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1. INTRODUCTION

ADMISSION TO SCHOOLS IN SUFFOLK – 2010/11

Suffolk County Council is responsible for co-ordinating the admission arrangements for all the local authority maintained schools within Suffolk, including Community Schools, Voluntary-controlled (CEVC) Schools, Church of England Aided (CEVA) Schools and Roman Catholic Voluntary-aided Schools (RCVA), and with neighbouring local authorities.

We are also responsible for deciding the admission arrangements for Community and Voluntary-controlled Schools in Suffolk. During the spring term 2009 we consulted schools, parents, others and our neighbouring authorities on these arrangements and these have now been agreed.

The governing bodies of Church of England Voluntary-aided Schools and Roman Catholic Voluntary-aided Schools decide the admission arrangements for their own schools and these have also now been agreed.

We have brought together all the admissions policies of our schools in Suffolk in this one document and we are making it available for parents and others to view. Copies are available at local libraries and on our website at:

<http://www.suffolk.gov.uk/EducationAndLearning/Schools/AdmissionsToSchools/>

We have also made it available at the following County Council offices:

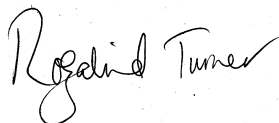
Endeavour House, 8 Russell Rd, Ipswich, IP1 2BX
Southern Area Office, St Edmund House, Rope Walk, Ipswich, IP4 1LZ
Western Area Office, West Suffolk House, Western Way, Bury St Edmunds, IP33 3YU
Northern Area Office, Clapham House, Clapham Road, Lowestoft, NR32 1QX

Parents, other local authorities and governing bodies of Aided Schools can object to these arrangements. To do so, they should write to the Schools Adjudicator, whose address is given below, **by Friday 31 July 2009**.

The Secretary
Office of the Schools Adjudicator
Mowden Hall
Staindrop Road
Darlington
DL3 9BG

Further information about who may make an objection and how to do so is available on the website for the Schools Adjudicator: <http://www.schoolsadjudicator.gov.uk/object1.cfm>

If you need further information about these arrangements or about how to object please contact us at: 0845 600 0981 (local rate).



ROSALIND TURNER
Director for Children and Young People

1 May 2009

2. ADMISSION POLICY FOR ALL SUFFOLK COMMUNITY AND VOLUNTARY-CONTROLLED SCHOOLS

We will offer you a school place on the following basis:

We will treat all your preferences (up to three) as equal. This is known as an 'all preferences equal' scheme. We will look to see if a place is available at each of your preferences and offer you a place at your highest preference school with a place available.

Step 1

If we can meet your first preference, we will offer you a place at that school.

Step 2

If we cannot meet your first preference but can meet your second preference, we will offer you a place at that school. For the entry year only we will place your name on the waiting list for your first preference school.

Step 3

If we cannot meet your second preference but can meet your third preference, we will offer you a place at that school. For the entry year only we will put your name on the waiting list of your first and second preference schools.

Step 4

If we cannot meet any of your preferences, we will offer you a place at your catchment school (if you have not included it in your preferences and if there is a place available there) or at the next nearest school, which has a place available, with regard to the efficient use of resources. The next nearest school is measured by walking distance. Walking distance is from the front door of the home to the nearest school gate. Where there is more than one home within a single building (for example apartments) we will measure from the main entrance of the building.

For the entry year only, we will also place your name on the waiting list for your first, second and third preference school. This waiting list is held until the last day of the autumn term.

PLEASE NOTE that we cannot guarantee a place for your child at your catchment school. We recommend that you apply for more than one school because of this.

Admissions oversubscription criteria

For any of your preferred schools, there may be more applications for that school than there are places available.

It is important that all schools are able to provide an effective education for their pupils in suitable accommodation, which is not overcrowded. This means that schools can only offer a set number of places in any one year. This number is called the Published Admission Number (PAN), which is based on a national formula for deciding how many children can go to a school without causing overcrowding.

Also infant classes must not have more than 30 pupils with a single teacher (for primary schools only).

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

Children who have a Statement of Special Educational Needs which names 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:

- 1 Children in public care (Looked After Children)
- 2 Children who are ordinarily resident in the catchment area.

(Please note that we are no longer able to guarantee a place at your catchment school)

Places will be allocated in the following priority order:

- a. Where the preferred school is the most suitable school to meet the child's medical needs. (You must provide a letter at the time of application from your doctor or the school medical officer which sets out the particular reasons why the school in question is the most suitable school and the difficulties that would be caused if the child had to attend another school).
 - b. Children who are brothers and sisters of, or who live as a family at the same address as, pupils who are already at the school and who will still be there 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.
 - c. If the school is voluntary-controlled, children whose parents are applying on the grounds that the child and/or the family are practising members of the Church of England. (You must provide a letter at the time of application from a priest or minister confirming that you and/or your child is a practising member of the Church of England and that you and/or your child go to church regularly, that is to say at least once a month).
 - d. 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 by the LA 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.
- 3 Children who live outside the school's catchment area in the same priority order as set out in (a) to (d) above.

NOTES

Distance tie breaker

It is possible that the PAN of the school will be reached in any one of the categories set out above. For this reason, all applications will be prioritised according to the rules described. Decisions will be made about the offer of places in accordance with those priorities. If it is necessary to use a tie-breaker 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 the county council not involved with admissions.

Multiple births

If the final place available at a school is offered to a twin or triplet and the remaining sibling/s would ordinarily be refused, Suffolk County Council will offer places to the remaining sibling/s at the same school. It is not Suffolk County Council policy to separate twins or triplets etc, unless such admissions would breach infant class size legislation.

Waiting lists

If you apply for a school place in the normal admissions round and one or more of your preferences are refused, your child's name will automatically be placed on a waiting list for these schools [as described in Step 1 to Step 4 at the beginning of this document]. 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.

Having your child's name on a waiting list will not affect your right to appeal for a school place in any of the schools you have applied for.

If a place becomes available, we will offer it to children 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.

Where a school is over-subscribed, an application received by the end of the autumn term will be placed on the waiting list. The order will be determined in accordance with the admissions over-subscription criteria, not the date on which the application is received. The waiting list will be operative up to the last day of the autumn term.

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

Please note

If you would like a catchment area map, please refer to [the area office].

3. ADMISSION POLICIES FOR SUFFOLK VOLUNTARY-AIDED SCHOOLS

The following pages contain the admission policies of the Voluntary-Aided Schools in Suffolk.

**All Saints' CEVA Primary School,
Laxfield**

[Download Supplementary Information Form \(SIF\)](#)

[Download CAF1 Form](#)

The maximum number of children to be admitted, the Planned Admissions Number, is 15.

All applications for entry to the School should be made on the Common Application Form (CAF) and returned, together with any supplementary information required on the Supplementary Information Form (SIF), to the Local Authority by 29th January 2010.

Places will be offered to Looked After Children (i.e. Children in Public Care) regardless of whether they live in the catchment area of the school.

Places will also be offered to those children with statements of special educational needs which name the school as the appropriate school for the child. Remaining places will be offered in the following order.

1 Children who are ordinarily resident* in the school's catchment area on 29th January 2010 in the following order:

a. Children who have a physical disability that makes attendance at Laxfield School appropriate. You must attach a letter from your doctor or the school medical officer to your application form to support your request.

b. Children with brothers or sisters (or other children living together as a family at the same address) already at the school and who will be there when the child starts. If there are not enough places, we will give places to those with the smallest age gaps first.

c. Children whose applications are made on religious grounds. You must provide supporting information regarding this on the Supplementary Information form (SIF). If there are more applications than places, we will

offer places based on the criteria in point 1d.

d. Children who live the furthest from another primary school (distances from the front door of child's residence to the front door of the school will be measured in a straight line between the two locations).

2 Children who are ordinarily resident outside the school's catchment area on the 29th January 2010. The order of preference will be as for 1a-c, but criteria d. will be: children who live nearest the school (distances from the front door of child's residence to the front door of the school will be measured in a straight line (as the crow flies) and calculated electronically by the Local Authority using data provided by the Post Office and Ordnance Survey.).

3 The LA (Local Authority), on behalf of the Governors, will inform you by **20th April 2010** as to whether or not a place is available. 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 and a "Notice of Appeal Form". There is no deadline for the submission of appeals which are independently administered by the Education Appeals Office, PO Box 579, Ipswich, IP1 2BX.

Applications made after the published deadline.

If there are still places left at the school after we have considered all the applications made by 29th January 2010, we will offer them to applicants who applied after that date using the preference order 1-2.

The information provided in this policy needs to be read alongside and in the context of the relevant Suffolk Co-ordinated Admissions Scheme and 'Schools in Suffolk

Important Information for parents and carers.'

- Details of the catchment area agreed with the LA can be obtained from the school or from The Area Office, Lowestoft. 'Ordinarily resident' means permanently resident for a settled purpose. It does not include residence taken up solely to qualify as living in the catchment area for the purposes of gaining a place at the school. It does not apply to proposed moves into the catchment area which have not taken place at the time of application.
- The "home address" of an applicant who spends time with both parents (shared responsibility) will be taken as the home address that is nearer to the school using the measuring system in paragraph 2.

Traveller families will be considered as 'ordinarily resident' for these purposes.

Waiting Lists: -

A waiting list will be maintained by the school of those unsuccessful in their initial application. Names are placed on the waiting list in the priority order set out in our admissions oversubscription criteria. This list will be maintained until the last day of the autumn term 2010. For further information about waiting lists please refer to the relevant page in the *Schools in Suffolk 2010-2011* booklet published by Suffolk County Council.

All Saints' CEVA Primary School, Newmarket

[Download Supplementary Information Form \(SIF\)](#)

[Download CAF1 Form](#)

The Governors of All Saints School are able to welcome up to 30 pupils into each year group and will try to meet the preferences of parents but this cannot be guaranteed. Applications should be made on the Local Authorities' Common Application Form (C.A.F.), together with a Supplementary Information Form (S.I.F.) for Aided Schools, these are available from the school or the Local Area Education Office. C.A.F. forms must be returned to the school or the Local Authority Office by Friday 15th January, 2010 and the Supplementary Form returned directly to the school by this date. Children with a Statement of Special Educational Need which identifies All Saints' as the appropriate school for that child will be admitted automatically as a priority. If there are more applications than places then children will be admitted to the school according to the following order of priority.

1. Children in Care.

2. *Up to 24 places are for:-*

2.1 Children who have a brother or sister¹ attending, All Saints' School at the time of his / her admission. If necessary, priority will be given to those with the smallest age difference.

2.2 Children who are ordinarily resident in the school's Catchment area.²

3. *Up to 6 places are for:-*

3.1 Children who themselves or their families³ regularly⁴ worship at All Saints' or St. Mary's Churches, Newmarket. Parents must complete a Supplementary Information Form available from the school.

3.2 Children who themselves or their families³ regularly⁴ worship at another Christian Church⁵. Parents must

complete a Supplementary Information Form available from the school.

3.3 Children of other religious faiths, whose parents would like them to attend All Saints' because of its religious traditions.⁶

N.B. Priority in all of the above categories will be given to:-

Children with a special educational need, medical condition or exceptional domestic or social situation, which makes attendance at All Saints' School appropriate. Parents must send some professional evidence to support their application, for example a letter from their G.P. or Social Worker.

4. *Other applications*

If places in categories 1, 2 and 3 are not filled, other applicants will be allocated places until the pupil admission number (P.A.N.) is reached. The determining factor will be the distance from home to school measured by 'as the crow flies'⁷ from the front door of your home to the main door of the school.

If the admissions limit of 30 is reached when considering the above categories, the determining factor will be the distance from home to school measured by 'as the crow flies'⁷ from the front door of your home to the main door of the school. Priority will be given to the child living nearest to All Saints' School. The 'home' address of an applicant who spends time with both parents (shared responsibility) will be taken as the home address that is nearer to the school using the measuring system as described. Children not allocated a place will be placed on the waiting list until the last day of the Autumn Term using the same criteria as above.

On Tuesday 20th April, 2010 the Local Authority will write to parents, on behalf of the Governing Body, to inform them whether or not a place is available. If a place is not granted you have the right to appeal against the decision of the

Governing Body. You will be sent information on how to appeal and a 'Notice of Appeal From'. All appeals against the decision not to admit pupils are now processed by the Local Authority (Suffolk County Council) and heard by an independent review panel.

Further information about the admissions process is available in Suffolk's Primary Co-ordinated Admissions Scheme, a copy of which is set out in the Schools in Suffolk Admissions Guidance Booklet for Parents.

Notes:

1. Brother or sister includes half or step siblings and other children of the same immediate household.

2. Details of the catchment area can be obtained from the school or from Local Authority's offices in Bury St. Edmunds or Ipswich. 'Ordinarily resident' means permanently resident for a settled purpose. It does not include residence taken up solely to qualify as living in the catchment area for the purpose of gaining a place at the school. It does not apply to proposed moves into the catchment area which have not taken place at the time of application. Traveller families will be considered as 'ordinarily resident' for these purposes.

3. Families in this context means either or both parent or guardian.

4. Regularly means at least monthly and the applicant should be known to the priest or minister.

5. Christian Church is defined as a church which is a member of Churches Together in Britain and Ireland or the Evangelical Alliance.

6. Parents should indicate that they wish their application to be considered under this category.

7. 'As the crow flies' - this distance will be measured by a straight line from the mid-point of the home to the mid-point of the school building. Where there is more than one home within a single buildings e.g. apartments, the distance will be measured from the main entrance of the building. The L.A. will provide these measurements which are calculated electronically, using data provided by the Post Office and Ordnance Survey.

Badwell Ash CEVAP School

[Download Supplementary Information Form \(SIF\)](#)

[Download CAF1 Form](#)

Parents who would like their child to attend Badwell Ash School should contact the Head teacher and obtain an application form and a Supplementary Information Form for entry to Aided Schools.

Details of Suffolk's Primary Co-ordinated Admission Scheme are included in the School in Suffolk Admissions Guidance Booklet for Parents. Copies of this booklet can be obtained from the school or the LA.

The Published Admissions Number for the school for the year 2010 / 2011 is 18.

Children in Care have over-riding first priority for admission to the school.

The Governors are required to admit any child who has a "Statement of Special Educational Needs" which identifies Badwell Ash CEVAP as the appropriate school for that child.

After these two categories, places will first of all be offered to those children ordinarily resident in the school's catchment area, which includes Badwell Ash, Great Ashfield, Langham, Hunston, Harding's Lane Norton and Wetherden Upper Town. If the school is oversubscribed with pupils living in the catchment area, then criterion 5 in the list below will be applied. After that, if there are still places available, the order of priority for admission will be as follows:

1. Children with brothers or sisters at the school (with priority being given, where necessary, to those with the smallest age difference). This includes step and half-siblings.
2. Children whose family (i.e. parents / guardians / carers of the child) worships regularly within the benefice of Badwell Ash / Walsham le Willows. (Governors define regular worship as attendance at least once a month).

3. Applications that are made on account of the child's medical condition, social or compassionate grounds. Supporting documentation in the form of a letter from a doctor, social worker or other qualified professional will be required.
4. Other applications, where the sole criterion will be distance from home to school by a straight line measure, from the front door of the child's residence to the front door of the school, with priority being given to the child living nearest to the school. The "home" address of an applicant who spends time with both parents (shared responsibility) will be taken as the home address that is nearer to the school using the measuring system as described.
5. If the published admissions number is reached within any of the above criteria the determining factor will be the distance from home to school measured by a straight line with priority being given to the child living nearest to the school – distance measured from the front door of the child's residence to the front door of the school.

Please Note:

1. Parents gaining out of catchment area places should understand that this does not guarantee a place at Blackbourne Middle School when their child reaches age 9.
2. Details of the catchment area agreed with the LA can be obtained from the school or from the Area Education Office, Shire Hall, Bury St Edmunds. "Ordinarily resident" means permanently resident for a settled purpose. It does not include residence taken up solely to qualify as living in the catchment area for the purpose of gaining a place at the school. It does not apply to proposed moves into the catchment area, which have not taken place at the time of application. Traveller

families will be considered as “ordinarily resident” for these purposes.

3. Parents should be advised that they must complete a Common Application Form (CAF 1) and send it to the school or Area Education Office by the closing date of 29th January 2010. They should also send a Supplementary Information Form (SIF) direct to the school at the same time. The LA will inform parents on behalf of the Governors on Tuesday 20th April 2010 whether or not a place is to be offered at the school.
4. Waiting Lists: A waiting list will be maintained by the school of those unsuccessful in their initial application. Names are placed on the waiting list in the priority order set out in our admissions oversubscription criteria. This list will be maintained until the last day of the autumn term 2010. For further information about waiting lists please refer to the relevant page in the “Schools in Suffolk 2010-2011” booklet published by Suffolk County Council.
5. 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 and a “Notice of Appeal Form”. There is no deadline for the submission of appeals which are independently administered by the Education Appeals Office, PO Box 579, Ipswich, IP1 2BX.

Creeting St Mary CEVAP School

[Download Supplementary Information Form \(SIF\)](#)

[Download CAF1 Form](#)

The Governors of Creeting St Mary CEVAP School are able to welcome up to **11 pupils** into each year group (*Published Admissions Number*) and will try to meet the preferences of parents/carers but this cannot be guaranteed. The closing date for applications is Friday 15th January 2010. Applications will be considered for children born between 1st September 2005 and 31st August 2006. If there are more applications than places then children will be admitted to the school according to the following order of priority.

- The Governors are required by law to admit children who have a statement of Special Educational Needs, which names Creeting St. Mary CEVAP as the school appropriate to their needs.
1. Children in Public Care
 2. Children who are ordinarily resident in the school's Catchment area.
 3. Children who have a brother or sister who is attending the school and will be on roll at the time of admission. If necessary, priority will be given to those with the smallest age difference.
 4. Children who are attending Creeting Nursery.
 5. Children with at least one parent/carer who attends a Church of England church at least once a month. Applicants are advised to fully complete the Supplementary Information Form.
 6. Children with at least one parent/carer who attends another Christian denomination at least once a month. Applicants are advised to fully complete the Supplementary Information Form.
 7. Children with at least one parent/carer who attends another faith community at least once a month. Applicants **must** send a supporting letter from the leader of that faith community.
 8. Children with a particular educational need, medical condition or exceptional domestic or social situation, which makes attendance at Creeting School

particularly appropriate. Parents/carers **must** send some professional evidence to support an application, for example a letter from the child's G.P. or Social Worker.

9. All other applicants.

Notes

- A map showing details of the catchment area agreed with the L.E.A. can be obtained from the school or from Shire Hall, Bury St Edmunds.
- 'Ordinarily resident' means permanently resident for a settled purpose. It does not include temporary residence taken up solely to qualify as living in the catchment area for the purpose of gaining a place at the school. It does not apply to proposed moves into the catchment area, which have not taken place at the time of application. Traveller families will be considered as 'ordinarily resident' for these purposes. Brother or sister includes half or stepsiblings and other children of the same immediate household.
- In the event of a tie within any of the above categories, the determining factor will be the distance from the front door of home to the front door of school measured in a straight line (as the crow flies) and calculated electronically by the Local Authority using data provided by the Post Office and Ordnance Survey. Priority will be given to the child living nearest the school.
The 'home' address of an applicant who spends time with both Parents (shared responsibility) will be taken as the home address that is nearer to the School using the measuring system as described.
- The Local Authority (Suffolk County Council) will write on behalf of the Governors on the 20th April 2010 indicating whether or not a place is available. 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 and a "Notice of Appeal Form". There is no deadline for the submission of appeals.
- All appeals against the Governing Body's decision not to admit pupils are

now processed by Suffolk County
Council legal department and heard by
an independent review panel.

**Elveden Church of England
Voluntary-Aided Primary School**

[Download Supplementary Information Form \(SIF\)](#)

[Download CAF1 Form](#)

Our policy has been set in accordance with the Schools Admissions Code 2007.

The Governors of Elveden School are able to welcome up to **12 pupils** into each year group and will try to meet the preferences of parents but this cannot be guaranteed. The closing date for applications is **15th January 2010** immediately proceeding the September in which your child is due to start school. Parents should apply using the Local Education Authority's Common Application Form (CAF) together with a Supplementary Information Form for Aided Schools (SIF). These are available on demand and should be returned to the Area Education Office or the school **by 15th January 2010**. Applicants will be notified of the result of their application directly by the Area Education Office on **20th April 2010**. If there are more applications than places, then children will be admitted to the school according to the following order of priority.

Our school has a policy of inclusion and welcomes all pupils. We do not disadvantage either directly, or indirectly, any child from a particular social or racial group, or any child with a disability or special educational needs. As a 'faith school' we do, however, have a priority list if applications exceed the number of places available. These are listed below.

The Governors are required to admit children who have a statement of Special Education Needs, which names Elveden as the school appropriate to their needs.

Children in public care will be offered a place.

We encourage parents and children to visit our school before making an application to come here, but any information gained by us at these meetings is not used within the admission decision making process.

There is no charge or cost related to the admission of a child to this school.

Please see our charges and remissions policy if you would like more information (e.g. school trips – we do ask for voluntary contributions towards these but a child is never prevented from going on a trip for financial reasons).

There is no bus transport for our school. If we are your nearest suitable school, and you live more than 2 miles from the school, we can put you in touch with the local authority for transport to be arranged.

We do not give any priority to children purely on the basis of parents being staff or Governors.

We do not give any priority to children based upon the order in which the applications were received.

Priority List

- 1) Children in public care.
- 2) Children who are ordinarily resident in the School's catchment area, up to a maximum of 6 children living closest to the school (i.e. 50% of the admission number) (i)*.
- 3) Children who have a brother or sister (ii) who is attending Elveden School. If necessary, priority will be given to those with the smallest age difference.
- 4) Children who themselves or one or both parents (iii) is at the 'heart of the church'. Parents must send a supporting letter from the parish priest. You will be a regular worshipper (at least twice a month). First priority in this category will be iv(a) then iv(b).
- 5) Children who themselves or one or both parents (iii) are 'attached to the church' - a regular but not frequent worshipper (attends monthly family or church parade services). First priority per iv(a) and iv(b).

- 6) Children who themselves or one or both parents (iii) is 'known to the church' – an occasional worshipper, or you may be known to the church via a family connection e.g. a uniformed or other church organisation. Again priority is given per iv(a) and iv(b) letter from priest.
- 7) Children of other backgrounds whose parents would like them to attend Elveden School because of its religious traditions (v).
- 8) Children within catchment who were not in the 50% at point 2 and do not fulfil the criteria above.
- 9) Children with a particular educational need, medical condition or exceptional domestic or social situation which makes attendance at Elveden School particularly appropriate. Parents must send some professional evidence to support an application, for example a letter from your GP or social worker.
- 10) Other applications.

