

	<p>The <b>TILIAN PARTNERSHIP</b> <i>Inspire to achieve</i></p>	<p><b>Policy Document</b> Agreed: Dec 21 Review: Annual Date: Dec 22</p>
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Links to previous admissions policies:

[Admissions Policy 19/20](#)

[Admissions Policy 20/21](#)

[Admissions Policy 21/22](#)

[Admissions Policy 22/23](#)

## ADMISSIONS POLICY

### School Admission Arrangements for 2023/24 School Year

The Tilian Partnership is committed to operating a fair and transparent admissions process, in accordance with the School Admissions Code, the School Admissions Appeals Code and admissions law as it applies to state funded schools.

#### Admissions Arrangements

An application for a place for a pupil starting school for the first time, ie Reception, is made through the local authority. For more information please visit [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions)

An application for a place where a child has already been on roll at any other are managed through the Tilian Partnership. Please see the table below for contacts

Each school has a Published Admission Number (PAN). This is the number of pupils the school can take in each year group including Reception.

	<b>PAN</b>	<b>Contact name</b>	<b>Contact number</b>
Bardwell CE Primary	15	Ms Sarah Allman	01359 250854
Crawford's CE Primary	15	Mrs Claire Barber	01449 673253
Gislingham CE Primary	15	Mrs Mika Ellis	01379 783283
Kersey CE Primary	11	Mrs Jan O'Halloran	01473 823397
Old Newton CE Primary	15	Mrs Leanne Lambourne	01449 673257
Palgrave CE Primary	9	Mrs Liz Gracie	01379 642507
Ixworth CE primary	30	Mrs Salena Johnson	01359 230228
Rougham CE Primary	30	Mrs Emma Thurlow	01359 270288

The Tilian Partnership is a non-selective and inclusive Multi-Academy Trust (MAT). We welcome children regardless of their aptitude or ability. The Tilian Partnership Trust Board is the Admissions Authority and is also responsible for any appeals.

#### Documents

Applicants are strongly advised to read the Suffolk County Council's Admission documents by visiting the website above to ensure that they read and understand the information provided before proceeding with an application.

The following information may be of particular interest:

- Suffolk admission procedures;
- The Local Authority School Transport policy;
- Free School Meal Entitlement;
- The Local Authority Fair Access Protocol

## Consideration of Applications

When applications not exceeding the agreed admission number for any relevant year group are received, the schools will offer places to all those who have applied.

Where there are more applications than there are places available within a relevant year group the school will consider all applications received against the following oversubscription criteria in the order given, to establish which children should be allocated a place. All pupils with an Education and Health Care Plan, where the school is named, will be admitted before other applications are considered.

## Oversubscription Criteria

The priority for places is as follows:

1. A 'looked after child' (defined as a child in Local Authority care<sup>1</sup>, 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 and ceased to be in state care as a result of being adopted - internationally adopted previously looked after children (IAPLAC).
2. 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 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/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. Children whose main residence is within the catchment area of the school. Places will be allocated to the children 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 using data provided jointly by the Post Office and Ordnance Survey. The data plots the coordinates 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. Places will be allocated to the children who live nearest to the school (as in section 3 above).

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<sup>1</sup> (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. Section 22(1) of the Children Act 1989 applies

## Tie Break

In the event that the oversubscription criteria produce a tie between one or more applicants for a single remaining place or for priority on a waiting list, the order of priority will be determined by distance. Priority will be given to the applicants who live nearest the school. If two applicants competing for a single place live the same distance from the school, the place will be offered to one applicant by independent random selection. This will be carried out on the school premises and will be supervised by a person entirely independent of the school and with no current connection to the school. The Chair of Governors or a nominated governor will be in attendance.

## 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).

You can also obtain a copy of the map or list from the Admissions Team on 0345 600 0981 (local rate).

## Notification of Decision

Applicants will be notified in writing, by email or letter on or before the date specified on the application form or accompanying information.

## Waiting Lists

If you apply for a school place in the normal year of entry and one or more of your preferences are refused, your child's name will automatically be placed on a waiting list for these schools. 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. 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 any waiting lists in oversubscription priority order if their parental preferences cannot be met.

