

# Admissions Policy

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2023/2024



SOMERLEYTON SCHOOL  
Policies

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## Section 1 General Principles

Somerleyton Primary School is a state funded primary within Hartimere Family of Schools.

The ethos of this School is based on traditional values where learning is highly valued. We regard good behaviour, respect for others, commitment, team work and ambition as important attributes and expect our students to pursue excellence in all that they undertake. We encourage students to be givers to the Community.

### Our Core Values



Perseverance	Integrity	Creativity	Kindness
Everyone in our school will try their best, even when things are hard.	Everyone in our school will be honest and truthful in their words and actions.	Everyone in our school can think differently and use all our unique talents.	Everyone in our school is thoughtful and treats others the way we would like to be treated.
Everyone in our school will aim to be motivated by mistakes, not afraid of them. Mistakes show we are learning.	Everyone in our school will aim to make right choices to benefit our school community.	Everyone in our school can bravely express our imaginations and choose our own paths.	Everyone in our school will aim to put other people first. We want every member of our school community to be encouraged and to grow.

The main principle of admission to Somerleyton Primary School is to maintain the character of the School as a community School, providing for the needs of young persons within the 4 - 11 age range.

Students will be admitted at the age of 4+ without reference to ability or aptitude. The admission number for September 2022 will be 10.

The School participates in the Local Authority coordinated scheme and all deadlines within the Local Authority scheme should be adhered to by applicants.

Children with an Education, Health and Care Plan naming the School will be admitted, within the scope of the law.

## Section 2 – Definitions and Details

Suffolk County Council’s admissions oversubscription criteria for all Suffolk community and voluntary controlled schools for the 2023/2024 school year

If the number of applications for a school is greater than its Published Admission Number (PAN), we use our admissions oversubscription criteria to decide who gets a place.

Children who have an Education, Health and Care plan who name the school must by law be offered a place at that school.

The following admissions oversubscription criteria show the order of priority for places at community and voluntary controlled schools (and at those voluntary aided schools and academies where they have agreed to operate the same policy as Suffolk County Council). For applications to the normal year of entry at a school, these criteria will be applied according to the circumstances existing before midnight at the end of the closing date.

For in-year applications, these criteria will be applied according to the circumstances existing at the time of application.

1 Looked after children (children in care) and children who were previously looked after (children who were in care, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order, immediately following having been in care, including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted).

2 Sibling: where the child has a sibling in the school or a sibling has already been offered a place at the school, and where the sibling will still be attending the school at the time of admission but not in a specialist unit or a specialist resource base for Hearing Impaired provision, a nursery or in the sixth form. Priority will be given, where necessary, to applications where there is the smallest age gap.

The term ‘sibling’ includes: natural, half, step, and adopted brothers and sisters; a child of the partner of the parent; and children who are fostered into the family. In all these cases, the child and their sibling will both be living at the same address (that is where the child is ordinarily resident) in a single family unit. This means that children from different family units, where those separate families are living together at the same address, are not considered siblings under this criterion.

3. Children who are ordinarily resident in the catchment area and who live nearest to the school. We will measure the distance by a straight line (‘as the crow flies’). All straight line distances are calculated electronically by Suffolk County Council using data provided jointly by the Post Office and Ordnance Survey. The data plots the co-ordinates of each property and provides the address-point between which the straight line distance is measured and reported to three decimal places. Where there is more than one home within a single building (for example apartments) we will measure to a single point within that building irrespective of where those homes are located.

4. Children who live outside the school’s catchment area in the same priority order as set out in criterion 3 above.

Notes to Suffolk County Council's admissions oversubscription criteria Parent for the purposes of education law, section 576 of the Education Act 1996 defines a 'parent' as:

- all natural (biological) parents, whether they are married or not
- any person who, although not a natural parent, has parental responsibility for a child or young person (this could be a step-parent, guardian or other relative)
- any person who, although not a natural parent, has care of a child or young person.

A person has care of a child or young person if they are the person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child.

**Children in care** (looked after children) A 'child in care' or 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).

**Children previously in care** (previously looked after children) Children previously in care (previously looked after children) includes children who were adopted under the Adoption Act 1976 (section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (section 46 adoption orders). Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

**Children adopted from state care outside of England** 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 and ceased to be in state care as a result of being adopted.

#### **Distance tie-breaker**

It is possible that the PAN of the school will be reached in any one of the categories. For this reason, all applications will be prioritised according to the criteria described. Decisions will be made about the offer of places in accordance with those priorities. If it is necessary to use a tiebreaker to distinguish between two or more applications, a distance criterion will be used. We will give priority to the applicants who live nearest to the school as measured by a straight line. In the unlikely event that two applicants competing for a single place at a school live the same distance from the school, the place will be offered to one applicant on the basis of lots drawn by an officer of Suffolk County Council not involved with admissions.

#### **Twins, triplets and other multiple births**

If the final place available is offered to a twin, triplet or other multiple birth and the remaining sibling(s) would ordinarily be refused, we will offer places to the remaining sibling(s). Where a sibling of a twin, triplet or other multiple birth has a school named on their EHC plan, we will from the date of issue of the EHC plan treat their twin, triplets or other multiple births under the sibling oversubscription criterion for the named school. This does not apply to siblings of children in a specialist unit or a specialist resource base for Hearing Impaired provision or a nursery, because they do not meet the sibling definition in the oversubscription criteria.

### **Waiting lists**

If we are unable to offer your child a place at your preferred school(s) in reception, we will automatically add their name to the waiting list for that school(s). Names are placed on the waiting list in the priority order set out in the school's admissions oversubscription criteria.