*If the admission limit of 12 is reached when considering the above categories, the determining factor will be the distance from the front door of home to the front door of school measured in a straight line (as the crow flies) and calculated electronically by the Local Authority using data provided by the Post Office and Ordnance Survey. Priority will be given to the child living nearest the school.

If a child lives with parents with shared responsibility for each part of the week (i.e. the child has 2 regular homes) the home nearest to the school will be used for the point of measure. Children not allocated a place will be placed on a waiting list until the end of the first full week of the Autumn term. Applicants will be notified of the result of their application directly by the Area Education Office in **April 2010**.

We only exceed our admission number in exceptional circumstances, e.g. application for placement of twins, triplets or multiple

birth siblings that would take us beyond 12 children but keep within infant class size regulations.

Appeals

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 and a "Notice of Appeal Form". There is no deadline for the submission of appeals which are independently administered by the Education Appeals Office, PO Box 579, Ipswich, IP1 2BX.

Where places become available before any admission appeals are heard, these will be filled from the waiting list. Waiting lists MUST by law now be held until the end of the Autumn Term. Children will be ranked according to the criteria set out in this policy.

Notes:

- (i) Details and maps of the catchment area agreed with the Local Authority can be obtained from the school or from Shire Hall, Bury St Edmunds.
- (ii) Brother or sister includes half or step siblings (child of the child's step-parent) and other children of the same immediate household. Please note: We may not allocate places at our school on the basis that a sibling or other relative is a former pupil, including siblings who were on roll at the time of application but will have left by the time the child starts school.
- (iii) Families in this context mean either or both parent, or guardian.
- (iv)
 - a) Anglican church in Brandon benefice
 - b) A church which is a member of Churches together in Britain and Ireland or the Evangelical Alliance.
- (v) Parents should indicate that they wish their application to be considered under this category.

Orford CEVA Primary School

[Download Supplementary Information Form \(SIF\)](#)

[Download CAF1 Form](#)

The Governors of Orford CEVAP School are able to welcome up to **15 pupils** into each year group (*Published Admissions Number*) and will try to meet the preferences of parents/carers but this cannot be guaranteed. The closing date for applications is Friday 15th January 2010, immediately proceeding the September in which your child is due to start school. If there are more applications than places then children will be admitted to the school according to the following order of priority.

If there are more applications than places then children will be admitted to the school according to the following order of priority.

The school is required by law to admit children who have a statement of Special Educational Needs which names the Orford CEVAP as the appropriate to their needs.

1. Children in Public Care (Looked after children)

2. Children who are ordinarily resident in the Orford catchment area. ²

3. Children who have a brother or sister ¹ who is attending Orford School. If necessary, priority will be given to those with the smallest age difference.

4. Children who themselves or their families³ regularly⁴ worship at an Anglican church. This information is confirmed by the completion of a Supplementary Information Form (SIF) required by all church aided schools.

5. Children who themselves or their families³ regularly⁴ worship at another Christian church. This information is confirmed by the completion of a

Supplementary Information Form (SIF) required by all church aided schools.

6. Children of other religious faiths, whose parents would like them to attend Orford School because of its religious traditions. ⁵

7. Children with a particular educational need, medical condition or exceptional domestic or social situation which makes attendance at Orford School particularly appropriate. Parents **must** send some professional evidence to support an application, for example and a letter from their GP or Social Worker.

8. Other applications.

In the event of a tie within any of the above categories, the determining factor will be the distance from the front door of home to the front door of school measured in a straight line (as the crow flies) and calculated electronically by the Local Authority using data provided by the Post Office and Ordnance Survey. Priority will be given to the child living nearest the school.

(The home address of a child spending time with both parents with shared responsibility will be taken as the home nearest the school using the measuring system as described above)

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 and a "Notice of Appeal Form". There is no deadline for the submission of appeals which are independently administered by the Education Appeals Office, PO Box 579, Ipswich, IP1 2BX.

Where places become available before any admission appeals are heard, these will be filled from the waiting list which will be held until the end of the autumn term 2010. Any applicant moving into the area after the normal admissions round and with a higher priority against the published admissions criteria leapfrogs those on the waiting list with a lower priority. Children will be ranked according to the criteria set out in this policy.

If the admissions limit of 15 is reached within any of the above categories applications within that category will be ranked by distance from home to school, measured as defined above – with the application(s) nearer to school being given priority.

Children not allocated a place will be placed on a waiting list as noted above. (NB Waiting lists are held only until the end of the Autumn Term 2010.)

The above arrangements apply to those who are applying for a place at the start of full time education. Pupils applying for a place when transferring from another school will be accepted provided the number in the year group is less than 15.

Notes:-

1 Brother or sister includes half or stepsiblings and other children of the immediate household.

2 Details of the catchment area agreed with the LA can be obtained from the school or from the Southern Area Education Office, St Edmund House, Ipswich

3 Families in this context means either both parent and guardian.

4 Regularly means at least monthly and the applicant should be known to the priest or minister.

5 Parents should indicate that they wish their application to be considered under this category.

6 Children are normally admitted to full-time education at the beginning of the term in which their fifth birthday falls. Children may be admitted to part-time education, mornings only, at the beginning of the school year in which their fifth birthday falls.

Sir Robert Hitcham's CEVA Primary School, Debenham

[Download Supplementary Information Form \(SIF\)](#)

[Download CAF1 Form](#)

The Governing Body at Sir Robert Hitcham School, Debenham is responsible for admissions; it will try to meet the preferences of parents but this cannot be guaranteed.

There is a separate admission policy for the Nursery and it should be noted that admission into Nursery does not guarantee a place in the Reception class.

The Governing Body has agreed the Published Admission Number (PAN) at 30 for every class throughout the School.

Children begin full-time education at the start of the term preceding their fifth birthday. The Governors will not permit children to start full-time schooling earlier than the term described above.

Please note that the Governors are required by law to admit a child to a school if it is specifically named in a Statement of Special Educational Needs.

Children who are in public care will always be given first priority.

In-Catchment Area Applications for Reception Class

Children of families who are ordinarily resident¹ in the catchment area (maps showing the agreed catchment area, are available at the school or from Northern Area Education Office in Lowestoft) qualify for admittance to this school, subject to the availability of places. Places will be awarded on the basis of the following criteria and priorities;

¹ 'Ordinarily resident' means permanently resident for a settled purpose. It does not include residence taken up solely to qualify as living in the catchment area for the purpose of gaining a place at the school. Traveller children will be considered as 'ordinarily resident'. You will be considered in this category if you have details confirming a move into the catchment area, including the new address, this must be proof of exchange of contracts, a letting agreement or a letter from your commanding officer confirming your new address

1. those who have a brother or sister² at the School who will be attending the School at the time of admission.
2. those whose families regularly³ worship at an Anglican church in the Debenham benefice (the supplementary information form (SIF) must be filled in if parents wish to claim this as a reason for admission);
3. those whose families regularly worship at another church which is a member of Churches Together in Britain and Ireland or the Evangelical Alliance (the supplementary information form (SIF) must be filled in if parents wish to claim this as a reason for admission).

If the admissions limit is reached after considering the above criteria the determining factor will be the distance from the front door of home to the front door of school measured in a straight line (as the crow flies) and calculated electronically by the Local authority using data provided by the Post Office and Ordnance Survey. If the child lives with both parents at separate addresses (shared responsibility) the address that is nearer to the school measured in a straight line as described above will be taken. Priority will be given to the child living nearest to the School.

Out of Catchment Area Applications for Reception Class

If after the allocation of in-catchment places, there are remaining available places, the same criteria and priorities will be applied as for in catchment area applications, with the distance from home to school being used as a determining factor—using the same criteria and method as described above.

Applying for a place in the School at any other time

Pupils transferring from another school will be offered a place provided the number in the class is less than 30.

² Includes half brothers or sisters or other children living in the same household

³ On average at least once per month

Available places will be allocated in the order that the admissions panel receives applications. If two or more applications are received for a single place at the same time then the admissions criteria already outlined for Reception class applications will be applied in priority order.

We will not consider an application more than one term in advance of the admissions date nor will we hold a place once granted for longer than one term.

A place will be kept available for no more than one school term, after a place has been offered by the school and accepted by the Parent/Carer.

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 SIF (if necessary). Completed forms should be returned to the School by the 29th January 2010. Applicants will be notified of the result of their application directly by the Local Authority on 20th April 2010.

Applications for admission to other classes or mid-year applicants

These applicants will need to complete form CAF2 and return to the School. A reply to parents/carers will be sent as soon as possible after the receipt of the form and consideration by the Governing Body admissions panel.

Waiting List

In the case of oversubscription in the entry year the school will keep a waiting list for the whole of the Autumn Term.

Children will be ranked in the same order as the oversubscription criteria listed in this policy. Priority will not be given to children based on the date either their application was received, or their name was added to the list.

As soon as a school place becomes vacant it will be filled from the waiting list even if this is before an admissions appeal unless an exception applies (See DCSF School Admissions Appeals Code 2009). Placing a child's name on the waiting list does not affect an applicant's right of appeal.

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 and a "Notice of Appeal Form". There is no deadline for the submission of appeals which are independently administered by the Education Appeals Office, PO Box 579, Ipswich, IP1 2BX

Sir Robert Hitcham's CEVA Primary School, Framlingham

[Download Supplementary Information Form \(SIF\)](#)

[Download CAF1 Form](#)

The Local Authority (LA) - Suffolk County Council - provide a 'co-ordinated' scheme for all schools in Suffolk and their brochure 'Schools in Suffolk' should be read in conjunction with this Policy. The 'Schools in Suffolk' brochure is available from the School, the LA at the Northern Area Office (0845 600 0981) or on the SCC web site: www.suffolkcc.gov.uk/EducationAndLearning/AdmissionToSchools/.

The Governing Body will consult with the Local Authority and other admission authorities in Suffolk at least once a year and before making any changes to the Admissions Policy.

Parents should be aware that as the school is a Church of England Voluntary-aided Primary School it has a distinct Christian ethos, whilst being rooted in the local community in all its diversity.

Children will be admitted to the school on a full-time basis at the beginning of the term in which their fifth birthday falls.

The 'home' address of an applicant who spends time with both parents (shared responsibility) will be taken as the home address that is nearer to the school using the measuring system as described below.

ADMISSIONS OVERSUBSCRIPTION CRITERIA

There may be more applications for this school than there are places available. It is important that all schools are able to provide an effective education for their pupils in suitable accommodation, which is not overcrowded. This means that schools can only offer a set number of places in any one year. This number is called the Published Admission Number (PAN), which is based on a national formula for deciding how many children

can go to a school without causing overcrowding.

The Governing Body, as the Admission's Authority, has a duty to set the number of intended admissions to any age group at a figure no lower than the Published Admissions Number (PAN) for that age group. A higher figure can be set at the Governors' discretion. Currently the school admits up to 50 children in Reception.

Infant classes must not have more than 30 pupils with a single teacher.

If the number of applications for a school is greater than its PAN, we use the Admissions Oversubscription Criteria to decide how we will allocate the places available.

Children who have a statement of special educational needs which names this school must by law be offered a place at the school.

The following admissions oversubscription criteria show the order of priority for places at this school.

1 Children in care

2 Children who are ordinarily resident* in the catchment area. Places will be allocated in the following order:

2.1 Children who have a physical disability whose needs can only be met at this school (You must provide a letter at the time of application from your doctor or the school medical officer to support your request).

2.2 Children who are brothers and sisters of, or who live as a family at the same address as, pupils who are already at the school and who will still be on roll at the time of admission. Priority will be given, where necessary, to applications where there is the smallest age gap.

2.3 Children whose families** wish to apply for a place giving faith as a priority will need to give evidence that they attend church regularly

(at least monthly), by completing Supplementary Information Form (SIF) indicating their faith involvement. Their church minister must countersign the SIF. This form is available from this school. Applicants new to the area can provide evidence from a previous church or churches.

**Ordinarily resident: is defined as permanently resident for a settled purpose. It does not include residence taken up solely to qualify as living in the catchment area for the purpose of gaining a place at the school. It does not apply to proposed moves into the catchment area which have not taken place at the time an application is considered. Traveller families will be considered 'resident' for these purposes.*

***A parent is any person who has parental responsibility for or is the legal guardian of the child. Where admission arrangements refer to 'parents' attendance at church' it is sufficient for just one parent to attend. 'Family members' include only parents, as defined above, and siblings.*

2.4 Children who live nearest to the school. The distance will be measured by a straight line ('as the crow flies') from the mid-point of the home to the mid-point of the school building. Where there is more than one home within a single building (for example apartments) distance will be measured from the main entrance of the building. The LA will provide these measurements which are calculated electronically using data provided by the Post Office and Ordnance Survey.

3 Children who live outside the school's catchment area in the same order of priority as set out in 2.1 to 2.4 above.

DISTANCE TIE BREAKER

In the unlikely event of two or more applicants who live the same distance from the school competing for a single place, lots will be drawn by a member of staff not involved in admissions to determine the successful applicant.

APPLICATION PROCEDURE

Parents should apply for Reception places using the Local Authority's Common Application Form (CAF1) together with a school Supplementary Information Form (SIF). These are available from the school. It is possible to apply on line – see the web address above. If completing a 'hard' copy of a CAF1 it can be returned to the school or direct to the LA. The SIF needs to be returned to the school. Applicants will be notified of the results of their application directly by the Area Education Office on Tuesday 20 April 2010

Parents who have children with a date of birth from 1 Sept 2005 to 31 August 2006 will need to apply for a reception place no later than Friday 29 January 2010 for the academic year 2010/2011.

Applicants for admissions to other year groups, or mid-year applicants, will need to complete form CAF2 together with the SIF and send both forms to the school. They will be sent a reply without delay after receipt of the application. Mid-year applications are dealt with on a first-come-first-served basis.

If the Governing Body is unable to grant a place for a child, the parents/guardians have the right to appeal against the decision. They will be sent copies of the *Notes for Parents on Appeals Procedures*, together with *Notice of Appeal* application forms. Any appeal application should be sent to the County Solicitor at the address shown at the top of the form.

A Waiting List will be maintained if a year group is oversubscribed until Summer Term 2011. Children will be ranked in the same order as the oversubscription criteria above and not on the date the application was received, or the date a name was added to the list.

St Alban's Catholic High School

[Download Supplementary Information Form \(SIF\)](#)

[Download CAF1 Form](#)

Admission arrangements are co-ordinated across the Local Authority and Voluntary-aided Schools (like St Alban's) throughout Suffolk. The Local Authority's booklet for parents ('Schools in Suffolk') provides details of all Suffolk Schools.

The planned Admissions Number for the school is 162. All applications should be made using the Common Application Form for Suffolk and submitted to the Local Authority or to the school in Suffolk that your child is currently attending.

In addition a Supplementary Information Form should be requested from the school, completed and sent together with a copy of your child's baptismal certificate, or its equivalent, and any reference stipulated below to the Admissions Officer, St. Alban's Catholic High School, Digby Road, Ipswich IP4 3NJ

Applications for Year 7 in September 2010 for the school year 2010-2011 must be submitted by Monday 2nd November 2009.

The Supplementary Information Form should be submitted by Monday 16th November.

Admission criteria and allocation process –Main school.

1) Principles of prioritisation

Places are allocated according to three tiers of priority. These are:

- The religious affiliation of the child.
- Whether the child will have brothers or sisters attending the main school at the time of entry.
- The religious nature of the school currently attended.

In addition any child who has a statement of educational needs that names the school is automatically allocated a place, and a child in 'public care' is given special consideration in accordance with the Code of Practice.

2) Religious affiliation

The religious affiliation is defined as follows:

- a. Roman Catholic – the child has a certificate of baptism, a copy of which must be supplied to the school with the Supplementary Information Form.
- b. Member of another Christian denomination:
 - i. The child can provide a reference from his/her church minister, or church elder, confirming that he/she has attended church for Sunday religious services at least monthly for the last two years; or since he/she joined the church if that is shorter than two years.
 - ii. His/her parents are willing for him/her to participate in the religious education and life of the school.

3) Allocation of priority group to application

Using the priority tiers and definitions above each application will be allocated to a priority group as follows:

Priority Group	Description
0	The pupil has a statement of educational needs specifying St Alban's <i>Baptised Catholic pupil</i>
1.1	in public care
1.2	who will have a sibling attending St. Alban's main school at the time of entry
1.3	currently attending Catholic Voluntary-aided Primary Schools
1.4	currently attending Christian Voluntary-aided or Voluntary-controlled Primary Schools
1.5	currently attending any

	school not included above.
	<i>Pupil who is in 'public care' and not a Baptised Catholic, or is a member of another Christian denomination</i>
2.1	in public care
2.2	who will have a sibling attending St. Alban's main school at the time of entry
2.2.1	currently attending Catholic Voluntary-aided Primary Schools
2.2.2	currently attending Christian Voluntary-aided or Voluntary-controlled Primary Schools
2.2.3	currently attending any school not included above
2.3	who will not have a sibling at St. Alban's
2.3.1	currently attending Catholic Voluntary-aided Primary Schools
2.3.2	currently attending Christian Voluntary-aided or Voluntary-controlled Primary Schools
2.3.3	currently attending any school not included above.
	<i>All other pupils</i>
3.1	not used
3.2	who will have a sibling attending St. Alban's main school at the time of entry
3.2.1	currently attending Catholic Voluntary-aided Primary Schools
3.2.2	currently attending Christian Voluntary-aided or Voluntary-controlled Primary Schools
3.2.3	currently attending any school not included above

3.3	who will not have a sibling at St. Alban's
3.3.1	currently attending Catholic Voluntary-aided Primary Schools
3.3.2	currently attending Christian Voluntary-aided or Voluntary-controlled Primary Schools
3.3.3	currently attending any school not included above.

Note: If a Supplementary Information Form is not received the child will be placed in Priority Group 3. In the above 'sibling' refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

4) *Tie Break*

Where the allocation of places would exceed the planned admissions number within a priority group the places will be allocated by random selection (i.e. by lottery).

5) *Waiting List*

- a. Late applications, i.e. applications for the coming Year 7 which are received after the closing date for applications and before the start of the Autumn term, will automatically be placed on the waiting list if the school is over subscribed at the time of application. This waiting list will be maintained by Suffolk Southern Area Education team until the end of the Autumn term; it will be maintained for the remainder of the year by the St Alban's Admissions Officer.
- b. The waiting list will be ordered according to the priority group as in paragraph 3 above. Each new request to be added will be slotted in appropriately. For example a request for a child that is 'priority group 2.1' will be added above a child that is 'priority group 2.3'. The random selection process will be re-run for a priority group in which a vacancy can

be offered if a child has been added to the list.

6) *Notification of allocation*

Applicants will be advised of the outcome in writing by the Local Authority on behalf of the Governors on Monday 1 March 2010.

7) *Appeals*

- a. Appeals against a refusal should be directed to the Education Appeals Service who will be responsible for the correspondence from this point.
- b. The Education Appeals Service will make the necessary arrangements for an Appeal Hearing if one is required.
- c. Once an applicant's case has been heard at an Appeal Hearing, further appeals in the same academic year cannot be accepted unless circumstances have changed.

8) *Casual or mid-year applications*

- a. Applications for admission during the year should be made using the appropriate Common Application Form for Suffolk (CAF 2 or CAF2-T) and submitted in accordance with the Local Authority procedure. In addition a Supplementary Information Form should be requested from the school, completed and sent together with a copy of your child's baptismal certificate, or its equivalent, and any reference stipulated above to the Admissions Officer, St. Alban's Catholic High School, Digby Road, Ipswich IP4 3NJ.
- b. Parents may ask, if the application is unsuccessful, to be added to the waiting list for that year.

Admission criteria and allocation process –Sixth Form.

The Planned Admission Number for the Sixth Form is 5 (i.e. the number of applications from children who are not currently attending St Alban's).

The courses on offer each year are outlined in the Sixth Form Prospectus. Whilst it is expected that all courses published will run, it is occasionally

necessary to cancel courses due to lack of student interest. If this should happen, the applicants will be notified as soon as possible. For this reason applicants are requested to state alternative choices of subjects.

Individual courses have their own entry requirements which can be found within the course details. The entry requirement for A2 study in Year 13 is a pass in the subject studied at AS level.

9) *Applications will be considered from:*

- a. Pupils expecting to gain an average of 5 points / C at GCSE; or a combination of Intermediate GNVQ and GCSE to the same standard, who wish to study a course combination on offer at Advanced level.
- b. Pupils expecting at least three GCSE subjects at grade C or above who wish to follow the one year Consolidation Course.

10) *General criteria and prioritisation:*

- a. All pupils shall be willing to participate in religious education and the life of the school
- b. Each external application will be allocated a "Priority Group" in accordance with the criteria that apply to the main school as stated paragraph 3 above.

**St Benedict's Catholic Upper School,
Bury St Edmunds**

[Download Supplementary Information Form \(SIF\)](#)

[Download CAF1 Form](#)

Pupils are admitted into National Curriculum Year 9 who have attained the age of 13 years by 31 August prior to entry. Students are therefore admitted to the school according to the following priorities.

1. Those who have statements of Special Educational Needs which specifically name St Benedict's as the appropriate school. (The Governors are required by law to admit these children to the school.)
2. Baptised Roman Catholic 'looked after' children (children in care).
3. Baptised Roman Catholic children who attend St Louis Middle School with brothers or sisters or who live as a family at the same address as those who are currently attending St Benedict's School and who will continue to attend the school at the time of entry.
4. Other baptised Roman Catholic children who attend St Louis Middle School
5. Other baptised Roman Catholic children with brothers or sisters or who live as a family at the same address as those who are currently attending St Benedict's School and who will continue to attend the school at the time of entry.
6. Other baptised Roman Catholic children currently attending a Catholic school
7. Other baptised Roman Catholic children.
8. Non-Catholic 'looked after' children
9. Non-Catholic children who attend St Louis Middle School with brothers or sisters or who live as a family at the same address as those who are currently attending St Benedict's School and who will

continue to attend the school at the time of entry.

