



## Admissions Policy

### 1.0 Introduction

- 1.1 Consortium Trust operates a joint admissions policy, across all Trust schools in Suffolk and Norfolk.
- 1.2 We accept pupils and students of all abilities, but no pupil or student will be admitted if, in the school's opinion, such admittance would prejudice the provision of efficient education or the efficient use of resources. We participate in the Local Authority co-ordinated schemes and all deadlines within the Local Authority schemes should be adhered to by applicants.
- 1.3 Parents should note that 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.
- 1.4 Arrangements for our Special Schools (Riverwalk and Warren School) are covered by separate accessibility statements that can be found on the school website and are in line with current Admissions and SEND Code of Practice guidelines.
- 1.5 Arrangements for our private nursery provision (Kirkley Nursery and Centre of Excellence) is covered by a separate admissions process that can be found on the nursery website and are in line with current Admissions and EYFS guidelines.
- 1.6 **'The Broads' KS2 Cognition and Learning Specialist Unit Admissions**  
The Local Authority have commissioned a specialist KS2 Cognition and Learning Unit at Barnby and North Cove Primary School.

The Specialist Unit forms part of a county-wide programme of special provision as part of Suffolk's Local Offer to children and young people with special educational needs and their families. The Specialist Unit is expected to be a centre of excellence in inclusive education, underpinned by our child-centred approach and informed by evidence-based practice.

The Specialist Unit is an additionally resourced provision which provides adaptive learning opportunities, a personalised curriculum and learning in small groups with access to mainstream facilities and activities.

Placement in the Specialist Unit is made by the Local Authority. A pupil must have an Education, Health and Care Plan or be in the process of obtaining one. To gain access to a Specialist Unit, parents can name the setting during the assessment for an EHCP or request a change of setting during an Annual Review. The admissions panel will discuss suitability and make a decision.

Admission to the unit will be considered on the following criteria:

1. EHCP with the primary area of need identified as Cognition and Learning
2. Working approximately 2-3 years behind their peers
3. Social, emotional and mental health difficulties must not be the main presenting need. It is recognised that these may occur as a result of the underlying need not being adequately met, but these must not present a major barrier to the student accessing learning.

A Communication and Interaction Unit may be more suitable if Cognition and Learning is not the pupil's main area of need.



## 2.0 Procedures for admissions

- 2.1 The Local Authorities will coordinate **all normal year of entry admissions** on behalf of all our schools and the Local Authority will communicate all normal year of entry admission decisions to parents.
- 2.2 The agreed Published Admissions Number (PAN) for the normal year of entry is currently:
- Glebeland Primary School: 10 (reduction being consulted on)
  - Mendham Primary School: 10
  - Middleton Primary School: 10
  - St Edmund's Primary School: 15
  - Yoxford and Peasenhall School: 15
  - Southwold Primary School: 15
  - Barnby & North Cove Primary School: 15
  - Henley Primary School: 15
  - Reedham Primary School: 11
  - Rendlesham Primary School: 45
  - Winterton Primary School: 10
  - Helmingham Primary School: 11
- 2.3 Procedures for applying to all our schools are explained in the publication 'Admissions to Schools' produced and provided by the Local Authority.

Parents and carers should make themselves familiar with this information and take particular note of the definitions provided, dates and deadlines, which apply to our schools.

For Suffolk schools' further information can be found at: [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions)

For Norfolk schools' further information can be found at: [www.norfolk.gov.uk/education-and-learning/schools/school-admissions](http://www.norfolk.gov.uk/education-and-learning/schools/school-admissions)

Academies are their own admissions authority and must meet all the mandatory provisions of the Schools Admissions Code 2021, except where variations have been written into the funding agreement to support fair access.

Please note: a separate application must be made for any transfer from nursery to primary school.

- 2.4 Consortium Trust provides for the admission of children, full-time, in the September following their fourth birthday. We strongly believe that this is in the best interest of every child. However, parents can request that the date their child is admitted to primary school is deferred until later in the school year or until the term in which the child reaches compulsory school age. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age.
- 2.5 Our schools are experienced in educating and caring for children with different abilities and social and emotional needs and will be able to provide a suitable education. It is expected, therefore, that children will normally be educated within their chronological year group.



