Co-ordinated Admissions Scheme for Schools in Suffolk for the 2028/2029 School Year

Section 1

Introduction – Admissions to schools in Suffolk 2028/2029

Suffolk County Council is responsible for co-ordinating the admission arrangements to the normal year of entry for all community, voluntary controlled, voluntary aided, free schools and academies in Suffolk.

We consulted on the Co-ordinated Admissions Scheme for Schools in Suffolk for the 2022/2023 school year. As this scheme is not substantially different there is no requirement to consult for the 2028/2029 school year in line with the School Admissions Code. The Co-ordinated Admissions Scheme must be consulted on at least once every seven years, even if there have been no changes during that period.

Suffolk County Council is also responsible for deciding the admission arrangements for community and voluntary controlled schools in Suffolk. During the Autumn term 2026, we are consulting schools, parents, other stakeholders and our neighbouring authorities on our proposed arrangements.

These arrangements will be determined at Suffolk County Council's Cabinet meeting on 28 January 2027. Further information can be found at www.suffolk.gov.uk/admissions.

We do not co-ordinate in-year applications because there is no requirement for us to do this. Parents and carers who wish to apply for a community or voluntary controlled school must apply to our Admissions Team. However, parents who wish to make an in-year application to a voluntary aided, free school or academy need to apply to that school directly.

The governing bodies/academy trusts of voluntary aided schools, free schools and academies decide the admission arrangements for their own schools, and they must be agreed by 28 February 2027. These arrangements will be found at www.suffolk.gov.uk/admissions under the 2028/2029 school year.

Section 2

Co-ordinated Admissions Scheme for Schools in Suffolk 2028/2029

Introduction

1. This Scheme has been drawn up in order to ensure that all applications for the admission of statutory aged pupils to a community school, voluntary controlled school or an Own Admission Authority (OAA) school (which includes voluntary aided, free schools and academies) in Suffolk are handled fairly, consistently and efficiently.

2. The Scheme does not apply to post 16 admissions.

3. The Scheme complies with all relevant legislation and with the guidance contained in the School Admissions Code (September 2021).

4. Where reference is made to primary schools in this document this will be taken to mean primary, infant and junior schools.

5. The Scheme applies to all primary and secondary schools in Suffolk for the normal admissions round. That is the community and voluntary controlled schools for which Suffolk County Council is the admissions authority. As well as the voluntary aided, free schools and academies for which the governing body or academy trust is the admissions authority. These are known as Own Admission Authority (OAA) schools.

6. The Scheme also applies to all community and voluntary controlled schools for in-year admissions.

Definitions

7. **Academy:** A school run by the governing body or academy trust. They are the admissions authority responsible for setting the admissions arrangements.

   ADM1 (in-year application form): The in-year paper application form for voluntary aided, free schools and academies provided by Suffolk County Council. The school may have its own application form.

   Admissions Authority: Suffolk County Council is responsible for admissions to community and voluntary controlled schools. The governing body or academy trust is responsible for the admissions to voluntary aided, free schools and academies.

   Admissions Team: The Local Authority staff who deal with applications.

   CAF1 (normal year of entry application form): The paper application form for the normal year of entry.

   CAF2 (in-year application form): The paper application form for in-year admissions for community and voluntary controlled schools.

   Community school: Suffolk County Council runs the school and decides the admissions arrangements.

   Free school: An academy school run by the governing body or academy trust. They are the admissions authority responsible for setting the admissions arrangements.

   Home Authority: The Local Authority in which the child lives.

   In-year applications: Applications made at different times of the year to the normal admissions round.

   Local Authority (LA): Suffolk County Council is the LA in this Scheme unless indicated otherwise.

   Maintaining Local Authority (LA): The LA in which the school is located.

   National Offer Day: The day each year on which LAs are required to send the offer of a school place to all parents in their area for the normal year of entry.

Normal admissions round: The set period of time when applications and decisions are made for children to start school full-time, or to move on to their next school, in the following year.

Normal year of entry: The normal year of entry for full-time pupils in the age range served by the school.

Online application: The electronic application made via the internet for on time applications at www.suffolk.gov.uk/admissions for a school place as part of the normal year of entry.

Ordinarily resident: This is the place where your child usually lives (refer to details in paragraphs 51 and 52).

