



# **Mellis CE Primary School**

**Policy Title: Admissions  
Policy for 2022-2023**

**Updated: January 2021**

**Next Review Date: January  
2022**

**Responsible Governor:  
Admissions Sub-committee**

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils.

## **Introduction**

Mellis Church of England Primary School is an Academy within the St Edmundsbury and Ipswich Diocesan Multi Academy Trust. The Multi Academy Trust is the Admissions Authority for the school. We are committed to considering all applications fairly and equally. This Admissions Policy is subject to a statutory public consultation and conforms to the 2014 Schools Admissions Code and the Schools Standards and Framework Act 1998, as revised by the Education Act of 2002. The policy should be read in conjunction with the *Admissions to Schools in Suffolk* booklet – published by Suffolk County Council

## **Policy principles**

We seek to be an inclusive school, welcoming children from all backgrounds and abilities. A child's level of achievement or special needs are not relevant to consideration for admission to the school, although if the school is named on a child's Education, Health and Care Plan (EHC plan) then the Governors are obliged by law to admit.

We believe that ideally each child should be admitted to the school of their parents' choice, however the school buildings cannot accommodate an unlimited number of children and excessive class sizes are detrimental to the education of the children in the class. The Published Admissions Number for this school is 26 and we aim to organise the school so that there are classes of no more than 30 pupils.

How parents can apply for their child to be admitted to the Reception Class of our school

Copies of the school's Admission Policy can be viewed on the school's website

Parents can complete a paper application form (CAF1 – to be returned to The Admissions Team, Endeavour House, 8 Russell Road, Ipswich IP1 2BX) or apply on-line at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions)

Applications for Reception Class admission September 2022 to August 2023 (i.e. for children born 1<sup>st</sup> September 2017 to 31<sup>st</sup> August 2018) must be received by Suffolk County Council by 15<sup>th</sup> January 2022. Second and late applications will be considered according to the Co-ordinated Admissions Scheme published in the *Admissions to Schools in Suffolk* booklet.

In order that the Governors can make fair and open decisions, parents are invited to complete a Supplementary Information Form (SIF) if applying under criteria 3a which is also available from the School (website download or from the School Office) and Suffolk County Council. Please note that a SIF is an opportunity to provide more information as you are applying to a Church school – it is not compulsory and on its own it does not constitute a valid application. SIFs should be returned direct to the School by the 15<sup>th</sup> January 2022.

Applications are processed by Suffolk County Council on behalf of the Governors and decision. Letters are sent to all applicants on 19<sup>th</sup> April 2022.

All applications are considered conscientiously by an Admissions Committee of Governors. Where there are more applications than available places, admissions are made according to the oversubscription criteria in this policy. In the event of a tie within any

of the oversubscription criteria, i.e. the Published Admissions Number (PAN) of 26 is reached within a group of applicants in any of the criteria, then all the applicants under that criterion will be ranked according to their distance from school and places will be offered (until the PAN of 26 is reached) to those living 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.

In the unlikely event of two or more applicants living the same distance and competing for a single place, lots will be drawn by someone independent of the school to determine the successful applicant.

For admission to the 2022/23 school year, and subsequent years, all children will be eligible for admission to Mellis Church of England Primary School full time in the September following their fourth birthday.

Where parents are offered a place for their child in the Reception Year of Mellis CE Primary School 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 Mellis CE 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.

Unsuccessful applicants have the right to Appeal against the decision of the Governors (see below). All unsuccessful applicants are placed on a waiting list that is maintained in the rank order of the oversubscription criteria (taking into account the distance tie-breaker if appropriate). Late applications for the Reception year-group will also be ranked according to the oversubscription criteria. This does mean that the position of applicants on the list could change during the lifetime of the waiting list. If, at any time, the number of pupils to be admitted falls below 26 then the available place(s) will be offered to the applicant(s) at the top of the waiting list. The waiting list ceases to be valid at the end of the first full week of the Spring term 2023.

In-year applications and applications to other year-groups.

The Governors follow the accepted procedures agreed with Suffolk County Council in considering applicants at all other times of the year. The PAN of 26 per year group is maintained (as far as possible) throughout the school. Governors apply the oversubscription criteria as published at the end of this document. No waiting lists are maintained for year groups other than the Reception year.

**In-year admissions.** (Please read this guidance in conjunction with the Admissions to Suffolk School document)

Applications are not normally considered more than one term ahead of the date the place is required.

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)

Parents who wish to make an in-year application for a place at Mellis Church of England Primary school should contact the school office for an application form – ADM1.