- 2.6 Application Forms and Deadlines, applications for the normal year of entry should be made using the Suffolk and Norfolk normal year of entry application form which is available on the school website. Parent/carers can also apply online. Completed forms should be sent directly to the Local Authority.

The annual deadlines for submitting application forms are the 15 January for transfer to the Foundation Stage.

- 2.7 Further information on the Schools Admissions Code 2021 can be found by following this link: <https://www.gov.uk/government/publications/school-admissions-code--2>

### 3.0 Details and definitions for admissions

#### 3.1 Priority Admissions Order:

- All children with an Education, Health and Care (EHCP) plan that names the school
- Looked After Children (LAC), Previously Looked After Children (PLAC) and Internationally Previously Looked After Children (IPLAC). Known as Child in Care (CiC).
- All children who live within the designated catchment area for each school site
- Staff Children In accordance with the new admissions code and concordant government legislation, the children of staff members employed for 2 years or more, or who have been employed to fill a skill shortage will also form part of the priority admission group, at the setting that the staff member is employed.
- Sibling of a pupil on roll at the school. 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

#### 3.2 Admissions Oversubscriptions Criteria:

If the number of applications is greater than the PAN of each school, 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:

- All children whose Education, Health and Care (EHC) plan names the school;
- Looked After Children (LAC), Previously Looked After Children (PLAC) and Internationally Previously Looked After Children (IPLAC), 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);
- Children who live within the designated catchment area for each school site
- Children of staff employed by the school in the following circumstances:
- 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 at the setting that the staff member is employed, or the member of staff is recruited to the school to fill a vacant post for which there is a demonstrable skill shortage at the setting that the staff member is employed;
- Children with a brother or sister (sibling) attending the school 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 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. If you have more than one child in the school, please name the youngest one;



- Children who do not have a brother or sister (sibling) attending one of the schools in the Academy Trust. Applications in this category will be ranked using the distance criteria described in the tiebreaker (below).

#### **4.0 Tiebreaker**

- 4.1 In the event of oversubscription, having applied the criteria outlined above, priority will be determined by the distance of the child's home from the school they have applied to. This will be done by measuring 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 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. If after the distance tiebreaker, with two or more applications ranked at the same distance, there are more applications than places, a further tiebreaker of Random Allocation will be used for the applications from this group. Lots will be drawn. This process will be independently verified.

- 4.2 Home Address, as part of the tie-breaker process, proof of residence, such as a lease agreement, may be required by the co-ordinated scheme. The school will check allegations of false addresses or other false information given on the application form and will withdraw places if the details are found to be deliberately false or misleading. 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 the application.
- 4.3 Multiple Births; The Consortium Trust's policy is not to separate multiple births. If the final place available at a school is offered to a twin, triplet or other multiple births and the remaining sibling/s would ordinarily be refused, the Academy Trust will offer places to the remaining sibling/s.
- 4.4 Guardianships: The Consortium Trust reserves the right to carry out necessary checks as to the legal guardianship status of an adult making an application for admission for a child whether as an in-year admission or as part of the nursery intake. It is recognised that this can relate to safeguarding issues and is therefore of the highest priority.
- 4.5 Sibling tiebreaker. 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 someone independent of the school.

#### **5.0 Waiting Lists**

- 5.1 If you apply for a school place in the normal year of entry and one (or more) of your preferences is 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.



- 5.2 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.

- 5.3 Having your child's name on a waiting list will not affect your right to appeal for any of the schools for which you have been refused a place.
- 5.4 Late applicants will be added to any waiting lists in oversubscription priority order if their parental preferences cannot be met.
- 5.5 If a place becomes available, we will offer it to a child on the waiting list for that school in priority order. We do not offer places on the basis of the date on which names were placed on the list.
- 5.6 The waiting lists will cease to operate at the end of the first full week of the spring term. For details of how to make an in-year application, please see the section on this below.