10. Non-Catholic children who attend St Louis Middle School who attend their place of worship at least monthly. A supporting signature from the appropriate minister will be required on the Supplementary Information Form (see below).
11. Other non-Catholic children attending St Louis Middle School
12. Other non-Catholic children with brothers or sisters or who live as a family at the same address as those who are currently attending St Benedict's School and who will continue to attend the school at the time of entry.
13. Other non-Catholic children currently attending a Catholic school.
14. Other non-Catholic children who attend their place of worship at least monthly. A supporting signature from the appropriate minister will be required on the Supplementary Information Form (see below).
15. Other Non-Catholic children

In the event of over-subscription occurring under any of the above categories places will be offered to children within that category according to those living nearest to the school measured as the crow flies from home (for at least 3 days Monday to Friday) front door to school main entrance door. Where there is more than one home within a single building (for example apartments) we will measure to the main entrance of that building irrespective of where those homes are located.

Applications

Please see the booklet 'Schools in Suffolk 2010-11'. Copies of the booklet can be obtained from the school or the Area Education Office. St Benedict's Open Evening will be held on [tba] October at 7 pm.

All applications are to be received by Monday 2 November 2009. By this date Suffolk applicants should return the Common Application Form (CAF1) to your

child's current middle or primary school or the Area Office. Please note that the Supplementary Information Form (SIF) should be returned directly to St Benedict's School. Students of St Louis Middle School should return the SIF with the CAF1 to St Louis. Applicants in another county should contact their own local authority for further information.

Places

Places available,	
September 2010:	150
Roll in current Year 9:	153

Appeals

Parents of children refused admission have a right of appeal to an independent panel. Further information and documents can be obtained from the school.

St Benet's Catholic Primary School

[Download Supplementary Information Form \(SIF\)](#)

[Download CAF1 Form](#)

The Governors decide on admissions for each academic year in January of the year of admission. St Benets Catholic Primary School is a voluntary-aided primary school for children between the ages of 4 and 11 years. The policy of the Governors is to admit up to a maximum of 17 children in the Reception year, which is the admission intake limit.

The school's total capacity is assessed at 119 places for 7 year groups. Governors will consider late applications in certain circumstances. Applications should be made on the Local Education Authority Common Application Form (CAF1) together with a Supplementary Information Form (SIF).

Parents and Guardians who wish to apply for a place for their child, should do so as early as possible in the preceding academic year. Early applications are welcome but will receive no priority. Visits from prospective parents are welcome and appointments can be made through the school office. The Governing Body will make decisions on those gaining admission and parents will be notified in line with the admission timetable.

Further information about the admission and appeals process is available in the Schools in Suffolk guidance booklet for parents. This booklet also sets out the relevant dates for the admission process.

In the event of any over subscription in the number of applications made, the Admissions Committee will offer places in the following order of priority:

1. Children with a statement of special educational needs.
2. Catholic children in the care of the Local Authority. A Catholic child means a child who is baptised in the

Catholic faith and holds a Catholic baptism certificate.

3. Catholic children with a sibling or siblings at St Benet's at the time of admission. A sibling means brothers or sisters living at the same address including adopted children, step brothers/sisters and children in foster care within a family unit.
4. Catholic children living within the parish of St Benet's. A Parish map can be made available upon request.
5. Catholic children not living within the parish.
6. Children not of Catholic faith, in the care of the Local Authority
7. Baptised Christians, who have a sibling at the school at the time of admission.
8. Other baptised Christian children.
9. Other 'children in public care'.
10. Other children with a sibling at St Benet's at the time of admission.
11. Other Children

Applications must be supported by a baptismal certificate.

Tie-breaker

Within each category above, priority will be given to applicants in order of those whose homes are nearest to St Benet's School. To determine who lives nearest, distance will be measured on a straight line "crow fly" basis, using Ordnance Survey data.

Admission Arrangements

Your child is legally obliged to attend school from the beginning of the term after his/her 5th birthday. At St Benet's, we admit all 4 year old children in the September before their 5th birthday. Our arrangements are as follows:

Those whose birthdays fall between 1st September and 31st December are admitted fulltime in September.

Other children attend for the mornings only during the Autumn Term.

St Edmunds Catholic Primary School, Bungay

[Download Supplementary Information Form \(SIF\)](#)

[Download CAF1 Form](#)

The Governors decide on admissions for each academic year in January of the year of admission.

St. Edmund's Catholic Primary School is a voluntary-aided primary co-educational school for children between the ages of 4 and 11 years. The policy of the Governors is to admit up to a maximum of 15 children in the reception year, which is the admission intake limit. The school's total capacity is assessed at 105 places for seven year groups.

Children are admitted into the school's Early Year/Reception class in one full-time intake at the beginning of the term in September.

Where applications for admission exceed the number of places available the following criteria will be applied. (In the event of a tie-break situation, distance will be measured by a straight line drawn on an ordnance survey map between the front door of the home and the front door of the school main entrance.)

Admissions criteria

1. LOOKED AFTER CHILDREN

- (i) All looked after children.

2. CATHOLIC CHILDREN

- (i) Baptised siblings* of children of practising Catholic parent(s) within the Catholic Parish of St. Edmund, Bungay. The Governors will require from the parish priest evidence of the child's baptism and the family's attendance at Sunday Mass.
- (ii) Baptised children of practising Catholic parent(s) within the

Catholic Parish of St. Edmund, Bungay. The Governors will require from the parish priest evidence of the child's baptism and the family's attendance at Sunday Mass.

- (iii) Baptised siblings* of practising Catholic parent(s) living outside the boundaries of the parish of St. Edmund, Bungay. The Governors will also require from the parish priest evidence of the child's baptism and the family's attendance at Sunday Mass.
- (iv) Baptised children of practising Catholic parent(s) living outside the boundaries of the parish of St. Edmund, Bungay. Priority will be given to those living closest to the school. The Governors will require from the parish priest evidence of the child's baptism and the family's attendance at Sunday Mass.
- (v) Other baptised children of Catholic parent(s).

3. CHILDREN OF OTHER CHRISTIAN OR OF OTHER FAITH TRADITIONS (NON-CATHOLICS)

- (i) Baptised children with a sibling attending the school on the proposed date of admission and whose parents regularly attend a Christian church. The Governors will require evidence of baptism and Church membership or attendance.
- (ii) Other siblings*.
- (iii) All other children

4. (i) All other children including children of no faith.

* Sibling refers to brother or sister, or any child who lives as a family as the same address.

Applying for a place.

Parents and Guardians who wish to apply for a place for their child should do so as early as possible in the preceding academic year. Application forms are available from the school.

Earlier applications are welcome but will receive no priority. Visits from prospective parents are positively encouraged and appointments can be made through the school office.

Decisions on those gaining admission will be made by the Governing Body and parents will be notified of acceptance, under the Co-ordinated Admissions timetable by Suffolk Local Authority. We regret that the governors are unable to indicate acceptance of a place at the school directly.

In the event of the Admissions Committee refusing a place, the parents or guardians of the child have the right to appeal in writing to the Statutory Appeals Office. Arrangements for independent appeals are co-ordinated by legal services as part of Suffolk's Primary Co-ordinated Admissions Scheme. These details are included in the 'Schools in Suffolk' admissions guidance booklet for parents.

Waiting Lists

Waiting lists for oversubscribed years will be maintained until the end of the first full week of the new academic year.

Admissions in September 2008:

Published Admission Number: 15
Number of applications: 16
Number of places allocated in March 2008:15
Number of places accepted in July 2008: 15
Number of appeals: 0
Number on roll January 2008: 103

St Edmunds Catholic Primary School, Bury St Edmunds

[Download Supplementary Information Form \(SIF\)](#)

[Download CAF1 Form](#)

St Edmund's Catholic Primary School was established by the Catholic Church to provide education for Catholic Children. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government and seeks at all times to be a witness to Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeates every aspect of the school's activity. It is essential that the Catholic character of the school's education is fully supported by all families in the school. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

The school's *Published Admission Number (PAN)* is 60 pupils. Government legislation restricts classes in key stage 1 to a maximum of 30 pupils per class. The governing body has decided to limit class sizes in key stage 2 to 30 per class. Places will not be offered above 30 per class as governors believe it would be detrimental to the education of pupils already in the class.

Whenever there are more applications than places available, priority will always be given to applicants in accordance with the oversubscription criteria listed below. The Governing body are required by law to offer places to those children who have a statement of special educational needs that names the school.

The criteria in order of priority are:

1. Baptised Roman Catholic children(see note 2) resident at the time of application in the parishes of St Edmund King and Martyr Bury St Edmunds, Our Lady's Stowmarket, St Mary's Thetford, The Holy Trinity, Diss

and St Thomas of Canterbury Brandon and the villages they serve. Within this category priority will be given to:

- a. Looked after children(see note 1)
 - b. Children who will have at least one sibling attending St Edmund's Catholic Primary School at the time of their admission.
 - c. Other children resident in the parishes listed above.
2. Baptised Roman Catholic Children (see note 2). Priority will be given to:
- a. Looked after children(see note 1)
 - b. Children who will have at least one sibling attending St Edmund's Catholic Primary School at the time of their admission.
 - c. Other children
3. Looked after children (see note 1)
4. Children of Roman Catholic heritage (that is where one or both parents are baptized Roman Catholics. (A baptism certificate as evidence will be required) Priority will be given to:
- a. Children who will have at least one sibling attending St Edmund's Catholic Primary School during the year of their admission.
 - b. Other children
5. Baptised children, who are practising* members of other churches recognized by Churches Together in England (see note 3), and whose parents wish their child to attend a Roman Catholic school and are supported by their minister. Priority will be given to:
- a. Children who have at least one sibling attending St Edmund's Catholic Primary School at the time of their admission.
 - b. Other baptised children.
6. Other children. Priority will be given to:
- a. Children who will have at least one sibling attending St

- Edmund's Catholic Primary School during the year of their admission.
- b. Other children

Tiebreaker: Within each category above, priority will be given to applicants in order of those whose homes are nearest the school as the crow flies. Distance will be measured from the front door of the child's home to the school's front door.

Pupils with Special Educational Needs

The admission of pupils with statements of special educational needs is dealt with under a separate procedure. Details are set out in the Special Educational Needs Code of Practice.

Application Process: Parents should apply using the Common application Form (CAF1 if an entry year admission and CAF2 for mid-year admissions) along with the Supplementary Information Form(SIF). Further information about the admissions and appeals procedure is available from the Schools in Suffolk guidance booklet for parents. The booklet also contains the co-ordinated admissions Scheme for Primary and Middle schools in Suffolk which contains details about the admissions timetable.

Applicants moving into the area

If you are moving house, applications will not be processed until confirmation of residency has been received. E.g. tenancy agreement or solicitor's letter confirming exchange and completion

Rejection of applications

If a place is not allocated, you have a statutory right of appeal. Information regarding appeal will be sent with the refusal letter.

Applications which are not successful will be kept for the rest of the academic year for which the application was made. If a place becomes available, it will be offered based on the criteria listed above.

Note 1- a child who is looked after by a local authority in accordance with section 22 of the Children's act 1989(b) at the time of his or her application and who will still be looked after at time of admission

Note 2- definition of Roman Catholic

- a. A child baptised in the Roman Catholic Church or baptised in one of the other rites whose members are in full communion with the Bishop of Rome.
- b. A child baptised in another Christian faith who has been received into full communion with the Roman Catholic faith.
- c. A child who, with his/her family is enrolled in a recognised course of preparation leading to baptism.

Note 3- Churches Together in England

See www.churches-together.org.uk for further details on membership

Note 4 – Sibling means brother or sister, half brother or sister, adopted brother or sister, step-brother or sister or the child of the parent/carer's partner where the child for whom the school place is sought is living at the same address as the sibling.

*For the avoidance of doubt practising is defined as at least monthly attendance at church and will be based on a reference provided by the minister at the church you attend.

St Edmundsbury CEVA Primary School, Bury St Edmunds

[Download Supplementary Information Form \(SIF\)](#)

[Download CAF1 Form](#)

As St Edmundsbury CEVA Primary School is an Aided Church of England School, the admission of children is the responsibility of the Governing Body.

New intake children whose parents/carers ordinarily reside within the catchment area allocated to the school receive first priority to a place provided a preference to St Edmundsbury is expressed.

All applications for places in the academic year commencing September 2010-2011 must be returned by Friday 15th January 2010. Parents will be informed by letter on Tuesday 20th April 2010 by the Local Authority, whether or not a place is available. If the Governing Body refuses to grant a place for your child, you have the right to appeal against their decision. All appeals against the Governing Body's decision not to admit pupils are now processed by the Local Authority and heard by an independent review panel.

The school holds a waiting list until the end of the Autumn term in the event of unexpected places becoming available. The same admissions criteria apply when a vacancy occurs.

ADMISSIONS CRITERIA

The published Admission number for St Edmundsbury School is currently set at 60.

The Governors are required by law to admit any child who has a Statement of Special Educational needs which identifies St Edmundsbury as the appropriate school for that child.

Places will be awarded to children in the following order of priority:-

1. Looked after Children.
2. Children of parents/carers who are ordinarily resident in the catchment

area of the school. Details of the catchment area agreed with the LA can be obtained from the school or from The Area Education Office, Shire Hall, Bury St Edmunds. "Ordinarily resident" means permanently resident for a settled purpose. It does not include residence taken up solely to qualify as living in the catchment area for the purpose of gaining a place at the school. It does not apply to proposed moves into catchment area which have not taken place at the time of application. Traveller families will be considered as "ordinarily resident" for these purposes. The home address of an applicant who spends time with both parents (shared responsibility) will be taken as the home address that is nearer to the school using the measuring system as described below.

3. Children who have a brother or sister at the School who will be attending at the time of admission. Brothers or sisters including half and step siblings, adopted siblings or children living permanently in the same immediate household as the child that is attending St Edmundsbury School.
4. Children who have special social, medical or pastoral reasons for applying for a place at the school. Parents/carers are required to support applications with written evidence from their General Practitioner, Social Worker, Health Visitor or similar professional who has knowledge of the child.
5. Children whose parents/carers worship at least monthly at any Christian Church or are committed members of another faith. To be considered under this criteria parents/carers must produce a letter confirming attendance and support from their Church or Religious Leader.
6. All other applicants.

In the event of a tie at any stage the deciding factor will be the distance from the front door of the house to the main school gates as measured by a straight line.

Further information about the admissions process is available in the Schools in Suffolk Admissions Guidance Booklet for Parents; copies of which can be obtained from the school or the Area Education Office.

If you should be unsuccessful in your application for your child to be admitted to a Church of England Aided Primary School of your choice you have the right to make an appeal against the decision. Information will be sent to you on how to appeal.

St Felix Roman Catholic Primary School, Haverhill

[Download Supplementary Information Form \(SIF\)](#)

[Download CAF1 Form](#)

The school's published admission number (PAN) is currently 45. DfES legislation restricts the size of Key Stage 1 classes to 30 children per class. The governors are required by law to admit a child who has a Statement of Special Educational Needs, which specifically names St. Felix RC School as the appropriate school. In the event that several children meet the same criteria, admission will be in descending birth date order.

The criteria in order of priority:

1. Looked After Children
2. Baptised Roman Catholic Children (Please attach a copy of the Baptismal Certificate)
Subject to above, within this category priority will be given in the following order:
 - (a) Children of practising* Roman Catholic families (Priest's signature is required on the SIF)
 - (b) Children who have at least one sibling** attending St. Felix Catholic Primary School.
 - (c) Children who have at least one sibling** attending Middle or Upper Schools in the West Suffolk Catholic Pyramid.
 - (d) Other baptised Roman Catholic Children
3. Baptised children whose parents wish their child to attend a Catholic School and are supported by their minister. (Please attach a copy of the Baptismal Certificate)
Subject to above, within this category priority will be given to:
 - (a) Children of a practising* Christian family (Minister's signature is required on the SIF)

- (b) Children who have at least one sibling** attending St. Felix Roman Catholic Primary School.
- (c) Children who have at least one sibling** attending the Middle or Upper schools in the West Suffolk Catholic Pyramid.
- (d) Other baptised Christian children.

4. Other children whose parents wish their child to have a Catholic Education and are willing for them to participate in the required teaching and life of the school
Subject to above, within this category priority will be given to
 - (a) Children who have at least one sibling** attending St Felix Catholic Primary School
 - (b) Children who have at least one sibling** attending Middle or Upper schools in the West Suffolk Catholic Pyramid
 - (c) All other children

Application Process: Parents should apply using the Common application Form (CAF1 if an entry year admission and CAF2 for mid-year admissions) along with the Supplementary Information Form (SIF). Further information about the admissions and appeals procedure is available from the Schools in Suffolk guidance booklet for parents. The booklet also contains the co-ordinated admissions Scheme for Primary and Middle schools in Suffolk which contains details about the admissions timetable. School Governors will consider all applications, including those for the school Nursery, at their Admissions meetings. The above criteria will be applied in all cases. When spaces permit, children will be admitted into the nursery for three terms rather than two, in accordance with the admissions criteria; however, the age and maturity of the child will also be used as criteria in such cases.

Note: If a Supplementary Information Form (SIF) is not received the application will be considered under 4(c)

* For the avoidance of doubt, practising is defined as at least fortnightly church attendance.

** For the avoidance of doubt, sibling means brother or sister, half brother or sister, adopted brother or sister, step-brother or sister or the child of the parent/carer's partner where the child for whom the school place is sought is living at the same address as the sibling

St James CEVA Middle School

[Download Supplementary Information Form \(SIF\)](#)

[Download CAF1 Form](#)

In deciding which school to send your child to be educated, the first step is probably to visit the school. Please telephone the school secretary on 01284 – 754096 to make an appointment. An Open Day/Open Evening will be held on 22nd October 2009. The school can be seen in action during the following sessions: 9.30 am - 11.00 am, 1.45 pm - 3.15 pm and 6.00 pm – 8.30 pm. The Headteacher, staff and Governors will be available to discuss your application.

Application to St James CEVA Middle School should be made on the Common Application Form (CAF1) and returned to the Local Authority, via your child's Primary School, by **Friday 29th January 2010**.

Any supplementary information required should be entered onto the Supplementary Information Form (SIF) and returned directly to St James CEVA Middle School.

The Governors of St James' School have set an admission limit of **124** pupils for initial entry to the school in 2010-2011. If there are more than 124 applications by the closing date, then children will be admitted to the school according to the following order of priority:

Children in the care of a Local Authority (Looked After Children) will be given highest priority.

The Governing Body has a duty to admit children who have a statement of Special Educational Needs that names St James CEVA Middle School as the appropriate school to meet their needs.

- a. Children who have a brother or sister¹ who is attending St James' School. If necessary, priority will be given to those with the smallest age difference.
- b. Children who are ordinarily resident in the school's catchment area.²

- c. Children who themselves or their families³ regularly⁴ worship at the Cathedral or any Anglican Church. Parents **MUST** provide supporting information on the Supplementary Information Form (SIF).

- d. Children who themselves or their families regularly⁴ worship at another Christian Church. Parents **MUST** provide supporting information on the Supplementary Information Form (SIF).

- e. Children of other religious faiths, whose parents would like them to attend St James' because of its religious traditions.⁵ Parents **MUST** provide supporting information on the Supplementary Information Form (SIF).

- f. Children with a particular medical condition or exceptional domestic or social situation, which makes attendance at St James' School appropriate. Parents **MUST** provide supporting information on the Supplementary Information Form (SIF) and a letter of support from the relevant doctor or social worker.

- g. Other applications.

If the admissions limit is reached when considering any of the above categories, the determining factor will be the distance from the front door of the home to the main school gate as measured by a straight-line. Priority will be given to children living closest to the school as measured in this way.

The 'home' address of an applicant who spends time with both parents (shared responsibility) will be taken as the home address that is nearer to the school using the measuring system as described.

NOTES

¹ *Brother or sister includes half or step siblings and other children of the same immediate household.*

- ² *Details of the catchment area agreed with the LA can be obtained from the school or from Shire Hall, Bury St Edmunds. 'Ordinarily resident' means permanently resident for a settled purpose. It does not include residence taken up solely to qualify as living in the catchment area for the purpose of gaining a place at the school. It does not apply to proposed moves into the catchment area which have not taken place at the time of application. Traveller families will be considered as 'ordinarily resident' for these purposes.*
- ³ *Families in this context means either or both parent or guardian.*
- ⁴ *Regularly means at least monthly and the applicant should be known to the priest or minister.*
- ⁵ *Parents should indicate that they wish their application to be considered under this category.*

'Looked after Children' or 'Children in Public Care refer to children currently under the care of a Local Authority.

Supporting information, where required, will be treated with the utmost confidence. Please ensure that the person from whom you are seeking support on the Supplementary Information Form (SIF) has seen this Admissions procedure.

You will be informed by the LA on behalf of the Governors whether or not a place is available on **Tuesday 20th April 2010**. 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 and a "Notice of Appeal Form". There is no deadline for the submission of appeals which are independently administered by the Education Appeals Office, PO Box 579, Ipswich, IP1 2BX.

A waiting list will be maintained by the school of those unsuccessful in their original application. Names are placed on the waiting list in the priority order set out in our admissions oversubscription criteria. This list will be maintained until

the last day of the autumn term 2010. For further information about waiting lists please refer to the relevant page in the *Schools in Suffolk 2010-11* booklet published by Suffolk County Council.

Further information on the admissions process is available in the *Schools in Suffolk Admissions Guidance* booklet for Parents, copies of which can be obtained from the school or the Area Education Office.

St John's CEVA Primary School, Ipswich

[Download Supplementary Information Form \(SIF\)](#)

[Download CAF1 Form](#)

This policy refers to all applications for admission to the School in the period September 2010 to August 2011. Applications will be considered for children born between 1st September 2005 and 31st August 2006.

As the demand for places in our school is high, the Governors seek to issue clear guidelines and a points system for all applicants.

Children with Special Educational Needs:

The Governors are required by law to admit any child who has a 'Statement of Educational Needs' which identifies St. John's CEVA Primary School as the appropriate school for that child.

Children in Public Care:

Children in Public Care will be admitted regardless of their points score

After Children in Public Care and Statemented applicants have been allocated places, the remaining applications will then be awarded points according to the published policy, placed in rank order, including applications gaining zero points, with places being offered according to that order until the number of admissions equals 30.

Tiebreaker statement: In the event of a tie within any of the above categories, the determining factor will be the distance from the front door of home to the front door of school measured in a straight line (as the crow flies) and calculated electronically by the Local Authority using data provided by the Post Office and Ordnance Survey. Priority will be given to the child living nearest the school.

Definitions

'Home': in the above paragraph refers to the 'home' address of an applicant who spends time with both parents (shared responsibility) and will be taken as the address that is nearer to the school gate as previously described.