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.

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.

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.

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.

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.

### **Children out of year group:**

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

Parents or carers should make a request to the admission authority in writing. This will need to include, where relevant, any supporting evidence. The academy trust will make a decision on the request, taking into account the views of the headteacher. The school will write to the parent or carer with the outcome including the reasons for the decision. If the request is refused, details of how to complain to the school should be given. A CAF1 application form must be sent to the LA along with the decision letter(s) from the own admissions authority school(s) and other relevant evidence by the national closing dates. Even if the request is agreed there is no guarantee there will be a place available.

If a child was born between 1 April and 31 August and a place has been offered in a school in the Reception year but the parent or carer wishes to delay the child starting until the following September in Year 1, the place will be withdrawn and an in-year application must be made for the new school year. There is no guarantee that a place will be available.

## **Appeals**

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

Unsuccessful applicants and appellants who are still unable to secure a place at Mellis Church of England Primary school may only submit a fresh application if, there has been a significant change in the circumstances of the parent, child or school. Such circumstances might be a house move or a place becoming available at the school.

If there is no significant change in circumstances, you can make another application for the following school year but this will not normally be considered more than one term ahead of the date when you want your child to start at the school.

## **Monitoring and review**

This policy will be reviewed by the Local Governing Body and the MAT Directors annually but, in accordance with the 2014 School Admissions Code, will only be subject to public consultation every seven years unless changes are proposed (other than the correction of closing dates and definitions of academic years). This consultation allows for Parents, other Schools and Academies, the Diocese, Local Authority and the local community to raise any concerns about the proposed admission arrangements.

**Further information:** Applicants seeking clarification on any aspect of this policy are invited to consult the School Secretary.

Signed: Paul Ryle    Date:12/1/2020

## **Mellis Church of England Primary School**

### **Admissions Oversubscription Criteria 2022-2023**

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

Priority 1: Looked after children (children in care) and previously looked after children (children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order, immediately following having been looked after).

Priority 2: Children who have a sibling<sup>1</sup> who will be attending the school at the time of admission.

Priority 3: Children of applicants<sup>2</sup> who ordinarily reside<sup>3</sup> within the catchment area.<sup>4</sup> Places will be allocated in the following priority order:

3a: Children whose parents/carers are applying on the grounds that the child and/or the family are practising members<sup>5</sup> of the Church of England.

3b: Children who are resident<sup>3</sup> nearest to the school<sup>6</sup>

Priority 4: Children of applicants<sup>2</sup> who ordinarily reside<sup>3</sup> outside the school's catchment<sup>4</sup> area in the same priority order as set out in 3a and 3b above.

NB: In the event of the PAN of 26 being reached within any of the above criteria then all the applicants under that criterion will be ranked according to their distance from school and places will be offered (until the PAN of 26 is reached) to those living 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 Local Authority 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.

In the unlikely event of two or more applicants living the same distance and competing for a single place, lots will be drawn by someone independent of the school to determine the successful applicant.

Definitions:

<sup>1</sup> Where the child has a sibling in the school or a sibling has already been offered a place at the school, and where the sibling will still be attending the school at the time of admission but not in the sixth form. 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.

<sup>2</sup> The applicant must be the parent or legal guardian of the child for whom admission is sought.

<sup>3</sup> 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.

<sup>4</sup> Catchment area maps are available from the school office and also downloadable from the school's website.

<sup>5</sup> The Governors define a practicing Church member as one who attends worship at least monthly. A Supplementary Information Form (SIF) will be provided on request to applicants seeking consideration under the criterion of practicing Church members. Completion of this form is optional and a SIF in itself does not constitute a valid application. All applications must be made on the standard Suffolk County Council CAF1 form (hard-copy or on-line). The SIF must be completed and signed by the Parish Priest, or where there is no Priest, another authorised representative of the Church, sealed in the envelope provided and returned to the school. Where the parent of a child is a practicing Church member, but not themselves the applicant, the commitment of that parent will be considered in relation to the admission of the child.

<sup>6</sup> 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.

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**Multiple births** – if the final place at the School is offered to a twin/triplet etc. and the remaining sibling(s) would ordinarily be refused a place, the Governors will offer places to the remaining sibling(s). It is not the Governors' policy to separate twins/triplets etc. even when their admission would breach infant class size legislation.

**Shared Responsibility:** Where a child lives with separated parents who have shared responsibility, 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). Both parents must provide evidence in writing to confirm the child's living arrangements at the time of application.