Own Admission Authority (OAA) schools: These are voluntary aided, free schools and academies. The governing body or academy trust makes decisions on applications.

Published Admission Number (PAN): This is the set number of places at a school in any one year. Although the PAN applies to the normal year of entry, this number is normally applied across all year groups in the school. However, there may be occasions where this is not possible.

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.

Suffolk Parent: This is a parent of a child who lives in Suffolk (parent as defined above).

Supplementary Information Form (SIF): The form some admission authorities ask parents or carers to complete when they are applying for a voluntary aided, free school or academy. It is used to provide extra information to help the admission authority to rank the application against the school's admission oversubscription criteria.

Voluntary aided school: A school run by the school governors. The governing body decides the admission arrangements.

Voluntary controlled school: A school with religious links. Suffolk County Council decides the admissions arrangements.

Applications made for the normal admissions round

Information for Parents and Carers

8. Information for all parents and carers on how to make an application is available on Suffolk County Council's website (www.suffolk.gov.uk/admissions) no later than 12 September, in advance of the closing date for applications for entry to school in the following September. This information is available on paper by contacting the Admissions Team.

9. The LA will issue a press release in advance of the closing date for applications, reminding parents and carers of the need to make an application by the closing date and explaining how to access further information and assistance.

The role of the LA

10. The LA is required by law to co-ordinate and administer the admissions process for the normal admissions round on behalf of all community and voluntary controlled schools and OAA schools in its area. For secondary schools, this is applications received by 31 October 2027 closing date for admission in the following September. For primary schools,

this is applications received by 15 January 2028 closing date for admission in the same year (usually September). These processes will be carried out using the timetable and procedures (Annex One for primary schools and Annex Two for secondary schools).

11. The LA will ensure that a single offer of a school place is made to parents or carers on the relevant National Offer Day. For secondary school applications, all offers are made to parents/carers on 1 March or the next working day. For primary school applications, all offers are made to parents/carers on 16 April or the next working day.

12. Where the LA is the admissions authority (community and voluntary controlled schools), or where it has been agreed that the LA will manage applications for admission to the school, it will be responsible for making the decision with respect to the offer or refusal of a place. The Scheme does not affect the rights and duties of the governing body or academy trust of an OAA school to set and apply its own admissions policy and oversubscription criteria. In the case of an OAA school the LA will make it clear to parents and carers that it is making an offer on behalf of the governing body or academy trust (as the OAA). In cases where the relevant admissions authority is another maintaining LA, Suffolk County Council will make it clear that it is making the offer on behalf of that maintaining LA.

13. In order to determine whether places could be made available to parents and carers, admissions authorities have agreed and published criteria that will be used to rank all applications received, in the event of there being more applications than there are places available. In the case of some OAA schools, the LA has agreed to manage their admissions arrangements using the same oversubscription criteria as for community and voluntary controlled schools.

Applications for a school place in the normal year of entry

14. All Suffolk parents and carers seeking a place at a primary or secondary school will be required to submit an application to the LA on which they can express up to three preferences and give their reasons for each preference if they want to. This includes admission from a nursery class, pre-school or family hub into the Reception Year.

15. Schools must not accept applications from parents or carers as these must be sent directly to the address on the application form by the parent or carer. Proof of postage is recommended.

16. All preferences expressed on the application must be for existing schools (except specialist education provision including special schools and units, or alternative provision including Pupil Referral Units). Parents and carers will be asked to place their preferences, where they wish to apply for more than one school, in rank order (that is in the order in which they would like their child to receive an offer of a place at the respective schools). If parents' or carers' separately complete different application forms for the same child the LA will contact both parents/carers for them to provide written agreement on the preference or preferences made.

17. The LA, the admissions authority or the school cannot guarantee a place at any school. The LA recommends that parents or carers apply for more than one school.

18. The online application or CAF1 will be used for applications to all primary and secondary schools, including OAA schools as well as community and voluntary controlled schools.

19. A Supplementary Information Form (SIF) is not in itself an application form. Applications for a school place must be made by means of the online facility or CAF1.

20. Where parents or carers wish to express a preference on their application for a voluntary aided, free school or academy, they may also need to complete a SIF and send it directly to the school(s) concerned. Parents and carers will need to check the school's individual policy to confirm if this is a requirement. This could be if the OAA ranks applications on the grounds of religion, children of staff or aptitude for example.

