



# St Peter & St Paul Church of England Primary School

## Admissions Arrangements for the School Year 2027-2028

**Approved by:** Local Governing Body

**Last reviewed on:** Autumn 2025

**Next review due  
by:** Autumn 2026

St Peter & St Paul Church of England Primary is an Academy within the All Saints Multi Academy Trust.

We pride ourselves on our warm and friendly atmosphere and hope that new parents and children will quickly feel part of our school family. Our school is a Church of England School, and we work closely together with the village of Eye and all of our parents and carers, to ensure that children in our school receive the best outcomes possible in their learning and personal development.

The Trust, is the Admissions Authority for the School, we are committed to considering all applications fairly and equally. This Admissions Policy is subject to a statutory public consultation and conforms to the Schools Admissions Code and the law relating to school admissions. This policy should be read in conjunction with the Admissions to Schools in Suffolk booklet – published by Suffolk County Council. We believe that ideally each child should be admitted to the school of their parents' choice, however the school buildings cannot accommodate an unlimited number of children. Excessive class sizes are detrimental to the education of all children. The law sets a limit of 30 for infant classes, with only a few specific exceptions.

### **The Published Admissions Number**

The school has a Published Admission Number (PAN) of 30 for entry in to the Reception Year and any other year group.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number for the relevant year group are received, the Academy Trust will offer places at the school to all those who have applied.

We aim to organise the school so that in Reception and key stage 1, classes are no more than 30 pupils and in key stage 2, classes are no more than 34 pupils.

A copy of this Admissions Policy can be viewed on the school's website.

### **Application process for parents/carers to apply for their child to be admitted to the Reception Class of our school**

Suffolk County Council will process applications as part of the normal local authority process for co-ordinating school offers. Applications for this school can be made online at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions) or by filling in a paper application form (CAF1) available from the Local Authority Admissions Team on 0345 600 0981 (local rate) or from [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions). Paper applications should be sent to the Admissions Team, Endeavour House, 8 Russell Road, Ipswich, IP1 2BX.

Applications for Reception Class admission **September 2027 to August 2028** (i.e. for children born **1<sup>st</sup> September 2022 to 31<sup>st</sup> August 2023**) must be received by Suffolk County Council by **15<sup>th</sup> January 2027**. Second and late applications will be considered

according to the Co-ordinated Admissions Scheme published in the Admissions to Schools in Suffolk booklet.

Offers will be made on 16 April 2027 or the next working day.

In order that the Governors can make fair and open decisions, parents are invited to complete a Supplementary Information Form (SIF). Please note the SIF is an opportunity to provide more details about reasons for applying to a church school; it is not compulsory and on its own does not constitute a valid application form. The form is available from the school website. SIFs should be returned direct to the School by the 15th January 2027.

Where there are more applications than available places, admissions are made according to the oversubscription criteria set out below. An Admissions Committee of the Local Governing Body will consider applications and apply the oversubscription criteria (if there are more applicants than available places) ranking applicants accordingly and providing a ranked list to Suffolk County Council.

For admission to the 2027-2028 school year, and subsequent years, all children will be eligible for admission to the school full time in the September following their fourth birthday. It would normally be expected that parents will take up the offer of a primary school place (be that full- or part-time) at the beginning of a school term, unless there is agreement with the school that a place could be taken up at another time in the term.

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

Parents and carers offered a place in the Reception Year for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

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

For summer born children whose parent or carer wishes them to start in Reception Year in the September following their fifth birthday (out of their chronological age group) see the section on **Applications for a place outside the normal age group**.

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

It is expected that children will normally be educated within their normal age group (chronological year group). When requested to do so by the parent or carer, admission authorities will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned in line with the School Admissions Code. This includes when a parent or carer wishes their summer born (April to August) child to start full-time education in the Reception Year group when they reach school age rather than in Year 1.

Any decision made by an admission authority about a change to the normal age group will not be binding on any other admission authorities considering applications for the same year group or schools in later years. The admission authorities of the preferred schools

named in such an application would have to consider the evidence provided and reach their own conclusion, in the light of the legislation and guidance available at that time

A request can be made in writing for a delayed or accelerated transfer to 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.

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.

The school 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.

An application for the child's normal transfer year group should be made at the same time. The request with a CAF1 application form, along with the decision letter from the school and other relevant evidence must be sent to the Suffolk County Council 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.

More information on admissions of summer born is available here:

Summer born link for parents:

<https://www.gov.uk/government/publications/summer-born-children-school-admission>

Link for admission authorities:

<https://www.gov.uk/government/publications/summer-born-children-advice-for-admission-authorities>

### **In-year applications and applications to other year-groups**

The Governors follow the accepted procedures agreed with Suffolk County Council in considering applicants at all other times of the year. The Published Admission Number (PAN) of 30 for entry into the Reception Year is maintained (as far as possible) for all

subsequent year groups. Governors apply the oversubscription criteria set out below. No waiting lists are maintained for year groups other than Reception Year.

### **In-year admissions**

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

Parents wishing to transfer their children from one Suffolk school to another where there is no change of address should, in the first instance, discuss the matter with the Head teacher of their current school before applying for another school.

Parents who wish to make an in-year application for a place at the school should contact the school office for an application form – ADM1.

We will, on receipt of an in-year application, notify Suffolk County Council of both the application and its outcome, to allow them to keep up-to-date figures on the availability of places in the area.

When a place becomes available in a year group that has been full at this 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 in accordance with the oversubscription criteria.

All in-year applications will be processed by the school within 5 school-days and the decision communicated in writing. An emailed decision will always be confirmed by letter. Acceptance of offers can be made by email or letter but, in all cases, within two weeks of the date the offer was made.