'Families': in this policy refers to:

a parent is any person who has parental responsibility for or is the legal guardian of the child. Where admission arrangements refer to 'parents attendance at church' it is sufficient for just one parent to attend. 'Family members' include only parents, as defined above, and the applicants' siblings.

'Worshipping': In this policy refers to activities at any point in the week in which Christian Worship forms a substantial part.

'Weekly': it is recognised that most people are ill or go on holiday sometimes! The Governors understanding of weekly is that in normal circumstances parents/carers/guardians of the child or the child him/herself would attend church.

'Regularly': in this policy refers to at least monthly

'Resident'

The Governors define "Resident" as permanently resident for a settled purpose. It does not include residence taken up solely to qualify as living in the parish area for the purpose of gaining a place at the School. It does not apply to proposed moves into the parish area which have not taken place at the time an application is considered. Traveller families will be considered "resident" for these purposes.

Details of the parish and Deanery areas with accompanying maps can be obtained from the School.

Places will be allocated in accordance with the following priority order and points allocated.

Section One: Religious Affiliation

Attendance at a church for a minimum of 12 months is necessary to qualify for the points below.

Members of St Johns Church worshipping weekly **18 points**

Members of an Anglican church within the Ipswich Deanery,

worshipping regularly (at least monthly)
16 points

Members of another *Christian denomination within the Ipswich Deanery and worshipping regularly (at least monthly).

14 points

*a Church which is a member of 'Churches Together in Britain and Ireland' or the 'Evangelical Alliance' or 'Affinity'.

Regular (at least monthly) participation in the local worshipping community of the faiths named below and wish their child to attend St John's School because of its Christian traditions. Applicants must send a supporting letter from the leader of that faith community.

10 points

Buddhism, Hinduism, Islam, Sikhism and Judaism

Section Two: Place of Residence

Families:

who are resident in the Parish of St. John's
8 points

who are resident in the Deanery or Borough of Ipswich
4 points

Hard copies of boundaries are available through the School office on request.

Section Three: Siblings

Sibling

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling who will be attending school at the date when the younger child is due to commence.

12 points

The Procedure for Admission

The Governors have agreed an admission limit of 30 pupils for the reception class in 2010-2011. Children who start full time school in January attend half-day sessions in the Autumn Term and children who start full time in April attend half-day sessions in the Autumn and Spring Terms. Children normally start School full time at the beginning of the term in which their 5th birthday falls.

If you would like your child to be considered for a place at St John's School we would ask you to complete an initial interest form, which is obtainable from the school. Completion of this form is NOT a formal application but ensures that the School is able to send you up-to-date information and forms.

During the Autumn Term, prior to the academic year in which your child is five years old, you should complete a paper CAF1 form (available from the School or the Area Education Office). In order that the Governors have sufficient information to correctly process your application you may also wish to complete the purple Supplementary Information Form (SIF) which is also available from the School.

Alternatively you will be able to access the CAF forms on line.

The CAF should be returned to the Area Education Office or School by **29th January 2010**.

The SIF, together with any supporting evidence, should be returned to the School by the same date.

Places will be allocated for the following academic year – not on a term- by- term basis. Forms received by **29th January** are given equal consideration regardless of the date of receipt.

The Local Authority (Suffolk County Council) will write on behalf of the

Governors on the 20th April 2010 indicating whether or not a place is available.

Induction

A full induction programme is provided for children starting school and parents have the opportunity to meet with their child's teacher.

Waiting List: A waiting list is kept by the school of those unsuccessful in their initial application. Priority will be given to applicants with regard to points allocated by the Governor's selection panel as stated in the School Admissions Policy. This list will be closed on the last day of the Autumn Term.

The Right to Appeal

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 and a "Notice of Appeal Form". There is no deadline for the submission of appeals which are independently administered by the Education Appeals Office, PO Box 579, Ipswich, IP1 2BX.

Further information on the admissions process is available in the Schools in Suffolk Admissions Guidance Booklet for Parents, copies of which can be obtained from the school or Area Education Office.

St Joseph's Roman Catholic Primary School, Sudbury

[Download Supplementary Information Form \(SIF\)](#)

[Download CAF1 Form](#)

Applications should be made on the Local Education Authority Common Application Form (CAF1), together with a Supplementary Information Form (SIF).

Parents and Guardians who wish to apply for a place for their child should do so as early as possible in the preceding academic year. Early applications are welcome but will receive no priority. Visits from prospective parents are very welcome and appointments can be made through the school office. The Governing Body will make decisions on those gaining admission and parents will be notified of acceptance under the Co-ordinated Admissions timetable.

Further information about the admission and appeals process is available in the Schools in Suffolk guidance booklet for parents. The booklet also includes the Co-ordinated Admissions Scheme for Primary and Middle Schools in Suffolk, which sets out the relevant dates for the admission process.

The Governors are required by law to admit children who have a statement of Special Educational Needs which name St Joseph's Roman Catholic Primary as the school appropriate to their needs.

The Governors have decided that pupils will be admitted in the following order of priority:

Baptised Catholic Children

- Looked after Catholic children
- Children of practising* Roman Catholic families in the parish of Our Lady & St John the Evangelist, Sudbury. We will require evidence from the parish priest.
- Children of practising* Roman Catholic families outside the parish of Our Lady & St John the

Evangelist, Sudbury. We will require evidence from your parish priest.

- Non Catholic looked after children

Baptised children whose parents wish their child to receive a Catholic Education and are willing for them to participate in the required teaching and life of the school and are supported by their minister. Priority will be given to:

- Children of a practising* Christian family who attend church regularly. Evidence of regular church attendance will be required.
- Children who have at least one sibling* attending St Joseph's School during the year of their admission.

Other children whose parents wish their child to have a Catholic Education and are willing for them to participate in the required teaching and life of the school.

- Other applicants

Tiebreaker: Within each category above, priority will be given to applicants in order of those whose homes are nearest to St Joseph's School as the crow flies from the front door of the home to the main school door.

A copy of the child's baptismal certificate and/or a letter of commendation from the minister of religion will be requested with the application form for admission to school.

Our Planned Admission Number (PAN) is 25. Government legislation restricts classes in KS1 to a maximum of 30 pupils per class.

Notes

- * Practising Catholics is weekly attendance at Mass
- * Practising Christians is fortnightly attendance at church
- * Sibling includes half, step and adopted siblings living in the family home.

St Louis Catholic Middle School, Bury St Edmunds

[Download Supplementary Information Form \(SIF\)](#)

[Download CAF1 Form](#)

As St Louis Middle School is a Roman Catholic Aided school, the Governing Body determines the admission arrangements. The Governing Body is therefore the 'Admissions Authority' for our school. From September 2010 the Governors are able to welcome up to 140 pupils into Years 5 and 6 and 168 into Years 7 and 8, which corresponds with the school's Planned Admission Number. This arrangement will be in place during the transition period of schools' re-organisation.

The school primarily serves the Roman Catholic parishes of the Deanery of St Edmund which lie in the education areas of West Suffolk and Thetford. Pupils are admitted into Year 5 who have attained the age of 9 by 31 August prior to entry.

Governors are required to admit any child who has a Statement of Special Educational Needs which identifies St Louis Catholic Middle School as the appropriate school for that child.

Children will then be considered for admission to St Louis Catholic Middle School in the following order of priority up to the published agreed Year Group intake limit. The Governors reserve the right to admit beyond the intake limit in exceptional circumstances.

All parents must be willing for their children to participate in the religious teaching and life of the school.

All applications for admission to St Louis should be supported by completed application forms:

CAF : The County Common Application Form

SIF : Supplementary Information Form for applying for a place at St Louis Catholic Middle School

Applications for admission must be submitted by the closing date stated in the Co-ordinated Admissions Scheme. The Supplementary Information Form should be submitted by the same date together with a

copy of your child's baptismal certificate, or its equivalent, and any reference stipulated below to the Admissions Officer, St Louis Catholic Middle School, St Andrews Street South, Bury St Edmunds, Suffolk IP33 3PH.
Admission criteria and allocation process

11) Principles of prioritisation

Places are allocated according to three tiers of priority. These are:

- The religious affiliation of the child.
- Whether the child will have brothers or sisters attending the school at the time of entry.
- The religious nature of the school currently attended within the Deanery.

In addition, any child who has a statement of educational needs that names the school is automatically allocated a place, and a child in 'public care' is given special consideration in accordance with the Code of Practice.

12) Religious affiliation

The religious affiliation is defined as follows:

- a. Roman Catholic – the child has a certificate of baptism, a copy of which must be supplied to the school with the Supplementary Information Form.
- b. Member of another Christian denomination:
 - i. the child has a certificate of baptism, a copy of which must be supplied to the school with the Supplementary Information Form
 - ii. The child can provide a reference from his/her church minister, or church elder, confirming that he/she has attended church for Sunday religious services at least monthly for the last two years; or since he/she joined the church if that is shorter than two years
 - iii. His/her parents are willing for him/her to participate in the religious education and life of the school.

13) Allocation of priority group to application

Using the priority tiers and definitions above each application will be allocated to a priority group as follows:

Priority Group	Description	Sub-groups/additional requirements
1	Baptised Roman Catholic children in public care.	
2	Baptised Roman Catholic children currently attending a Roman Catholic Primary school in the Deanery : <i>(Deanery schools listed at the end)</i>	a) with brothers or sisters who will still be attending St Louis Middle School b) without brothers and sisters who will still be attending St Louis Middle School
3	Baptised Roman Catholic children who are not currently attending a Roman Catholic Primary School in the Deanery :	a) with brothers or sisters who will still be attending St Louis Middle School b) without brothers and sisters who will still be attending St Louis Middle School
4	Baptised child who is a member of an “Orthodox” Christian Church that is in partial communion with the Roman Catholic Church.	a) with brothers or sisters who will still be attending St Louis Middle School b) without brothers and sisters who will still be attending St Louis Middle School
5	All other children in public care.	

6	Baptised non-Roman Catholic children who attend a Roman Catholic Primary School in the Deanery with brothers or sisters who will still be attending St Louis Middle School.	
7	Non-baptised non-Roman Catholic children attending a Roman Catholic Primary School in the Deanery with brothers and sisters who will still be attending St Louis Middle School :	a) with parent/s who are Roman Catholic <i>(Parents must provide a copy of their own baptismal certificate)</i> b) with parent/s who are not Roman Catholic
8	Baptised non-Roman Catholic children not attending a Roman Catholic Primary School in the Deanery with brothers or sisters who will still be attending St Louis Middle School.	
9	Non-baptised non-Roman Catholic children not attending a Roman Catholic Primary School in the Deanery with brothers	a) with parent/s who are Roman Catholic <i>(Parents must provide a copy of their own baptismal certificate)</i> b) with parent/s who are not

	and sisters who will still be attending St Louis Middle School :	Roman Catholic
10	Baptised non-Roman Catholic children who attend a Roman Catholic Primary school in the Deanery without brothers and sisters who will still be attending St Louis Middle School.	
11	Non-baptised non-Roman Catholic children attending a Roman Catholic Primary School in the Deanery without brothers or sisters who will still be attending St Louis Middle School :	a) with parent/s who are Roman Catholic (Parents must provide a copy of their own baptismal certificate) b) with parent/s who are not Roman Catholic
12	Non-baptised children of Roman Catholic parent/s not attending a Roman Catholic Primary School in the Deanery without brothers or sisters who will still be attending St Louis Middle School, with SIF form signed by	(Parents must provide a copy of their own baptismal certificate.)

	minister / church representative from place of worship indicating commitment of practice of faith.	
13	Baptised non-Roman Catholic children not attending a Roman Catholic Primary School in the Deanery without brothers or sisters who will still be attending St Louis Middle School with SIF form signed by minister / church representative from place of worship indicating commitment of practice of faith	
14	Children from other Faiths with SIF form signed by minister / church representative from place of worship indicating commitment of practice of faith.	
15	Other applications	

Notes:

If a Supplementary Information Form is not received, the child will be placed in Priority Group 15.

“Brothers and sisters” also includes adopted, half and step brothers and sisters living in the same family home of the sibling.

A child will be deemed to be Baptised where their Christian faith “Dedicates” instead of Baptises.

14) Tie Break

Where the allocation of places would exceed the planned admissions number within a priority group/sub-group the places will be allocated by random selection (i.e. by lottery).

15) Waiting List

- a. Late applications, i.e. applications for the coming Year 5 which are received after the closing date for applications and before the start of the Autumn term, will automatically be placed on the waiting list if the school is over subscribed at the time of application. This waiting list will be maintained by Suffolk Western Area Education team until the end of the Autumn term; it will be maintained for the remainder of the year by the Admissions Officer for St Louis.
- b. The waiting list will be ordered according to the priority group as in paragraph 3 above. Each new request to be added will be slotted in appropriately. For example a request for a child that is ‘priority group 3a’ will be added above a child that is ‘priority group 3b. The random selection process will be re-run for a priority group/sub-group in which a vacancy can be offered if a child has been added to the list.

16) Notification of allocation

Applicants will be advised of the outcome in writing by the Local Authority on behalf of the Governors.

17) Appeals

- a. Appeals against a refusal should be directed to the Education Appeals

Service who will be responsible for the correspondence from this point.

- b. The Education Appeals Service will make the necessary arrangements for an Appeal Hearing if one is required.
- c. Once an applicant’s case has been heard at an Appeal Hearing, further appeals in the same academic year cannot be accepted unless circumstances have changed.

18) Casual or mid-year applications

- a. Applications for admission during the year should be made using the appropriate Common Application Form and submitted in accordance with the Local Authority procedure. In addition a Supplementary Information Form should be requested from the school, completed and sent together with a copy of your child’s baptismal certificate, or its equivalent, and any reference stipulated above to the Admissions Officer, St Louis Catholic Middle School, St Andrews Street South, Bury St Edmunds, Suffolk, IP33 3PH
- b. Parents may ask, if the application is unsuccessful, to be added to the waiting list for that year.

Groups 1, 2, 3, 4, 5 – if applicable, 6,8,10 & 13 will be required to provide a Baptismal Certificate.

Deanery Primary Schools

St Edmund’s Catholic Primary School, Bury St Edmunds

St Louis Catholic Primary School, Newmarket

St Joseph’s Catholic Primary School, Sudbury

St Felix Catholic Primary School, Haverhill

**St Louis Catholic Primary School,
Newmarket**

[Download Supplementary Information Form \(SIF\)](#)

[Download CAF1 Form](#)

The Governors of St. Louis Catholic Primary School are able to welcome up to **45** pupils into each year group. Applications should be made on the Local Education Authority Common Application form (C.A.F.), together with a Supplementary Information Form (S.I.F.) for Aided schools; these are available from the school or the Local Area Education Office. C.A.F. forms must be returned preferably to the school, or the Local Education Office by February and the Supplementary Form returned directly to the school by this date.

The Governors are required to admit children who have a statement of Special Educational Needs which names St. Louis Primary as the school appropriate to their needs

Children will be admitted to this school in the following order of priority: -

In each category 'children in public care' will be considered a priority.

1. Baptised Catholic 'Looked After' children.
2. Baptised Catholic children.
3. All other 'Looked After' children.
4. Other baptised children whose parents wish their child to have a Catholic education and who are willing for him/her to participate in the religious teaching and life of the school, in the following order of priority: -
 - a) Children from the Nursery Class
 - b) Children who have a brother or sister who attends the school at school entry.

5. Other children whose parents wish their child to have a Catholic education and who are willing for him/her to participate in

the religious teaching and life of the school, in the following order of priority: -

- a) Children from the Nursery Class
- b) Children who have a brother or sister who attends the school at school entry.

6. Children whose health or social conditions would in the view of the Governors benefit from attendance at St. Louis School. Written evidence from a medical or social professional will be required.

7. All other applicants.

Where several children meet the same criteria, admission will be taken in strict birth date order.

A copy of the child's baptismal certificate will be requested with the application form for admission to school and governors reserve the right to seek the views of the family's priest, minister or religious leader.

On behalf of the Governing Body, the Local Education Authority will inform you by 20 April 2010 whether or not a place is available for your child.

Parents who are unsuccessful in securing a place for their child at the school have a right to appeal against the decision. Further details are available from the school. You must submit an appeal within 21 days of the date of the issue of the refusal of a place. All appeals against the decision not to admit pupils are now processed by the Local Education Authority (Suffolk county Council) and heard by an independent panel.

Details of Suffolk's Primary Co-ordinated Admissions Scheme are included in the 'Schools in Suffolk' admissions guidance booklet for parents.

St Margaret's CEVA Primary School, Ipswich

[Download Supplementary Information Form \(SIF\)](#)

[Download CAF1 Form](#)

The Planned Admission Number for 2010 - 2011 is 30 places. All applications for a place at the school should be made using the Common Application Form (CAF 1) and the Supplementary Information Form (SIF). Copies of these forms are available from the school. Parents are advised to read the "Schools in Suffolk" guidance booklet, which explains the admissions procedures in detail, before making their application.

The Governors are required by law to admit any child who has a statement of special education needs that names the school. The Governors also give first priority to Children in Public Care.

All other applications will be considered under two main categories: foundation and open. Applications will be considered first for a foundation place and then unsuccessful applications will be considered for an open place.

Foundation (up to 20 Places)

Applications will be ranked in order of total points awarded from the three categories and places allocated by the number of points, starting with the highest, as follows:

Category 1:

For church attendance, which must have been for at least two years prior to the date of the application, children whose parent(s)/guardian:	Points
attend St Margaret's Church weekly.	4
attend another Christian church weekly.	3
attend St Margaret's Church at least twice a month.	2
attend another Christian church at least twice a	1

month.	
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Category 2:

	Point
To those who will have an older or younger brother or sister or step or half brother or sister at the school at the time of their admission.	1

Category 3:

	Point
to children with special educational, social, medical or pastoral needs.	1

Open (at least 10 remaining places)

Applications in the open category will be determined as follows:

First priority to those who live within* St Margaret's parish.

Second priority to those who live* outside St Margaret's parish.

Maps showing Parish boundaries are available from the School

Priority will be given within each sub-group in the following order:

1. To those with special social, medical or pastoral needs (see definition below).
2. To those who will have an older or younger brother or sister or step or half brother or sister at the school at the time of their admission.

In the event of a tie within any of the above categories, the determining factor will be the distance from the front door of home to the front door of school measured in a

straight line (as the crow flies) and calculated electronically by the Local Authority using data provided by the Post Office and Ordnance Survey. Priority will be given to the child living nearest the school.

All applications must be received in the Area Education Office by Friday 15th January 2010. Parents will receive notification of the offer of a primary school place from the Local Authority on 20th April 2010.

Definitions

Weekly – It is recognised that most people are ill or go on holiday sometimes! The Governors' understanding of weekly is that in normal circumstances the parent(s)/guardian of the child would attend church.

Special social, medical or pastoral needs – refers to social, medical, pastoral or educational needs which must be supported at the time of application by some independent confirmation, which could, for example, be from a social worker, doctor, or other specialist or a church minister.

Other Christian Church – refers to churches which are members of Churches Together in Britain and Ireland or affiliated to the Evangelical Alliance.

Home address - the home address of an applicant who spends time with both parents (shared responsibility) will be taken as the home address that is nearer to the school, measured from the front door of the house to the front door of the school.

*Ordinarily resident – residency is defined as permanently resident for a settled purpose. It does not include residence taken up solely to qualify as living in the parish area for the purpose of gaining a place at the school. It does not apply to proposed moves into the parish area which have not taken place at the time an application is considered. Traveller families

will be considered resident for these purposes.

Appeals procedure

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 and a "Notice of Appeal Form". There is no deadline for the submission of appeals which are independently administered by the Education Appeals Office, PO Box 579, Ipswich, IP1 2BX.

Waiting Lists

A waiting list will be maintained by the school of those unsuccessful in their initial application. Names are placed on the waiting list in the priority order set out in our admissions oversubscription criteria. The list will be maintained until the last day of the autumn term 2010. For further information about waiting lists please refer to the relevant page in the Schools in Suffolk 2010-11 booklet published by Suffolk county council.

St Mark's Roman Catholic Primary School

[Download Supplementary Information Form \(SIF\)](#)

[Download CAF1 Form](#)

The School primarily serves the **South West area of Ipswich and Suffolk**, to the west of the Rivers Orwell and Gipping, (i.e. the Chantry, Stoke and East Bergholt High School catchment areas) and the **Parishes of Felixstowe and Hadleigh** (the "Designated Area").

The Policy of the School Governors is normally to admit up to a maximum of 30 children in each year group, subject to the School's total capacity (currently assessed at 210 places for the seven year groups). However, in exceptional circumstances involving Catholic applicants, the Governors reserve the right to admit more than this in a Year Group (save where this is not permitted by law) provided they are confident that this would not adversely affect the education given to the existing pupils.

Annual Reception Entry

We admit up to 30 pupils annually into the Reception Class. In general, there is a single intake at the commencement of the school year (in September). However, the School intends to respect the wishes of parents wherever possible and will consider other arrangements by request.

Application for admittance to the Reception class for the next academic year is to be made in accordance with the County Council's co-ordinated admissions scheme. In the event of any over subscription in the number of applications made then the Admissions Committee will offer places in the following order of priority:

A: Children subject to a Statement of SEN which names the School

B: Children who produce evidence to show they are baptised Roman Catholics

1. "Looked after" children (i.e. children in public care);
2. Siblings of pupils (including children living in the same household) already at the school and who will still be there at the time of admission; the word sibling to mean brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.
3. Children who live in the School's Designated Area (a map of the area is available from the school by request);
4. Children who live outside the school's Designated Area but within the Ipswich Deanery (a map of the area is available from the school by request);
5. Other Baptised Children.

C: Other Children

1. "Looked after" children (i.e. children in public care);
2. Siblings of pupils (including children living in the same household) already at the school and who will still be there at the time of admission; the word sibling to mean brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling;
3. Children of any Christian denomination who produce evidence from a minister that they have attended church at least monthly over the previous 12 months;
4. Children of other religious denominations who produce evidence from a religious leader that they have attended services at least monthly over the previous 12 months;

5. Other Children who live in the School's Designated Area (a map of the area is available from the school by request);
6. Any other Children.

Applicants will be listed by the Admissions Committee in accordance with the above priorities (with no attention being paid to whether the School is named as first, second or third preference). In the event of over subscription at any stage in the allocation of places, priority will be given to pupils living nearest to the School.

Parents are advised to read the further information that is available about the admissions process in the Primary Co-ordinated Admissions Scheme. This is set out in the "Schools in Suffolk Admissions Guidance Booklet for Parents" (available from the School or the Local Area Education Office).

