The school aims to preserve and develop its religious character in accordance with the principles of the Church of England. Morland 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.

Introduction
Morland CEVAP is a Voluntary Aided Church of England School and the Governing Body is the Admissions Authority for the school. We are committed to considering all applications fairly and equally. This Admissions Policy is subject to a public consultation and conforms to the School Admissions Code and the Schools Standards and Framework Act 1998, as revised by the Education Act of 2002.

Policy Principles
We seek to be an inclusive school, welcoming children from all backgrounds and abilities. A child’s level of achievement or special needs are not relevant to consideration for admission to the school, although if the school is named on a child’s Statement of SEN or Education, Health and Care Plan then the Governors are obliged by law to admit the child.

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 and excessive class sizes are detrimental to the education of the children in the class. The Published Admissions Number (PAN) for the school is 56 (with the exception of the current Year 5 – 60) and we organise the school so that there are classes of no more than 30 pupils.

In this area, children enter school at the start of the school year in which they become five. There is one preferred admission date per year, early in September (i.e. when the autumn term begins). If a parent who has been offered a place at the school wishes for admission later in the school year, this can be negotiated, but the place must be taken-up during the school year. It is expected that children will be admitted only at the beginning of term unless there are exceptional circumstances.

How parents can apply for their child to be admitted to the Reception Class of our School
Copies of the school's Admission Policy can be obtained from the school or viewed on the school's website.

Parents must complete a paper application form (CAF1) or apply on-line to Suffolk County Council, who co-ordinate the administration of admissions. Further information is available at www.suffolk.gov.uk/admissions.

Applications for Reception Class admission September 2019 to August 2020 (i.e. for children born 1st September 2014 to 31st August 2015) must be received by Suffolk
County Council by 15th January 2019. Late applications will be considered after all on-time applications have been processed and places offered.

In order that the Governors can make fair and open decisions Parents are invited to complete a Supplementary Information Form (SIF) – which is available only from the school office or by download from the school website – this is particularly important with reference to Priorities 3, 4 and 5 of the oversubscription criteria. Please note that a SIF is an opportunity to provide more information as you are applying to a Church school – it is not compulsory and on its own it does not constitute a valid application. SIF’s should be returned to the school by Tuesday 15th January 2019.

Applications are processed by Suffolk County Council on behalf of the Governors and decision letters are sent to all applicants by 16th April 2019.

All applications are considered conscientiously by an Admissions Committee of Governors and where there are more applications than available places then admissions are made according to the oversubscription criteria in this policy. In the event of a tie within any of the oversubscription criteria, i.e. the Published Admissions Number (PAN) (56 and 60) is reached within a group of applicants in any of the criteria then all the applicants under that criterion will be ranked according to their distance from school and places will be offered (until the PAN is reached) to those living 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 LA using data provided jointly by the Post Office and Ordnance Survey. The data plots the coordinates of each property and provides the address-point between which straight line distance is measured and reported to 3 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.

In the unlikely event of two or more applicants living the same distance and competing for a single place, lots will be drawn by someone independent of the school to determine the successful applicant.

Unsuccessful applicants have the right of Appeal against the decision of the Governors (see below). All unsuccessful applicants are placed on a waiting list that is maintained in the rank order of the oversubscription criteria (taking into account the distance tie-breaker if appropriate). Late applications for the Reception year-group will also be ranked according to the oversubscription criteria – this does mean that the position of applicants on the list could change during the lifetime of the waiting list. If, at any time the number of pupils to be admitted falls below 56 then the available place(s) will be offered to the applicant(s) at the top of the waiting list. The waiting list ceases to be valid on 31st December 2019.

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 – ADM1.

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 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.

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.

Appeals

If the Governing Body’s decision is not to grant a place for your child, you have the right to appeal against the decision. You will be sent information on how to appeal. There is no deadline for the submission of appeals which are independently administered by the Education appeals Office, PO Box 579, Ipswich, IP1 2BX.

Unsuccessful applicants who initiate the appeals process and are still unable to secure a place at this school may only submit a fresh application if, in the opinion of the Governors, there has been a significant and material change in the circumstances surrounding the application. In normal circumstances the Governors will not consider repeat applications in a single school year.
Monitoring and review

This policy will be reviewed by the Governing body 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 school years). This consultation allows for Parents, other Schools and Academies, the Diocese, Local Authority and the local community to raise any concerns about the proposed admission arrangements.

Further information: Applicants seeking clarification on any aspect of this policy are invited to contact: Morland CEVA Primary School. 01473 727646.

Signed: ___________________________ Date: ___________________________
MORLAND CEVA PRIMARY SCHOOL – IPSWICH

ADMISSIONS OVERSUBSCRIPTION CRITERIA 2019-20

The Governors are required by law.

a. To admit any child with a Statement of Special Educational Need or an Education Health and Care Plan where the school is named as being best able to provide the most appropriate educational provision for the named child.

b. To admit 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).

(paragraph 1.7 of the 4014 Code applies)

After applications falling into these two categories are accommodated the Governors will offer further places – up to a total of 56 – in the following priority order.

NB: In the event of the PAN of 56 being reached within any of the following criteria then all the applicants under the criterion will be ranked according to their distance from school and places will be offered (until the PAN of 56 is reached) to those living 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 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.

