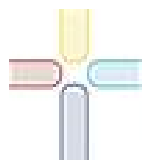


**St. Mary's Church of England Primary  
School, Woodbridge**

**Admissions Policy  
2022-2023**



**St Edmundsbury and Ipswich**  
Diocesan Multi Academy Trust

**Approved by the Governing Body: February 2021**

## **St. Mary's Church Of England Primary School**

### **Admissions Policy 2022-23**

St. Mary's Church of England Primary 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**

The School is an Academy within the St. Edmundsbury and Ipswich 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 law relating to school admissions. This 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. If the school is named on a child's Education, Health and Care Plan (EHC plan) then the school is required by law to admit the child.

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. Excessive class sizes are detrimental to the education of all children. The law sets a limit of 30 for infant classes, with only a few specific exceptions. The Published Admissions Number for this school is **30** 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 this Admissions 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 complete the form 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.

Applications are administered by Suffolk County Council on behalf of the Academy Trust.

Where there are more applications than available places, admissions are made according to the oversubscription criteria set out below. An Admissions Committee of the Local Governing Body will

consider applications and apply the oversubscription criteria (if there are more applicants than available places) ranking applicants accordingly and providing a ranked list to Suffolk County Council.

Decision letters are sent by Suffolk County Council to all applicants on **16<sup>th</sup> April 2022**.

For admission to the **2022/23** school year, and subsequent years, all children will be eligible for admission to the school full time in the September following their fourth birthday. Where parents are offered a place for their child in Reception Year, they may decide either to take up the offer full time in September or take up the offer part-time (but not beyond the point at which they reach compulsory school age) or defer entry. If a parent wishes to defer entry to later in the year the place at the school will be held open until the child starts school. However, parents must take up the place no later than the beginning of the term after the child's fifth birthday and must in any case take up the offer of a place by the beginning of the final term of the school year for which it was made.

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 term.

A child born between 1 April and 31 August (a summer born child) is entitled to start school in the September following his or her fourth birthday but does not reach compulsory school age until the September following his or her fifth birthday and is not obliged to start school until then. If a place has been offered in the school in Reception year, but the parent or carer wishes to delay the child starting until the September following his or her fifth birthday, that child's chronological age group will be Year 1. The place in Reception Year will be withdrawn and an in-year application (see below) for Year 1 must be made for the following school year. There is no guarantee that a place will be available.

For summer born children whose parent or carer wishes them to start in Reception Year in the September following their fifth birthday (out of their chronological age group) see the section on **Children out of year group** below.

### **Waiting lists**

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 Reception year 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 the PAN of **30** 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 on 31 December 2022.

### **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 **30** for Reception Year is maintained (as far as possible) for all subsequent year groups. Governors apply the oversubscription criteria set out below. No waiting lists are maintained for year groups other than Reception Year.

## **In-year admissions**

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.

Parents who wish to make an in-year application for a place at the school should contact the school office for an application form.

We will, on receipt of an in-year application, notify Suffolk County Council of both the application and its outcome, to allow them 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 in-year 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 date the offer was made.

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, sometimes parents may wish to request that a child is educated in a lower or higher year group.

This will apply when, for example, a parent wishes to delay their summer born (1 April to 31 August) child's entry to full-time education in Reception Year until the following school year, when they have reached statutory school age, and so would fall chronologically into Year 1.

When this is the case a parent must request that the school allow the child to be educated outside their chronological age group (that is, in Reception rather than Year 1). The school will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned, in line with paragraphs 2.17 to 2.17B of the School Admissions Code (December 2014). Parents or carers should make a request to the school in writing in good time, prior to the closing date for applications for the year in question. This will need to include, where relevant, any supporting evidence.

The school 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 will be given. Even if the request to start in Reception in the September after the child's 5<sup>th</sup> birthday is agreed there is no guarantee there will be a place available. An application must be made in the normal admissions round for that year of entry using the usual application form, which must be sent to the LA, along with the decision letter(s) from the school, and other relevant evidence by the national closing date.

For more information on admissions of summer born children see Department for Education Advice on the Admission of Summer Born Children, which is accessible by following this link:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/838983/Summer\\_born\\_admissions\\_advice\\_Dec\\_2014.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/838983/Summer_born_admissions_advice_Dec_2014.pdf)

## **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 the 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 or to ensure compliance with the School Admissions Code and the law relating to school admissions). A consultation allows for parents, other schools and academies, the diocese, local authorities and the local community to raise concerns about any proposed changes to the admission arrangements.

## **Further information**

Applicants seeking clarification on any aspect of this policy are invited to consult the school.

### **Admissions Oversubscription Criteria 2022-23**

Children who have an Education, Health and Care plan (EHC plan) will always be admitted.

Where the number of applicants exceeds the PAN of **30**, places will be allocated in the following priority order:

**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 who will be attending the school at the time of admission.

**Priority 3:** Children whose ordinary residence is within the Woodbridge, Melton town boundaries (Appendix 1).

**Priority 4:** Distance from school.

In the event of a tie within any of the oversubscription criteria, i.e. the Published Admissions Number (PAN) of **30** 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 the school and places will be offered (until the PAN of **30** is reached) to those living nearest to the school. We will measure the distance by a straight line from the child's ordinary residence to the school. 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 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 from the school and competing for a single place, lots will be drawn by someone independent of the school to determine the successful applicant.

## Definitions

**Sibling:** is defined as brothers or sisters living at the same address including adopted children, stepbrothers, step-sisters and children in foster care within a family unit.

**Ordinarily residence** is defined as the place where your child usually lives. We may need proof of this address. We will not consider your child as ordinarily resident in the catchment area if you rent or own a second home in the catchment area or if you use another address to give the impression that your child lives in the catchment area in order to gain a higher priority for a place at the school. Proposed moves into the designated area which have not taken place at the time of application will not be considered unless proof, such as Exchange of Contracts or a signed Tenancy Agreement, can be provided. We will consider Gypsy, Roma and Traveller children moving into an area as 'ordinarily resident' in that area when they apply for a school place.

**Catchment area:** the school's catchment area is shown on maps which are available from the school office and also downloadable at [www.suffolk.gov.uk/catchmentmaps](http://www.suffolk.gov.uk/catchmentmaps). Applicants may also contact the SCC Admissions Team on 0345 600 0981 (local number).

**Multiple births:** if the final place at the School is offered to a twin/triplet or other multiple birth and the remaining sibling(s) would ordinarily be refused a place, places will be offered to the remaining sibling(s).

**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 with shared responsibility must provide evidence in writing to confirm the child's living arrangements at the time of application. Where a child lives with each parent for 50% of the time the parents must state on the application form the address at which they wish the child to be considered as ordinarily resident.



**Appendix 1: Catchment Map for St Mary's CofE Primary School, Woodbridge**