Late applications will be dealt with in accordance with the Co-ordinated procedure. However, unsuccessful applications will have the option of reconsideration as a Casual Application should parents request this as and when a place becomes available.

Casual Applications

Any application to the School outside the Annual Reception entry will be dealt with as follows.

Delivery to the School of the relevant Council Application Form (CAF 2) and the Supplemental Form (SIF) will constitute a Casual Application. Where the Application falls within Category A or B above, determination of the application will be dealt with forthwith. Where the Application falls within Category C then it will be dealt with forthwith if the child is moving house nearer to the School; if not, it will be dealt with in the fortnight preceding the end of a Term.

If there are less than 30 pupils in the relevant Year Group at the time the Application is considered, the Headteacher is authorised to accept the

pupil (subject to reporting the fact to the Governors). If there are 30 or more pupils, or would be if all applications being considered at the relevant time were approved, the matter will be referred to the Admissions Committee. This will apply the criteria listed above to determine priority and then allocate places up to 30 in a Year group starting at the top of the priority listing and working down until 30 places are filled.

The Committee is permitted in exceptional cases to offer a place to a Catholic pupil even where this would mean the number of pupils in the year group exceed 30. However, this is providing it is allowed by law.

Right to Appeal

If you should be unsuccessful in your application for your child to be admitted to St. Mark's Catholic Primary School you have the right to make an appeal against the decision. All appeals against the Governing Body's decision not to admit pupils are processed by Suffolk County Council and heard by an independent review panel.

Details of how to appeal and a Notice of Appeal Form may be obtained from:
Legal Department, Suffolk County Council,
Endeavour House, Ipswich.

St Mary's CEVA Primary School, Hadleigh

[Download Supplementary Information Form \(SIF\)](#)

[Download CAF1 Form](#)

Admission to the Reception Class (full-time)

The Governors of St. Mary's School are able to welcome up to 30 pupils into the Reception Class (full-time) and will try to meet the preferences of parents but this cannot be guaranteed.

Applications to all schools will be processed by the Local Education Authority. Details of the co-ordinated scheme are included in the Schools in Suffolk admissions guidance booklet. The information in this policy needs to be read alongside and in the context of the relevant Suffolk Co-ordinated Admissions Scheme and "Schools in Suffolk Important Information for Parents and Carers".

Parents who are considering making an application to St. Mary's School on behalf of their child for the academic year 2010 to 2011 are asked to complete two forms:

1. The Suffolk Education Authority Common Application Form for Primary Schools (CAF)
2. The Supplementary Information Form giving details of church attendance (SIF)

Copies of these forms can be obtained from:

St. Mary's CEVAP School, Stonehouse Road, Hadleigh, Ipswich IP7 5BH

or

Southern Area Education Office, St Edmund House, Ipswich, IP4 1LZ

It will be helpful if parents also register their possible interest with the school at

an early stage so that information about admission can be given in good time.

2. Admission Priorities

Please note that:

'Children in Care' will be given priority for admission to the school.

In the exceptional circumstance where a child's Statement of Special Need names this school as able to provide the most appropriate educational provision for the stated child, Governors will offer a place.

The closing date for applications is Friday 15 January 2010. If there are more than 30 applications by that date then children will be admitted to the school according to the following order of priority:

- a) Children who have a brother or sister (including half or step-siblings) who is attending St. Mary's School and will still be there when the child starts school. If necessary, priority will be given to those children who are closer together in age.
- b) Children who themselves or whose families (a parent or guardian) regularly worship at the Anglican Parish Churches of Hadleigh, Layham or Shelley (at least monthly). Parents *MUST* enclose a signed copy of the Supplementary Information Form.
- c) Children who themselves or whose families regularly worship at another Christian Church* that lies within the parishes of Hadleigh, Layham or Shelley (at least monthly). Parents *MUST* enclose a signed copy of the Supplementary Information Form.
- d) Children who are permanently resident in the Hadleigh benefice area.

and either:

➤ belong to another religious faith, whose parents would like them to attend St. Mary's because of its religious traditions. (Parents should indicate their wish for their application to be

considered under this category in a separate letter.)

or:

➤ have a particular educational need, medical condition or exceptional domestic or social situation, which, in the opinion of the Governors, makes attendance at St. Mary's School appropriate. (Parents *MUST* send some professional evidence to support an application, for example a letter from your G.P. or Social Worker.)

- e) Children who are permanently resident in the Hadleigh benefice area and attend St Mary's Nursery.
- f) Children who are permanently resident in the Hadleigh benefice area.
- g) Children living outside the Hadleigh benefice area.

If the admissions limit is reached when considering any of the above categories, the determining factor will be the shortest distance from the front door of the child's home to the main entrance of the school, (using the Local Authority's computerised measuring system.) Priority will be given to the child living nearest the school. The home address of the child who spends time with both parents (shared responsibility) will be taken as the home address that is nearer to the School using the measuring system as described.

*This church must be a full member of The Churches Together in Britain and Ireland or the Evangelical Alliance.

3. Consideration of application

While it is the Local Authority's responsibility to process applications, it is the Governing Body of the school that finally offers the places, according to the Admissions Policy.

Any application to St. Mary's School which is received by the Local Authority will be

forwarded to the Governing Body of the school for consideration. The Local Authority is responsible for informing parents about the school place available for their child.

4. Appeals Procedure

If the Governing Body is unable 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 and a "Notice of Appeal Form".

All appeals against the Governing Body's decision not to admit pupils are now processed by the office of the Statutory Appeals Panel and heard by the Admissions Appeals Panel.

5. Admission to other classes – (transferring from other schools)

Admission of pupils to other classes in the school is sometimes possible, subject to availability. Applications must be made by means of the Common Application Form for mid-year/casual admissions (i.e. Form CAF 2) which will be processed by the school.

Class sizes are limited to 30. The Governors' Admissions Panel will consider all applications if there is competition for places basing their decision on the criteria outlined in Sections 2 and 3 above.

6. Waiting List

A list of unsuccessful applications to the Reception Class is retained until the end of the autumn term. When a vacancy occurs, the same admissions criteria apply.

For older children the school will hold a register of names for those who meet the admissions criteria and who have special circumstances (such as a house move).

All details given in the application process, including supporting letters, will be treated with the utmost **confidence**.

St Mary's Catholic Primary School, Ipswich

[Download Supplementary Information Form \(SIF\)](#)

[Download CAF1 Form](#)

1. St. Mary's Catholic Primary School is situated in the Diocese of East Anglia and is maintained by Suffolk Local Authority.
2. The Governing Body of the School is responsible for determining and administering the policy relating to the admission of pupils to the school. It is guided in that responsibility by the requirements of the law, by the advice of the Diocesan Trustees and its duty to the school and the Catholic community.
3. The school primarily serves the **area of Ipswich to the east of the B1077**, the Westerfield Road running South through Bolton Lane, Upper Orwell Street to Neptune Quay and the land to the east of the River Orwell. (i.e. Northgate (part), Copleston, Holywells High School catchment Areas) and **Martlesham, Kesgrave** and the **Parish of Woodbridge** and **Aldeburgh**.
4. **St Mary's is one of three Catholic Primary Schools situated in Ipswich; the other two being St Mark's and St Pancras Primary Schools.**
5. Having consulted the LA and others in accordance with the requirements of the law, the Governing Body has set as its planned admissions number 30 pupils for the school year commencing 1st September 2010.
6. (a) Parents wishing to apply for a place in the school for their child in the school year **1st September 2010 – 31st August 2011** must complete the attached **CAF1** and return the same to the school by no later than **Friday 15th January 2010**. You should also complete a **SIF** and return to the

school no later than **Friday 15th January 2010**. It should be carefully noted that all applications must be submitted on that form and all applications will be considered at the same time.

7. In accordance with the provisions of Regulation 49 of the Education (School Government) (England) Regulations 1999 the Governing Body has delegated responsibility for determining admissions to its admissions committee)
8. Pupils who are admitted to the school will enter the reception class full time in **September 2010** or **January 2011** or **April 2011**.

As required by law the Governing Body will not admit more than 30 pupils to any one reception or infant class.

Admission Policy

For admissions from September 2010, the Policy of the School Governors is to admit up to a maximum of 30 children in each year group. The School's total capacity is assessed at 210 places for the 7-year groups.

Application for admittance to the Reception class during the academic year 2010/11 must be received by **Friday 15th January 2010**

The school primarily serves the **area of Ipswich to the east of the B1077**, the Westerfield Road running South through Bolton Lane, Upper Orwell Street to Neptune Quay and the land to the east of the River Orwell, (i.e. Northgate (part), Copleston, Holywells High School catchment areas) and **Martlesham, Kesgrave** and the **Parish of Woodbridge and Aldeburgh**. **(Map of the school's designated area can be obtained from the school)**

Children who have a Statement of Special Educational Needs where the school is named as the most appropriate education setting for the child will be offered a place.

In the event of any over subscription in the number of applications made then the Admissions Committee will offer places in the following order of priority:

A) Children who are baptised Catholic on the closing date for applications as determined by the LA.

1. Children in public care (looked after children)
2. Siblings⁴ of pupils already in the school and who will still be there at the time of admission.
3. Children living inside the designated area (a map of the area is available from the school by request) who attend Mass every Sunday (Saturday vigil).
4. Children who live inside the school's designated area.
5. Other children.

B) Children who are not baptised Catholics.

1. Children in public care (looked after children)
2. Siblings⁵ of pupils already in the school.
3. Other baptised children.
4. Children of other faiths.
5. Other children.

In the event of over-subscription at any stage in the allocation of places, priority will be given to pupils living nearest to the school as measured by a straight line.

Admissions Arrangements

Children are accepted between the ages of four and eleven years. Parents are welcome to view the school before any decision is taken to send their children to the School, but appointments should be made with the Headteacher.

We want your child to enjoy the first days in school, making the transition from home or nursery to school as smooth as possible.

⁴ Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/cares partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

⁵ As footnote 1

Parents and children transferring from another school are encouraged to visit the school for a pre-transfer welcoming visit.

Appeals Procedure

All parents have the right to appeal if a place is refused. In this event the appropriate forms will be sent by the LA who will also arrange the Appeal Hearing.

St Mary's Roman Catholic Primary School, Lowestoft

[Download Supplementary Information Form \(SIF\)](#)

[Download CAF1 Form](#)

Children are admitted according to the following categories, priority being given in the order shown, until the maximum intake is reached. The governors are required by law to admit a child who has a Statement of Special Educational needs which names the school.

1. Catholic Children

- Baptised catholic 'Looked After Children'.
- Baptised **siblings** * (see definition below) of children already in school, of Catholic parent(s) within the Catholic Parish of Our Lady Star of the Sea, Lowestoft. The Governors will require from the parish priest, evidence of the child's baptism and the family's attendance at Sunday Mass.

**A sibling refers to a brother/sister, half brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.*

- Baptised children of Catholic parent(s) within the Catholic Parish of Our Lady Star of the Sea, Lowestoft. The Governors will require from the parish priest, evidence of the child's baptism and the family's attendance at Sunday Mass.
- Baptised **siblings** * (see above definition) of children already in school of Catholic parent(s) living outside the boundaries of the Catholic Parish of Our Lady Star of the Sea, Lowestoft. The Governors will require from the parish priest, evidence of the child's baptism and

the family's attendance at Sunday Mass.

- Baptised children of Catholic parent(s) living outside the boundaries of the Catholic Parish of Our Lady Star of the Sea, Lowestoft. The Governors will require from the parish priest, evidence of the child's baptism and the family's attendance at Sunday Mass.
- Other baptised children of Catholic parent(s).

2. Looked after Children

- Baptised 'Looked After' children of another Christian denomination.
- 'Looked After' children' of other faith traditions.
- Other 'Looked After' children.

3. Children of other Christian or of other faith traditions (Non-Catholics)

- Baptised Christian children with a **sibling** * (see above definition) attending the school on the proposed date of admission. The Governors will require evidence of baptism and Church membership or attendance from their minister.
- Children of other Christian faiths with a **sibling** * (see above definition) attending the school on the proposed date of admission.
- Other **siblings** * (see above definition) of children in school.
- Children whose parents earnestly desire a Christian education for their child. Governors will require a supporting letter of application.
- Children of other Faith traditions.

4. Other Children

In the event of a tie-break in any of the above categories, priority will be given to children living closest to the school. We will measure the distance by a straight line (i.e. '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 straight

line distance is measured and reported to three decimal places. Where there is more than one home within a single building (e.g. flats) we will measure to a single point within that building irrespective of where those homes are located.

Parents should make application to the school using the Common Application Form (CAF1) and Supplementary Information Form (SIF). Further information about the admission and appeals process is available in the Schools in Suffolk guidance booklet for parents. The booklet also includes the Co-ordinated Admissions Scheme for Primary and Middle Schools in Suffolk which sets out the relevant dates for the admission process.

SECONDARY EDUCATION The majority of pupils transfer at 11+ to Notre Dame High School in Norwich. A few transfer at 9+ to their catchment middle school. A few transfer to other middle/high schools aged 11+.

St Mary's CEVA Primary School, Mildenhall

[Download Supplementary Information Form \(SIF\)](#)

[Download CAF1 Form](#)

1 Introduction

1.1 The Governing Body of St. Mary's Church of England Voluntary-aided Primary School are able to welcome sixty pupils into the Early Years Unit each year. They apply the regulations on admissions fairly and equally to all those who wish to attend this school. This policy conforms with the requirements of the Education Act 2002 and accompanying Regulations and Admissions and Appeals Codes of Practice.

2 Aims and objectives

2.1 We are an inclusive school with a strong Christian ethos. We are able to welcome children from a wide range of backgrounds and abilities.

All applications will be treated on an individual basis and in a sensitive manner in accordance with the priorities laid down in this policy.

2.2 The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.

3 How parents can apply for their child to be admitted to our school

3.1 As our school is a church aided school, the Governing Body determines the admission arrangements. The Governing Body is therefore the 'Admissions Authority' for our school. Applications may be received at any time

prior to a pupil being admitted but no account is taken of the date of application, providing it is before **15 January, 2010**.

Applications should be made using the Local Education Authorities Common Application Form (CAF1) together with Supplementary Information Form (SIF) for aided schools. These can be obtained from the school office or the Western Area Education Office, Shire Hall, Bury St Edmunds, IP33 1RX.

3.2 The Governing Body publishes a composite admissions prospectus each year, which gives information about how parents can apply for a place in the school of their choice. Parents have a right to express a preference for the school of their choice and they should do so on the application form. Expressing a preference does not, in itself, guarantee a place at this school. Application forms can be obtained from the school office and should be completed by the date stipulated on the forms. Applicants will be sent notice of their application directly from the Area Education Office on **20 April, 2010**.

In this area, children enter school in the September of the academic year in which they become five. There is one admissions date per year, early in September (i.e. at the start of the school year). Therefore, parents who would like their child to be admitted to this school during the year their child is five, should ensure that they complete the necessary application form by **15 January, 2010**.

4 Admission Arrangements

The governors are required by law to admit a child who has a statement of Special Education Needs which names the school as the appropriate placement (Section 324 of the Education Act 1996)

Category A: Children in Care

Category B: Children eligible for one of the ten places available on faith grounds as outlined in appendix A.

Category C: Children who are permanently resident in the catchment area

Category D: Children who will have a sibling/ have siblings* attending school at the time of their admission school.

* step-brothers/sisters, foster or adopted children or others permanently living in the same household will be regarded in the sibling criterion.

Category E: Other children.

Charging – Please note there is no charge or cost related to the admission of a child to school.

Over subscription criteria

Places may be given to children whose parents apply for a place in the school without reference to the Governing Body when a year group is below 60. If the admissions limit is reached when considering any of the above categories, the determining factor will be the distance from home to school on the basis of a straight line measure which will be ascertained electronically. (Measurement being from the front door of home address* to the main school gate – ie Trinity Avenue entrance.)

* The home address is regarded as the address given at time of application. If, however, a child lives with both parents at separate addresses, the home address will be the address at which the child spends most time.

Priority will be given to the child living nearest to the school.

If the school is oversubscribed applications will be placed on a waiting list. The order will be determined in accordance with the admissions over-subscription criteria, not the date on which the application was received. The waiting list will be operative up to the last day of the autumn term.

Placing a child's name on the waiting list does not affect the applicant's right of appeal against an unsuccessful application.

Admission appeals

5.1 Applicants will be sent notice of the result of their application directly from the Area Education Office on 20th April, 2010.

5.2 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 and a 'Notice of Appeal Form'. There is no deadline for the submission of appeals which are independently administered by the Education Appeals Office, PO Box 579, Ipswich, IP1 2BX

Further details of the admission process can be found in the Schools in Suffolk guidance booklet for parents, copies of which are available from the school or the Area Education Office.

6 Published Admission Number

6.1 The Published Admission Number is the number of children the school can accommodate within a year group. The Published Admission Number for our school is **60**. Children are not admitted above the published number unless exceptional circumstances apply. This number is kept under review and the governors will apply to change the number if circumstances allow.

7 Infant class size

7.1 We teach infant children (aged five to seven) in classes that have a maximum number of 30 children.

8 Review

8.1 This policy will be reviewed by the governing body annually in the Autumn term in the light of any changed circumstances nationally or in our school or the local area.

Signed:

P Finnis - Chair of Governing Body
Date: December, 2008

Appendix A

Applications for **Category B** places are allocated using the following criteria given in priority order:

Children who live in the area covered by the Mildenhall Team ministry, whose parent/guardian or carer is active in the worshipping life of the church and have worshipped at least monthly over the past twelve months. (see note i)

Children who live in the area covered by the Mildenhall Team ministry, whose parent/guardian or carer is active in the worshipping life of an other Christian church and have worshipped at least monthly over the past twelve months (see note ii)

Children who have transferred into the area covered by the Mildenhall Team ministry, and can clearly demonstrate a religious commitment similar to that outlined in the above categories.

Children who belong to another religious faith, whose parents/guardians/carers would like them to attend St Mary's because of its religious traditions.

Within each of categories the set out above, priority will be given to children who have a particular educational need, medical condition or exceptional domestic or social situation, which in the opinion of the Governors makes attendance at St. Mary's School appropriate.

(In the above cases documentary evidence from GPs and Social Care Services will be required).

For all applications to Church Voluntary-aided Schools in Suffolk parents are advised to complete fully a **Supplementary Information Form (SIF)**, completion will enable governors to have as full a set of information as possible. The SIF is used in conjunction with the Suffolk **Common Application Form (CAF)**.

These forms together with a copy of this Admissions Policy and the Schools in Suffolk booklet will be sent to all parents/guardians/carers who have indicated that they wish their child to attend St Mary's. These documents will

be sent in the Autumn Term prior to the academic year in which the child's fifth birthday falls.

Notes:

i The parishes of the Mildenhall Team Ministry are as follows:

St Mary's Mildenhall	St Mary's Barton Mills
St John's Beck Row	St Laurence & St Peter Eriswell
All Saints Worlington	St James' Icklingham
St Andrew Freckenham	Red Lodge Community Church
St Peter's West Row	St Ethelbert Herringswell.

ii For the purposes of the Admissions Policy a Christian Church is a Church which is a participating member of 'Churches together in England'.

St Mary's CEVA Primary School, Woodbridge

[Download Supplementary Information Form \(SIF\)](#)

[Download CAF1 Form](#)

This Policy refers to all applications for admission to the School in the period September 2010 to August 2011.

Parents apply using the Local Education Authority's Common Application Form (CAF), and the blue Supplementary Information Form (SIF) – these are available on demand.

The CAF, together with the SIF for Aided Schools and any letters of support, should be returned to the Area Education Office and/or School by 15th January 2010. Places will be allocated for the following academic year - not on a term by term basis. Forms received by 15th January are given equal consideration regardless of the date of receipt.

Places are offered (up to a maximum of 30) in the following order

1. Those with a statement of Special Educational Need where this school is named as being best able to provide the most appropriate educational provision for the named child.
2. Children in care
3. Those children who will still have an older brother/step-brother/half-brother or sister/step-sister/half-sister in School at the time of admission.
4. After the above 3 groups all other applications will be allocated points using the points policy overleaf. Applications will then be placed in RANK ORDER including applications with zero points; places will be offered starting with the highest ranked application until the number of admissions equals 30.

IN CASE OF ANY TIE – the applicant(s) living nearest to School will be offered the place(s). The distance between home (main door of the family residence) and the main School gate will be measured as the crow flies.

Shared Responsibility - the home address of an applicant who spends time with both Parents at different addresses will be taken as the home address that is nearer to the school using the measuring system described previously.

Applicants who are not offered a place are placed on a waiting list that is maintained in rank order of points awarded. If, at any time the number of pupils to be admitted falls below 30 then the place will be offered to the applicant at the top of the waiting list. The waiting list ceases to be valid at the end of the Autumn term 2010.

APPEALS

If the Local Education Authority informs you that the Governing Body is unable 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 and a "Notice of Appeal Form".

All appeals against the Governing Body's decision not to admit pupils are processed by the Statutory Appeals Panel, PO Box 579, Ipswich IP1 2BX and heard by an independent review panel.

Unsuccessful applicants who initiate the Appeals process and are still unable to secure a place at the School may only submit a fresh application for consideration if, in the opinion of the Governors, there has been a significant and material change in the circumstances surrounding the application. In normal circumstances the Governors will not consider repeat applications in a single academic year.

Applicants will be sent notice of **the result of the application** directly from the Area Education Office during mid-April 2010.

**St Matthew's CEVA Primary School,
Ipswich**

[Download Supplementary Information Form \(SIF\)](#)

[Download CAF1 Form](#)

This Policy refers to all applications for admission to the School in the period September 2010 to August 2011.

1. Children start school in the September before their fifth birthday, except where otherwise agreed with parents:

- A child born 1st September to 31st December starts full time in September
- A child born 1st January to 31st August starts part time (mornings or afternoons) and normally becomes full time in January.

Once your child has started school in September the governors would hope your child would continue attendance until the age of eleven.

2. St Matthew's is not a "catchment area" school and any parent may make an application to the governors for the admission of their child. The governing body has a duty to admit up to 56 children in total into the Reception classes each school year.

3. Parents apply using the Local Education Authority's Common Application Form (CAF), and the Supplementary Information Form (SIF) – these are available on demand from school.

4. The CAF, together with the SIF for Aided Schools and any letters of support, should be returned to the Area Education Office or School by 29th January 2010. Forms received by that date are given equal consideration regardless of the date of receipt. Applicants will be sent notice of the result of the application directly from the Area Education Office during mid-April 2010

5. The governing body has a duty to admit a pupil if a statement of Special Educational Needs specifically names

St Matthew's School as the appropriate school for that child, or if the pupil is a Child in Care.