## **6.0 In-Year admissions applications**

- 6.1 All in-year admissions are processed by the individual schools of the *Consortium* Trust. You should apply using the form (available on school websites) and submit this directly to the relevant school.
- 6.2 Available places will be allocated in the order that the school receives applications. The school will then consider the application. If the year group has vacancies, i.e. has fewer students than the published PAN (pupil admission number); the application will normally be accepted. Our policy relating to admissions outside the chronological year group, remain the same for both in-year admissions and standard entry points.
- 6.3 Schools will respond within 10 working days of receiving the application form.
- 6.4 The Consortium Trust, acknowledges its duties in respect to 'In Year Fair Access' further information can be found here: <https://www.gov.uk/government/publications/fair-access-protocols-in-school-admissions>

## **7.0 Admission of children outside their normal age group**

- 7.1 It is expected that children will normally be educated within their normal age group (chronological year group). However, we 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.
- 7.2 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.
- 7.3 You can make a request to the school in writing. This will need to include, where relevant, any supporting information about why the child should be admitted out of their normal age group.
- 7.4 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.

We will make a decision on the request, taking into account the views of the headteacher.

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

We will write to you with the outcome including the reasons for the decision. If the request is refused, you will be given the details of how to complain to the school.

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.

## **8.0 Applications for a nursery place (where available)**

- 8.1 It is important to note that attendance/enrolment in the nursery will be distinct and separate and have no relevance to attendance in the primary or other sections of the school for which a separate application will have to be made in accordance with the Trust's admissions arrangements. No appeal will be allowed against the refusal of a place in the nursery. More information and support can be found on the relevant

Family Information Service website as follows:

**Suffolk:** [Suffolk Family Information Service - Suffolk County Council](#)

**Norfolk:** <https://www.norfolk.gov.uk/children-and-families/childcare-and-early-learning/family-information-service>

- 8.2 Each school with a nursery provision will have a nursery application pack in force, detailing the split between funded and parental contributed hours, lunch provision, access to extended school provision (where available), routines and procedures for that site. Where nursery provision is provided the school has 15hour and 30hour funded spaces available. Parents are encouraged to discuss their requirements with the Early Years Foundation Stage teacher.
- 8.3 Oversubscription – If the nursery is oversubscribed, priority will be given to children with Education and Health Care Plans where the school is named. The remaining places will then be offered in accordance with the oversubscription criteria which applies to the Trust as a whole, except that sibling priority will only apply where a sibling already attends the nursery or primary school.
- 8.4 Ordinarily in-house nursery provision will be for N2 pupils (aged 3-4), where facilities are in place and a local demand is identified provision for N1 pupils (aged 2-3) may also be provided. The Trust is committed to developing effective Early Years provision for the communities that our schools serve.
- 8.5 Waiting list – The nursery will keep a waiting list which will be used to fill casual vacancies occurring as a result of an enrolled child leaving during the academic year or withdrawing from a



place that has been offered. The list will be compiled in accordance with the Admissions Code so that children will be ranked in line with the Trust's oversubscription criteria.

## 9.0 Flexi-time schooling

9.1 Parents who select this option do so after gaining the agreement of the school's Academy Head. Such arrangements are wholly at the discretion of the Academy Head (or any member of staff authorised by them to determine a parent's request for part time education) in consultation with the Trust Attendance Officer.

9.2 The arrangements will be based on the following:

- The school and parents will agree on the days or half days on which the pupil attends school;
- The pupil will be encouraged and allowed to attend special events that take place on the agreed non-school days/times in consultation with the young person's class teacher;
- Parents will have the same access to records, reports and opportunities to meet with teachers as pupils who attend school on a full-time basis;
- The school will have access to all Local Authority reports regarding the pupil's education on non-school days;
- Parents will have the same statutory rights as parents of pupils who attend school on a full-time basis;
- The arrangements may be terminated by the parent during the academic year but, where a parent requests full-time attendance, this will begin at the start of a new term or half term only, except by agreement with the school;
- The school reserves the right to advise the parent about future arrangements if it believes that the current arrangements are detrimental to the pupil's progress.

## 10.0 Right to appeal

10.1 When an applicant is unsuccessful, there is an automatic right of appeal to an Independent Appeal Panel.

An appeal should be in writing to the Chief Executive Officer of the Trust, contact details are found on the Trust website as follows:

<https://www.consortiumacademy.org.uk/page/?title=Contact+Us&pid=2> parents are required to identify the grounds on which their appeal is to be considered.

