



# Admissions Arrangements for 2027-28

The Children's Endeavour Trust comprises:

Abbot's Hall Community Primary School  
 Bosmere Community Primary School  
 Broke Hall Community Primary School  
 Chilton Community Primary School  
 Combs Ford Primary School  
 Freeman Community Primary School  
 Springfield Junior School  
 Whitehouse Community Primary School

## Document Control

Date	Author	Comments
1/4/20 1/5/20	CEO	Combs Ford joined the trust in April 2020, as did Abbot's Hall, Bosmere, Chilton and Freeman in May. All had the same admissions oversubscriptions criteria. At this time, CET become the admissions authority. The names of the schools have been inserted into this policy, as have the pupil admission numbers (PAN).
Autumn 2020	CEO	Our arrangements were published as part of the Local Authority Consultation in the Autumn of 2020.
10 <sup>th</sup> February '21	CEO	Following the Local Authority Consultation, an amendment was agreed by the Trust Board in line with Local Authority recommendations regarding admission of twins.
9 <sup>th</sup> February 2022	CEO	Following the Local Authority recommendation, children who are adopted from outside of England have been added into the first preference. A definition note has been added to the oversubscription criteria
9 <sup>th</sup> February 2023	CEO	Following appropriate consultation, the Broke Hall PAN was reduced from 90 to 60.
6 <sup>th</sup> February 2025	CEO	Readopted with no changes
2 <sup>nd</sup> October 2025	CEO	Updated with recommendations from Jan Scott and Angela Davey Senior Education Officers (Admissions and School Travel) Suffolk Children and Young People's Services

**Owner:** CEO

**Approver:** Trust Board

**Statutory Policy:** Yes

**Review Cycle:** Annual

**Approval date:**

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# **Admission Arrangements for 2027-28**

## **1. Introduction**

Children's Endeavour Trust schools follow the Admissions Code and the law relating to admissions. This accords with the Trust's funding agreement with the Department for Education.

As part of the admission arrangements for each school, an admission number for each ordinary year of entry to the school, reception for all schools except Springfield (year 3), is determined. This is known as the Published Admission Number (PAN).

The ordinary year of entry PAN is:

- 60 for Abbot's Hall Community Primary School
- 45 for Bosmere Community Primary School
- 60 for Broke Hall Community Primary School
- 30 for Chilton Community Primary School
- 60 for Combs Ford Primary School
- 30 for Freeman Community Primary School
- 87 for Springfield Junior School
- 90 for Whitehouse Community Primary School

## **2. Admission to primary schools**

Suffolk Local Authority (LA) currently co-ordinates the admission of Reception age pupils on behalf of The Children's Endeavour Trust for Abbot's Hall, Broke Hall, Bosmere, Chilton, Combs Ford, Freeman and Whitehouse Community Primary Schools. Suffolk Local Authority also co-ordinates the admission of year 3 age pupils for Springfield Junior School. Parents/Carers apply for a school place through the LA's admission process. The LA allocates places (following consultation with academies/schools) for students at the beginning of their education.

## **3. Admission criteria**

Children who have an Education, Health and Care Plan (EHCP) that names either Abbot's Hall, Broke Hall, Bosmere, Chilton, Combs Ford, Freeman and Whitehouse Community Primary Schools or Springfield Junior School will be admitted.

NB: Those children with a statement of special educational needs or EHCP that does not name the school will be referred to the LA SEND Team to determine an appropriate place.

Children who have an EHCP fall outside the ordinary admissions system and therefore do not feature within the oversubscription criteria.

In the event of a year group being oversubscribed, and after the admission of pupils with an EHCP where the school is named, priority for admission will be given to those children who meet the criteria set out below, in order:-

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, including those 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).
2)	<p>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 but not in a specialist unit or a specialist resource base for Hearing Impaired provision or in a nursery. Priority will be given, where necessary, to applications where there is the smallest age gap in calendar days between the child's date of birth and the date of birth of any sibling already attending the school, or who has been offered a place at the time of application.</p> <p>The sibling criterion will also apply to applications to Springfield Infant and Springfield Junior Schools, Ipswich. We will treat these applicants as siblings when the older child is already attending the junior school or will be offered a junior school place in the normal year of entry. In cases where the younger child is about to start in the Reception Year group in the infant school and the older child is due to transfer to the paired junior school, we will treat both applicants as siblings. Similarly, we will use the sibling criterion for an application to a junior school if the younger child is already attending or has been offered a place at the paired infant school.</p>
3)	Children who are ordinarily resident in the catchment area who live 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 Suffolk County Council using data provided jointly by the Post Office and Ordnance Survey. The data plots the coordinates 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.
4)	Children who live outside the school's catchment area who live nearest to the school. We will measure the distance by a straight line ('as the crow flies') as set out in criterion 3) above.

## **4. Notes on Oversubscription Criteria**

### **4.1 Children in care (looked after children)**

A '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).

### **4.2 Children previously in care (previously looked after children)**

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 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.

### **4.3 Children adopted from state care outside of England**

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society and ceased to be in state care as a result of being adopted.

### **4.4 Parent**

For the purposes of education law, Section 576 of the Education Act 1996 defines a 'parent' as:

- all natural (biological) parents, whether they are married or not;
- any person who, although not a natural parent, has parental responsibility for a child or young person (this could be a step-parent, guardian or other relative);
- any person who, although not a natural parent, has care of a child or young person.