6. All other applications are considered against the criteria laid down below. Points are awarded according to the policy and priority is given according to the total points score, where the higher score has the greater priority. Where two or more applications gain the same points score, the determining factor will be the distance from the front door of home to the front door of school measured in a straight line (as the crow flies) and calculated electronically by the Local Authority using data provided by the Post Office and Ordnance Survey. Priority will be given to the child living nearest the school. (The 'home' address of an applicant who spends time with both Parents (shared responsibility) will be taken as the home address that is nearer to the School using the measuring system as described)

7. Waiting Lists: A waiting list will be maintained by the school of those unsuccessful in their initial application. Names are placed on the waiting list in the priority order set out in our admissions oversubscription criteria. This list will be maintained until the last day of the autumn term 2010. For further information about waiting lists please refer to the relevant page in the Schools in Suffolk 2010-11 booklet published by Suffolk County Council.

The Points Policy

After places have been allocated to children who:

- a) having a Statement of Special Educational Needs which names this School as able to provide the most appropriate educational provision for the stated child; or
- b) are Children in Public Care

places will be allocated according to the following points system. (N.B. In each section points can only be allocated once.)

Section One – RESIDENCE

Points

- a) Resident in the Parish of St Matthew's, Triangle and All Saints 6
- b) Resident in the Borough of Ipswich or the Ipswich Deanery 4

NB In Section One the Governors define "Resident" as permanently resident for a settled purpose. It does not include residence taken up solely to qualify a place at the School. It does not apply to proposed moves in the parish area for the purpose of gaining a place at the School. It does not apply to proposed moves in the parish area which have not taken place at the time an application is considered. Traveller families will be considered "resident" for these purposes.

Section Two – RELIGIOUS AFFILIATION

- a) Worshipping weekly at St Matthew's, Triangle and All Saints Church 20
- b) Worshipping weekly at an Anglican Church 15
- c) Worshipping weekly at a Christian Church 12
- d) Worship at least monthly at St Matthew's Church or another Christian Church 7
- e) Member of a local worshipping community of the faiths named: Buddhism, Hinduism, Islam, Sikhism and Judaism worshipping at least monthly. 7

NB Parents should note that the term 'Christian Church' refers to all those churches who are members of 'Churches together in England'

Section Three – SIBLINGS

- a) Children who have a brother or sister (including half or step-siblings) who is attending St Matthew's School and will still be there when the child starts school.

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Section Four – SPECIAL CIRCUMSTANCES

- b) Circumstances of a special social, pastoral or medical nature (with supporting professional evidence, e.g. doctors/social workers letter produced at the time of application) which makes attendance at St Matthew's particularly appropriate.

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NB Points can only be awarded in Section Four if points have already been awarded in Section one or two

APPEALS

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 and a "Notice of Appeal Form". There is no deadline for the submission of appeals which are independently administered by the Education Appeals Office, PO Box 579, Ipswich. IP1 2BX

St Pancras' Catholic Primary School, Ipswich

[Download Supplementary Information Form \(SIF\)](#)

[Download CAF1 Form](#)

SECTION 1: CONTEXT

1.1 In discharging its function as an Admissions Authority, the Governing Body acknowledges the regulations, advice and guidance set out in the Statutory Code of Practice, the Statutory Appeals Code of Practice and Suffolk LA's procedures, advice and guidance set out in the LA's published admission arrangements. The Governing Body also acknowledges the requirements set out in the Education (Admission of Looked After Children) (England) Regulations 2006

1.2 The Governing Body acknowledges its aim to increase the school's permanent accommodation capacity to 210, thereby permitting one form (30 pupils) entry per year

1.3 The Governing Body acknowledges its responsibility under the provisions of its Instrument of Government to achieve a balance between protecting and promoting the school's Catholic ethos and promoting its role in evangelisation

1.4 The Governing Body has a duty to admit a pupil if a Statement of Special Educational Needs specifically names St Pancras Catholic Primary School as the appropriate school for that child.

SECTION 2: ADMISSION LIMIT

2.1 The school's Planned Admission Number (PAN) is 30. This means that the total number of pupils it will admit into any one year group is 30.

SECTION 3: OVER-SUBSCRIPTION

3.1 In cases of over-subscription, in which the school has received more

applications than there are places available, admission decisions will be made in accordance with the following order of priority:

CATEGORY A: BAPTISED CATHOLIC CHILDREN

- i) Baptised Catholics who are Looked After Children (Children in Care)
- ii) Baptised Catholics who are siblings of pupils on roll at the time of admission (see Paragraph 3.2)
- iii) Baptised Catholics who are resident in the school's designated area (see Paragraph 3.3)
- iv) Other Baptised Catholics

CATEGORY B: ALL OTHER LOOKED AFTER CHILDREN

- v) All other Looked After Children (Children in Care)

CATEGORY C: BAPTISED CHILDREN OF OTHER CHRISTIAN DENOMINATIONS

- vi) Baptised Christians who are siblings of pupils on roll at the time of admission (see Paragraph 3.2)
- vii) Baptised Christians who are resident in the school's designated area (see Paragraph 3.3)
- viii) Other Baptised Christians

CATEGORY D: NON-BAPTISED CHILDREN (INCLUDING CHILDREN OF OTHER FAITHS)

- ix) Non-baptised children who are siblings of pupils on roll at the time of admission (see Paragraph 3.2)
- x) Non-baptised children who are resident in the school's designated area (see Paragraph 3.3)
- xi) Other Non-baptised children

3.2 In respect of the above categories, 'siblings' includes brothers, sisters,

twins, triplets, children from multiple births, adopted children, foster children, half brothers / sisters, step brothers / sisters and children living permanently in the household. It also includes children of the parent / carer's partner, where the children for whom school places are sought are living in the same family unit at the same address

3.3 The school's designated area is defined by the River Gipping to the south and the Westerfield Road to the east. To the north and west it follows the eastern line of the Stowmarket Parish. A map detailing these boundaries, including those of the Stowmarket Parish, is available at the school on request

3.4 In the event of a 'tie,' the Admissions Authority will draw straight lines on a map from the school's main gate on Stratford Road to the main entrance of the applicants' home address. These lines will be measured and the school will admit the nearest. In the case of children living in apartments or flats, the straight line from the school's main gate will be drawn to the main entrance of the building in which the apartment or flat is situated

3.5 In the case of children with dual residency, the distance from the school criteria referred to in Paragraph 3.4 will be applied with reference to the household nearest to the school.

SECTION 4: APPLICATION ARRANGEMENTS & ADMISSION DECISIONS

4.1 Applications will be made on the Common Application Form (CAF1) and Supplementary Information Form (SIF) for admission to the first year of entry

4.2 Applications for mid-year or mid-primary years admission will be made on the Common Application

Form (CAF2) and Supplementary Information Form (SIF)

4.3 Applications under Categories A and C above must be accompanied by a baptismal certificate and a letter from a priest / minister

4.4 All applications should be received by the school or by the LA by a specified date

4.5 The school will send all applications it has received to the LA by a specified date

4.6 The LA will send a list of all applications to the school by a specified date

4.7 The school Governing Body Admissions Panel will meet on a specified date to consider all applications for the following academic year in accordance with this policy

4.8 The school will send to the LA a provisional list of children ranked in accordance with the criteria outlined in Section 3 by a specified date

4.9 Parents / carers will be informed by the LA of admission decisions – and the single offer of a place – by a specified date

4.10 Where an application for admission is unsuccessful, parents / carers will receive an explanatory letter, together with an appeal form, appeal guidance and waiting list information

4.11 The school will operate a waiting list for any over-subscribed year group. Names on the waiting list will be placed in order in accordance with the categories detailed in Section 3. The waiting list will operate until the end of the first full week of the Autumn Term

4.12 The Governing Body empowers the Headteacher to deal with applications for mid-year or mid-primary years admission in accordance with this policy and as quickly as possible

SECTION 5: ADMISSION APPEALS

- 5.1** The policy of the Governing Body is to comply fully with the statutory regulations, advice, guidance and procedures set out by the DfES, Suffolk LA and the Catholic Diocese of East Anglia
- 5.2** If an appeal is lodged, the school will facilitate the earliest possible Appeal Hearing

SECTION 6: PUBLICATION & REVIEW

- 6.1** This policy will be published annually in the School Prospectus

The Governing Body Admissions Panel will review this policy in accordance with its Agreed Cycle at least once per year. Recommended amendments will be presented to the full Governing Body at the first full meeting thereafter for adoption or further amendment.

St Peter and St Paul CEVA Primary School, Eye

[Download Supplementary Information Form \(SIF\)](#)

[Download CAF1 Form](#)

The school serves the town of Eye, the villages of Brome, Oakley, Redlingfield and part of Braiseworth. These villages comprise the catchment area. Children are offered a place at the start of the academic year in which they have their 5th birthday. They enter school at the beginning of the term in which they are 5.

The Governing Body, as the Admissions authority has a duty to set the number of intended admissions to any age group at a figure no lower than the published admissions number (PAN) for that age group. Currently the school admits up to 30 children in Reception.

Published admission number :30

Governors are required to admit children who have a Statement of Educational Needs which names SS Paul and Paul CEVAP as the appropriate school to meet their needs.

1. Highest priority will be given to 'children in public care' (Looked After Children).

Places will be offered in the following priority:

2. 1. In Catchment Places

- a. Highest priority will be given to 'children in public care' (Looked After Children).
- b. Governors are required to admit children who have a Statement of Educational Needs which names SS Paul and Paul CEVAP as the appropriate school to meet their needs.
- c. Applications made on account of the child's exceptional medical condition (usually a physical

disability). The requested school must be the nearest one able to meet the child's medical needs. Parents must send a letter from the child's GP or the school medical officer explaining the medical circumstances, setting out the particular reasons why the school is the most suitable and the difficulties that would be caused if the child had to attend another school. They should send this letter with the Supplementary Information Form (Application Form/SIF).

- d. Those children applying to go to a school where a brother or sister*, (or other children in the same household) will be attending at the time they start. Priority will be given to those with the smallest age difference.

NOTE 1: This requires a definition of brother/sister, for example: *Brother or sister includes half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

- e. Applications made on religious grounds confirming regular worship at a Church of England Church. Applications on these grounds must be supported by a Supplementary Information Form Part 2 (SIF).
- f. NOTE 2: "Regular" worship means attendance at the Church at least once a month.
- g. Children who live nearest to the school the distance will be measured by a straight line ('as the crow flies') from the mid-point of the home to the mid-point of the school building. Where there is more than one home within a single building (for example apartments) distance will be measured from the main entrance of the building. The LA will provide these measurements which are calculated electronically using data

provided by the Post Office and Ordinance Survey.

Tie-Breaker

If the admissions limit is reached when considering categories 3 and 5, the determining factor will be the distance from home to school measured using the system described above. Priority will be given to the child living nearest to the preferred school.

The 'home' address of the child who spends time with both parents/carer who live apart but have shared responsibility, will be taken as the home address that is nearer to the school using the measuring method as described.

Remaining places will be offered, in a ranked priority order, on the basis of :

32. Out of Catchment

Remaining places will be offered, in a ranked priority order, on the basis of :

- a. Highest priority will be given to children in public care (Looked After Children).
- b. Governors are required to admit children who have a Statement of Educational Needs which names SS Paul and Paul CEVAP as the appropriate school to meet their needs.
- c. Applications made on account of the child's exceptional medical condition (usually a physical disability). The requested school must be the nearest one able to meet the child's medical needs. Parents must send a letter from the child's GP or the school medical officer explaining the medical circumstances. They should send this letter with the application form.
- d. Those children applying to go to a school where a brother or sister (see note 1), (or other children in the same household) will be attending at

the time they start. Priority will be given to those with the smallest age difference.

- c. Applications made on religious grounds confirming regular worship (see note 2) at a Church of England Church. Applications on these grounds must be supported by a Supplementary Information Form Part 2 (SIF).
- d. Children who live nearest to the school the distance will be measured by a straight line ('as the crow flies') from the mid-point of the home to the mid-point of the school building. Where there is more than one home within a single building (for example apartments) distance will be measured from the main entrance of the building. The LA will provide these measurements which are calculated electronically using data provided by the Post Office and Ordinance Survey.

Tie-Breaker

If the admissions limit is reached when considering categories 3 and 5 of the categories above, and a tie-breaker is required to separate applications, the determining factor will be the distance from home to school measured previously described.

Overall tie-breaker for in and out – of – catchment.

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 by a governor (not a parent governor) not involved with admissions.

Parents should apply using the Local Authority's Common Application Form (CAF 1) together with a Supplementary Information Form (SIF). These are available on request from the school. CAF 1 forms should be returned to the Area Office or school by **15th January 2010**. Supplementary Information Forms (SIF)

must be returned to the school **only** and NOT the Area Office. Applicants will be notified of the result of their application directly by the Area Office on 20th April 2010

Waiting Lists

A waiting list will be maintained by the school of those unsuccessful in their initial application. Names are placed on the waiting list in the priority order set out in our admissions oversubscription criteria. This list will be maintained until the last day of the autumn term 2010. For further information about waiting lists please refer to the relevant page in the 'Schools in Suffolk 1010-11' booklet published by Suffolk County Council.

APPEALS

The Parents' Right of Appeal

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

NB Applications should be assessed on the grounds of the address where a child is *ordinarily resident.

*Ordinarily Resident

This refers to the place where a child usually lives. We may need proof of this address. We will not treat your child as ordinarily resident if you rent or own a second home in the catchment area but do not usually reside there, or if you use another address to give the impression that your child lives in the catchment area so that you can get a place at the school. Traveller families will be considered as 'ordinarily resident' for these purposes.

Details and maps of the catchment area agreed with the LA, can be obtained from the school or from the Area Office, Lowestoft.

Stonham Aspal CEVA Primary School

[Download Supplementary Information Form \(SIF\)](#)

[Download CAF1 Form](#)

Children who are five years of age during the Academic Year are admitted in school in the September of that year.

Children attend part-time (mornings only 9.30 – 12.00 noon) until the beginning of the term in which their fifth birthday falls, and then full time from then onwards.

BEFORE YOUR CHILD COMES TO SCHOOL

If you would like to view the school and talk to the Head Teacher, please telephone for an appointment, and he will be happy to show you around. During the year there are many school-based activities held, to which you are welcome and encouraged to attend.

ADMISSIONS

The maximum number for each year group is to be **30 pupils** in **2010/2011**.

The Governors of the school are required by law to admit any pupil who has a Statement of Special Educational Need(s) which names this school as able to provide the most appropriate educational provision for the child.

Children in Public Care will be given first priority for admission.

If the maximum number for each year group is not reached by admission of pupils in the school's catchment area (maps showing the agreed catchment area are available from the school or the Northern Area Education Office in Lowestoft) the Governors will consider application from outside the area.

The closing date for this is 15th January **2010**.

Parents should apply using the Local Education Authority's **Common Application Form (CAF)** together with a **Supplementary Information Form (SIF)**. These forms are available on request and should be returned to the Northern Area Education Office or to the school. Applicants will be notified of the results of their application directly by the Northern Area Education Office on 20th April **2010**.

a) Criteria for Catchment Area Places

Places will first of all be offered to those children who are ordinarily resident* in the school's catchment area and who indicate that this is their preference.

b) Criteria for Non-Catchment Area Places

Applications for children who already have brothers and sisters (including step and half siblings and other children ordinarily resident* in the family home) attending the school at the proposed date of admission to the school will be given priority. Afterwards, the following Criteria will apply.

Such places are awarded by the following priorities, which result from the Church of England status of the school.

- 1) Members of an Anglican Church, worshipping regularly (at least once per month).
- 2) Members of another *Christian denomination, worshipping regularly (at least once per month).

* i.e. a church which is a member of 'Churches Together in Britain and Ireland' or the 'Evangelical Alliance'.

In the event of a tie within any of the above categories, the determining factor will be the distance from the front door of home to

the front door of school measured in a straight line (as the crow flies) and calculated electronically by the Local Authority using data provided by the Post Office and Ordnance Survey. Priority will be given to the child living nearest the school.

The home address of an applicant who spends time with both parents (Shared Responsibility) will be taken as the home address that is nearer to the school using the measuring system as described previously.

In the event of places being fully taken at one particular stage, a waiting list will be introduced that reflects the order of priority, as above. This waiting list will close at the end of the Autumn term 2010.

c) Other Applicants

Other application (i.e. those who live outside the catchment area and who do not meet the criteria in b) above) will be ranked according to the distance they live from school – that measurement being made from the front door of home to the front door of school measured in a straight line (as the crow flies) and calculated electronically by the Local Authority using data provided by the Post Office and Ordnance Survey. Priority will be given to the child living nearest the school.

APPEALS

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 and a "Notice of Appeal Form". There is no deadline for the submission of appeals which are independently administered by the Education Appeals Office, PO Box 579, Ipswich, IP1 2BX

*Ordinarily resident: Residency: is defined as permanently resident for a settled purpose. It does not include residence taken up solely to qualify as living in the parish area for the purpose of gaining a place at the School. It does not apply to

proposed moves into the parish area which have not taken place at the time an application is considered. Traveller families will be considered "resident" for these purposes.

4. PRIMARY CO-ORDINATED ADMISSIONS SCHEME FOR PRIMARY AND MIDDLE SCHOOLS IN SUFFOLK

Introduction

1. This Scheme has been drawn up in order to ensure that all applications for the admission of statutory aged pupils to a maintained primary or middle school are handled fairly, consistently and efficiently.
2. The Scheme complies with all relevant legislation and with the guidance contained in the School Admissions Code of Practice.
3. Regulations stipulate that admissions to middle schools (even where, as in Suffolk, the middle schools are deemed to be secondary) must be included in the primary scheme. This is because, at the time of application for a place at a middle school, the children are of primary age.
4. The Scheme applies to all infant, junior, primary and middle schools in Suffolk, *ie* all community and voluntary-controlled primary and middle schools for which the LA is the admissions authority and the 29 voluntary-aided primary and middle schools whose governing bodies are the admissions authority. A list of these voluntary-aided schools is attached in Annex One.
5. Details of this Scheme are included in the composite booklet for parents (*i.e.* 'Schools in Suffolk - Your guide to primary, infant, junior and middle school admissions for 2010-2011') together with other relevant information for parents seeking a school place for their children.
6. The governing bodies of voluntary-aided schools will also include relevant details of the Scheme in the admissions information they provide to prospective parents

Terminology

7. In this Scheme: -
 - a. *Local Authority (LA)* refers to Suffolk County Council except where otherwise stated.
 - b. *Admission authority* means the LA in respect of community and voluntary-controlled schools and the governing body in respect of a voluntary-aided or foundation school.
 - c. *Home LA* refers to the LA in which the child lives.
 - d. *Maintaining LA* refers to the LA in which the school is located.
 - e. *Mid-Year or casual applications* are those applications made at different times of the year to the normal admissions round (see below).
 - f. *Normal admissions round* refers to the set period of time when applications and decisions are made for children to start school full time, or to move on to their next school, in the following year.
 - g. *Applications and Admissions* refer, except where otherwise stated, to applications and admissions for the normal year of entry (*i.e.* Year R in respect of primary and infant schools, Year 3 in respect of junior schools and Year 5 in respect of middle schools).

- h. *Common Application Form (CAF)* refers to the paper application form made available by the home LA for use by all the residents in that LA when applying for a school place. This is a CAF1 for the normal admissions round, a CAF2 for mid-year applications and a CAF2 (T) in certain circumstances (see paragraph 45).
- i. *Online application* refers to an electronic application made via the Internet at www.suffolk.gov.uk/onlineadmissions for a school place as part of the Normal Admissions round. The online facility is not currently available for mid-year applications.
- j. *Parent* means any parent, carer or guardian (including a local authority in the case of a child in public care) who has parental responsibility for the child.
- k. *Suffolk Parent* refers to a parent, carer or guardian living in Suffolk (whose child or children may or may not be attending a school maintained by Suffolk LA and who may or may not be applying for a school place in Suffolk).

Applications Made for the Normal Admissions Round

Information for Parents

- 8. Copies of the Schools in Suffolk Booklet, as well as the Common Application Form (see 2 above), will be sent to primary and middle schools so that they are available for Suffolk parents no later than 12 September, in advance of the closing date for applications for entry to school in the following September. Copies will also be sent to all upper/high schools and to neighbouring LAs. The booklet will also be available on the County Council's website www.suffolk.gov.uk/EducationAndLearning/AdmissionsToSchools
- 9. Suffolk parents with children who do not attend a school maintained by Suffolk LA may obtain a copy of the Schools in Suffolk Booklet from their local Area Office or school. Copies are also available at local libraries and online.
- 10. The LA will place a notice in the local press in advance of the closing date for applications, reminding parents of the need to make an application by the closing date and explaining how they may obtain further information and assistance.

The Role of the LA

- 11. The LA is required by law to co-ordinate and administer the admissions process on behalf of all maintained schools in its area.
- 12. The LA will act as a clearing house for all applications made for a school place in Suffolk as part of the normal admissions round. The process will be carried out in accordance with the timetable and procedures as set out in Annex Two.
- 13. The LA will ensure, as far as reasonably practicable, that a single offer of a place at a primary or middle school is made to all parents on the same day (see paragraph 29 below).
- 14. Where the LA is the relevant admission authority (*i.e.* for community and controlled schools), it will be responsible for making the decision with respect to the offer or refusal of a place. The Scheme does not affect the rights and duties of the governing body of a voluntary-aided or foundation school to set and apply its own admissions policy and over-subscription criteria. In the case of a voluntary-aided school, the LA will make it clear to parents that it is making an offer on behalf of the governing body (as the relevant admission authority).

