



Admissions Policy

2024-2025

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Policy Ratified by Board of Trustees	January 2023
Policy Reviewed By	Principal
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Introduction

Parents should note that for Suffolk Secondary Schools there is no automatic right to a place at the local school. It is essential that application forms are completed and returned by 31st October.

Published Admissions Number

The Published Admissions Number (PAN) for 2024-25 is 120.

Procedures for admission

Although the Academy will decide its own admissions, the local authority coordinates all Normal Year of Entry Admissions in its area and will communicate all admission decisions to parents.

In-year applications should be made directly to the Academy.

Procedures for applying to Breckland School are explained in the publication Admission to Schools in Suffolk. Parents should make themselves familiar with this information and take particular note of the definitions provided, dates and deadlines, which apply to Breckland School admission arrangements unless stated otherwise in this document.

Applications should be made online using the Suffolk County Council website www.suffolk.gov.uk/admissions If you are unable to apply online you should complete a paper application form (CAF1), which is available from Suffolk County Council on 0345 600 0981 or from Breckland School. No completed forms will be accepted at the school. There is also the ADM1 form for in-year applications.

The deadline for ordinary Year 7 admissions will be that published in the Admission to Suffolk Schools Publication. This date is the 31st October.

If your child does not live in Suffolk, you can still apply for this school, but you must apply to your home local authority for the normal year of entry.

Consideration of Applications Within the Normal Admissions Round

Breckland School will consider all applications for places at the school in the normal admissions round (the normal admissions round refers to September Year 7 intake). Where fewer than the published admission number(s) for the relevant year groups are received, Breckland School will offer places to all those who have applied.

Procedures where the school is oversubscribed

Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. Children who have an Education, Health and Care plan which names the school must by law be offered a place at that school.

After the admission of students with an Education, Health and Care plan which names the school, the criteria will be applied in the order in which they are set out below:

- (a) Children in care (looked after children) and children who were previously in care (children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order, immediately following having been in care, including those who appear [to the

admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted).

- (b) Sibling: where the child has a sibling already in Breckland School or a sibling has already been offered a place at Breckland School, and where the sibling will still be attending Breckland School at the time of admission. Priority will be given, where necessary, to applications where there is the smallest age gap.

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

- (c) Children who are ordinarily resident in the catchment area who live nearest to Breckland School.

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

- (d) Children who live outside the school's catchment area who live nearest to the school.

We will measure the distance by a straight line ('as the crow flies') as set out in criterion above.

Breckland School Catchment Area

The catchment area includes the following parishes/villages (please also see appendix 1):

Parish / village
Brandon
Elveden
Eriswell, IP27 9BJ, IP27 9BL, IP27 9BN and IP27 9BW only
Lakenheath, except base housing
Santon Downham
Sedge Fen
Undley
Wangford

Shared Living Arrangements

Where a child lives part of the week with one parent and part with another member of the family, the 'home address' will be considered to be the address where the child is 'ordinarily resident'. By ordinarily resident we mean the place where your child usually lives. We consider this to be where they sleep overnight. We may need proof of this address. If you use another address to give the impression that your child lives at a different address to where they are ordinarily resident, such as a second home or a grandparent's address - so that you have a higher priority for a place at that school - we consider this to be a fraudulent application. Where a child lives at two or more addresses, each for part of the week, the

address at which the child is ordinarily resident will be considered to be the address that the child lives at for most of the week (excluding weekends and school holidays). Separate evidence in writing from each parent must be provided to confirm the child's living arrangements at the time of application.

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

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

Oversubscription – Application of Tie-Break

Should any category be oversubscribed, then the proximity to the school criteria detailed in (c) above will apply.

In the event of a tie-break being necessary within any of the criteria, this will be conducted through a process of random allocation, by the drawing of lots. The random allocation process will be supervised by someone independent of the school and who has no interest in the admissions process.

As part of the tie-breaker process proof of residence may be required, the school will check allegations of false addresses or other false information given on the CAF1 and will withdraw offers of places if the details are found to be deliberately false or misleading.

Operation of waiting lists

Subject to any provisions regarding waiting lists in Suffolk County Council's coordinated admission scheme, Breckland School will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until the final term of the school year. This will be maintained by Breckland School, and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Waiting List – application of oversubscription criteria

Children's position on the waiting list will be determined in accordance with the oversubscription criteria. The order of children on the waiting list does not remain static. As circumstances change, the child's place on the waiting list can go up or down, for example due to withdrawals or additional applications. In the event of a tie-break being necessary within any of the criteria, this will be conducted through a process of random allocation (as described above). Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Arrangements for admitting students to other year groups, including to replace any students who have left the school

Breckland School co-ordinate admissions for in-year applications and for applications for year groups other than the normal point(s) of entry. This will not affect Breckland School's right to determine which applicants have priority for admission.

Subject to any provisions in Suffolk County Council's coordinated admission arrangements relating to applications submitted for years other than the normal year of entry, Breckland School will consider all such applications and if the year group applied for has a place available, admit the child, subject to the following exemption. Within the exceptional circumstances set out in paragraph 3.10 of the School Admissions Code, Breckland School may refuse to admit a challenging child where there are places available on the grounds that admission would prejudice the provision of efficient education or the efficient use of resources. The possibility of refusing to admit on this basis only applies to applications made outside the arrangements of the local in-year Fair Access Protocol. If more applications are received than there are places available, the oversubscription criteria shall apply. Parents whose application is turned down are entitled to appeal.

Admission of children outside their normal age group

As a general rule, we would expect students to be educated in their chronological year group. However, in special circumstances, and in accordance with the Department for Education's School Admissions Code, parents may seek a place for their child outside of their normal age group - for example, if the child is gifted and talented, or has experienced problems such as ill health.

Process for requesting admission outside their normal age group

If parents wish for their child to be considered for admission to a year group which is outside their normal age-appropriate year group, then they must:

- (a) Complete the LA common application form or the Breckland School in-year admission form, as appropriate
- (b) Attach a letter outlining reasons for the request and all supporting letters and/or documentary evidence in support of the application.

Breckland School will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned, taking into account the views of the Principal. If the application is for a transfer from primary to secondary and the Admissions Authority agrees to consider the request, then as long as the application is received by 31st October, it will be considered equally with all other applications. If the school receives more applications than the published admission number, then the Admissions Authority will apply the oversubscription criteria in determining the children who should be offered admission. The principles outlined above will also apply for in-year admission requests. Breckland School will write to the parent informing them of the outcome of the application, explaining the reasons for their decision.

Appeals

If Breckland School is unable to grant a place to your child, you have the right to appeal against their decision. You will be sent information on how to appeal. All appeals will be processed and reviewed by an Independent Panel arranged by Suffolk County Council Education Appeals Office. Unsuccessful applicants who initiate the appeals process and are still unable to secure a place may only submit a fresh application in the same school year if there has been a significant and material change in the circumstances surrounding the original application.

School Travel

Your child's catchment area school may not be their nearest suitable school. School travel eligibility is based on a child attending their nearest suitable school that would have had a place available for them. This means that your child might not be eligible for Suffolk County Council funded school travel to their catchment area school. You can find your child's nearest suitable school on Suffolk County Council's [Nearest School Checker](#).

Appendix 1