21. After the closing date, the LA will provide details of the applications received together with any supporting information to the governing body or academy trust of the OAA school concerned when they are managing their own admission arrangements. The governing body or academy trust will apply their oversubscription criteria and place the preferences for their school in rank order. These must be completed by the date set out in Annex One for primary schools and Annex Two for secondary schools so that the LA can use the information in making the offer of a single place to parents or carers. The information provided by the LA must only be used for the purpose of ranking the applications.

22. Where an OAA school is using Suffolk County Council's admissions policy and the governing body or academy trust have agreed with the LA that the LA will process the admissions applications on its behalf, the LA will use its published oversubscription criteria to rank the children and provide a ranked list to the school for their information. The LA will inform the governing body or academy trust that it has done so by the dates set out in Annexes One and Two. It will then use that information to make the offer of a single place to parents or carers. The list of children provided by the LA is for information only and must not be used for any other purpose.

23. All applications must be ranked according to the relevant oversubscription criteria.

Applications by Suffolk parents and carers for schools in other authorities

24. Applications from Suffolk parents and carers must be made to Suffolk County Council either via Suffolk's online facility or on a Suffolk CAF1 by the National Closing Date.

25. Details of applications made for schools outside Suffolk will be sent to the maintaining LA electronically and processed using the timetables set out in Annexes One and Two. If a place is to be offered at a school outside Suffolk, the LA will inform the parent or carer on behalf of the maintaining LA.

26. If Suffolk County Council is aware that a place is to be offered by the maintaining LA at a school with a higher ranked preference, no further consideration will be given to any lower ranked preferences. Where this information is not available, multiple offers of a place may occur.

27. Where a preference is refused, Suffolk County Council will advise parents or carers of their statutory right of appeal and how they can exercise it. Suffolk County Council will make it clear that it is providing this information on behalf of the maintaining LA.

Applications for schools in Suffolk from parents and carers living in another authority

28. If Suffolk County Council, as a maintaining LA, is notified by another LA of a parent's or carer's application for a place in a Suffolk primary or secondary school, Suffolk County Council will notify the home LA of its decision to offer or refuse a place and the home LA will notify the parent or carer of the decision.

29. Neighbouring LAs will also make their Common Application Form (CAF) available to any parent and carer in their area who wishes to apply for a place in the normal year of entry for a school in Suffolk which operates a different age of transfer from schools in the home LA. The home LA will deal with the application in the same way as it would for its own normal admissions round and pass the application details to Suffolk County Council (as

the maintaining LA) to process in line with its Scheme. Suffolk County Council will then advise the home LA if a place is to be offered and the home LA will also notify the parent or carer directly of the outcome of the application.

30. Where another LA's Admissions Scheme enables parents or carers to express more than three preferences, Suffolk County Council will offer or refuse a place to any additional preferences by reference to the oversubscription criteria.

Meeting parental preferences

31. The Scheme will treat the parent's and carer's preferences equally for the purposes of determining whether places are available and could be offered. Where a parent or carer may be potentially eligible for multiple offers of a place, the single offer that is made represents the highest possible preference ranked by the parent or carer (up to a maximum of three preferences).

32. If none of the parent's or carer's preferences can be met, the LA will offer a place at the nearest suitable school which has a place available. This is in order to ensure that an offer of a school place is made to all Suffolk applicants. The nearest school could be an OAA school. The nearest school will be measured by walking distance.

33. If after the initial offer of a school place, a place can be offered from the waiting list, by the end of the summer term prior to admission, for a school which was previously refused but with a higher parental preference, any previous offer of Suffolk County Council funded school travel will normally be withdrawn.

34. In all cases where a higher-ranked preference cannot be met (including applications for an OAA school), the LA will inform the parents or carers of the reason(s) for the refusal(s), advise them of their right of appeal and how to make an appeal.

35. Where a school is oversubscribed, and a place refused, the child's name will automatically be placed on the waiting list. The order will be determined according to the admissions oversubscription criteria, not the date on which the application is received or added to the waiting list. Information on when the waiting list closes can be found in the relevant school policy. For community and voluntary controlled schools and those OAA schools following the Suffolk County Council policy the waiting lists close on 31 December 2028.