Applications for a School Place

15. All Suffolk parents seeking a place at a primary or middle school in Suffolk will be required to submit an application on which they will be invited to express up to three preferences and to give their reasons for each preference.
16. Any applications received directly by a voluntary-aided school for the first year of entry should be sent immediately to the LA for processing in accordance with the Co-ordinated Scheme.
17. All preferences expressed on the application are valid applications for a school place. Parents will be asked to place their preferences, where they wish to nominate more than one school, in rank order (*i.e.* in the order in which they would like their child to receive an offer of a place at the respective schools).
18. The CAF1 or online application will be used for applications to all primary and middle schools in Suffolk (*i.e.* for voluntary-aided as well as community and voluntary-controlled schools). Where parents wish to express a preference for a voluntary-aided school, they will also need to complete a 'Supplementary Information Form' (SIF) and send it directly to the voluntary-aided school(s) concerned. The SIF will enable the governors (as the admissions authority) to assess the nature of the denominational commitment against the school's admissions oversubscription criteria. Any additional documentation required by the governors of a voluntary-aided school should also be sent by parents directly to the school.
19. A SIF is not in itself an application form. Applications for a school place must be made by means of the CAF1 or online facility.
20. After the closing date, the LA will forward copies of the CAF1s and online applications to the governors of the voluntary-aided school(s) concerned. If the school is oversubscribed, the governors will apply their oversubscription criteria and place the preferences for their school in rank order. These should be returned to the LA so that it can use the information in making the offer of a single place to the parents (see paragraphs 29 - 31 below)
21. Where applications greatly exceed the published admission number (PAN), it may not be necessary to rank individually the children in the lowest priority group(s) if there is no likelihood of a place becoming available for them even if quite a few higher-priority applicants are offered places at other schools as a result of the co-ordination process.

Applications for Schools in Other Authorities and Applications for Suffolk Schools from parents living in Other Authorities

22. Applications for a primary or middle school in another LA should be made to the maintaining LA by the relevant closing date.
23. These applications will be processed by the maintaining LA in accordance with its co-ordinated scheme.
24. It is possible that some parents who have applied for schools within Suffolk and in another LA may receive an offer of a place from both LAs. Where Suffolk is the maintaining LA, it will notify the home LA of any offer it is making to these parents.

25. In appropriate cases, the LA will advise parents of their statutory right of appeal and how they can exercise it. The LA will make it clear that it is providing this information on behalf of the governing body in the case of a voluntary-aided school.

Meeting Parental Preferences

26. The Scheme will treat the parent's preferences equally for the purposes of determining whether places are available and could be offered. Where a parent may be potentially eligible for multiple offers of a place, the single offer that is made represents the highest preference ranked by the parent (up to a maximum of three preferences).

27. If none of the parent's preferences can be met, the LA will offer a place at the catchment area school or, if that school is over-subscribed, at the next nearest school with places available, with regard to the efficient use of resources, in order to ensure that an offer of a school place is made to all applicants in Suffolk.

28. In all cases where a higher-ranked preference cannot be met (i.e. including applications for a voluntary-aided school), the LA will inform the parents of the reason(s) for the refusal(s), advise them of their right of appeal and give contact details for who will organise the appeal.

Notifying Parents of a School Place

29. The LA will send an offer of a school place to all parents by first-class post on the same day for admissions in the 2010-2011 school year. (See Annex Two for details of the admissions timetable). Parents who have made an online application will receive an electronic notification of their offer on the offer day.

30. Under no circumstances should a governing body, headteacher or any other person associated with the school offer a place, or indicate that a place may be available, before all parents are sent the official offer of a place by the LA.

31. The LA will assume that the place has been accepted by the parents unless they inform the LA otherwise. The Annex provides the timetable to which reference should be made.

Late and Second Applications

32. Late and second applications relate to applications to a school's first year of entry which are received:

- (a) after the closing date but before the date for the offer of places; or
- (b) after the date for the offer of places but before the start of the autumn term.

33. Late and second applications will normally be processed after the allocation process has been completed for all applications received by the closing date. Exceptionally, where there is a good reason for the lateness, applications will be processed in the normal way provided that they are received no later than the date indicated in the Annex.

34. In responding to late and second applications, the LA will make an offer of a place at the school ranked highest by the parent, if there is a place still available at that school (making it clear, in the case of a voluntary-aided school, that the offer is being made on behalf of the governing body).

35. The LA or governors of a voluntary-aided school may allocate places in advance of families moving to the area and may ask them to provide suitable confirmation (such as proof of exchange of contracts, a letting agreement or a letter from an employer or service person's commanding officer, confirming details of relocation).
36. Where a school is over-subscribed, an application received by the end of the autumn term will be placed on the waiting list. The order will be determined in accordance with the admissions over-subscription criteria, not the date on which the application is received. The waiting list will be operative up to the last day of the autumn term.

Mid-Year or Casual Admissions (Section subject to change as a result of the introduction of the revised School Admissions Code. Review to be completed by 1st January 2010)

37. Sometimes parents or carers apply for their child to go to a new school:
- during the school year; or
 - at the start of the school year but in a different age group from the school's normal entry year.
38. For ease of reference, these applications are commonly referred to as 'casual' or 'mid-year' applications.
39. Parents who wish to make a mid-year or casual application for a school place must complete a CAF2 application form (obtainable from schools and the local Area Office). It is not currently possible to make a mid-year or casual application by means of the online facility.
40. If parents are seeking a place at a voluntary-aided school, or at a community or voluntary-controlled school which is also their catchment area school, they should send or take the completed CAF2 to the school concerned. If a place is available, the school will admit the child (after checking with the LA that there are no other outstanding applications to be considered) and will forward the CAF2 to the LA for its records.
41. If a place is not available at the voluntary-aided or catchment area school, the school will notify the parents accordingly and forward the CAF2 to the LA.
42. If parents are seeking a place at a community or voluntary-controlled school that is not their catchment area school, they should send the completed CAF2 to their local Area Office. If a place is available at the school, the LA will notify them accordingly.
43. Where a place is not available at the parents' preferred school, the Governors (in the case of a voluntary-aided school) or the LA (in the case of a community or voluntary-controlled school) will inform the parents of the reason(s) for the refusal, advise them of their right of appeal and send them the necessary documentation to lodge an appeal if they so wish.
44. The LA will offer the parents a place at the highest preference that can be met. If all the schools requested by the parents are full, the LA will offer a place at the catchment area school (where applicable) or, if that is oversubscribed, at the next nearest school with a place available, with regard to the efficient use of resources.
45. 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 a transfer. Parents of middle school pupils will be asked in these circumstances to complete a variation of the CAF2 application form

(CAF2(T)), which seeks additional information designed to ensure a smooth transfer to a new school.

Applications For A Place Outside The Normal Age Group

46. All schools are experienced in educating and caring for children with different abilities and social and emotional needs. It is expected, therefore, that children will normally be educated with other children in their year group.
47. Applications for children to be admitted to a school one year earlier than normal or to stay for an extra year with a younger year group will be considered carefully and the decision will be made on the basis of the circumstances of each case.

Children With Special Educational Needs

48. Where a school is named in a statement of special educational needs, the governing body has a duty to admit the child to the school.
49. Children with special educational needs but without statements will be treated as fairly as other applicants. Admission authorities and schools may not refuse to admit a pupil because they consider themselves unable to cater for the child's special educational needs.

Children with Disabilities

50. Children with disabilities will be treated no less favourably than other applicants for admission.
51. Schools are under a duty to make reasonable adjustments to ensure that pupils with disabilities are not placed at a substantial disadvantage, although this does not apply to the provision of auxiliary aids and services or to physical adaptations to buildings.

Children With Challenging Behaviour

52. Where a child has been permanently excluded from two or more schools (and at least one of the exclusions took place after 1 September 1997), the parents can express a preference for a school place but there is no requirement on admission authorities to comply for a period of two years following the second exclusion.
53. It is normally unacceptable for schools to refuse to admit children on the basis of their behaviour elsewhere. It is also unacceptable for a school to refuse admission to a child thought to be potentially disruptive, or who has exhibited challenging behaviour, on the grounds that the child ought first to be assessed for special educational needs.
54. Some children who have been permanently excluded or have a recent history of challenging behaviour may be admitted to a school above the published admission number in accordance with the agreed fair access protocol approved by the Suffolk Admission Forum.

Looked After Children

55. Looked After Children, or Children in Public Care, have been identified as a disadvantaged group of children who have very low average levels of attainment, often related to frequent

changes of school, periods of time spent out of school, low expectations and high exclusion rates.

56. The Children Act 2004 places a duty on local authorities to promote the educational attainment of Looked After Children. As far as admission arrangements are concerned:

- a. Looked After Children are given priority in the oversubscription criteria of all maintained schools in Suffolk for the normal admission round;
- b. The Suffolk Admission Forum has agreed a protocol for the mid-year admission of Looked After Children, where necessary, above the published admission number (PAN) for the school.

Traveller Children

57. Traveller children who move into an area served by a school will be regarded as 'ordinarily resident' in that area in respect of any application made for a school place.

Home-School Agreements

58. Admission to school will not be conditional on parents signing a home-school agreement.

Fraudulent Applications

59. Admission authorities reserve the right to withdraw the offer of a school place if it is shown that it was obtained on the basis of a fraudulent or intentionally misleading application.

Rosalind Turner

Director for Children and Young People

January 2009

PRIMARY ADMISSIONS SCHEME

PRIMARY AND MIDDLE VOLUNTARY-AIDED SCHOOLS IN SUFFOLK

PRIMARY

All Saints CEVAP School	Laxfield
All Saints CEVAP School	Newmarket
Badwell Ash CEVAP School	Badwell Ash
Creeting St Mary CEVAP School	Creeting St Mary
Elveden CEVAP School	Elveden
Orford CEVAP School	Orford
St Edmundsbury CEVAP School	Bury St Edmunds
St John's CEVAP School	Ipswich
St Margarets CEVAP School	Ipswich
St Mary's CEVAP School	Hadleigh
St Mary's CEVAP School	Mildenhall
St Mary's CEVAP School	Woodbridge
St Matthew's CEVAP School	Ipswich
St Peter and St Paul CEVAP School	Eye
Sir Robert Hitcham's CEVAP School	Debenham
Sir Robert Hitcham's CEVAP School	Framlingham
Stonham Aspal CEVAP School	Stonham Aspal

St Benet's Catholic Primary School	Beccles
St Edmund's Catholic Primary School	Bungay
St Edmunds Catholic Primary School	Bury St Edmunds
St Felix RCP School	Haverhill
St Joseph's RCP School	Sudbury
St Louis RCP School	Newmarket
St Mark's Catholic Primary School	Ipswich
St Mary's Catholic Primary School	Ipswich
St Mary's RCP School	Lowestoft
St Pancras' Catholic Primary School	Ipswich

MIDDLE

St James CEVA Middle School	Bury St Edmunds
St Louis Catholic Middle School	Bury St Edmunds

PRIMARY/MIDDLE: ADMISSIONS TIMETABLE FOR THE 2010- 2011 SCHOOL YEAR

Stage One

- Parents of children living in Suffolk submit an application on which they can indicate up to three preferences, placed in rank order.
- Parents submit the application to their current school or to Suffolk LA by the closing date of **Friday 15 January 2010**.
- All schools send all application forms received by them to the LA by **Monday 18 January 2010**.

Stage Two

- The LA sends relevant application forms to Suffolk voluntary-aided primary and middle schools by **Friday 5 February 2010**.
- If the school is oversubscribed, the aided school governors apply their over-subscription criteria and place all applications for their school in rank order.
- The LA begins to consider all applications for community and controlled schools, applies its over-subscription criteria, where necessary, and places all preferences for each school in rank order. Where the number of applications greatly exceeds the PAN, it may not be necessary to rank all applications.

Stage Three

- Suffolk aided primary and middle schools send the LA the provisional list of pupils to be offered a place by **Friday 26 February 2010**.
- The LA compares all lists and provisionally allocates middle and primary school places by **Friday 12 March 2010**. Where a child qualifies for a place at more than one school, the LA provisionally allocates the highest ranked place and adjusts the list by re-allocating the lower potential offer(s) now freed up.

Stage Four

- The LA exchanges information with Suffolk aided schools.
- The LA processes late applications regarded as exceptions up to **Friday 26 February 2010**.
- The LA confirms the final lists of pupils to be allocated places to Suffolk aided schools by **Friday 19 March 2010**.

Stage Five

- The LA sends all Suffolk parents a single offer of a place on **Tuesday 20 April 2010** and notifies schools accordingly.
- In the case of aided schools, the LA states that the offer is being communicated on behalf of the school's governing body.
- The LA assumes that the place has been accepted by the parents if they do not inform the LA to the contrary by **Tuesday 11 May 2010**.

5. SECONDARY CO-ORDINATED ADMISSIONS SCHEME FOR UPPER/HIGH SCHOOLS IN SUFFOLK

Introduction

1. This Scheme has been drawn up in order to ensure that all applications for the admission of statutory aged pupils to a maintained upper or high school in Suffolk are handled fairly, consistently and efficiently. It does not apply to post 16 admissions.
2. The Scheme complies with all relevant legislation and with the guidance contained in the School Admissions Code of Practice.
3. The Scheme applies to all upper/high schools in Suffolk, *ie* the 37 community and voluntary-controlled upper/high schools for which the LA is the admissions authority and the two Roman Catholic voluntary-aided upper/high schools whose governing bodies are the admissions authority (*ie* St Benedict's RC Upper School in Bury St Edmunds and St Alban's RC High School in Ipswich).
4. Details of this Scheme are included in the composite booklet for parents (*ie* 'Schools in Suffolk – Your guide to upper/high school admissions for 2010-11') together with other relevant information for parents seeking a school place for their children.
5. The governing bodies of the voluntary-aided schools will also include relevant details of the Scheme in the admissions information they provide to prospective parents.

Terminology

6. In this Scheme:-
 - a. *The LA* refers to Suffolk County Council acting in its capacity as the local authority.
 - b. *Admission authority* means the LA in respect of community and voluntary-controlled schools and the governing body in respect of a voluntary-aided or foundation school.
 - c. *Home LA* refers to the LA in which the child lives.
 - d. *Maintaining LA* refers to the LA in which the school is located.
 - e. *Mid-Year or casual applications* are those applications made at different times of the year to the normal admissions round (see below).
 - f. *Normal admissions round* refers to the set period of time when applications and decisions are made for children to move on to their next school, in the following year.
 - g. *Applications and Admissions* refer, except where otherwise stated, to applications and admissions for the normal year of entry (*ie* Year 7 in the case of 11-16 or 11-18 high schools, Year 9 in the case of 13-18 high and upper schools).
 - h. *Common Application Form (CAF)* refers to the paper application form issued by the home LA for use by all the residents in that LA when applying for a school place. A CAF1 is used for applications for the normal admissions round, a CAF2 for mid-year applications and a CAF2 (T) in certain circumstances (see paragraph 47).
 - i. *Online application* refers to an electronic application made via the Internet at www.suffolk.gov.uk/onlineadmissions for a school place as part of the normal admissions round. The online facility is not currently available for mid-year applications.

- j. *Parent* means any parent, carer or guardian (including a local authority in the case of a child in public care) who has parental responsibility for the child.
- k. *Suffolk Parent* refers to a parent, carer or guardian living in Suffolk (whose child or children may or may not be attending a school maintained by Suffolk LA and who may or may not be applying for a school place in Suffolk).

Applications Made for the Normal Admissions Round

Information for Parents

- 7. Copies of the Schools in Suffolk Booklet, as well as the Common Application Form (see paragraph 6 above), will be sent to primary and middle schools so that they are available for Suffolk parents no later than 12 September, in advance of the closing date for applications for entry to school the following September. Copies will also be sent to all upper/high schools and to neighbouring LAs. The booklet will also be available on the County Council's website
www.suffolk.gov.uk/EducationAndLearning/AdmissionsToSchools
- 8. Suffolk parents with children who do not attend a school maintained by Suffolk LA may obtain a copy of the Schools in Suffolk Booklet from their local Area Office or school. Copies are also available at local libraries and online.
- 9. The LA will place a notice in the local press in advance of the closing date for applications, reminding parents of the need to make an application for a school place by the closing date and explaining how they may obtain further information and assistance.

The Role of Suffolk LA

- 10. Suffolk LA is required by law to co-ordinate and administer the admissions process for the normal year of entry on behalf of all maintained schools in its area.
- 11. Suffolk LA will act as a clearing house for all applications made for a school place as part of the normal admissions round. The process will be carried out in accordance with the timetable and procedures as set out in the Annex.
- 12. Suffolk LA will ensure, as far as reasonably practicable, that a single offer of a place at an upper/high school is made to all parents on the same day (See paragraph 31 below).
- 13. Where Suffolk LA is the relevant admission authority (*ie* for community and controlled schools), it will be responsible for making the decision with respect to the offer or refusal of a place. The Scheme does not affect the rights and duties of the governing body of a voluntary-aided or foundation school to set and apply its own admissions policy and over-subscription criteria. In the case of a voluntary-aided school, Suffolk LA will make it clear to parents that it is making an offer on behalf of the governing body (as the relevant admission authority). In cases where the relevant admission authority is another maintaining LA, Suffolk LA will make it clear that it is making the offer on behalf of that maintaining LA.

Applications for a School Place

- 14. All Suffolk parents seeking a place at an upper/high school will be required to submit an application on which they will be invited to express up to three preferences and to give their reasons for each preference.

15. Any applications received directly by a voluntary-aided school for the first year of entry should be sent immediately to the LA for processing in accordance with the Co-ordinated Scheme.
16. All preferences expressed on the application are valid applications for a school place. Parents will be asked to place their preferences, where they wish to nominate more than one school, in rank order (*ie* in the order in which they would like their child to receive an offer of a place at the respective schools).
17. The CAF1 or online application will be used for applications to all upper/high schools in Suffolk (i.e. for voluntary-aided as well as community and voluntary-controlled schools). Where parents wish to express a preference for a voluntary-aided school, they will also need to complete a 'Supplementary Information Form' (SIF) and send it directly to the voluntary-aided school(s) concerned. The SIF will enable the governors (as the admissions authority) to assess the nature of the denominational commitment against the school's admissions oversubscription criteria. Any additional documentation required by the governors of a voluntary-aided school should also be sent directly to the school.
18. A SIF is not in itself an application form. Applications for a school place must be made by means of the CAF1 or online facility.
19. After the closing date, the LA will forward copies of the CAF1s and online applications to the governors of the voluntary-aided schools concerned. If the school is oversubscribed, the governors will apply their oversubscription criteria and place the preferences for their school in rank order. These should be returned to the LA so that it can use this information in making the offer of a single place to the parents (see paragraphs 31 - 33 below).
20. Where applications greatly exceed the published admission number (PAN), it may not be necessary to rank individually the children in the lowest priority group(s) if there is no likelihood of a place becoming available for them even if quite a few higher-priority applicants are offered places at other schools as a result of the co-ordination process.

Applications by Suffolk Parents for Schools in Other Authorities

21. Applications from Suffolk parents must be made to Suffolk LA either on Suffolk's CAF1 or via Suffolk's online facility by the closing date.
22. A copy of applications made for schools outside Suffolk will be sent to the maintaining LA and processed in accordance with the timetable set out in the Annex.
23. If Suffolk LA is aware that a place is to be offered by the maintaining LA at a school with a higher ranked preference, no further consideration will be given to any lower ranked preferences. Where this information is not available, multiple offers of a place may occur.
24. In appropriate cases, Suffolk LA will advise parents of their statutory right of appeal and how they can exercise it. Suffolk LA will make it clear that it is providing this information on behalf of the maintaining LA or the governing body in the case of a voluntary-aided school.

Applications for Schools in Suffolk from Parents Living in Another Authority

25. If Suffolk LA, as a maintaining authority, is notified by another LA (as the home LA) of a parent's application for a place in a Suffolk upper/high school, Suffolk LA will notify the home LA of its decision to offer or refuse a place.

26. Neighbouring LAs will also make their common application form available to any parent in their area who wishes to apply for a place in the entry year of a school in Suffolk which operates a different age of transfer from schools in the home LA (i.e. for an upper/high school in the Western Area and parts of the Northern Area of Suffolk where transfer occurs after year 8). The home LA will deal with the application in the same way as it would for its own normal admissions round and pass the form to Suffolk LA (as the maintaining LA) to process in accordance with its Co-ordinated Scheme. Suffolk LA will then advise the home LA if a place is to be offered and will also notify the parent directly of the outcome of the application.
27. Where another LA's admission scheme enables parents to express more than three preferences, Suffolk LA will offer or refuse a place to any additional preferences by reference to the oversubscription criteria.

Meeting Parental Preferences

28. The Scheme will treat the parent's preferences equally for the purposes of determining whether places are available and could be offered. Where a parent may be potentially eligible for multiple offers of a place, the single offer that is made represents the highest preference ranked by the parent (up to a maximum of three preferences).
29. If none of the parent's preferences can be met, the LA will offer a place at the catchment area school or, if that school is over-subscribed, at the next nearest school with places available, with regard to the efficient use of resources, in order to ensure that an offer of a school place is made to all applicants in Suffolk.
30. In all cases where a higher-ranked preference cannot be met (i.e. including applications for a voluntary-aided school), the LA will inform the parents of the reason(s) for the refusal(s), advise them of their right of appeal and give contact details for who will organise the appeal.

Notifying Parents of a School Place

31. The LA will send an offer of a school place to all parents by first class post on the same day (the 'national offer day') for September 2010 admissions. (See the Annex for details of the admissions timetable). Parents who have made an online application will receive an electronic notification of their offer on the offer day.
32. Under no circumstances should a governing body, headteacher or any other person associated with the school offer a place, or indicate that a place will be available, before all parents are sent the official offer of a place by the LA.
33. The LA will assume that the place has been accepted by the parents unless they inform the LA otherwise. The Annex provides the timetable to which reference should be made.

Late and Second Applications

34. Late and second applications relate to applications for admission to a school's first year of entry which are received:
- a. after the closing date but before the date for the offer of places; or
 - b. after the date for the offer of places but before the start of the autumn term.

35. Late and second applications will normally be processed after the allocation process has been completed for all applications received by the closing date. Exceptionally, where there is a good reason for the lateness, applications will be processed in the normal way provided that they are received no later than the date indicated in the Annex.
36. In responding to late and second applications, the LA will make an offer of a place at the school ranked highest by the parent if there is a place still available at that school (making it clear, where appropriate, that the offer is being made on behalf of the maintaining LA, or, in the case of a voluntary-aided school, that the offer is being made on behalf of the governing body).
37. The LA or governors of a voluntary-aided school may allocate places in advance of families moving to the area and may ask them to provide suitable confirmation (such as proof of exchange of contracts, a letting agreement or a letter from an employer or service person's commanding officer, confirming details of relocation).
38. Where a school is over-subscribed, an application received by the end of the autumn term will be placed on the waiting list. The order will be determined in accordance with the admissions over-subscription criteria, not the date on which the application is received. The waiting list will be operative up to the last day of the autumn term.