If the number of applications exceeds the number of places available the Governors will use their published oversubscription criteria to determine the offer of places. Any unsuccessful applicant has the right to appeal the decision to an independent panel and details of how to do this will be included in the decision letter.

Where an applicant is offered a school place following an in-year application, and the offer is accepted, arrangements should be made for the child to start school as soon as possible, particularly where the child is out of school.

More information about the in-year application process is available online at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions) or by contacting Suffolk County Council Admissions Team.

### **Appeals**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Information on how to make an appeal will be provided in the letter refusing your child a school place.

**Admissions Oversubscription Criteria 2027-2028**

When the school is oversubscribed, i.e. the number of applicants exceeds the PAN of 30 and after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order.

Children who have an Education, Health and Care plan (EHC plan), which names the school, must by law be offered a place.

For applications to the normal year of entry at a school, these criteria will be applied according to the evidence provided to show the circumstances existing before midnight at the end of the closing date (15<sup>th</sup> January 2027).

For in-year applications, these criteria will be applied according to the evidence provided to show the circumstances existing at the time of application.

1.	Children in care (looked after children) and children who were previously in care (children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order, immediately following having been in care, including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted).
2.	Sibling: where the child has a sibling in the school or a sibling has already been offered a place at the school, and where the sibling will still be attending the school at the time of admission but not in the nursery. Priority will be given, where necessary, to applications where there is the smallest age gap in calendar days between the child’s date of birth and the date of birth of any sibling already attending the school, or who has been offered a place at the time of application. 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 whose Parent(s)/Guardian(s)/Carer(s) attends worship at least monthly over a period of a year ending on the application date) attendees at services held at all churches/chapels situated within the school’s catchment area. Applicants are advised to complete the Supplementary Information Form (SIF) in order that the Governors have accurate information which enables them to apply this criterion fairly. Catchment area lists and maps are available online at <a href="http://www.suffolk.gov.uk/catchmentmaps">www.suffolk.gov.uk/catchmentmaps</a>

4.	<p>Children who are ordinarily resident in the school's catchment area who live nearest to the school</p> <p>We will measure the distance by a straight line ('as the crow flies'). All straight line distances are calculated electronically by Suffolk County Council using data provided jointly by the Post Office and Ordnance Survey. The data plots the 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.</p>
5.	<p>Children who live outside the school's catchment area who live nearest to the school.</p> <p>We will measure the distance by a straight line ('as the crow flies') as set out in criterion 4) above.</p>

Notes:

#### **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.

#### **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).

#### **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.

#### **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.

### **Sibling tie-breaker**

Priority will be given, where necessary, to applications where there is the smallest age gap in calendar days between the child's date of birth and the date of birth of any sibling already attending the school, or who has been offered a place at the time of application.

In the unlikely event that two applicants competing for a single place at a school have the same number of days difference in age from their closest aged sibling, the place will be offered to one applicant on the basis of lots drawn by someone independent of the school not involved with admissions.

### **Ordinarily resident**

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 live 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.

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.

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.

Gypsy, Roma and Traveller families will be considered as 'ordinarily resident' for application purposes.

### **Catchment area schools**

The school serves an area of streets or villages. Catchment area lists and maps are available online at [www.suffolk.gov.uk/catchmentmaps](http://www.suffolk.gov.uk/catchmentmaps). If you live near to a boundary line on the map, please check your address against the catchment area and/or street lists. A list or copy of a map can also be obtained from the Admissions Team.

### **Distance tie-breaker**

It is possible that the PAN of the school will be reached in any one of the categories set out above. For this reason, all applications will be prioritised according to the criteria described. Decisions will be made about the offer of places in accordance with those priorities. If it is necessary to use a tie-breaker to distinguish between two or more applications, a distance criterion will be used. We will give priority to 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, lots will be drawn by someone independent of the school not involved with admissions.

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

If the final place available at a school is offered to a twin, triplet or other multiple birth and the remaining sibling/s would ordinarily be refused, St Peter and St Paul Church of England Primary School will offer places to the remaining sibling/s at the same school. The law requires that this will apply even in those primary schools where this would mean that more than 30 pupils would be admitted to an infant class. Where a sibling of a twin, triplet or other multiple birth has a school named on their EHC plan, the school 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. This does not apply to siblings of children in a specialist unit or a specialist resource base for Hearing Impaired provision or a nursery, because they do not meet the sibling definition in the oversubscription criteria.

### **Waiting list**

Names are placed on the waiting list in the priority order set out in our admissions oversubscription criteria.

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

Having your child's name on a waiting list will not affect your right to appeal. Late applicants will be added to any waiting lists in oversubscription priority order if their parental preferences cannot be met.

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

The school does not hold a waiting list for in-year applicants.

**Making another application for a place at the same school.**

A parent/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 school in the same school year, unless there has been a significant change in the circumstances of the parent/carer, child or school. Such circumstances might be a house move or a place becoming available at the school.

If there is no significant change in circumstances, you can make another application for the following school year. However, this will not normally be considered more than one term ahead of the date when you want your child to start at the school.

**Monitoring and review**

This policy will be reviewed by the MAT Directors annually but, in accordance with the School Admissions Code, will only be subject to public consultation every seven years unless changes are proposed (other than the correction of closing dates and definitions of academic years or to ensure compliance with the School Admissions Code and the law relating to school admissions). A consultation allows for parents, other schools and academies, the diocese, local authorities and the local community to raise concerns about any proposed changes to the admission arrangements.

**Further information**

Applicants seeking clarification on any aspect of this policy are invited to contact the school office 01379 831500.