Notifying parents and carers of a school place

36. Parents and carers who applied online will receive an email with the offer of a school place. Parents and carers who applied by the closing date using the CAF1 will be posted an offer of a school place on the relevant National Offer Day. The timetables for admissions to the 2028/2029 school year are shown in Annexes One and Two.

37. Headteachers, other school officials and LA officers must not give parents or carers an expectation that their application will be successful or tell them that their child has been given a place at the school, before an offer of a place has been made formally under the Scheme.

38. When an offer of a place has been made under the Scheme, it will be assumed that the parent or carer will accept the offer of the place unless they notify the LA within two weeks of the date of the offer.

Second and subsequent applications

39. Any second or subsequent application received before the closing date will replace the previous application and be treated as the on time application.

40. If parents or carers wish to amend preferences after the closing date, for example to apply for a school that was not included on the previous application form, a new CAF1 will need to be completed and sent to the Admissions Team. Any new preferences for OAA schools operating their own policy will be forwarded to the relevant school for consideration by the governing body or academy trust according to their published policy. The new application will supercede the previous application.

41. This means that the parent or carer must include any schools from the first application above the new preferences on the second or subsequent application if they would like them to remain as a live preference. If a school is no longer included on the most recent application form, the parent or carer will be agreeing they are refusing any previous offer that may have been made for that school, or any right to appeal against a refusal for that school. The parent or carer will also be agreeing to the child's name being removed from any waiting list for any school refused that is no longer included on the most recent application form. This means the parent or carer will have a maximum of three live preferences for the normal year of entry at any one time.

Late applications

42. There are three types of late applications for admission to a school's normal year of entry which are received either:

    (a) after the closing date but before the exceptional late date;
    (b) after the closing date but before the date for the offer of places; or
    (c) after the date for the offer of places but before the start of the Autumn term.

43. The LA may determine that a late application of type (a) can be processed as if it was received by the closing date when it agrees there are exceptional reasons why it couldn't be made by the closing date. This can only occur when the application, reasons and evidence are received no later than the exceptional late date, which is indicated in Annex One for primary schools and Annex Two for secondary schools, and the LA accepts the supplied reasons and evidence.

44. Exceptional circumstances could be due to a house move or a significant change in the family's circumstances. Written evidence of this could be proof of exchange of contracts, a signed letting/tenancy agreement confirming your new address, or for a UK service personnel family/returning crown servant family information as described in paragraph 54. If the parent or carer owns two properties and will be moving from one to the other or are moving in with a partner or family and so are unable to provide exchange of contracts or a signed tenancy agreement, they must explain in writing and provide evidence to support this at the time of application.

45. Before the child takes up a place at the new school, you may be asked to provide evidence to confirm the new address. This could be, for example, a copy of a personal bill such as a mobile phone, salary or wage slip, DVLA registration or driving licence, or correspondence from HM Revenue and Customs. The evidence does not need to include financial information.

46. If no reasons or evidence are received by the exceptional late date, or the LA does not accept those reasons and evidence, then the late application will be considered as type (b).

47. Late applications of type (b) will be processed in the second round of admissions.

48. Late applications of type (c), which will have been received after the offer date, will be processed after the second round of admissions has been completed.

49. In responding to late applications, the LA will make an offer of a place at the school ranked highest by the parent or carer, if there is a place still available at that school (making it clear, in the case of an OAA school that the offer is being made on behalf of the governing body or academy trust or on behalf of the maintaining LA if applicable).

50. For pupils due to transfer to a junior or secondary school, once all on time applications and late applications have been processed, the Admissions Team will allocate a school place to those Suffolk pupils we have the details for who are attending a Suffolk community, voluntary controlled or OAA school for whom no application has been made.

Ordinarily resident

51. This is 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 or carer must be provided to confirm the child's living arrangements at the time of application.

52. 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 address for another school preference.

Applications made by parents and carers who live outside Suffolk but within the UK

53. The LA, governing body or academy trust of an OAA school may allocate places in advance of families moving to the area from within the UK. Written evidence that they are legally committed to a move may be required. This could be proof of exchange of contracts for the new address or a signed letting/tenancy agreement confirming the new address.

