

ADMISSIONS POLICY FOR 2027

Document Control			
Document Author:			
Approval Body:	Trust Board	Date:	4 February 2026
Version Number:	2		
Version Issue Date:		Effective Date:	1st Sept 2027
Review Frequency:	Annual		
Method of Dissemination:	Electronic publication via website		
For Use By:	All relevant school stakeholders, third parties, staff and students.		

ADMISSIONS POLICY

CONTENTS

	Page
How to apply – transition from primary school	3
How places are offered – transition from primary school	3
How to apply for places in other Year Groups	4
In the event of over subscription	5
Reserve lists: Year 7 and In-Year applications	5
Admission of pupils with a Special Needs Education Health and Care Plan	5
Multiple Births	5
Appeals	6
Out of normal age group requests	6
Application Guidance Notes	6

ADMISSIONS POLICY

Sapientia Education Trust is the Admissions Authority for the school. Felix Primary School administers its admission arrangements on their behalf. We must make allocation decisions for mid-year entries in accordance with this policy, the Suffolk County Council admissions guidance and in accordance with the statutory School Admissions Code issued under section 84 of the School Standards Framework Act 1998. The only exception is for applications into Reception year at the standard transition point, which is managed by Suffolk County Council.

How to Apply – Transition to primary school

The application process for admissions to Reception Year at normal point of entry in September is co-ordinated by Suffolk County Council, the Local Authority (LA).

Parents should apply online at www.suffolk.gov.uk/admissions or submit a Suffolk Common Application Form (CAF1), available from the LA Admissions Team, no later than the national closing date – advertised by the LA in the local press. Offer letters will be issued by the LA on the National Offer Date (or first working day after). Late applications (those submitted after the national closing date) will be handled by the Admissions Team. (For further information and specific dates, please refer to the full scheme for primary co-ordination, available from the LA Admissions Team or from the website www.suffolk.gov.uk/admissions)

To apply for a place after the start of term or in any other year group, please refer to the guidance on page 5 of this policy.

Parents wishing to visit the school prior to submitting an application are welcome to do so. Visits are not interviews and do not affect any decision regarding the availability of a place. Please contact the School Office on 01394 283374 to make arrangements.

How Places Are Offered

For admission into Reception Year each September, the LA, on behalf of the Board of Trustees, will offer places to 30 children. This is the Published Admission Number (PAN) for that Year group. Children who have an Education, Health and Care Plan which names the school must by law be offered a place at the school. In the event that more than 30 applications are received, the oversubscription criteria will be applied to determine priority for places.

The School operates:

- A Special Educational Needs unit (**SEN unit**) in Reception Year to Year 2 for up to **12 pupils** with SEN.
- A SEN unit in Years 3 to 6 for up to **18 pupils** with Cognition and Learning Difficulties.

- A SEN unit in Years 3 to 6 for up to **18 pupils** with Communication and Interaction Difficulties.

The table below gives the order of priority they will use in the event of their being more than 30 applications:

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 care as a result of being adopted).
2	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. 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. The term 'sibling' includes: natural, half, step, and adopted brothers and sisters; a child of the partner of the parent; 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.
3	Children of and teaching or support staff employed at the school in the following circumstances: 1) Where the member of staff has been employed for two or more years at the time the application for admission to the school is made; or 2) Where the member of staff is recruited to fill a vacant post for which there is a skill shortage.
4	Children who live outside of the school's catchment area who live nearest the school. We will measure the distance by a straight line (as the crow flies) as set out in criterion 4 above.

Parents/carers are notified directly by Suffolk County Council on National Offer Day or next working day.

How to Apply for Places in other Year Groups

For applications for places in these year groups at any time of the year, an application form must be completed. It can be obtained from the school office or school website. It must be returned to the school to determine the availability of a school place. The school will then write to parents/carers within ten school days to confirm the availability of a place and, where appropriate, a suitable start date.

Where the school is unable to meet any applications for a place we will inform you of the right to appeal and redirect you to the LA.

In the Event of Over-Subscription

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 the 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 someone independent of the school not involved with admissions.