Mid-Year or Casual Admissions (Section subject to change as a result of the introduction of the revised School Admissions Code. Review to be completed by 1st January 2010)

39. Applications are also made outside the normal admissions round at any time of the year for a place at a school:
- a. after the start of the school year in the case of all year groups; or
 - b. in September in the case of all year groups other than the normal first year of entry.
40. For ease of reference, these applications are commonly referred to as "casual" or "mid-year" applications.
41. Parents who wish to make a mid-year or casual application for a school place must complete a CAF2 application form (obtainable from schools and the local Area Office). It is not currently possible to make a mid-year or casual application by means of the online facility.
42. If parents are seeking a place at a voluntary-aided school, or at a community or voluntary-controlled school which is also their catchment area school, they should send or take the completed CAF2 to the school concerned. If a place is available, the school will admit the child (after checking with the LA that there are no other outstanding applications to be considered) and will forward the CAF2 to the LA for its records.
43. If a place is not available at the voluntary-aided or catchment area school, the school will notify the parents accordingly and forward the CAF2 to the LA.
44. If parents are seeking a place at a community or voluntary-controlled school which is not their catchment area school, they should send the completed CAF2 to their local Area Office. If a place is available at the school, the LA will notify them accordingly.

45. Where a place is not available at the parents' preferred school, the Governors (in the case of a voluntary-aided school) or the LA (in the case of a community or voluntary-controlled school) will inform the parents of the reason(s) for the refusal, advise them of their right of appeal and send them the necessary documentation to lodge an appeal if they so wish.
46. The LA will offer the parents a place at the highest preference that can be met. If all the schools requested by the parents are full, the LA will offer a place at the catchment area school (where applicable) or, if that is oversubscribed, at the next nearest school with a place available, with regard to the efficient use of resources.
47. 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 a transfer. Parents will be asked in these circumstances to complete a variation of the CAF2 application form (CAF2(T)), which seeks additional information which is designed to ensure a smooth transfer to a new school.

Applications For A Place Outside The Normal Age Group

48. All schools are experienced in educating and caring for children with different abilities and social and emotional needs. It is expected, therefore, that children will normally be educated with other children in their year group.
49. Applications for children to be admitted to a school one year earlier than normal or to stay for an extra year with a younger year group will be considered carefully and the decision will be made on the basis of the circumstances of each case.

Children With Special Educational Needs

50. Where a school is named in a statement of special educational needs, the governing body has a duty to admit the child to the school.
51. Children with special educational needs but without statements will be treated as fairly as other applicants. Admission authorities and schools may not refuse to admit a pupil because they consider themselves unable to cater for the child's special educational needs.

Children with Disabilities

52. Children with disabilities will be treated no less favourably than other applicants for admission.
53. Schools are under a duty to make reasonable adjustments to ensure that pupils with disabilities are not placed at a substantial disadvantage, although this does not apply to the provision of auxiliary aids and services or to physical adaptations to buildings.

Children With Challenging Behaviour

54. Where a child has been permanently excluded from two or more schools (and at least one of the exclusions took place after 1 September 1997), the parents can express a preference for a school place but there is no requirement on admission authorities to comply for a period of two years following the second exclusion.
55. It is normally unacceptable for schools to refuse to admit children on the basis of their behaviour elsewhere. It is also unacceptable for a school to refuse admission to a child thought to be potentially disruptive, or who has exhibited challenging behaviour, on the grounds that the child ought first to be assessed for special educational needs.

56. Some children who have been permanently excluded or have a recent history of challenging behaviour may be admitted to a school above the published admission number in accordance with the agreed fair access protocol approved by the Suffolk Admission Forum.

Looked After Children

57. Looked After Children, or Children in Public Care, have been identified as a disadvantaged group of children who have very low average levels of attainment, often related to frequent changes of school, periods of time spent out of school, low expectations and high exclusion rates.

58. The Children Act 2004 places a duty on local authorities to promote the educational attainment of Looked After Children. As far as admission arrangements are concerned:

- a. Looked After Children are given priority in the oversubscription criteria of all maintained schools in Suffolk for the normal admission round;
- b. the Suffolk Admission Forum has agreed a protocol for the mid-year admission of Looked After Children, where necessary, above the published admission number (PAN) for the school.

Traveller Children

59. Traveller children who move into an area served by a school will be regarded as 'ordinarily resident' in that area in respect of any application made for a school place.

Home-School Agreements

60. Admission to school will not be conditional on parents signing a home-school agreement.

Fraudulent Applications

61. Admission authorities reserve the right to withdraw the offer of a school place if it is shown that it was obtained on the basis of a fraudulent or intentionally misleading application.

Rosalind Turner

Director for Children and Young People

January 2009

UPPER/HIGH: ADMISSIONS TIMETABLE FOR THE 2010-2011 SCHOOL YEAR

Stage One

- Parents of children living in Suffolk submit an application on which they can indicate up to three preferences, placed in rank order.
- Parents submit the application to their current school or to Suffolk LA by the closing date of **Monday 2 November 2009**.
- All schools send all application forms received by them to the LA by **Tuesday 3 November 2009**.

Stage Two

- The LA sends relevant application forms to:
 - a. Suffolk aided schools by **Friday 20 November 2009**.
 - b. Other LAs by **Friday 20 November 2009**.
- If the school is oversubscribed, the aided school governors apply their over-subscription criteria and place all preferences for their school in rank order.
- The LA begins to consider all applications for community and controlled schools, applies its over-subscription criteria, where necessary, and places all preferences for each school in rank order. Where the number of applications greatly exceeds the PAN, it may not be necessary to rank all applications.

Stage Three

- Suffolk aided upper/high schools send the provisional list of pupils to be offered a place to the LA by **Monday 4 January 2010**.
- The LA compares all lists and provisionally allocates places by **Friday 15 January 2010**. Where a child qualifies for a place at more than one school, the LA provisionally allocates the highest ranked place and adjusts the list by re-allocating the lower potential offer(s) now freed up.
- The LA liaises with other LAs to avoid cross-multiple offers from **Friday 15 January 2010**.

Stage Four

- The LA exchanges information with other LAs and aided schools.
- The LA processes late applications regarded as exceptions up to **Monday 25 January 2010**.
- The LA informs other LAs of offers to be made to their residents by **Friday 5 February 2010**.
- The LA confirms the final lists of pupils to be allocated places to Suffolk aided upper/high schools and other LAs by **Friday 12 February 2010**.

Stage Five

- The LA sends all Suffolk parents a single offer of a place on **Monday 1 March 2010** and notifies schools accordingly.
- In cases where the maintaining LA is not Suffolk, the LA states that the offer is being communicated on behalf of the maintaining LA.
- In the case of aided schools, the LA states that the offer is being communicated on behalf of the school's governing body.
- The LA assumes that the place has been accepted by the parents if they do not inform the LA to the contrary by **Friday 19 March 2010**.

6. PUBLISHED ADMISSION NUMBERS 2010/11

Northern Area

Schools	PAN 2009/2010	* PAN 2010-2011
Primary		
Aldeburgh Community Primary	16	16
All Saints VA Primary, Laxfield	15	15
Barnby & North Cove CP	15	15
Bedfield VCP	8	8
Blundeston VCP	30	30
Bramfield VCP	12	12
Brampton VCP	10	10
Bungay P	60	60
Carlton Colville P	60	60
Charsfield VCP	10	10
Coldfair Green CP, Knodishall	22	22
Corton VCP	15	15
Crowfoot CP, Beccles	50	50
Dell P	58	58
Dennington VCP	11	11
Earl Soham CP	12	12
Easton CP	12	12
Edgar Sewter CP, Halesworth	56	56
Elm Tree CP	60	60
Fen Park CP	50	60*
Fressingfield VCP	20	20
Gislingham VCP	12	12
Grove P	45	45
Gunton CP	45	45
Helmingham CP	11	11
Holton St Peter CP	17	17
Ilketshall St Lawrence	15	15
Kelsale VCP	20	20
Kessingland VCP	60	45*
Leiston P	60	60
Meadow CP	60	30*
Mellis VCP	20	20
Mendham P	7	7
Middleton CP	15	15
Northfield St Nicholas P	66	60*
Occold P	10	10
Oulton Broad P	58	30*
Pakefield P	64	60*
Palgrave VCP	9	9
Peasenhall P	10	10
Poplars CP	75	60*
Ravensmere Inf	24	24
Reydon P	30	30
Ringsfield VCP	18	18

Roman Hill P	85	60*
Saxmundham P	42	42
Sir Robert Hitcham's VAP, Debenham	30	30
Sir Robert Hitcham's VAP, Framlingham	50	50
Snape CP	10	10
Somerleyton P	10	8*
Southwold P	15	15
St Benet's C VAP	17	17
St. Botolph's VCP, Botesdale	37	37
St Edmunds C VAP, Bungay	15	15
St Edmund's CP, Hoxne	12	12
St Margaret's CP	30	60*
St. Mary's RC VAP	30	30
St. Mary's VCP, Benhall	18	18
St Peter & St Paul VAP, Eye	30	30
Stoke Ash CP	10	10
Stonham Aspal VAP	30	30
Stradbroke VCP	20	20
The Albert Pye CP, Beccles	50, 75 (yr 3)	50, 75 (yr 3)
Thorndon VCP	12	12
Wenhaston P	10	10
Wetheringsett VCP	12	12
Whitton Green CP	60	30*
Wickham Market CP	40	40
Wilby VCP	12	12
Woods Loke CP	75	60*
Worlingham VCP	36	36
Worlingworth VCP	9	9
Wortham P	12	12
Yoxford P	15	15
Middle		
Beccles Middle	120	120
Bungay Middle	120	120
Elm Tree Middle	140	No intake*
Foxborough Middle	112	No intake*
Gisleham Middle	145	No intake*
Halesworth Middle	156	156
Kirkley Middle	98	No intake*
Leiston Middle	125	125
Lothingland Middle	112	No intake*
Pakefield Middle	123	No intake*
Roman Hill Middle	120	No intake*
Saxmundham Middle	86	86
The Harris Middle	150	No intake*
Worlingham Middle	120	120
High		
Bungay High	260	260
Debenham VC High	115	115
Hartismere High	140	140
Kirkley Community High	375	375
Leiston Community High	186	186
Sir John Leman High	378	378
Stradbroke Business & Enterprise College	87	87
The Benjamin Britten High	240	240

The Denes High	267	267
Thomas Mills High	163	163
6th Form PANs		
Bungay High	17	17
Hartismere High	50	50
Kirkley High	20	20
Leiston High	20	20
Sir John Leman High	25	25
The Benjamin Britten High	10	10
The Denes High	10	10
Thomas Mills High	95	95

* Subject to the decision of the Schools Adjudicator on the reorganisation of schools in the Lowestoft area

Southern Area

	PAN 2009/2010	PAN 2010/2011
Primary		
Bawdsey CEVCP	15	15
Bealings	14	14
Bentley CEVCP	8	8
Bildeston Primary	20	20
Bramford CEVCP	30	30
Brooklands Primary	30	30
Bucklesham Primary	15	15
Capel St Mary CEVCP	45	45
Chelmondiston CEVCP	19	19
Claydon Primary	60	60
Copdock Primary	10	10
East Bergholt CEVCP	30	30
Elmsett CEVCP	13	13
Eyke CEVCP	20	20
Felix:Causton Junior	75	75
Felix:Colneis Junior	90	90
Felix:Fairfield Infant	84	60
Felix:Grange CP	30	30
Felix:Kingsfleet Primary	30	30
Felix:Langer Primary	30	30
Felix:Maidstone Infant	75	75
Grundisburgh Primary	25	25
Hadleigh CP	72	72
Hadleigh: Beaumont CP	20	20
Hadleigh: St Mary's CEVAP	30	30
Henley Primary	15	15
Hintlesham & Chattisham CEVCP	10	10
Holbrook Primary	26	26
Hollesley Primary	15	15
Ips:Britannia Primary	87	87
Ips:Broke Hall CP	90	90
Ips:Castle Hill Infant	75	75
Ips:Castle Hill Junior	90	90
Ips:Cliff Lane Primary	54	54
Ips:Clifford Road Primary	60	60
Ips:Dale Hall CP	60	60
Ips:Gusford CP	90	90
Ips:Halifax Primary	60	60
Ips:Handford Hall Primary	45	45
Ips:Hillside CP	60	60
Ips:Morland Primary	54	54
Ips:Murrayfield CP	54	54
Ips:Piper's Vale	54	56
Ips:Ranelagh Primary	30	30
Ips:Ravenswood Primary	60	60
Ips:Rose Hill Primary	42	42
Ips:Rushmere Hall Primary	60	60
Ips:Sidegate Primary	90	90
Ips:Springfield Infant	86	86
Ips:Springfield Junior	86	86

Ips:Sprites Primary	60	60
Ips:St Helen's Primary	56	56
Ips:St John's CEVAP	30	30
Ips:St Margaret's CEVAP	30	30
Ips:St Mark's Catholic Primary	30	30
Ips:St Marys Catholic Primary	30	30
Ips:St Matthew's CEVAP	56	56
Ips:St Pancras Catholic Primary	30	30
Ips:The Oaks CP School	60	54
Ips:The Willows Primary	30	30
Ips:Whitehouse CI	80	80
Ips:Whitehouse Junior	75	75
Ips:Whitton CP	52	52
Kersey CEVCP	9	9
Kesgrave: Cedarwood Primary	60	60
Kesgrave: Heath Primary	60	60
Martlesham:Beacon Hill Primary	20	20
Martlesham:Birchwood Primary	30	30
Martlesham:Gorseland Primary	60	60
Melton Primary	30	30
Nacton CEVCP	14	14
Orford CEVAP	15	15
Otley Primary	10	10
Rendlesham Primary	30	30
Shotley CP	28	28
Somersham Primary	15	15
Sproughton CEVCP	15	15
Stratford St Mary Primary	15	15
Stutton CEVCP	13	13
Tattingstone CEVCP	12	12
Trimley St Martin Primary	30	30
Trimley St Mary Primary	60	60
Waldringfield Primary	15	15
Whatfield CEVCP	8	8
Witnesham Primary	15	15
Woodbridge Primary	30	30
Woodbridge:Kyson Primary	60	60
Woodbridge:Sandlings Primary	38	38
Woodbridge:St Marys CEVAP	30	30
Highfield Nursery	104	104
High		
Claydon High	145	148
East Bergholt High	182	182
Felix:Deben High	182	189
Felix:Orwell High	180	180
Hadleigh High	190	168
Holbrook High	118	118
Ips:Chantry High	250	270
Ips:Copleston High	295	295
Ips:Holywells High	220	228
Ips:Northgate High	224	224
Ips:St Alban's High	162	162
Ips:Stoke High	172	172
Ips:Thurleston High	182	182

Ips:Westbourne Sports College	260	260
Kesgrave High	280	280
Woodbridge:Farlingaye High	290	290
Sixth Form		
Claydon High	150	150
Felix:Deben High	30	30
Felix:Orwell High	30	30
Ips:Chantry High	100	100
Ips:Copleston High	100	100
Ips:Northgate High	210	210
Ips:St Alban's High	20	20
Ips:Westbourne Sports College	20	20
Kesgrave High	44	44
Woodbridge:Farlingaye High	75	75

Western Area

Primary	PAN 2009/2010	PAN 2010-2011
Acton CEVCP School	30	30
Bacton CP School	34	34
Badwell Ash CEVAP School	18	18
Bardwell CEVCP School	15	15
Barnham CEVCP School	23	23
Barningham CEVCP School	18	18
Barrow CEVCP School	30	30
Boxford CEVCP School	36	36
Forest CP School	45	45
The Glade CP School	40	40
Bures CEVCP School	28	28
Abbots Green CP School	30	30
Guildhall Feoffment CP School	50	50
Hardwick Primary School	36	36
Howard CP School	45	45
Sebert Wood CP School	60	60
Sexton's Manor CP School	40	40
St Edmunds Catholic Primary School	60	60
St Edmundsbury CEVAP School	60	60
Tollgate Primary School	60	60
Westgate CP School	60	60
Cavendish CEVCP School	15	15
Clare CP School	27	30
Cockfield CEVCP School	22	22
Combs Ford Primary School	90	90
Creeting St Mary CEVAP School	11	11
Elmswell CP School	43	43
Elveden CEVAP School	12	12
Glemsford CP School	39	30
Great Barton CEVCP School	30	30
Pot Kiln Primary School	54	54
Wells Hall CP School	80	80
Great Finborough CEVCP School	20	20
Great Waldingfield CEVCP School	20	20
Great Whelnetham CEVCP School	18	18
Hartest CEVCP School	18	15
Crawfords CEVCP School	28	28
Burton End CP School	60	60
Clements CP School	40	30
Coupals Primary School	48	30
New Cangle CP School	45	30
Place Farm CP School	60	60
St Felix RCP School	45	45
Westfield CP School	30	60
Honington CEVCP School	30	30
Hopton CEVCP School	18	18
Ickworth Park Primary School	40	40
Hundon CP School	15	15
Ixworth CEVCP School	30	30

Kedington Primary School	27	30
Lakenheath CP School	50	50
Lavenham CP School	15	15
All Saints CEVCP School	21	21
Long Melford CEVCP School	36	36
Mendlesham CP School	20	20
Beck Row Primary School	36	36
Great Heath Primary School	70	70
St Mary's CEVAP School	60	60
West Row CP School	28	28
Monks Eleigh CEVCP School	10	10
Moulton CEVCP School	30	30
Nayland Primary School	28	28
Bosmere CP School	60	60
All Saints CEVAP School	30	30
Exning Primary School	27	27
Houldsworth Valley Primary School	30	30
Laureate CP School	33	33
Paddocks Primary School	30	30
St Louis RCP School	45	45
Norton CEVCP School	20	20
Old Newton CEVCP School	12	12
Rattlesden CEVCP School	20	20
Ringshall School	40	40
Risby CEVCP School	30	30
Rougham CEVCP School	25	25
Stanton CP School	45	45
Stoke-by-Nayland CEVCP School	18	18
Abbot's Hall CP School	60	60
Cedars Park CP School	60	60
Chilton CP School	40	40
Wood Ley CP School	45	45
The Freeman CP School	40	40
St Gregory CEVCP School	45	45
St Joseph's RCP School	25	25
Tudor CEVCP School	36	36
Woodhall CP School	50	50
Thurlow CEVCP School	18	15
Thurston CEVCP School	40	40
Tuddenham CEVCP School	30	30
Walsham-le-Willows CEVCP School	20	20
Wickhambrook CP School	27	20
Woolpit CP School	35	35
Middle		
Bacton Community Middle School	120	120
Beyton Middle School	180	180
Breckland Middle School	87	87
Hardwick Middle School	90	90
Horringer Court Middle School	117	117
Howard Middle School	100	100
St James CEVA Middle School	124	124
St Louis Catholic Middle School	140	140

Westley Middle School	116	116
Clare Middle School	120	No Intake
Combs Middle School	116	116
Great Cornard Middle School	125	125
Castle Hill Community Middle School	105	No Intake
Chalkstone Middle School	108	No Intake
Parkway Middle School	117	No Intake
Ixworth Middle School	135	135
College Heath Middle School	105	105
Riverside Middle School	140	140
Needham Market Middle School	90	90
Scaltback Middle School	100	100
St Felix CEVC Middle School	115	115
Blackbourne CEVC Middle School	108	108
Stoke-by-Nayland Middle School	120	120
Stowmarket Middle School	152	152
All Saints CEVC Middle School	90	90
Uplands Middle School	140	140
Upper		
County Upper School	260	260
King Edward VI CEVC Upper School	350	350
St Benedict's Catholic School	150	150
Great Cornard Upper School & Tech Coll	260	260
Castle Manor Upper School	200	210
Samuel Ward Upper School & Tech Coll	220	210
Mildenhall College of Technology	270	270
Newmarket Upper School	210	210
Stowmarket High School	310	310
Stowupland High School	200	200
Sudbury Upper School and Arts College	275	275
Thurston Community College	355	355
Sixth Form		
County Upper School	20	20
King Edward VI CEVC Upper School	50	50
St Benedict's Catholic School	10	10
Great Cornard Upper School & Tech College	20	20
Castle Manor Upper School	20	20
Samuel Ward Upper School & Tech Coll	20	20
Mildenhall College of Technology	50	50
Newmarket Upper School	60	60
Stowmarket High School	25	25
Stowupland High School	20	20
Sudbury Upper School and Arts College	30	30
Thurston Community College	50	50

7. REGULATIONS

INTRODUCTION

Parents have the right to make objections to the arrangements that have been approved by the admissions authorities in Suffolk for admissions to schools in the 2010/11 school year.

The following describes the legal framework that makes provision for objections to be made. Further information is available on the website of the Schools Adjudicator at: <http://www.schoolsadjudicator.gov.uk/object.cfm>. Should any parent wish to object to these arrangements they should do so by 31 July 2009.

THE REGULATIONS IN DETAIL

Section 88H(3) of the School Standards and Framework Act 1998 makes provision for a parent to object to the Schools Adjudicator about these admission arrangements.

The School Admissions (Admission Arrangements) (England) Regulations 2008 describes the arrangements for making those objections. Regulation 19 (c) (ii) explains that a parent may only refer an objection if the objection falls within regulation 27 and the parent falls within regulation 26.

Regulation 27 – Objections that may be referred by parents

For this purpose, the description of an objection that may be referred is:

- (a) an objection relating to pre-existing selection arrangements;
- (b) an objection relating to an admission number for any relevant age group which is lower than the indicated admission number for that age group; or
- (c) an objection that any aspect of a school's admission arrangements does not comply with any mandatory requirements of the School Admissions Code or Part 3 of the School Standards and Framework Act 1998 (school admissions).

Regulation 26 – Parents who are eligible to refer an objection

For this purpose the description of a parent who may refer an objection relating to admission arrangements is an individual who is:

- (a) where the objection falls within regulation 27(a), the parent of a child of compulsory school age receiving primary education;
- (b) where the objection falls within regulation 27(b), the parent of a child who has attained the age of two and is receiving primary education; or
- (c) where the objection falls within regulation 27(c) –
 - i. in the case of an objection to arrangements for admission for sixth form education, the parent of a child who is, or who will be, eligible to apply to the school whose admission arrangements are the subject of the objection, and
 - ii. in any other case, the parent of a child who has attained the age of two but is not above compulsory school age;

and, in any case of the matters referred to in either paragraph (a) or (b), is resident in the relevant area for consultation relating to those admission arrangements.

Regulation 28 – Condition to be met before determination of objections by parents

In relation to objections that fall within regulation 27(b) above, the following condition must be satisfied before the Adjudicator is required to determine an objection referred by a parent:

That not less than ten parents who satisfy the requirements in regulation 26(b) have referred objections (or one or more objections jointly) which –

- (a) are about the same admission arrangements; and
- (b) raise the same or substantially the same issue