The order of the waiting list can change each time a child's name is added or the circumstances of a child already on the list changes. As a result, a child's place on the list can go up or down (for example due to withdrawals or late applications). If you change your address while your child is on a waiting list, you must let us know. Please be aware that this may change your child's position on the waiting list. Written evidence of this will be required.

Having your child's name on a waiting list will not affect your right to appeal for any of the schools your child has been refused a place at.

Late applicants will be added to any waiting lists in oversubscription priority order if their parental preferences cannot be met. If a place becomes available at a school, it will be offered to the child who is ranked highest on the waiting list. Places are not offered based on the date on which names were placed on the list.

The waiting lists for community and voluntary controlled schools will close on 31 December 2023. The waiting lists for those voluntary aided schools, and academies who have agreed to operate the same policy as Suffolk County Council will also close on 31 December 2023.

***Suffolk County Council does not hold waiting lists for in-year applicants.***

### **Making another application for a place at the same school**

You can apply for a place for your child at any time to any school outside of the normal admissions round. However, if your application for a school place is refused, we will not determine a further application for a place in the same school in the same school year, unless there has been a significant change in the circumstances of the parent/carer, child or school. Such circumstances might be a house move or a place becoming available at the school.

If there is no significant change in circumstances, you can make another application for the following school year. However, this will not normally be considered more than one term ahead of the date when you want your child to start at the school.

### **Ordinarily resident**

By ordinarily resident we mean the place where your child usually lives. We consider this to be where they sleep overnight. We may need proof of this address. If you use another address to give the impression that your child lives at a different address to where they are ordinarily resident, such as a second home or a grandparent's address, so that you have a higher priority for a place at that school; we consider this to be a fraudulent application. Where a child lives at two or more addresses, each for part of the week, the address at which the child is ordinarily resident will be considered to be the address that the child lives at for most of the week (excluding weekends and school holidays). Separate evidence in writing from each parent or carer must be provided to confirm the child's living arrangements at the time of application.

In cases where the child spends an equal proportion of the school week at two or more different addresses, evidence of which is to be considered the main contact address will be required to support the application. Agreement in writing by the parents/carers will be required to state which address is to be used as the ordinarily resident address. This address will then be used when processing all school preferences expressed. It is not acceptable to use one address for one school preference and another address for another school preference.

If we are aware of a parental dispute affecting the application, we may not be able to deal with the application and you may need to seek independent legal advice in order to resolve the matter.

### **Catchment area schools**

Every community and voluntary controlled school serves an area of streets or villages. Catchment area maps are available online at [www.suffolk.gov.uk/catchmentmaps](http://www.suffolk.gov.uk/catchmentmaps). If you live near to a boundary line on the map, please check your address against the catchment area and/or street lists at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions). A list or copy of a map can also be obtained from the Admissions Team.

### **Applications for a place outside the normal age group**

It is expected that children will normally be educated within their chronological year group. However, when requested to do so by the parent or carer, admission authorities will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned in line with the School Admissions Code (December 2014). We are awaiting further guidance or a change to the School Admissions Code regarding this and would comply with new legislation. This may apply when a parent or carer wishes to delay their summer born (April to August) child entry to full-time education in the Reception Year group until the following school year when they become of statutory school age.

For community and voluntary controlled schools, a request can be made in writing for a delayed or accelerated transfer to the Admissions Team. This will need to include, where relevant, any supporting evidence. An application for the child's normal transfer year group should be made at the same time. The request with a CAF1 application form must be sent to the Admissions Team by the relevant national closing dates. Even if the request is agreed there is no guarantee there will be a place available at the preferred school(s).

Officers at Suffolk County Council will make a decision on the request, taking into account the views of the headteacher of the school(s) concerned. The Admissions Team will write to the parent or carer with the outcome including the reasons for the decision. If the request is refused the parent or carer will be given details of how to complain.

### **Deferred entry for the Reception Year**

Parents and carers offered a place in the Reception Year 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 fifth birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

### **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. Information on how to make an appeal will be provided in the letter refusing your child a place.

### **In Year Admissions**

Admissions for all Year Groups other than the normal admissions round (i.e to join the School in September in reception) will be dealt with in accordance with this policy. All applications should be made direct to the Headmaster on the approved form which is available by ringing the School office when a copy will be posted or emailed to you.

If we are unable to offer a place we will not determine a further application for a place in the same school year unless there has been a significant change in circumstances. If no significant change in circumstances occurs you can submit another application for the following school year but this can only be considered one term prior to the date when the place is required.

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

We will abide by the Schools Admissions Code Section 2.17

### **Appeals**

If you are refused a place at our School you have the right to appeal to an independent panel. Details of how to do this will be included in the refusal letter.

All appeals for a place in reception should be heard by the same panel and it is difficult to slot in late applications. You are therefore advised to send your appeal forms to the Education Appeals Office as soon as possible and your appeal should be heard within 40 school days of the date for appeals to be lodged - which must be at least 20 school days after allocation on 1 March or the next working day.

Appeals for late applications – such appeals should be included with those being heard for the same admission round. However, if this is not feasible, appeals for late applications will be heard within 30 school days of the appeal being lodged.

In year appeals will be heard within 30 days of your appeal being lodged with the Education Appeals Office.

### **Guardianship**

The School reserves the right to carry out necessary checks as to the legal guardianship of an adult making an application for admission for a child whether as an in year admission or as part of the general intake where it considers it necessary to do so. It is recognised that this can relate to safeguarding issues and is therefore of the highest priority to the School.