



## SIR ROBERT HITCHAM CEVAP SCHOOL

Debenham Suffolk IP14 6PL Telephone/Fax 01728 860201

# Admissions Policy 2023/2024

### History of Document

Issue No	Author/ Owner	Date Written	Determined by Governors on	Comments	Review due
1	Gillian Seccombe	November 2021	30.11.2021	Amendments made in line with the 2021 School Admissions Code	2024/20225 Policy due for review in Autumn 2022

Signed: Meeting held via Zoom

## **ADMISSION POLICY 2023/2024**

*Sir Robert Hitcham is a school  
that embraces the Christian faith and values*

The Governing Body at Sir Robert Hitcham CEVAP School is responsible for admissions and has a statutory duty to consider all applications where Sir Robert Hitcham CEVAP is named as a preferred school.

The Admission Policy is reviewed annually by the Governors following consultation with the Diocesan Board of Education and the Local Authority.

The Governing Body has agreed the Published Admission Number (PAN) at 30 for every class throughout the school and this is also their preferred maximum class size.

All Reception Class pupils are eligible for admission to Sir Robert Hitcham CEVAP School full-time in the September following their fourth birthday. Where parents are offered a place for their child in the Reception year of this school year they may decide either to take up the offer full-time in September, or take up the offer part-time or defer entry. If a parent wishes to defer entry to later in the year the place at this school will be held open until the child starts school. However, parents must take up the full-time place no later than the beginning of the term after the child's fifth birthday, and must in any case take up the place before the end of the academic year for which the original application was accepted.

It would normally be expected that parents take up the offer of a primary school place, (be that full-time or part-time) at the beginning of a school term, unless there is an agreement with the school that a place could be taken up at another time of year.

Parents should be aware that the provision of a full-time place (described above) does not apply to maintained nursery provision. Also, where a place has been offered in a nursery attached to a school this does not guarantee a full-time place in the Reception year of a school, and parents must make a separate application for a primary school place by the published closing date.

Children who have a statement of Special Educational Needs (SEN) or an Education, Health and Care plan (EHC plan), which names the school, must by law be offered a place at this school.

### **CHILDREN OUT OF YEAR GROUP**

It is expected that children will normally be educated within their chronological year group. However, 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 (September 2021).

You can make a request to the admission authority for each school in writing. This will need to include, where relevant, any supporting evidence. The Governing Body will make a decision on the request, taking into account the views of the Headteacher.

The school will write to you with the outcome including the reasons for the decision. If the request is refused, you will be given the details of how to complain to the school.

A CAF1 application form must be sent to Suffolk County Council along with the decision letter(s) from the own admissions authority school and other relevant evidence by the national closing dates.

Even if the request is agreed there is no guarantee there will be a place available.

## **OVERSUBSCRIPTION CRITERIA**

If the total number of prioritised applications exceeds the PAN of 30 in any of the following criteria and priorities we will rank the applications within that group by distance from home to school.

We will give priority to the applicants who live nearest to the School as measured by a straight line ('as the crow flies'). All straight line distances are calculated electronically by the Local Authority 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 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.

In the unlikely event of two or more applicants living the same distance and competing for a single place, lots will be drawn by someone independent of the School to determine the successful applicant.

1. Children in care (looked after children - LAC), children previously in care (previously looked after children - PLAC) or children internationally adopted (previously looked after children – IAPLAC). <sup>[1]</sup>
2. Applicants with siblings on the school roll <sup>[2]</sup> at the time of admission.
3. Military families, in accordance with the provisions of the statutory Admissions Code.
4. Children with Home Office confirmed refugee status.

After places are allocated to applicants in the above four groups, all other admissions are made by strictly applying the criteria below in priority order until the number to be admitted equals the PAN (30).

### **In Catchment Area Applications for Reception Class – Priority 5, 6 and 7**

Children of families who are ordinarily resident <sup>[3]</sup> in the school's catchment area (indicative maps showing the agreed catchment area are available from the School Office or from the Local Authority Admissions Teams in Ipswich telephone 0345 6000981 or [www.suffolk.gov.uk/catchmentmaps](http://www.suffolk.gov.uk/catchmentmaps)). However, living within a school's catchment area is no longer an absolute guarantee that a place is available.

Places will be awarded on the basis of the following criteria and priorities.

5. \*Those whose families <sup>[4]</sup> regularly <sup>[5]</sup> worship at an Anglican Church in the Parishes of Debenham, Helmingham, Framsdon, Kenton, Winston, Pettaugh and Aspell <sup>[6]</sup>. Parish maps are available from the School Office.

6. \*Those whose families <sup>[4]</sup> regularly <sup>[5]</sup> worship at another church which is a member of Churches Together in Britain and Ireland or the Evangelical Alliance <sup>[6]</sup>.
7. All other applicants.

### **Out of Catchment Area Applications for Reception Class – Priority 8, 9 and 10**

8. \*Those whose families <sup>[4]</sup> regularly <sup>[5]</sup> worship at an Anglican Church in the parishes of Debenham, Helmingham, Framsdon, Kenton, Winston, Pettaugh and Aspoll <sup>[6]</sup>.
9. \*Those whose families <sup>[4]</sup> regularly <sup>[5]</sup> worship at another church which is a member of Churches Together in Britain and Ireland or the Evangelical Alliance <sup>[6]</sup>. Parish maps are available from the School Office.
10. All other applicants.

#### **\*Please note the following applies to points 5, 6, 8 and 9 above.**

The arrangements refer to worshipping on average at least once per month and this means worshipping on average at least once per month for a period of a year before the deadline for applications which is 15 January 2023.

