St. Mary’s Church of England Primary School, Woodbridge Admissions Policy 2019-2020
It is the **Mission of the School** to provide our children with the highest quality of teaching and learning, to enable them to become aware of the world that God has given them and to recognise their vocation and responsibilities within it. St. Mary’s promotes Christian values through the experience it offers to all its pupils. The School was built to serve the local community and this is reflected in the way points are allocated in order to rank the applications.

This **Admissions Policy** refers to all applications for admission to the School in the period September 2019 to August 2020, i.e. for children born 1/9/2014 to 31/8/2015 and to In-Year applications. The Diocese of St. Edmundsbury and Ipswich Multi Academy Trust is the admissions authority.

**Application** - Parents apply using the Local Education Authority’s Common Application Form (CAF1), and the blue Supplementary Information Form (SIF) – these are available on demand. Applications may be on a paper form or the LA on line form (www.suffolk.gov.uk/admissionstoschools) naming this School as one of the preferences. 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 CAF1 should be returned on line or to The Admissions Team, Endeavour House, 8 Russell Road, Ipswich IP1 2BX by Monday 15th January 2019. The SIF should be returned direct to the school by the same date. Places will be allocated for the following academic year i.e. for admission in September 2019. Forms received by 15th January are given equal consideration regardless of the date of receipt.

**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.

**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 application.

**Admission date** – all children offered places will be eligible to start full time in September.
2019; i.e. the September following their fourth birthday. Parents may wish to defer full time entry or take up a part time place, however they must ensure that their child starts school full time no later than the term after their fifth birthday. The School will hold open a place once offered and accepted but the full time place must be taken up during the academic year 2019-2020; it is expected that a child will start at the beginning of a term unless prior alternative arrangements have been made with the School.

**Children who have a statement of Special Educational Needs (SEN) or an Education, Health and Care plan (EHC plan) which names the school must by law be offered a place at this school.**

- **Thereafter places are offered** (up to the schools planned admissions number which is 30) in the following order

  1. 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.

  2. All other applications will be allocated points using the points policy which follows these notes. Applications will then be placed in RANK ORDER including applications with zero points; places will be offered starting with the highest ranked application until the number of admissions equals 30.
THE POINTS POLICY for ST. MARY’S CofE Primary SCHOOL, WOODBRIDGE.

Points will be allocated according to the following points system.

### Section One – SIBLINGS
Those children who will still have a sibling in School at the time of admission; that is brother/sister and half or step siblings and other children of the same immediate household.

**Points**

<table>
<thead>
<tr>
<th>Description</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Those children who will still have a sibling in School</td>
<td><strong>22</strong></td>
</tr>
</tbody>
</table>

**NB Siblings cannot claim additional points in section two, three or four.**

### Section Two – Children of Staff
- a) 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

**Points**

<table>
<thead>
<tr>
<th>Description</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff employed for two or more years</td>
<td><strong>22</strong></td>
</tr>
</tbody>
</table>

**NB Staff cannot claim additional points in section one, three or four**

### Section Three – ORDINARILY RESIDENT

a. Resident in the Parishes of St. Mary’s, Woodbridge and St. John’s, Woodbridge

b. Resident in the Parish of St. Andrew’s, Melton

c. Resident elsewhere

**Points**

<table>
<thead>
<tr>
<th>Description</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resident in the Parishes of St. Mary’s, Woodbridge and St. John’s, Woodbridge</td>
<td><strong>10</strong></td>
</tr>
<tr>
<td>Resident in the Parish of St. Andrew’s, Melton</td>
<td><strong>5</strong></td>
</tr>
<tr>
<td>Resident elsewhere</td>
<td><strong>0</strong></td>
</tr>
</tbody>
</table>

**NB In Section Three 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.**
Traveler families will be considered “resident” for these purposes. Details of the parish areas with accompanying maps can be obtained from the School.

Section Four – RELIGIOUS AFFILIATION

a. Regular worship at St. Mary’s, Woodbridge 12

b. Regular worship at one of the Christian Churches named below: 8
   St. John’s, Woodbridge; St. Andrew’s, Melton; Woodbridge Methodist Church, St. Thomas’ RC Church, Woodbridge Salvation Army, Woodbridge Quay Church, Woodbridge Evangelical Church.

c. Regular participation in the local worshipping community of the faiths named below: 8
   Buddhism, Hinduism, Islam, Sikhism and Judaism

d. Those with no faith allegiance 0

NB In Section Four the Governors define “Regular worship/Regular participation” as attendance by a parent and child at least once a month.
IN CASE OF ANY TIE – the applicant(s) living nearest to School will be offered the place(s). 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 the Ordnance Survey. The data plots the co-ordinates of each property and provides the address point between which straight line the 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.

Ultimate tie break – 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 governing body to determine the successful applicant.

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.

Unsuccessful Applicants
A waiting list will be maintained by the school of those unsuccessful in their initial application. Names are placed on the waiting list in the priority order set out in the above oversubscription criteria. 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. 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 the school is oversubscribed, an application received by the end of the Autumn Term will be placed on the waiting list. The order will be determined in accordance with the admissions oversubscription criteria, not the date on which the application is received. This waiting list will be maintained until 31st December 2019.

Applicants will be sent notice of the result of the application directly from The Admissions Team on the 16th April 2019 (or next working day).

APPEALS.

If the Local Authority informs you that the Governing Body is unable to grant a place for your child, you have the right to appeal against their decision. You will be sent information on how to appeal. All appeals against the Governing Body’s decision not to admit pupils are processed by the Statutory Appeals Panel, PO Box 579, Ipswich IP1 2BX and heard by an independent panel.

Unsuccessful applicants who initiate the Appeals process and are still unable to secure a place at the School may only submit a fresh application for consideration 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 academic year.
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 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.

Policy Review – takes place annually each autumn with reference to the academic year beginning 20 months hence. The LA undertakes the statutory consultation in the spring term 16 months prior to this policy being effective.

If you have any queries about this application policy please contact the School Secretary in the first instance.