Children of UK service personnel and crown servants

54. For families of UK service personnel with a confirmed posting, or crown servants returning from overseas, places will be offered in advance of the move provided the application is accompanied by:

    (a) An official letter that declares a relocation date
    (b) Evidence of a future address may also be required. A Unit or quartering address can be used if requested.

Applications made by parents and carers for children who live outside the UK

55. Applications can be made for a Suffolk school when the child is not living in the UK. The application will be dealt with in line with the guidance provided by the Department for Education on their website www.gov.uk/guidance/schools-admissions-applications-from-overseas-children.

Applications for a place outside the normal age group

56. It is expected that children will normally be educated within their normal age group (chronological year group). However, 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.

57. Parents and carers will need to be aware that 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 this 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.

58. For community and voluntary controlled schools, a request can be made in writing for a delayed or accelerated transfer to the Admissions Team. This will need to include, where relevant, any supporting information about why the child should be admitted out of their normal age group.

59. 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.

60. The decision will also take into account the views of the headteacher of the school(s) concerned.

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

62. An application for the child's normal transfer year group should be made at the same time. The request with a CAF1 must be sent to the 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).

63. Officers at Suffolk County Council will make a decision on the request. The Admissions Team 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.

64. For voluntary aided, free schools and academies parents or carers should make a request to the admission authority for each 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. The governing body or academy trust 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 should be given. A CAF1 must be sent to the LA along with the letter(s) from the OAA school(s) agreeing to the request by the National Closing Dates. Even if the request is agreed there is no guarantee there will be a place available.

65. If a child was born between 1 April and 31 August and a place has been offered in a school in the Reception Year, but the parent or carer wishes to delay the child starting until the following September in Year 1, the place will be withdrawn, and an in-year application must be made for the new school year. There is no guarantee that a place will be available.

Children with special educational needs

66. Where a school is named in an Education, Health and Care plan (EHC) plan, the governing body or academy trust has a duty to admit the child to the school.

67. Children with special educational needs but without an EHC plan will be treated as fairly as other applicants. Admission authorities and schools must not refuse to admit a pupil because they consider themselves unable to cater for the child's special educational needs.

Children with disabilities

68. Children with disabilities will be treated as fairly as other applicants for admission.

69. Schools are under a duty to make reasonable adjustments to ensure that pupils with disabilities are not placed at a substantial disadvantage, although this does not apply to the provision of auxiliary aids and services or to physical adaptations to buildings.

Children with challenging behaviour

70. Where a child has been permanently excluded from two or more schools, the parents or carers can express a preference for a school place but there is no requirement on admission authorities to comply with this request for a period of two years following the second exclusion. This is in line with paragraph 3.8 of the School Admissions Code (www.gov.uk/government/publications/school-admissions-code--2).

71. Paragraph 3.9 of the School Admissions Code states that admission authorities must not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry, except for where paragraph 3.8 applies.

72. Paragraphs 3.10 to 3.13 of the School Admissions Code state when an admission authority can refuse an application because it has good reason to believe that the child may display challenging behaviour. The definition for challenging behaviour is in Note 76.

73. Paragraphs 3.14 to 3.22 of the School Admissions Code state the requirements for children to be considered under the Fair Access Protocol. Each LA must have a Fair Access Protocol to ensure that unplaced and vulnerable children, and those who are having difficulty in securing a school place in-year, are allocated a school place as quickly as possible (School Admissions Code, paragraph 3.14).

74. Some children who have been permanently excluded or have a recent history of challenging behaviour may be admitted to a school above the Published Admission Number (PAN) in line with the agreed Fair Access Protocol.

Children in care (looked after children)

75. 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) have been identified as a vulnerable group of children who should not be placed at a disadvantage when changes in care placement mean a change of school.

76. 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).

77. 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.

78. 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.

79. LAs and OAAs must give the highest priority in their oversubscription criteria to children in care (looked after children), children previously in care (previously looked after children) and children adopted from state care outside of England, as defined in the School Admission Code and above. For children previously in care (previously looked after children) and children adopted from state care outside of England, this will only apply if this status has been declared on the application form and the relevant evidence is provided.

80. Parents or carers must provide evidence with the application that their child was previously in care (previously looked after) in the form of an adoption order, child arrangements order or special guardianship order if they want this to be taken into consideration when the application is ranked.

