



# Great Whelnetnam C of E Primary School

## Admissions Policy Document

	<b>Date</b>	<b>Signed</b>
	Spring term 2021	Chair of Governors
<b>Approved by:</b>	Great Whelnetnam C of E Primary School Local Governing Body.	
<b>Review date:</b>	Spring term 2022	

# **Great Whelnetham C of E Primary School**

## **Aims and Objectives**

We are an inclusive school that welcomes children from all backgrounds and abilities. The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we follow the procedure set out below in order to determine whether a child is accepted or not.

## **Published Admission Number (PAN)**

The Published Admission Number is the number of children the school can accommodate in each year group. The PAN for our school 20. This is reviewed annually by the governing body.

## **Admissions**

For admission to the 2021-22 and 22-23 school years, and subsequent years, all children will be eligible for admission to Great Whelnetham C of E Primary school full-time in the September following their fourth birthday. Where parents are offered a place for their child in the Reception Year they may decide either to take up the offer full time in September, or take up the offer part-time or defer entry. If a parent wishes to defer entry to later in the year the place at Great Whelnetham C of E Primary School, will be held open until the child starts school. However, parents must take up the full-time place no later than the beginning of the term after the child's fifth birthday and must in any case take up the place before the end of the school year for which the original application was accepted. It would normally be expected that parents will take up the offer of a primary school place (be that full or part-time) at the beginning of a school term, unless there is agreement with the school that a place could be taken up at another time in the year.

## **Admissions and oversubscription criteria**

Parents apply using the Local Authority's Normal year of entry application form (CAFI). On-time applications may be on a paper form or the LA on line form naming this School as one of the preferences. Late applications may only be made on the paper form. The online form can be found at: [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions). The CAF either online or the paper form must be with the Admissions Team by 15th January annually. The Admissions Team, Endeavour House, 8 Russell Road, Ipswich IP1 2BX). Places will be allocated for the following school year, all children being offered a place at the start of the autumn term in September 2021/September 2022. Forms (paper or on-line) received by 15th January annually are given equal consideration regardless of the date of receipt.

Children who have an Education, Health and Care plan (EHC plan) which names the school must by law be offered a place at the school.

Children will get priority for admission on the following basis:

1. 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).

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

3.. Children who are ordinarily resident in the catchment area:

Children who live nearest to the school. The council will measure the distance by a straight line ('as the crow flies'). All straight line distances are calculated electronically by the 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 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) the council 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 above.

### **Sibling**

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

### **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 criteria 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 someone independent of the school.

### **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, the Governors will offer places to the remaining sibling/s at the same school. It is not the Governors policy to separate twins /triplets **etc.**

## **Waiting Lists**

For the normal year of entry, a waiting list will be maintained by the school for those unsuccessful in their initial application. Names are placed on the waiting list in the priority order set out in the above oversubscription criteria. The order of children on a waiting list 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 whilst 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 for which you have applied. If a place becomes available, we will offer it to children on the waiting list in priority order. We do not offer places on the basis of the date on which names were placed on the list. Late applications will be placed on the waiting list. The order will be determined in accordance with the admissions oversubscription criteria, not the date on which the application is received. The waiting list will be maintained until the final day in December.

## **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.

## **Catchment area**

Catchment area maps are available online at [www.suffolk.gov.uk/catchmentmaps](http://www.suffolk.gov.uk/catchmentmaps). If you live near to a boundary line on the map, please check your address against the catchment area and/or street lists at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions). A list or copy of a map can also be obtained from Suffolk County Council's Admissions Team on 0345 600 0981 (local rate).

## **Applications for a place outside the normal age group**

It is expected that children will normally be educated within their chronological year group. However, when requested to do so by the parent, admission authorities will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned in line with the School Admissions Code (December 2014). We are awaiting further guidance or a change to the School Admissions Code regarding this and would comply with new legislation. This may apply when a parent wishes to delay their summer born (April to August) child entry to full-time education in the reception year group until the following school year when they become of statutory school age.

You can make a request to the governing body in writing, including, where relevant, any supporting evidence. The governing body will make a decision on the request, taking into account the views of the headteacher.

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

A CAFI application form must be sent to Suffolk County Council along with the decision letter from the school(s) and other relevant evidence by the national closing dates (15 January annually). Even if the request is agreed there is no guarantee there will be a place available.

## **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.

Information on how to make an appeal will be provided in the letter refusing your child a school place.

## **Application for admission to other classes or an In-Year application**

1. Applications are not normally considered more than one term ahead of the date the place is required.
2. Parents wishing to transfer their children from one Suffolk school to another where there is no change of address should, in the first instance, discuss the matter with the Head Teacher of their current school before applying for another school (see also paragraph 8 below).
3. Parents who wish to make an in-year application for a place at this school should contact the School Office for an application form – ADMI.
4. We will, on receipt of an in-year application, notify the Local Authority (LA) of both the application and its outcome, to allow the LA to keep up-to-date figures on the availability of places in the area.
5. When a place becomes available in a year group that has been full at this school, any applicant refused a place for that school year in the last 15 school days and any applicant for whom an appeal has been lodged and is still to be heard, will be considered alongside any new

applications. The place will be offered to the pupil ranked highest in accordance with the oversubscription criteria.

6. All applications will be processed by the school within 5 school days and the decision communicated in writing. An emailed decision will always be confirmed by letter. Acceptance of offers can be made by email or letter but, in all cases, within two weeks of the offer date.

7. If the number of applications exceeds the number of places available the Governors will use their published oversubscription criteria to determine the offer of places. Any unsuccessful applicant has the right to appeal the decision to an independent panel and details of how to do this will be included in the decision letter.

8. When an offer of a place is made and the child already has a place in a local mainstream school, the Governors will offer the place from the start of the following half term. The child will remain on roll at the previous school until they take up the place at this school.

More information about the in-year application process is available online at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions) or by contacting Suffolk County Council Admissions Team on 0345 600 0981 (local rate) or the school on the school on 01284 386 203.