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**CASTLE MANOR ACADEMY**  
**ADMISSIONS AND APPEALS POLICY 2027/8**



<b>Date Approved</b>	February 2026
<b>Signed</b>	(Chair of Local Governing Body)
<b>Name</b>	Justine Dawkins
<b>Minuted</b>	February 2026
<b>Date of Next Review</b>	Feb 2027



**Castle Manor Academy**  
**Admissions and Appeals Policy**  
**2027/8**

**Introduction**

1. We accept students of all abilities, but no student will be admitted if, in the governors' opinion, such admittance would prejudice the provision of efficient education or the efficient use of resources. We participate in the Local Authority co-ordinated scheme and all deadlines within the Local Authority scheme should be adhered to by applicants.
2. Parents should note that for Suffolk schools there is no automatic right to a place at the local school. It is essential that application forms are completed and returned by the deadline date. If you make an application for a school which is not your local school and, subsequently, are not allocated a place, there is no guarantee that a place will be available for your child at the local school.

**Procedures for Admission**

3. The governing body will decide its own admissions to Castle Manor Academy, but the local authority will co-ordinate all normal year of entry admissions in its area and will communicate all normal year of entry admission decisions to parents.
4. The agreed Published Admissions Number (PAN) for the normal year of entry is 150.
5. Procedures for applying to Castle Manor Academy are explained in the publication 'Admissions to Schools in Suffolk'. Parents should make themselves familiar with this information and take particular note of the definitions provided, dates and deadlines, which apply to Castle Manor Academy's admission arrangements, unless stated otherwise in this document.
6. It is expected that children will normally be educated within their chronological year group.

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

7. Applications for children to be admitted to a school earlier or later than normal, to stay longer with a younger year group or to be taught ahead will be considered carefully and the decision will be made on the basis of the circumstances of each case and evidence provided. Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Requests will be considered with the evidence provided. Parents or carers should make a request to the school in writing. This will need to include, where relevant, any supporting evidence. The governors 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 will be given. A CAF1 application form must be sent to the Local Authority, along with the decision letter from the school and other relevant evidence, by the national closing date. Even if the request is agreed there is no guarantee there will be a place available.

**Application Forms:**

8. Applications for the normal year of entry should be made using the Suffolk normal year of entry application form (CAF 1), which is available from the school or from Suffolk County Council on 0345 6000981 or at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions). Parent/carers are encouraged to apply online.

9. Completed forms should be sent directly to the Local Authority. If completed forms are returned by post, proof of postage should be obtained.

**Deadlines:**

10. The annual deadline for submitting application forms is **31 October for transfer to Year 7 at Castle Manor Academy.**

**Waiting lists:**

11. 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.
12. The order of children 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 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.
13. 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.
14. Late applicants will be added to any waiting lists in oversubscription priority order if their parental preferences cannot be met.
15. If a place becomes available, we will offer it to a child 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.
16. The waiting list will cease to operate on 31 December.
17. For details of how to make an in-year application, please see the section on this below.

**Definitions and Details**

**Priority Admissions:**

18. All children whose Education, Health and Care (EHC) plan names the school **must** be admitted.
19. Area  
Our priority admission area for **Castle Manor Academy** is our Family of Schools, defined for this purpose as our named partner feeder primary schools:  
  
Place Farm Primary Academy, Burton End Primary Academy, Clements Primary Academy, St Felix Roman Catholic Primary School and New Cangle Community Primary School.  
  
This means that pupils attending one of our named partner feeder primary schools at the application closing date will be considered to 'reside' in our priority admissions area.
20. Siblings  
By sibling we mean:
  - Children living at the same address who have one or both natural parents in common.
  - Children living at the same address who are related by a parent's marriage.
  - Children who are living at the same address whose parents are living as partners at this address.

We do not include 'cousins' within our definition of sibling.

**Admissions Oversubscriptions Criteria:**

21. If the number of applications is greater than the PAN, we will use our admissions oversubscription criteria to decide who gets a place.

The following details the order of priority for places in the case of oversubscription:

- A. 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, 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).
- B. Children from the named local partner feeder primary schools; the Family of Schools, with a brother or sister (sibling) attending Castle Manor Academy or who have already been offered a place, at the time of application, with a reasonable expectation they will be attending at the start of the new school year. Priority will be given, where necessary, to applications where there is the smallest age gap between siblings. If you have more than one child at the Academy, please name the youngest one.
- C. Children attending one of the named local partner feeder schools; the Family of Schools, who do not have a brother or sister (sibling) attending Castle Manor Academy. Applications in this category will be ranked using the distance criteria described in the tie-breaker (below).
- D. Children of staff employed by the school in the following circumstances:
  - i. Where the member of staff has been employed at the school for two or more years at the time at which application for admission to the school is made, or
  - ii. The member of staff is recruited to the school to fill a vacant post for which there is a demonstrable skill shortage.
- E. Children who do not attend a named local partner feeder primary school with a brother or sister (sibling) attending Castle Manor Academy or who have already been offered a place, at the time of application, with a reasonable expectation they will be attending at the start of the new school year. Priority will be given, where necessary, to applications where there is the smallest age gap between siblings. If you have more than one child in the Academy, please name the youngest one.
- F. Children who do not attend a named local partner feeder primary school who do not have a brother or sister (sibling) attending Castle Manor Academy. Applications in this category will be ranked using the distance criteria described in the tie-breaker (below).

**The Tie-Breaker:**

22. In the event of oversubscription, having applied the criteria outlined above, priority will be determined by the distance of the child's home (that is where the child is ordinarily resident) from the school. Priority will be given to the applicants who live nearest the school. This will be done by measuring 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 co-ordinates of each property and provides the addresspoint 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.
23. If after the distance tie-breaker, with two or more applications ranked at the same distance, there are more applications than places, a further tie-breaker of Random Allocation will be used for the applications from this group. Lots will be drawn. This process will be independently verified.

**Home Address:**

24. 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.
25. 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.
26. 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.

#### **Multiple Births:**

27. Our policy is not to separate multiple births. If the final place available at the school is offered to a twin, triplet or other multiple birth and the remaining sibling/s would ordinarily be refused, the governors will offer places to the remaining sibling/s.

#### **Guardianship:**

28. We reserve the right to carry out necessary checks as to the legal guardianship of an adult making an application for admission for a child whether as an in-year admission or as part of the Year 7 intake. It is recognised that this can relate to safeguarding issues and is therefore of the highest priority.

#### **In-year Admissions**

29. In-year applications should be made on the own admission authority application form (ADM1). Such applications should go straight to the school. We will consider your application and let you know whether we can offer your child a place at the school. We will write to let you know our decision.
30. In-year admissions will be dealt with in accordance with this policy and take into account the Fair Access Protocol for Suffolk. However, the PAN only applies to the normal year of entry and the school reserves the right to refuse admission on the grounds that to take an extra student would be an inefficient use of resources and/or prejudice the education of existing students. The waiting list for the normal year of entry will cease to operate on 31 December. Further information on this can be found at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions)

#### **Right to Appeal**

31. When an applicant is unsuccessful, there is an automatic right of appeal to an Independent Appeal Panel. Details of how to appeal will be sent by the Local Authority (or the school for in-year applications) with the letter of refusal and information on how parents can download the appeals form.