81. Parents or carers must provide evidence with their application that their child was previously in state care outside of England (in the care of or accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society) immediately before they were adopted, if they want this to be taken into consideration when the application is ranked.

Gypsy, Roma and Traveller children

82. 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.

Home-school agreements

83. Admission to school will not be conditional on parents or carers signing a home-school agreement.

Fraudulent applications

84. Admission authorities reserve the right to withdraw the offer of a school place if it is shown that it was obtained on the basis of a fraudulent or intentionally misleading application or Supplementary Information Form (SIF) and in line with paragraphs 2.13 and 2.14 of the School Admissions Code.

How information is used

85. Our Privacy Notice is available at www.suffolk.gov.uk/CYPprivacynotice. This privacy notice tells you what information Children's Services collects and uses, and your rights regarding your information. You can request a paper copy by contacting the Admissions Team.

In-year admissions

86. Sometimes parents or carers apply for their child to go to a new school:

    (a) During the school year (because, for example, they are moving house or moving to Suffolk from outside the area);
    (b) For the start of the school year but in a different age group from the school's normal year of entry;
    (c) For the school's normal year of entry on or after 1 September in the school year in which the child is to be admitted to the school.

87. For ease of reference, these applications are commonly referred to as in-year applications.

88. Any parent or carer can apply for a place for their child at any time to any school outside the normal admissions round.

89. There is no requirement for LAs to co-ordinate in-year applications. The LA must, on request, provide information to a parent or carer about the places still available in all schools within its area in line with the School Admissions Code.

90. Information on how to make an application for all parents and carers is available on Suffolk County Council's website at www.suffolk.gov.uk/admissions. This information is available on paper by contacting the Admissions Team.

91. The CAF2 (In-year application form for community and voluntary controlled schools) and the ADM1 (In-year application form provided by Suffolk County Council for voluntary aided, free schools and academies) are available from Suffolk County Council's website at www.suffolk.gov.uk/admissions or from the Admissions Team.

92. Parents or carers who wish to make an in-year application for a place at any OAA school in Suffolk, these are voluntary aided, free schools and academies, should contact the school directly for how to apply and whether they need to fill in the school's own application form. The school's own application form or ADM1 should be sent directly to the school(s).

93. OAA schools must, on receipt of an in-year application, notify the LA of both the application and its outcome, as soon as reasonably practicable, but should aim to be within two school days, to allow the LA to keep up-to-date figures on the availability of places in the area and to ensure they are aware of any children who may not have a school place.

94. Parents and carers who wish to make an in-year application for a school outside of Suffolk need to contact the relevant LA where the school is located who will advise on how to make an application.

In-year applications for community and voluntary controlled schools in Suffolk

95. Applications are not normally considered more than one term ahead of the date the place is required.

96. Parents and carers wishing to transfer their child from one Suffolk school to another where there is no change of address should, in the first instance, discuss the matter with the Headteacher of their current school before applying for another school.

97. Parents and carers who wish to make an in-year application for a place at any community or voluntary controlled school in Suffolk must complete a CAF2.

98. Where the application includes a school or schools for which the LA is the admissions authority the LA will determine whether a place could be made available, if necessary, according to the LA's published oversubscription criteria.

99. Where an application is received for a school in Suffolk for which the LA is not the admissions authority and this is the only preference, the LA will forward the application together with any supporting information provided to the OAA school. If there is more than one preference on the application including an OAA school, the Admissions Team will contact the parent or carer and ask them to complete a new application for the OAA school. The Admissions Team will process any preferences for community and voluntary controlled schools.

100. For community and voluntary controlled schools, the LA will consider all the information provided to it and determine the highest preference of school where a place could be offered. The LA will write to the parent or carer either with a single offer of a place at one of their preferred schools or refusing admission to their preferred schools if there are no places available.

101. The LA will offer the parents or carers a place at the highest possible preference that can be met. If all the schools requested by the parents or carers are full, the LA will offer a place at the nearest suitable school with a place available if it is a community or voluntary controlled school and if the pupil does not already have a local school place. If the nearest suitable school is an OAA school, the parents or carers will be informed and asked to apply to the school directly. The nearest school will be measured by walking distance.

