



## **St Peter and St Paul CE Primary School Admissions Policy 2023/24**

Version	1
Date approved by Governors:	

# **St Peter and Paul CE Primary School Admissions Policy 2023/24**

## **Introduction:**

St. Peter and St. Paul Church of England Primary School is located in the town of Eye. Its catchment encompasses the Town of Eye and the villages of Brome, Oakley, Redlingfield and part of Braiseworth.

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

The Governing Body, as the Admissions authority, has agreed a PAN with Suffolk County Council of 30. Only when applications for any year group exceed this figure will the oversubscription criteria detailed within this policy be applied. Applications numbering below the PAN of 30 must be admitted to the school.

## **Aim:**

The aim of this policy is to set out the School's Admissions Policy and procedures for applying for a place at the school for the school year 2023/24. The policy also outlines the over-subscription criteria for the school.

## **Process:**

Parents should apply using the Local Authority's online system at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions) or on paper application form CAF1 for Reception year and the school's ADM 1 for all other years together with a Supplementary Information Form (SIF). The SIF will allow an applicant to give more information regarding their application but it is not compulsory. (The SIF alone does not constitute a valid application.) These forms are available from the school office, can be downloaded from the school website or can be obtained online at: [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions)

If you have a query about completing the form, please contact the Administration staff in the school office:

Telephone: 01379 870497

Email: [admin@eyeprimarysuffolk.org](mailto:admin@eyeprimarysuffolk.org)

Online applications and CAF1 forms must be completed and submitted online or in paper format by post to: The Admissions Team, Endeavour House, 8 Russell Road, Ipswich IP1 2BX by: **15<sup>th</sup> January 2023**. It is recommended that proof of posting be obtained.

ADM 1 forms and Supplementary Information Forms must be returned to the School only and NOT the Admissions Team.

For the normal year of entry, applicants will be sent the result of their application directly by the Local Authority Admissions Team on the **16<sup>th</sup> April 2023**.

## **General Admission:**

All children will be eligible for admission to St and St Peter and Paul CE 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 this school, they may decide whether to take up the offer full-time in September, or to take up the offer part-time or defer entry. If a parent wishes to

defer entry to later in the year, the place at this 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 of the year.

Parents should be aware that the provision of a full-time place (described above) does not apply to maintained Nursery provision. Also, where a place has been offered in a nursery attached to the school, this does not guarantee a full-time place in the Reception year of a school and parents must make a separate application for a primary school place by the published closing date.

**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.**

**Oversubscription Criteria:**

After offering places to children as above, the Governors will offer places in the following priority order:

- A. Highest priority will be given to Children in Care/Looked-After Children and Previously Looked-After Children.

**'Child in care'** or a '**looked after child**' is a child who is (a) in the care of a 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).

**Children previously in care** (previously looked after children) includes children who were adopted under the Adoption Act 1976 (section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (section 46 adoption orders). Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

- B. Priority will then be given to children who are 'ordinarily resident' within the schools' defined catchment area.

**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.

**Gypsy, Roma and Traveller Children** – Gypsy, Roma and Traveller children who move into an area served by a school will be regarded as ordinarily resident in that area when they apply for a school place.

Details of the catchment area of a school can be obtained from the school or by contacting The Admissions Team (Endeavour House, 8 Russell Road, Ipswich IP1 2BX - local number 0345 600 0981) or online at [www.suffolk.gov.uk/catchmentmaps](http://www.suffolk.gov.uk/catchmentmaps). Living within the school's catchment area is no longer an absolute guarantee that a place will be available at the school.

Priority to **in catchment children** will be given in the following order:

1. 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. 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. Priority will be given to those with the smallest age difference.
  2. Applications made on religious grounds confirming regular worship (attendance at the Church at least once a month), by at least one parent, at a Church of England church or a church that is a member of 'Churches Together in England'. Applications on this ground must be supported by a Supplementary Information Form.
  3. After the above priorities, remaining places will be allocated to children on the basis of their home's distance from the school in a straight line ('as the crow flies') – those living nearer having priority. 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.
- C. If places remain following allocation on the above-outlined basis, places will be allocated to children who reside **out of the catchment area** in the following order:
1. 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. 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. Priority will be given to those with the smallest age difference.