In the unlikely event of two or more applicants living the same distance and competing for a single place, lots will be drawn by someone independent of the school to determine the successful applicant.

Priority 1  Children will have a sibling\(^1\) who will be attending the school at the time of admission.

Priority 2  Children of applicants\(^2\) who reside\(^3\) within the designated area\(^4\) at the time of application.

Priority 3  Children of applicants\(^2\) who are committed members\(^5\) of the Church of England for whom this is the closest Church of England school to their home.

Priority 4  Children of applicants\(^2\) who reside\(^3\) within the designated area\(^4\) at the time of application and who are committed members of recognised Churches\(^7\) other than the Church of England.
Priority 5  
Children of applicants who reside within the designated area at the time of application and who are committed adherents of a recognised Faith other than Christian and who wish their child to attend a Church of England school.

Priority 6  
Children of applicants who reside outside the designated area at the time of application.

Definitions:

1. Sibling is defined as brothers and sisters living at the same address including adopted children, step brother, step sisters and children in foster care within a family unit.

2. The applicant must be the parent or legal guardian of the child for whom admission is sought.

3. 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 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 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.

4. The designated area is defined as: the ecclesiastical parish of All Hallows, Ipswich (roughly the area between Nacton Road and the River Orwell, south of the northern edge of Landseer Park). Maps are available at the school showing the designated area.

5. The Governors define a committed Church member is one who attends worship at least monthly. A Supplementary Information Form (SIF) will be provided on request to applicants seeking consideration under the criterion of committed Church members – completion of this form is optional and a SIF in itself does not constitute a valid application. All applications must be made on the standard Suffolk County Council CAF1 form (hard-copy or on-line). The SIF must be completed and signed by the Parish Priest, or where there is no
Priest, another authorised representative of the Church, sealed in the envelope provided and returned to the school. Where the parent of a child is a committed Church member, but not themselves the applicant, the commitment of that parent will be considered in relation to the admission of the child.

6We will measure the distance by a straight line (‘as the crow flies’). All straight distances are calculated electronically by the 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 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 and competing for a single place, lots will be drawn by a member of staff not involved in admissions to determine the successful applicant.

7Other recognised Churches are those in full membership of Churches Together in England (or in full membership of a federation of Churches Together in England).

8Applicants who wish to be considered as committed adherents of other recognised Faiths, will be required to show that they attend their Worship place at least monthly and provide a SIF completed and signed by their local Faith Leader. Recognised Faiths are: Islam, Judaism, Hinduism, Buddhism, Sikhism and Jainism.

Multiple births: if the final place at the school is offered to a twin/triplet etc. and the remaining sibling(s) would ordinarily be refused a place, the Governors will offer places to the remaining sibling(s). It is not the Governors policy to separate twins/triplets etc. even when their admission would breach infant class size legislation.

Shared Responsibility: where a child lives with separated parents who have shared responsibility, 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). Both parents must provide evidence in writing to confirm the child’s living arrangements at the time of the application. In cases where the child spends an equal proportion of the school week with both parents, evidence of the main contact address will be required to support the application. Both parents must agree in writing 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.
MORLAND CEVA PRIMARY SCHOOL – IPSWICH

SUPPLEMENTARY INFORMATION FORM

- This is not an application form. Applications for a school place must be made using the online facility or by completing a paper application form.
- This form MUST be used in conjunction with the Normal year of entry application form CAF1.
- It will not be considered to be a valid application unless a CAF1 has been completed.
- This form should be completed if any of your preferences are for a Church of England Voluntary Aided School.
- A separate form should be completed and returned to each Voluntary Aided School applied for.
- Please refer to the details of the schools admissions criteria before you apply.

Full name of child

……………………………………………………………………………………………………………

Date of Birth                                                       Contact Telephone Number
………………………………………………………………………………………

Current permanent address

……………………………………………………………………………………………………………

……………………………………………………………………………………………………………

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If Priority 5 is relevant to your application please complete the next section.

Are you a member of the Christian faith? □ Yes □ No

What is your denomination? □ Church of England □ Catholic □ Other

Are you a member of the Buddhist, Hindu, Islamic, Sikh or Jewish faith?

□ Yes □ No

Which Church/place of Worship do you attend? .................................................................

How frequently do you attend Church/ or Worship? □ Monthly □ Less than monthly

What was your previous church/ place of Worship? (If you have recently moved)

……………………………………………………………………………………………………………

……………………………………………………………………………………………………………
If you have changed churches during the past year, please provide details of your previous Parish Priest/Vicar/Minister/Worship Leader.

Name ……………………………………………………………………………………………………….

Address …………………………………………………………………………………………………

………………………………………………………………………………………………………………

To be completed by your Parish Priest/Vicar/Minister/Worship Leader.
(If there is currently no minister in post a senior church officer may sign)

I can confirm, to the best of my knowledge, that the above information is accurate.

Signed …………………………………………   Date ……………………………………………..

Name …………………………………………..   Position …………………………………………

Address ………………………………………………………………………………………………

The information collected on this form may be passed to schools or to other Local Authorities as part of the admissions procedure. The information will be passed to the school to which the child concerned is finally allocated, where it will form part of the pupil database maintained at that school. Any personal information you provide will be dealt with in accordance with the requirements of the Data Protection Act 1998.