A person has care of a child or young person if they are the person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child.

### **4.5 Ordinarily Resident**

Ordinarily resident means the place where a child usually lives. This is considered to be where they sleep overnight, and proof of address may be needed. If another address is used to give the impression that a child lives at a different address to where they are ordinarily resident, such as a second home or a grandparent's address, so that they gain a higher priority for a place at that school; this is considered 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 the admitting authority is made aware of a parental dispute affecting the application, they may not be able to deal with the application and parents may need to seek independent legal advice in order to resolve the matter.

#### **4.6 Siblings**

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.

#### **4.7 Tie-breakers**

##### **Sibling tie-breaker**

Priority will be given, where necessary, to applications where there is the smallest age gap in calendar days between the child's date of birth and the date of birth of any sibling already attending the school, or who has been offered a place at the time of application. In the unlikely event that two applicants competing for a single place at a school have the same number of days difference in age from their closest aged sibling, the place will be offered to one applicant on the basis of lots drawn by an officer of Children's Endeavour Trust not involved with admissions.

##### **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 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 an officer of Children's Endeavour Trust not involved with admissions.

#### **4.8 Twins, triplets and other multiple births**

If the final place available at a school is offered to a twin, triplet or other multiple birth and the remaining sibling/s would ordinarily be refused, Children's Endeavour Trust will offer places to the remaining sibling/s at the same school. 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. Where a sibling of a twin, triplet or other multiple birth has a school named on their EHCP, Children's Endeavour Trust will from the date of issue of the EHCP treat their twin, triplets or other multiple births under the sibling oversubscription criterion for the named school. This does not apply to siblings of children in a specialist unit or a specialist resource base for Hearing Impaired provision or a nursery, because they do not meet the sibling definition in the oversubscription criteria.

#### **4.9 Waiting lists**

If you apply for a school place in the normal year of entry and one or more of your preferences are refused, your child's name will automatically be placed on a waiting list for these schools. Names are placed on the waiting list in the priority order set out in our admissions oversubscription criteria.

The order of the waiting list can change each time a child's name is added or the circumstances of a child already on the list changes. As a result, a child's place on the list can go up or down (for example due to withdrawals or late applications). If you change your address while 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. Written evidence of this will be required.

Having your child's name on a waiting list will not affect your right to appeal for any of the schools you have been refused a place at. Late applicants will be added to any waiting lists in oversubscription priority order if their parental preferences cannot be met.

If a place becomes available at a school, it will be offered to the child who is ranked highest on the waiting list. Places are not offered based on the date on which names were placed on the list. The waiting lists will close on 31 December 2027.

### **5. In-year admission arrangements**

The Children's Endeavour Trust, as the Admitting Authority, is responsible for in-year admission arrangements. Parents who wish to transfer their child during the course of a school year will be advised to contact the school to obtain an in-year admissions form. The Schools will, upon allocation of a school place to a pupil transferring in-year, notify the LA of the proposed admission to enable the LA to keep up-to-date figures on the availability of places.

## 6. Applications for a place outside the normal age group

It is expected that children will normally be educated within their normal age group (chronological year group). When requested to do so by the parent or carer, 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. This includes when a parent or carer wishes their summer born (April to August) child to start full-time education in the Reception Year group when they reach compulsory school age rather than in Year 1.

Any decision made by an admission authority about a change to the normal age group will not be binding on any other admission authorities considering applications for the same year group or schools in later years. The admission authorities of the preferred schools named in such an application would have to consider the evidence provided and reach their own conclusion, in the light of the legislation and guidance available at that time.

A request can be made in writing for a delayed or accelerated transfer to Children's Endeavour Trust, as Admissions Authority. This will need to include, where relevant, any supporting information about why the child should be admitted out of their normal age group.

When considering the request this will include, but is not limited to, taking account of the parent's views; information about the child's academic, social, and emotional development; whether the child has previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. Any evidence in respect of these or any other reasons can be submitted. Where relevant, consideration can be given to the child's medical history and any evidence from a medical professional involved with the child's care or treatment such as:

- a speech and language therapist
- an occupational therapist
- a social worker
- a paediatrician
- the child's nursery, childminder or current school.

The decision will also take into account the views of the headteacher of the school concerned.

Parents and carers are not expected to get evidence that they do not already have.

An application for the child's normal transfer year group should be made at the same time. The request with a CAF1 application form must be sent to the Suffolk Admissions Team by the relevant national closing dates. Even if the request is agreed there is no guarantee there will be a place available at the preferred school(s).



Officers at Children's Endeavour Trust, as Admissions Authority will make a decision on the request. Children's Endeavour Trust, as Admissions Authority will write to the parent or carer with the outcome including the reasons for the decision. If the request is refused the parent or carer will be given details of how to complain.

## **7. Deferred entry for the Reception Year**

Parents and carers offered a place in the Reception Year 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 fifth birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

## **8. Admission appeals**

As part of the funding agreements, The Children's Endeavour Trust complies with the School Admissions Appeals Code. 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. Admission appeals should be referred to the Children's Endeavour Trust Central Office, and appeal hearings will be organised where appropriate. All letters refusing admission will give details of how to appeal the decision.

## **9. Review**

The Children's Endeavour Trust Admissions Arrangements are reviewed annually.