If a place becomes available, we will offer it to a child on the waiting list for that school in priority order. We do not offer places on the basis of the date on which names were placed on the list. The waiting lists will cease to operate on 31 December.

We do not hold waiting lists for in-year applicants.

## In-Year Admissions

Applications can be submitted at any time during the school year by completing the Tilian Partnership in-year application form and returning it to the individual school.

If more applications are received for a year group than there are places available within the agreed admissions number, places will be allocated in accordance with the oversubscription criteria.

The Tilian Trust Board may decide to refer a refused application to Suffolk Local Authority in order

that this authority's Fair Access Protocol can be applied. This would normally be where a child is deemed to require a higher level of support than can be provided at the school. The Fair Access Protocol will enable a local authority to engage with a family directly and so provide suitable support or an alternative educational placement as soon as possible. Applicants are advised to refer to the Local Authority Fair Access Protocol before completing an in-year application form. A protocol can be accessed on every Local Authority website, but may well vary from area to area.

### Admission Appeals

If, following a formal application, a place is refused, parents and carers have a statutory right of appeal to an independent appeal panel.

Appeal forms in connection with starting in Reception for the first time in September, must be completed and submitted by the appeal deadline set out in the Suffolk Admissions Procedure.

Appeals in connection with in-year applications may be submitted directly to the school at any time. Details of the process will be sent out with the refusal letter. This will set out the various stages in the appeals process and the dates by which appeals must be heard.

Appeal hearings will not take place during any school holiday other than by agreement between the Tilian Partnership and the appellants, and any appeals received outside term time are not required to be administered until school resumes.

If your application has been refused, we will not process another application for the same school in the same school year, unless there has been a significant change in circumstances of the parent/carer, child or 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.

### Applications for children to enter a year group that does not correspond with their age

The school will consider applications for delayed or accelerated entry when parents or carers would like their child to be admitted in the year group below or above that corresponding to their age.

It is expected that children will normally be educated within their chronological year group. However, when requested to do so by the parent, 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 2021).

Parents or carers should make a request to the school in writing. This will need to include, where relevant, any supporting evidence. The academy trust will make a decision on the request, taking into account the views of the headteacher. The school will write to the parent or carer with the outcome including the reasons for the decision. If the request is refused, details of how to complain to the school should be given. A CAF1 application form must be sent to the LA along with the decision letter(s) from the own admissions authority school(s) 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.

### Deferred Entry

Parents or carers of children who will reach compulsory school age during the course of the school year may request that the date their child is admitted to the school is deferred until the term following that in which the child reaches compulsory school age, however this is not recommended as the child will miss out on key experiences. Any such requests need to be discussed fully with the school so we can explain our concerns.

## Children from Overseas

The Admissions Committee will consider applications submitted on behalf of children from overseas in accordance with European Union law, or Home Office rules for non-European Economic Area nationals.

Applications can be made for a Tilian Partnership school when the child is not yet resident in the UK, provided the child is either:

- (a) A British Citizen.
- (b) A Citizen of the European Economic Area (EEA), which comprises the Member States of the European Union together with Liechtenstein, Norway, Switzerland and Iceland.
- (c) Accompanying a member of the United States Air Force.
- (d) Accompanying a teacher on the exchange scheme.

A copy of the child's current passport is required as evidence of citizenship, or a copy of the documentation confirming the placement. The LA may also require evidence of the new address in Suffolk.

If the child does not fall into any of the above categories, then an application for a school place should not be made until the child has arrived in the UK.

## Definition of terms used:

**Parents and Carers:** 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.

**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.

**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 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/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.

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.

### **Withdrawing an Allocated Place**

Parents will be expected to confirm by post or email within 21 days their acceptance of any place offered at the school. The child must then be attending school within five weeks of the date of the original offer letter.

The Tilian Partnership reserves the right to withdraw the offer of a place if these conditions are not met and to reallocate the place to the highest ranked child on a waiting list, or to a new applicant where no waiting list exists.

The Tilian Partnership may also withdraw the offer of a place if the child's home address is subsequently found not to be as stated on the application form