102. For community and voluntary controlled schools, where a place is not available at the parents' or carer's preferred school(s), the LA will inform the parents or carers of the reason(s) for the refusal, advise them of their right of appeal and how to make an appeal if they so wish.

103. The LA aims to notify a parent or carer of the outcome of their application in writing within ten school days of receiving it, however, the LA must notify the parent or carer in writing within 15 school days.

104. When a place becomes available in a year group that has been full at a community or voluntary controlled 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 according to the oversubscription criteria.

105. It will be assumed that the parent or carer will accept the offer of a place at a community or voluntary controlled school unless they notify the LA within two weeks of the date of the offer.

106. Paragraphs 51 to 85 of this Scheme also apply for in-year applications to community and voluntary controlled schools. However, this may be different for OAA schools.

Annex One

Primary (including infant and junior) schools' admissions timetable for the 2028/2029 school year

Stage One

- Parents and carers of children living in Suffolk submit an application on which they can indicate up to three preferences, placed in rank order.
- Parents and carers submit the application to Suffolk County Council by the closing date of **Saturday 15 January 2028**.

Stage Two

- The Local Authority (LA) shares details of applications with other LAs and Own Admission Authority (OAA) schools, when they do not operate the LA's Admissions Policy, by **Friday 28 January 2028**.
- The LA begins to consider all applications for community and voluntary controlled schools and OAA schools (when the LA is managing their admissions), applying its oversubscription criteria, where necessary, and places all preferences for each school in rank order.

Stage Three

- The LA exchanges information with other LAs.
- The LA processes late applications regarded as exceptions up to **Thursday 3 February 2028**.
- The LA shares details of applications to Suffolk OAA schools when they do not operate the LA's Admissions Policy by **Monday 7 February 2028**.
- OAA schools provisionally rank their applications and share this with the LA by **Friday 11 February 2028**.
- The LA informs other LAs of offers to be made to their residents by **Friday 24 March 2028**.
- The LA confirms the final lists of pupils to be allocated places to OAA schools in Suffolk by **Friday 14 April 2028**.

Stage Four

- The LA sends all Suffolk parents and carers a single offer of a place on **Monday 17 April 2028** and notifies schools accordingly.
- In cases where the maintaining LA is not Suffolk County Council, the LA states that the offer is being communicated on behalf of the maintaining LA.
- In the case of OAA schools, the LA states that the offer is being communicated on behalf of the school's governing body or academy trust.
- It will be assumed that parents and carers have accepted the school offered, unless they notify the LA in writing by **Monday 1 May 2028**.

Annex Two

Secondary schools' admissions timetable for the 2028/2029 school year

Stage One

- Parents and carers of children living in Suffolk submit an application on which they can indicate up to three preferences, placed in rank order.
- Parents and carers submit the application to Suffolk County Council by the closing date of **Sunday 31 October 2027**.

Stage Two

- The Local Authority (LA) shares details of applications with other LAs and Own Admission Authority (OAA) schools, when they do not operate the LA's Admissions Policy by **Thursday 18 November 2027**.
- The LA begins to consider all applications for community and voluntary controlled schools and OAA schools (when the LA is managing their admissions), applying its oversubscription criteria, where necessary, and places all preferences for each school in rank order.

Stage Three

- The LA exchanges information with other LAs.
- The LA processes late applications regarded as exceptions up to **Wednesday 15 December 2027**.
- The LA shares details of applications to Suffolk OAA schools when they do not operate the LA's Admissions Policy by **Friday 17 December 2027**.
- OAA schools provisionally rank their applications and share this with the LA by **Monday 10 January 2028**.
- The LA informs other LAs of offers to be made to their residents from **Monday 17 January 2028**.
- The LA confirms the final lists of pupils to be allocated places to OAA schools in Suffolk by **Tuesday 29 February 2028**.

Stage Four

- The LA sends all Suffolk parents and carers a single offer of a place on **Wednesday 1 March 2028** and notifies schools accordingly.
- In cases where the maintaining LA is not Suffolk County Council, the LA states that the offer is being communicated on behalf of the maintaining LA.
- In the case of OAA schools, the LA states that the offer is being communicated on behalf of the school's governing body or academy trust.
- It will be assumed that parents and carers have accepted the school offered, unless they notify the LA in writing by **Wednesday 15 March 2028**.