MISSION STATEMENT

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils.

Under our Trust Deed, All Saints’ was established ‘As a school for the education of children and adults or children only, of the manufacturing or other poorer classes in the parish of All Saints’. Traditionally All Saints’, as the only Church of England Primary School in Newmarket, serves the parishes of both All Saints’ and St. Mary’s churches.

ADMISSIONS POLICY 2019/20

The Governors of All Saints’ School, as the Admissions Authority, are able to welcome up to 30 pupils (the Published Admission Number or P.A.N.) into each year group and will try to meet the preferences of parents but this cannot be guaranteed.

APPLICATIONS TO THE RECEPTION CLASS 2019/20

Applications should be made to the Local Authority (Suffolk County Council) either on line at www.suffolk.gov.uk/admissions or on paper by completing a Normal year of entry Application Form (C.A.F.1) available from the school office or from the Suffolk County Council website. If you are applying for a church place (Category 2 - listed overleaf) it is advisable to complete a Supplementary Information Form (S.I.F.) available from the school. This form will give the Governors the relevant information on which to consider your application within this category and may be crucial if you are applying for a church place (Category 2). Completion of the S.I.F. is strongly advised but is not compulsory.

A S.I.F. on its own is not a valid application, the ONLY valid application is the C.A.F.1 form (or, for In-year applications, the ADM1 form available from the school office or online at www.allsaints.suffolk.sch.uk ). Applications must be received by the Local Authority (The Admissions Team, Endeavour House, 8 Russell Road, Ipswich IP1 2BX) or online by 15th January, 2019 and the Supplementary Information Form returned directly to the school by the same date.

For admission to the 2019-20 school year, and subsequent years, all children will be eligible for admission to All Saints’ full time in the September following their fourth birthday. Where parents are offered a place for their child in the Reception Year of All Saints’ they may decide either to take up the offer full time in September, or take up the offer part-time or defer entry. If a parent wishes to defer entry to later in the year the place will be held open until the child starts school. However, parents must take up the full-time place no later than the beginning of the term after the child’s fifth birthday and must in any case take up the place before the end of the school year for which the original application was accepted.

It would normally be expected that parents will take up the offer of a primary school place 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 year.
Children out of year group:

It is expected that children will normally be educated within their chronological year group. However, 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 (December 2014).

You can make a request to the admission authority for each school in writing. This will need to include, where relevant, any supporting evidence. The governing body will make a decision on the request, taking into account the views of the Headteacher.

The school 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 contest this decision.

A CAF1 application form must be sent to Suffolk County Council along with the decision letter(s) from the own admissions authority school(s) and other relevant evidence by the national closing dates (see the ‘Important dates: what happens when’ section of the Admission to Schools in Suffolk booklet.)

Even if the request is agreed there is no guarantee there will be a place available.

ADMISSION CRITERIA

Children who have an Education, Health and Care Plan (EHCP) which names the school, must by law be offered a place at this school.

Thereafter children will be admitted to the school using the following over subscription criteria in this priority order:-

1. Children in 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).

Places are then allocated as either Church Places (up to 10 places) or Community Places (up to 20 places). Any unallocated places in either category will be added to the other category. In all the categories below, except category 3.1, the determining factor will be children who live nearest to the school. We will measure the distance by a straight line (‘as the crow flies’), please see page 3 for full explanation.

2. Church Places - up to 10 places are for:-

2.1 Children who themselves or their families\(^1\) regularly\(^2\) worship at All Saints’ or St. Mary’s Churches, Newmarket. Parents\(^3\) are advised to submit a completed Supplementary Information Form.

2.2 Children who themselves or their families\(^1\) regularly\(^2\) worship at another Christian Church\(^4\). Parents\(^3\) are advised to submit a completed Supplementary Information Form.
3. Community Places - up to 20 places are for:

3.1 Children who have a brother or sister attending All Saints’ School at the time of his / her admission. If necessary, priority will be given to those with the smallest age difference.

3.2 Children who are ordinarily resident in the school’s Catchment area.

3.3 Other applications

In all the above categories, except category 3.1, if the number of applicants exceeds the places available, the determining factor will be children who live nearest to the school. We will measure the distance by a straight line (‘as the crow flies’). All straight line distances are calculated electronically by the local authority (LA) 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.

For all applications the child’s address that will be used for processing will be the address where they are 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 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 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 where the child lives 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 address will be required to support the application. Agreement in writing by the parents will be required to state which address is to be used at 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.