10.2 This information will be sent to parents by the Local Authority for standard entry points and by the Trust for mid-year admissions.

10.3 In the event of a formal appeals process being required, the Education Appeal Service is independent of the

For Norfolk further information can be found at this link: <https://www.norfolk.gov.uk/education-and-learning/schools/school-admissions/school-admission-appeals>

For Suffolk further information can be found at this link: <https://www.suffolk.gov.uk/children-families-and-learning/schools/school-places/education-admission-appeals-and-permanent-exclusion-reviews/>

They can arrange your appeals and ensure they meet legal requirements. This would include setting the hearing dates within the required timeframe, arranging venues, ensuring that hearings are convened with fully trained panel members and clerks and issuing paperwork before and after the appeal to parents.



10.4 The decision of the Appeals Panel is final and binding on both parties.

10.5 Further information of the Schools Admissions Appeals process can be found at:  
<https://www.gov.uk/government/publications/school-admissions-appeals-code>

### **11.0 Complaints**

11.1 It is the intention of the Trust to treat all parents, carers and children with the upmost respect, applying the Admissions Policy fairly and clearly to all applicants. It is hoped that even where admission is refused that families will feel that they have been dealt with in an appropriate way. In the event of a complaint about the application of the process parents may do so via the ESFA (Education Skills Funding Agency) – details can be found at:  
<https://www.gov.uk/government/publications/academy-independent-admission-appeal-panel-complaints>

## Document Control

### Changes History

Version	Date	Amended By	Details of Change
V2	05/08/17	Principal/CEO	To include details of new academy schools. To include updated details for the Family Information Service and the Admissions Appeals process. To include the option of lowering the admissions age to N1. To include a statement on 30hr free provision.
V3	27/02/18	Principal/CEO	To outline the schools maximum pupil intake number. Conduct an annual review in line with the school admissions arrangements.
V4	28/03/19	Principal/CEO	To include details of new academy schools. Conduct an annual review in line with the school admissions arrangements, including ESFA guidance (10/18)
V5	13/03/20	Principal/CEO	Conduct annual review of policy, updated methodology on calculating school to home distances
V6	08/02/2021	Principal/CEO	Conduct annual review of policy
V7	01/09/2021	Principal/CEO	To reflect the new School Admissions Code 2021
V8	24/02/22	Principal/CEO	Amendment to the tie-break process in the event of over-subscription, using LA methodology. Ref. 4.1. para 2
V9	07/03/23	Principal/CEO	To include reference for Special School accessibility statement. To show a PAN reduction for Winterton Primary School
V10	16/01/24	CEO	Conduct annual review of the policy To show a PAN reduction for Glebeland Primary School To clarify admission arrangements at Kirkley Nursery To include reference to Specialist Resource Base admission protocol
V11	Jan 2025	CEO	Conduct annual review of the policy Added Reedham Primary School Updated broken link to the Suffolk Family Information Service
V12	11/03/2026	CEO	Statutory Public consultation and policy review.



### Approval

Name	Job Title	Signed	Date
Andrew Aalders-Dunthorne	Principal/CEO	Electronic signature	13/12/16
Dawn Carman-Jones	On behalf of the Trust Board	Electronic signature	14/12/16
Andrew Aalders-Dunthorne	Principal/CEO	Electronic signature	24/02/22
Andrew Aalders-Dunthorne	Principal/CEO	Electronic signature	09/03/2023
Dawn Carman-Jones	On behalf of the Trust Board	Electronic signature	09/03/2023
Andrew Aalders-Dunthorne	CEO	Electronic signature	15/2/2024
Dawn Carman-Jones	On behalf of the Trust Board	Electronic signature	15/2/2024
Andrew Aalders-Dunthorne	CEO	Electronic signature	27/02/2025
Steve Martin	On behalf of the Trust Board	Electronic signature	27/02/2025

This policy will be reviewed annually by CEO or as required by changes in legislation.  
At every review, this policy will be approved by the Trust Board.

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