In the event that during the period specified for attendance at worship, if the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admission arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public.

Where a child lives with separated parents who have shared responsibility, 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). Both parents must provide evidence in writing to confirm the child's living arrangements at the time of the application.

In cases where the child spends an equal proportion of the school week with both parents, evidence of the main contact address will be required to support the application. Both parents must agree in writing 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.

In the unlikely event that two applicants competing for a single place at the school live the same distance from the school, the place will be offered to one applicant on the basis of lots drawn. The random allocation process must be supervised by someone independent of the school.

If the final place available at the school is offered to a twin, triplet or multiple births and the remaining sibling/s would ordinarily be refused, the Governors will offer places to the remaining sibling/s at the same school. The law requires that this will apply even in those primary schools where this would mean that more than 30 pupils would be admitted to an infant class.

## **APPLICATION PROCEDURES**

### **Applications for Reception Class**

Applications for these places must be made on the Local Authority's Common Application Form (CAF1) together with a Supplementary Information Form SIF (if necessary). The SIF form is available from the School or at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions) <sup>[6]</sup>.

The CAF1 can be obtained from the school or can be completed online at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions). The paper CAF1 application form must be returned to the Admissions Team, Endeavour House, 8 Russell Road, Ipswich IP1 2BX.

Please apply either online or on a CAF1 **(but not both)** by Sunday 15 January 2023.

An offer of a school place will be posted from the LA Admissions Team on Sunday 16 April 2023.

### **Waiting List - Reception Class 2023/2024**

If you apply for a school place in the normal year of entry and your preference is refused, your child's name will automatically be placed on a waiting list. Names are placed on the waiting list in the priority order set out in our admissions oversubscription criteria.

The order of children does not remain static – as circumstances change a child's place on the waiting list can go up or down, for example due to withdrawals or additional 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, particularly if you move into or out of the school's catchment area. 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 you have been refused a place at.

Late applicants will be added to the waiting list in oversubscription priority order if their parental preference cannot be met. If a place becomes available, we will offer it to a child on the waiting list in priority order. We do not offer places on the basis of the date on which names were placed on the list.

The waiting list will cease to operate on 31 December 2023. The school does not hold waiting lists for any other class.

### **Applications for Admission to Other Classes or In-Year Applicants**

1. Applications are not normally considered more than one term ahead of the date the place is required.
2. Parents wishing to transfer their children from one Suffolk school to another where there is no change of address should, in the first instance, discuss the matter with the headteacher of their current school before applying for another school. (See also paragraph 8 below.)
3. Parents who wish to make an in-year application for a place at this school should contact the School Office for an application form - ADM1.

4. We will, on receipt of an in-year application, notify the Local Authority of both the application and its outcome, to allow the LA to keep up-to-date figures on the availability of places in the area.
5. When a place becomes available in a year group that has been full at this school, any applicant refused a place for that school year in the last 15 school days and any applicant for whom an appeal has been lodged and is still to be heard, will be considered alongside any new applications. The place will be offered to the pupil ranked highest in accordance with the oversubscription criteria.
6. All applications will be processed by the school within five school-days and the decision communicated in writing. An emailed decision will always be confirmed by letter. Acceptance of offers can be made by email or letter but, in all cases, within two weeks of the offer date.
7. If the number of applications exceeds the number of places available the Governors will use their published oversubscription criteria to determine the offer of places. Any unsuccessful applicant has the right to appeal the decision to an independent panel and details of how to do this will be included in the decision letter.
8. Where an applicant is offered a school place following an in-year application, and the offer is accepted, arrangements should be made for the child to start school as soon as possible, particularly where the child is out of school.

### **Waiting Lists - Classes other than Reception (as previously described)**

We do not hold waiting lists for school places for in-year applications.

### **Contact**

For any queries please contact in the first instance the School Business Manager on 01728 860201 or Suffolk County Council School Admissions on 0345 600 0981.

### **All Applicants**

If the Governing Body's decision is not to grant a place for your child, you have the right to appeal against their decision. You will be sent information on how to appeal. There is no deadline for the submission of appeals which are independently administered by the Education Appeals Office, PO Box 579, Ipswich, IP1 2BX.

### **Making another Application for a Place at the Same School**

A parent/carer can apply for a place for their 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.

## **POLICY REVIEW AND CONSULTATION**

In line with the School Admission Code this Policy is reviewed annually. Consultation takes place locally with our parents and, more formally, with the Diocesan authorities and the Local Authority.

## Notes:

- [1] **Looked after children (LAC) and all previously looked after children:** *children who were looked after, 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 looked after (PLAC), including those children who appear (to the admission authority) to have been in state care outside of England ceased to be in state care as a result of being adopted – internationally adopted previously looked after children (IAPLAC).*
- [2] **Siblings:** *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. The term ‘sibling’ includes: natural, half, step, and adopted brothers and sisters; a child of the partner of the parent/carer; 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] **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 the 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 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 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.*

- [4] *Families in this context mean one or both parents/carers/guardians.*
- [5] *On average at least once per month.*
- [6] *In order that the Governors have legitimate information on which to base a decision, applicants are asked to complete a Supplementary Information Form (SIF) if their application refers to any of these categories. These forms are available at the School*



*or from the LA. Completion of a SIF is NOT a valid application in itself – the CAF1 form must be completed by hand or online to make a valid application for a place.*

- [7] *Gypsy, Roma and Traveller children who move into an area served by a school will be regarded as ordinarily resident in that area when they apply for a school place.*