Waiting Lists – If you apply for a school place in the normal year of entry and your preference is refused, your child’s name will automatically be placed on a waiting list. Names are placed on the waiting list in the priority order set out in the above oversubscription criteria (numbers 1 – 3 above). The order of children on a waiting list does not remain static - as circumstances change a child’s place on the waiting list can go up or down, for example due to withdrawals or additional applications. If you change your address whilst your child is on a waiting list you must let us know, written evidence of this will be required. Please be aware that this may change your child’s position on the waiting list, particularly if you move into or out of the school’s catchment area. Having your child’s name on a waiting list will not affect your right to appeal for a school place in any of the schools for which you have applied. If a place becomes available, we will offer it to children on the waiting list in priority order. We do not offer places on the basis of the date on which names were placed on the list. Where school is over-subscribed, late applications will be placed on the waiting list. The order will be
determined in accordance with the admissions oversubscription criteria (numbers 1 – 3 above), not the date on which the application is received.  

The waiting list will cease to operate on 31st December 2019. The school does not hold waiting lists for any other class.

On 16th April 2019 the Local Authority will write to parents, on behalf of the Governing Body, to inform them whether or not a place is available. If a place is not granted you have the right to appeal against the decision of the Governing Body. With the letter of refusal you will be sent information on how to appeal, you can download an appeal form from the website or phone the number provided. All appeals against the decision not to admit pupils are now processed by the Education Appeals Office and heard by an independent appeal panel.

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. However, if your application for a school place is refused, we will not consider 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.

Notes:

1. Families in this context means either or both parent or guardian.

2. Regularly means at least monthly and the applicant should be known to the priest or minister.

3. A parent is any person who has parental responsibility for or is the legal guardian of the child. Where admission arrangements refer to ‘parents’ attendance at church’ it is sufficient for just one parent to attend. ‘Family members’ include only parents, as defined above and siblings.

4. Christian Church is defined as a church which is a member of Churches Together in Britain and Ireland or the Evangelical Alliance.

5. Brother or sister includes half or step siblings and other children of the same immediate household. If the final place available is offered to a twin or triplet, etc. and the remaining sibling/s would ordinarily be refused, the Governors will offer places to the remaining siblings/s at the same school. It is not the Governors’ policy to separate twins or triplets, etc.

6. Details of the catchment area can be obtained from the school, from the Local Authority’s office in Ipswich or from www.suffolk.gov.uk/catchmentmaps. Living within the school's catchment area is no guarantee that a place will be available at All Saints’.

If your child is resident in the UK we can offer him or her a school place before you have moved into the area, but you must give us written evidence that you are legally committed to the move. This could be a solicitor’s letter confirming exchange of contracts or a signed letting/tenancy agreement.

Traveller, Gypsy and Roma families will be considered as ‘ordinarily resident’ for these purposes. We regard Travellers, Gypsy and Roma who move into the catchment of a school as ordinarily resident in that area when considering applications for a school place.

7. ‘As the crow flies’ - this distance will be measured by a straight line calculated electronically by using the 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 (e.g. apartments) we will measure to a single point within that building irrespective of where
those homes are located. In the unlikely event of two or more applicants living the same distance from the school competing for a single place, lots will be drawn by someone independent of the school, to determine the successful applicant.

APPLICATION FOR ADMISSION TO OTHER CLASSES OR AN IN-YEAR APPLICATION.

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

2. 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. (see also paragraph 8 below).

3. Parents who wish to make an in-year application for a place at this school should contact the School Office for an application form.

4. We will, on receipt of an in-year application, notify the Local Authority (LA) of both the application and its outcome, to allow the LA to keep up-to-date figures on the availability of places in the area.

5. When a place becomes available in a year group that has been full at this school, any applicant refused a place for that academic 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.

6. All 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 offer date.

7. 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.

8. When an offer of a place is made and the child already has a place in a local mainstream school, the Governors will offer the place from the start of the following half term. The child will remain on roll at the previous school until they take up the place at this school.

Further information about the admissions process may be obtained from the school office (01638 662835), from the local authorities Admissions Office (0345 600 0981 at local rates) and from Suffolk’s Co-ordinated Admissions Scheme, a copy of which is available on line at www.suffolk.gov.uk/admissions

This policy is reviewed in line with the School Admissions Code. Consultation takes place locally with our parents and, more formally, with the Diocesan Authorities and the Local Authority.