St Mary’s Church of England Primary School, Hadleigh

Admission Policy – School Year 2019/2020

The school aims to develop its religious character in accordance with the principles of the Church of England and 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
St Mary’s Church of England Primary School is an academy affiliated to the St Edmundsbury and Ipswich Diocesan Multi Academy Trust and the Multi Academy Trust is the Admissions Authority for the school. The Local Governing Body is responsible for setting over-subscription criteria for St Mary's Church of England Primary 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 2014 Schools Admissions Code and the Schools Standards and Framework Act 1998, as revised by the Education Act of 2002. The policy should be read in conjunction with the Admissions to Schools in Suffolk booklet – published by Suffolk County Council.

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 in a child’s Education, Health and Care plan, then the Governors are obliged by law to admit.

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 for this school is 30.

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 viewed on the school's website – www.stmaryshad.co.uk

Parents can complete a paper application form (CAF1) or apply on-line to Suffolk County Council, which co-ordinates the administration of admissions. Forms and 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. Second and late applications will be considered according to the Co-ordinated Admissions Scheme published in the Admissions to Schools in Suffolk booklet.

In order that the Governors can make fair and open decisions, parents are invited to complete a Supplementary Application Form (SIF) which is also available from the school’s website. 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. SIFs should be returned to the School by the 15th January 2019.

Applications are processed by Suffolk County Council (The Admissions Team, Endeavour
House, 8 Russell Road, Ipswich IP1 2BX) on behalf of the Governors and decision letters are sent to all applicants (who have applied by the closing date) on 16th April 2019.

All applications are considered conscientiously by an Admissions Committee of Governors. Where there are more applications than available places, 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) of 30 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 we will give priority to the applicants who live nearest to the school as measured by a straight line (‘as the crow flies’). Places will be offered (until the PAN of 30 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 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.

Unsuccessful applicants have the right to 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 30 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 31 December 2019.

**Appeals**

If the Governing Body’s decision is not to grant a place for your child, you have the right to appeal against its 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 and appellants who are still unable to secure a place at this school may only submit a fresh application if, there has been a significant change in the circumstances of the parent, 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 but this will not normally be considered more than one term ahead of the date when you want your child to start at the school.

**Offer of a place.**

For admission to the 2019-20 school year, and subsequent years, all children will be eligible for admission to St Mary’s C of E Primary School, Hadleigh, full time in the September following their fourth birthday.

Where parents are offered a place for their child in the Reception Year of St Mary’s 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 at St Mary’s 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 (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 year.

Parents should be aware that the provision of a full-time place (described above) does not apply to maintained nursery provision. Also, where a place has been offered in a nursery attached to a school this does not guarantee a full-time place in the Reception Year of a school and parents must make a separate application for a primary school place by the published closing date.

**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 should be given the details of how to complain to the school.

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.

**Monitoring and review**

This policy will be reviewed by the Governing body annually but, in accordance with the 2014 School Admissions Code, will only be subject to public consultation every seven years unless changes are proposed (other than the definition of academic 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.

**Contact**

Parents are welcome to contact one of the Administrative Assistants in the school office for information and advice. The Administrative Assistants can be contacted via email (admin@stmaryshad.co.uk) or telephone (01473 823268).

**Map of designated areas**

Maps showing the designated area of the Hadleigh Benefice and Hadleigh, Layham and Shelley parishes are available from the School Office.

**School's Trust Deed**

The School’s Trust Deed clearly states that at St Mary’s School ‘religious instruction shall be given in accordance with the doctrines of the Church of England.’
ST MARY’S CHURCH OF ENGLAND PRIMARY SCHOOL – HADLEIGH

ADMISSIONS OVERSUBSCRIPTION CRITERIA 2019-20

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

Places are then allocated in the following priority order up to the Published Admissions Number of 30.

Priority 1: Children in Care (Looked After Children) 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).

Priority 2: Children from service families with a confirmed posting or children living in the Hadleigh Benefice area (Hadleigh, Layham and Shelley) with confirmed refugee status

Priority 3: Children who have a sibling who will be attending the school at the time of admission. If necessary, priority will be given to those children who are closer together in age.

Priority 4: Children who themselves or whose families (a parent or guardian) regularly worship at the Anglican Parish Churches of Hadleigh, Layham or Shelley. Parents are encouraged to enclose a signed copy of the Supplementary Information Form.

Priority 5: Children who themselves or whose families (a parent or guardian) regularly worship at another Christian Church that lies within the parishes of Hadleigh, Layham or Shelley. Parents are encouraged to enclose a signed copy of the Supplementary Information Form.

Priority 6: Children of applicants who are ordinarily resident within the parishes of Hadleigh, Layham or Shelley and who themselves or whose families (a parent or guardian) regularly worship at any Christian Church that lies outside the parishes of Hadleigh, Layham or Shelley. Parents are encouraged to enclose a signed copy of the Supplementary Information Form.

Priority 7: Children of applicants who are ordinarily resident within the parishes of Hadleigh, Layham or Shelley 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 8: Children who are ordinarily resident in the parishes of Hadleigh, Layham or Shelley

Priority 9: Children who are ordinarily resident outside the parishes of Hadleigh, Layham or Shelley

NB: In the event of the PAN of 30 being reached within any of the above 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 of 30 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

4
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.

**Definitions:**

1. 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. The term ‘sibling’ includes: natural, half, step, and adopted brothers and sisters; a child of the partner of the parent/carer; 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.

2. The Governors define regular worship as someone 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.

3. Other recognised Churches are those in full membership of Churches Together in England (or in full membership of a federation of Churches that is in full membership of Churches Together in England) or the Evangelical Alliance or the Fellowship of Independent Evangelical Churches.

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

5. 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. This definition does not apply to proposed moves into the designated area which have not taken place at the time an application is considered – unless proof, such as Exchange of Contracts or a signed Tenancy Agreement, can be provided at the time of application or exceptional late application. We will consider Gypsy, Roma and Traveller children moving into an area as ‘ordinarily resident’ in that area when they apply for a school place.

See the information below regarding ‘Shared Responsibility’.

6. Applicants who wish to be considered as committed adherents of other recognised Faiths, will be required to show an equivalent level of commitment to that defined in 2 above and provide a SIF completed and signed by their local Faith Leader. Recognised Faiths are: Islam, Judaism, Hinduism, Bhuddism, 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. This will apply even when this would mean that more than 30 pupils would be admitted to an infant class.

**Shared Responsibility:** 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.

**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) includes children who were adopted under the Adoption Act 1976 (section 12 adoption orders) and children who were adopted under the Adoption and Children’s 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.

**8. Waiting List**

If you apply for a school place in the normal admissions round and your preference for a place at this school is refused, your child’s name will automatically be placed on our waiting list. Names are placed on the waiting list in the priority order set out in our admissions oversubscription criteria. The order of children 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 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, particularly if you move into or out of the Hadleigh Benefice area (Hadleigh, Layham and Shelley). Written evidence of this will be required. 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 you have applied for.
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. **The waiting lists will cease to operate on 31 December 2019.**

We do not hold waiting lists for school places in any other classes. In-year applications are processed by the school under the same conditions as other applications, using the oversubscription criteria defined above.

**Application for admission to other classes or an In-Year application** (Please read this guidance in conjunction with the Admissions to Suffolk Schools document)

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 Headteacher 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.

Policy review and consultation
This policy is reviewed annually in line with the School Admissions Code. Consultation takes place locally with our Governors, staff and parents and, more formally, with the Diocesan authorities.