criteria above will be applied

**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 waiting 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.

**Deferred entry**

Places in reception will be allocated as full time from September. However, parents/carers are able to request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age or request that their child takes up the place part-time until they are of compulsory school age.

Parents/carers should direct any request to the Headteacher

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

Although most children will be admitted to the school with their own age group, from time-to-time parents seek places 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 Headteacher. 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).

While it would not normally be appropriate for a child to be placed in a year group that is not concurrent with their chronological age, the school will consider these requests carefully, and will make a decision based on the particular circumstances of each case

### Appeals

Applicants refused a place at the school have the right of appeal. Appeals are heard by an independent appeals panel [arranged by Cornwall Council on behalf of the Trust]. Applicants can only appeal again for a place in the same school within the same academic year if the Trust 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.

The school's Local Governing Body recommends that any parent considering an appeal arranges an informal discussion with the Headteacher before proceeding.

## Appendix

### History of Changes

Version	Date	Page	Change	Origin of Change
1.0	07.12.2022		Original Draft	Claire Carter
2.0	November 2023	4 & 5	Added Port Isaac School	Claire Carter