



Anglian Learning

Stour Valley Academy admission arrangements for 2028 / 2029

THIS POLICY WAS APPROVED:	
POLICY VERSION:	1.0
THIS POLICY WILL BE REVIEWED:	
MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW:	

Admission arrangements for 2028/29

The school is part of the Anglian Learning Trust family of schools; it is the Trust who is the Admission Authority and is responsible for setting the rules which govern how admissions to our school are managed.

Our school largely serves the area around Clare and surrounding villages, though children are welcome from further away if there is space.

Published Admission Number

The school has an agreed intake of 115 children each year for entry into Year 7. This is called the Published Admission Number or PAN.

The school will accordingly admit up to this number of pupils if there are sufficient applications. Where fewer applicants than the PAN are received, we will offer places at the school to all those who have applied. If there are more than 115 received then we use the oversubscription criteria shown below to decide, fairly and clearly, which children will be offered a place.

In older year groups we are not limited by the PAN and at times we may agree to admit more or less than the PAN in some years, but this will only be in accordance with our oversubscription criteria (see below) and will need to take note of the organisation of the school and the curriculum plan for the year in question.

1. APPLICATION FOR PLACES IN YEAR 7

Applications should be made to the Local Authority where your child lives, and to whom you pay Council Tax. Applications will be processed as part of the normal Local Authority process for co-ordinating school offers for year 7 places. This can be seen at:-

<https://www.suffolk.gov.uk/children-families-and-learning/schools/school-places/admissions-to-schools-in-suffolk-for-the-20282029-school-year>

and it is most important that you thoroughly read this information before making your application.

Applications can be made online or by filling in a Common Application Form (CAF1) available from the Local Authority Admissions Team.

Paper applications should be sent to the Local Authority although you will get a quicker response by email if you apply online.

The closing date for applications is midnight on 31st October. Offers will be made on 1st March or the next working day.

Oversubscription criteria

The criteria in this section apply to entry at all year groups of the school.

Any child with an Education, Health and Care plan naming the school will be admitted regardless of numbers.

The remaining places will be given to those children who meet the criteria set out below, in priority order:

a) **Children in Public Care.** Looked after children (children in care) and previously looked after children (children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order, immediately following having been looked after, including those who appear, to the admission authority, to have been in state care outside of England and ceased to be in state care as a result of being adopted.

b) **Sibling.** Sibling means a brother or sister, a half-brother or sister, a legally adopted brother or sister or half-brother or sister, a stepbrother or sister or any other child, who, at time of application and also admission, is living in the same household as part of the same family,

c) **Staff Child.** Children of staff at the school. This applies where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

d) **Feeder School.** Children attending our named partner primary school which is Clare Community Primary School.

e) **Location.** Children who live nearest the school in a straight line. We will measure the distance by a straight line ('as the crow flies'). All straight-line distances are calculated electronically 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 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.

(* See **NOTES**, below for more detailed descriptions of how we use these terms)

Tie-break

If a tie-break is necessary to determine which child is admitted, the child living closest to the school measured in a straight line will be given priority for admission.

If there are two or more children with exactly the same circumstances, (e.g., the same distance measurement), then Random Allocation, undertaken by a person unconnected with the school or the Trust, will be used as a tie-break to decide who has highest priority for admission.

Late applications for year 7 places

All applications received after the closing date will be considered to be late applications. Late applications will be considered after those received on time. (If you were unable to apply by the closing date, and we agree that there are very exceptional reasons for an application being late, it will be considered as on time if it is received by the exceptional late date in the Local Authority Co-ordinated Admissions Scheme, and evidence is provided with your application. **This only applies in circumstances outside your control which made it impossible for the application to have been made on time.**

Appeals

If you have been refused a place for your child at our school, you 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.

Waiting lists

The school will operate a waiting list for each year group. Where we receive more applications for places than there are places available, the waiting list will operate until the 31st December.

Your child's position on the waiting list will be determined solely in accordance with the oversubscription criteria, and not on the basis of the date when the application was received. When places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be re-ordered whenever anyone is added to, or leaves, the waiting list. This means that your child's position on the waiting list can move up but can also go down. If you wish your child to remain on the waiting list after 31st December you must ask for your continuing interest in a place to be noted.

