

# Grace Cook Primary School Admissions Arrangements 2022-2023



**Drafted by:** Anna Hennell James

**Version Number:** 1.0

**Review date:** Annual

**Signed**

A handwritten signature in black ink, appearing to read "A. Hennell James", is written over the printed name.

**Date 13<sup>th</sup> July 2021**

**Chair of Trustees**

**Orwell Multi Academy Trust**

**64 Prince of Wales Drive**

**Ipswich**

**IP2 8PY**

## **Grace Cook Primary School admission arrangements 2022- 23**

### **Introductory Statement**

Grace Cook Primary School is a community primary school serving Stowmarket and the surrounding areas. It aims to be a school where every child will thrive and succeed, no matter what their starting points or needs.

Orwell Multi Academy Trust is the Admissions Authority for Grace Cook Primary School.

### **Admission number**

The school has an admission number of 30 for entry in year Reception.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Academy Trust will offer places at the school to all those who have applied.

In year applications for Year 1 and Year 2 will also be accepted for places from September 2022.

### **Application Process**

The school will process applications outside the normal local authority process for co-ordinating school offers. This means you will need to complete your LA common application form for your other choices of school in addition to a separate application for this school.

Applications for this school should be emailed to

[omatadmissions@omat.org.uk](mailto:omatadmissions@omat.org.uk)

or sent to the admissions team at the following address:

Orwell MAT, 64 Prince of Wales Drive, Ipswich IP2 8PY. Please ensure that you obtain proof of postage.

The closing date for applications is **15/01/2022**

Offers will be made on **19/04/2022**. If we have not entered into a funding agreement with the Secretary of State opening the school by that date, they will be conditional offers and will be confirmed once we have a signed funding agreement.

The application form can be obtained from [www.gracecook.omat.org.uk](http://www.gracecook.omat.org.uk) under the **Admissions** tab.

### **Oversubscription Criteria**

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order.

1. Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.<sup>1</sup>
2. Priority will next be given to the siblings of pupils attending the school at the time the application is received
3. Priority will next be given to EYFS children who attend Grace Cook Primary School Nursery who are eligible for the early years pupil premium. Evidence of eligibility will need to be submitted with the application. See notes below on eligibility.
4. Priority will next be given to 5 children eligible for the pupil or service premium. Evidence of eligibility will need to be submitted with the application. See notes below on eligibility.
5. Other children.

### **Tie-Break**

If in categories 2 – 5 above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured from the child's home to the front gates of the school in a straight line. 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.

Random allocation undertaken by the local authority will be used as a tie-break in categories 2-5 above to decide who has highest priority for admission if the distance between a child's home and the school is equidistant in any two or more cases.

Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. We will admit them all, as permitted by the infant class size rules and exceed our PAN.

### **Late Applications**

All applications received by the school after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

---

<sup>1</sup> A looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989)

## **Deferred entry for infants**

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31<sup>st</sup> August, 31<sup>st</sup> December and 31<sup>st</sup> March.

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

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested.

When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.

## **Waiting Lists**

The school will operate a waiting list. Where the school receives more applications for places than there are places available, a waiting list will operate until the end of the academic year. This will be maintained by the Academy Trust 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.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

## **Appeals**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact Suffolk County Council Education Appeals, [statutory.appealoffice@suffolk.gov.uk](mailto:statutory.appealoffice@suffolk.gov.uk), 01473 264218/9 by 17/05/2022 for information on how to appeal. Information on the timetable for the appeals process is on our website at [www.gracecook.omat.org.uk](http://www.gracecook.omat.org.uk) under the **Admissions** tab.

## **Notes:**

### Home address:

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.

### Sibling:

'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister, a step brother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.

### Pupil and Service Premium Priority:

Those eligible for **Pupil Premium** admission priority are:

Children who:

- Are currently registered as eligible for free schools meals;

Children for whom their parents cannot provide evidence that their child is currently registered for free school meals, but where the child or its parents receive any of the following:

- Universal Credit
- Income Support;
- income-based Jobseekers Allowance;
- an income-related employment and support allowance;
- support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual income that, from 6 April 2011, does not exceed £16,190 (as assessed by Her Majesty's Revenue and Customs);
- where a parent is entitled to the Working Tax Credit run-on (the payment someone receives for a further four weeks after they stop qualifying for Working Tax Credit);

- the Guarantee element of State Pension Credit

Parents will be required to provide evidence of eligibility with their application.

Those eligible for **Service Premium** admission priority are:

- children whose parent(s) are serving in the regular armed forces (including pupils with a parent who is on full commitment as part of the full time reserve service);
- children who have been registered as a 'service child' on a school census since 2016<sup>2</sup>;
- children where at least one parent died while serving in the armed forces and the pupil receives a pension under the Armed Forces Compensation Scheme or the War Pensions Scheme.

Parents will be required to provide evidence of eligibility with their application.

---

<sup>2</sup> Ever 6 service child measure. The premium was extended, such that any pupil in reception to year 11, who has been flagged as a service child since the 2016 autumn school census, will continue to receive the premium (Ever 6 service child). Please see the [ESFA's pupil premium grant guidance](#) for more information.