2. Applications made on religious grounds confirming regular worship (attendance at the Church at least once a month), by at least one parent, at a Church of England church or a church that is a member of 'Churches Together in England'. Applications on this ground must be supported by a Supplementary Information Form.
3. After the above priorities, remaining places will be allocated to children on the basis of their home's distance from the school in a straight line ('as the crow flies') - those living nearer having priority. 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.

**Note:** 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, the Governors will offer places to the remaining sibling(s). The law requires that this will apply even in those primary schools where this would mean that more than 30 pupils would be admitted to an infant class.

#### **Tie Breaks:**

If the admissions limit is reached within any one of the above categories and a tie-break is required to separate applications, the determining factor will be the distance from home to school as outlined in 3 above.

In the unlikely event that two or more applicants, competing for a single place at the school, live the same distance from the school, the place will be offered to one of the applicants on the basis of lots drawn by someone independent of the school and all results carefully noted.

#### **Waiting List:**

If you apply for a school place in the normal year of entry and your preference is refused, your child's name will automatically be placed on a waiting list. Names are placed on the waiting list in the priority order set out in the above oversubscription criteria, not on the basis of the date on which the application is received. 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.

Late applicants will be added to the waiting list in oversubscription priority order if their parental preference cannot be met. Waiting lists are not held for in-year applications. 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.

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.

This list will be maintained until the **31st December 2023**.

## **In-Year Applications:**

- 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 final point below).
- Parents who wish to make an in-year applications for a place at St. Peter and St. Paul CE Primary School should contact the school office for an admissions form – ADM1.
- Once an in-year application is received, the school will 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 the 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 above outlined general admission over subscription criteria.
- All applications will be processed by the school within 5 school days and the decision communicated in writing. An emailed decision is always 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 (outlined above in the general admissions section) 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 usually offer the place from the start of the following half term however, the Head Teacher can request that this be varied in exceptional circumstances. The child will remain on roll at the previous school until they take up the place at this school.

## **Admission of Children Outside of Their Normal Age Group**

It is expected that children will normally be educated within their chronological year group.

However, 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).

It is however possible to make a request to the admission authority for the school for admission of a child outside of their chronological year group. This request must be made in writing including, where relevant, any supporting evidence.

Any request received of this nature will be considered by the school Admissions Committee who will make decisions on the basis of the individual circumstances of each case, taking into account the best interests of the child concerned and the provisions of the School Admissions Code. They will also take into account the views of the Head Teacher.

The school will write to parents/carers with the outcome including the reasons for the decision. If the request is refused, parents/carers will be given the details of the complaints procedure.

Following a decision, if the request is agreed by the school, a CAF1 application form will need to be sent to Suffolk County Council, along with the decision letter(s), and other relevant evidence, by the parent, in line with the national closing dates (see the 'Important dates: what happens when' section of the Admission to Schools in Suffolk booklet.).

Even if the request is agreed there is no guarantee there will be a place available.

### **Children of UK Service Personnel:**

Admission authorities must allocate places in advance of the family arriving in the area where the application is accompanied by an official letter that declares the relocation date and Unit postal address/quartering area. They must not refuse places because the family does not currently live in the area, nor can they reserve blocks of places for children of service families.

### **Children from Overseas:**

Children from overseas - Admission authorities must treat applications for children coming from overseas in accordance with European Union law or Home Office rules for non-European Economic Area nationals. Non-statutory guidance on this is available on the website of the Department for Education.

### **Appeals:**

If the Governing Body's decision is not to grant a place to a child, there is a right to appeal against their decision. Details of how to appeal will be sent with the letter of refusal. There is no deadline for the submission of appeals which are independently administered by the Education Appeals office, PO Box 579, Ipswich, IP1 2BX.

### **Making another application for a place at the same school:**

A parent/carer can apply for a place for their child at any time to any school outside of the normal admissions round. However, if your application for a school place is refused, we will not determine a further application for a place in the same school in the same school year, unless there has been a significant change in the circumstances of the parent/carer, 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. However, this will not normally be considered more than one term ahead of the date when you want your child to start at the school.

### **Policy Review:**

This policy will be reviewed annually in line with the School Admissions Code. Consultation takes place locally with parents and, more formally, with the Diocesan authorities and the Local Authority.