2. ADMISSIONS FOR YEARS OTHER THAN YEAR 7

The same oversubscription criteria apply as for the year 7 children, however in older years we may at times not admit up to the PAN if the way in which that year group is organised make it an educationally undesirable decision to do so.

You can apply for a place at any time, and your application will be dealt with under the statutory timescales. If a place cannot be offered then the child's name will automatically be placed on the waiting list until the end of the term in which you are seeking admission, and if you wish your child to remain on the waiting list after that point then you must ask for your continuing interest in a place to be noted.

Admission of children outside their normal age group

Children will normally be educated within their chronological year group. However, you may request that your child is admitted outside his or her normal age group. We will make decisions on the basis of the circumstances of each case, and in the best interests of the child, in line with the School Admissions Code 2021.

You must make a request to the school in writing. This will need to include all supporting evidence. This may include the parent's views; information about the child's' academic, social, and emotional development; whether the child has been previously educated out of their normal age group: and whether they may naturally have fallen into a lower age-group if they had not been born prematurely.

Where relevant, evidence can also be provided from, professional such as speech/language therapists, occupational therapist, social workers, paediatricians, the child's current educational placement. Anglian Learning will make a decision on the request based upon all the evidence available, and taking advice from all the relevant professionals, and 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.

The application form must be sent to the Local Authority where the child lives along with the decision letter from the school and other relevant evidence by the relevant closing date. Even if the request is agreed there is no guarantee there will be a place available if the year group is oversubscribed.

NOTES:

1. Admission Authority:

This refers to the Anglian Learning trust.

2. Local Authority/LA:

This refers to the County Council's Education department.

3. Looked after children:

This includes several groups of children, who always have the highest priority in the admission process, after when those with special needs have been admitted: -

- A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by an English local authority in the exercise of its social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school;
- **and** children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order;
- **together** with children who appear to the Admission Authority to have been in state care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society) outside of England but ceased to be so as a result of being adopted.

4. Home address:

This is your child's permanent or main residence at the time of application. This should also be the address where the child will be residing when they start school.

Where a child lives with parents living at separate addresses, each for part of a week, the address where the child lives is determined using a joint declaration signed by both parents stating the pattern of residence. The home address will then be taken as where they spend the majority of their school nights (i.e., the five nights from Sunday to Thursday)

If a child's residence is split equally between both parents, e.g., a week with one and then a week with the other, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received, then other information may be used, such as the address where the child is registered with the doctor. We recommend you contact any previous school prior to submitting your application to ensure they have the correct address for your child as we may need to confirm your address with them.

5. Distance:

All straight-line distances are calculated using data provided by the Post Office and Ordnance Survey. (The OS AddressBase Premium) Their system applies equally and fairly to all children in their area. The data plots the co-ordinates of each property and provides the point between which the straight-line distance from home to school is measured. 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.

6. Staff:

Staff, whose children can be admitted under criterion c, means any person who is employed by the trust to work at *this school* in whatever capacity, teaching or non-teaching.

It includes (a) those who have had contract of employment for at least 2 years at the time of application, and who will still be working at the school when their child starts, and (b) those who have been employed for less than 2 years at the time of application but were recruited to a hard-to-fill post for which there is a demonstrable skill shortage. This applies to staff employed full or part time, but not to temporary contractual staff.

7. Children of UK military personnel:

If you currently serve in the UK Armed forces, or are Crown servants returning from overseas, we will accept your application if it is accompanied by a letter from the MOD, a Posting Order, or some other form of evidence of your intended address, **and** proof of the date that you will be relocated. We will use this as proof of address for your child's application and will comply with the provisions of paragraph 2.21 of the School Admissions Code, and process your application in the normal way prior to you actually arriving. If you wish, we will take the Base, Unit, or quartering address as the home address.

If you do not have any evidence of a residential address before the closing date, we will use the relevant Base address. If you later receive notification or confirmation of your actual residential address, please forward this to us.

You must clearly show on your application that you are serving personnel.

8. Sibling:

‘Sibling’ means a brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a stepbrother or sister or any other child, who, at the time of application, is attending the school, living in the same household as part of the same family, **and** who will still be attending the school and living at the same address at the date the child is admitted.

Priority will be given, if necessary, to applications where there is the smallest age-gap between the child’s date of birth and the date of birth of any sibling already at the school.

9. Feeder school

This refers only to Clare Primary School.