Waiting Lists: Reception Year and In-Year Applications

As part of the co-ordinated scheme for primary admissions, the LA Admissions Team manage the waiting list for Reception application on behalf of the school until 1st September. After this time the waiting list is held by the school. Parents will be contacted immediately if a place becomes available for their child but should be aware that their child's place on the waiting list can go up or down if an application is subsequently received that meets a higher criterion than their own. If you change your address while your child is on a waiting list, you must let us know. Please be aware that this might change your child's position on the waiting list. Written evidence of this will be required. The waiting list will close on 31 December 2027.

Where an in-year application is received, the child's details will be held on the waiting list by the school for a minimum period of one term following the term of application. Applications will be ordered on the list according to the over-subscription criteria and when places become available, they will be offered accordingly. Parents should be aware that their place on the waiting list may vary if applications are subsequently received which meet a criterion higher than their own. Parents wishing to remain on the list after one term should contact the school.

Admission of pupils with a Education Health and Care Plan

The School may, from time to time, be named on a pupil's Education Health and Care Plan (EHCP). The School is under a legal duty to admit that pupil and this may reduce the number of places available within any one year group. The admission of a student with an EHCP sits outside the scope of the School Admissions Code 2021 and takes place under the Education Act 1966 and the SEN Code of Practice.

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, the Board of Trustees will offer places to the remaining sibling/s at the same school. Where a sibling of a twin, triplet or other multiple birth has a school named on their EHC plan, Board of

Trustees will from the date of issue of the EHC plan treat their twin, triplets or other multiple births under the sibling oversubscription criterion for the named school.

Appeals

The parent of any child who is refused a place at the school has a right of appeal in accordance with the Schools Admissions Appeals Code 2022. Information on how to make an appeal will be provided in the letter refusing your child a school place.

Out of Normal Age Group Requests

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.

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.

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.

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 Suffolk County Council 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.

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 reaching compulsory school age on the prescribed day following their 5th birthday (or on their 5th birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

Application Guidance notes

If you are applying for a place in the normal year of entry i.e. for a place in Reception Year at the start of the next academic year, please complete an application form online at www.suffolk.gov.uk/admissions or contact the Admissions Team on: 0345 600 0981.

Before you complete an application form you should read the following note:

Note 1a – 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).

Note 1b – 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.

Note 1c – 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.

Note 1d – Parent

For the purposes of education law, Section 576 of the Education Act 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 any 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 a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child.

Note 2 – Sibling Tie Breaker

Priority will be given, where necessary, to applications where there is the smallest age gap in calendar years 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 Suffolk County Council not involved with admissions.

Note 3 Distance Tie Breaker

It is possible that the PAN of the school will be reached in any of the categories set out above. For this reason, all applicants 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 applicants, a distance criterion will be used. We will give priority to the applicants who live nearest to the school measured by a straight line.

In the unlikely event that two applicants completing for a single space at the 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 Suffolk County Council not involved with admissions.

Note 4 – Making another application for a place at the same school

A parent or carer can apply for a place for their child at any time to any school outside of the normal admissions round. If your application for a school place is refused, we will not determine a further application for a place in the same year unless there has been a significant change in the circumstances of the parent/carers or child.

If there is no change of circumstance you may make another application for the following school year. This will not normally be considered more than one term ahead of the date when you want your child to start at the school.

Note 5 – Ordinarily Resident

By ordinarily resident we mean the place where your child normally lives. We consider this to be where they sleep overnight. We may need proof of this address. If you want to use another address to give the impression that your child lives at different address to where they are ordinarily resident, such as a second home or a grandparents address so that you might have a higher priority for a place at the 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 or carer must be provided to confirm the child's living arrangements at the time of the 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/carers 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 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 to resolve the matter.

Note 6 – Child's Current Address/Moving Address

Please give your child's current address. If you are planning to move house and you want your future address to be the one considered as part of your application, please provide evidence of the new address such as a tenancy agreement or solicitors letter confirming the new address relevant to the school application.

Note 7 – Private Fostering

If you are caring for someone else's child for more than 28 days, you do not have parental responsibility for them and you are not a relative such as a grandparent, brother, sister, uncle or aunt (whether full blood, half blood or by marriage or civil partnership) or step-parent; you may be private fostering. It is a legal requirement that you contact Suffolk County Council on: 0800 800 4005 or email: customer.first@suffolk.gov.uk

APPLICATION FORMS ARE AVAILABLE FROM THE SCHOOL OFFICE on 01394 283374