At St Matthew’s School we aim to demonstrate and promote the love of Jesus Christ to all who come within our walls. It is the firm foundation on which we build the life of the school and it guides all areas of our work. As the children grow in this love, we expect that they will gain respect for themselves, for each other and for the whole of this exciting world, God’s world, in which we live. St Matthew’s CEVAP School are committed to equality of opportunity and inclusion.

This Policy refers to all applications for admission to the School in the period September 2019 to August 2020.

This Policy is reviewed annually in line with the School Admission Code. Consultation takes place locally with our parents and, more formally, with the Diocesan authorities and the Local Authority. The Governing Body is the Admissions Authority for St Matthew’s CEVAP School.

1. For admission to the 2019-2020 school year, and subsequent years, all children will be eligible for admission to St Matthew’s school full time in the September following their fourth birthday. Where parents are offered a place for their child in the Reception year of St Matthew’s school they may decide either to take up the offer full time in the 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 Matthew’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.

   Once your child has started school in September the Governors would hope your child would continue attendance until the age of eleven.

2. St Matthew’s is not a “catchment area” school and any parent may make an application to the Governors for the admission of their child. At St Matthew’s we have 2 Reception classes. The Governing Body has a duty to admit up to 60 children in total into the Reception classes each school year.

3. Parents apply using the Local Authority’s Normal Year of Entry Application Form (CAF 1), and the Supplementary Information Form (SIF) – these are available on demand from The Admissions Team, Endeavour House, 8 Russell Road, Ipswich IP1 2BX.
Applications may be on a paper form or the LA on-line form 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.

4. The CAF 1, should be returned to The Admission Team by Tuesday 15 January 2019. The SIF should be returned to the School by the same date. Forms received by that date are given equal consideration regardless of the date of receipt. Applications received after the closing date are administered by the Local Authority. Applicants will be sent notice of the result of the application directly from the Local Authority Admissions Team on Tuesday 16 April 2019, the National offer date.

Oversubscription Criteria
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.

The Governing Body will also offer places to:

**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) – 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 Childrens 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.

All other applications are considered against the criteria laid down below. Points are awarded according to the policy and priority is given according to the total points score, where the higher score has the greater priority. Where two or more applications gain the same points score, the determining factor will be the distance tie-break.

**Distance tie-breaker** – We will give priority to the applicants who live nearest to the school as measured 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.

5. **Twins, triplets and other multiple births** – If the final place available at a school is offered to a twin, triplet or other multiple birth and the remaining sibling/s would ordinarily be refused, the Admissions Authority will offer places to the remaining sibling/s at the same school. The law requires
that this will apply even in those primary schools where this would mean that more than 30 pupils would be admitted to an infant class.

6. **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 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 school’s catchment area. Written evidence of this will be required.

Having your child’s name on a waiting list will not affect your right to appeal for any of the schools you have been refused a place at.

Late applicants will be added to the waiting list in oversubscription priority order if their parental preference cannot be met. If a place becomes available, we will offer it to a child 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 list will cease to operate on 31 December 2019. The school does not hold waiting lists for any other class.

**The Points Policy**

Governors have a statutory duty to admit applicants with a statement of Special Educational Need or Education, Health and Care plan (EHC plan) where this school is named as being best able to provide the most appropriate educational provision for the named child.

**After places have been allocated to children who:**

a) who have a statement of Special Educational Needs (SEN) or an Education, Health and Care plan (EHC plan) which names the school; or

b) are 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).

c) live in the Parish of St Matthew’s, Triangle or All Saints with confirmed refugee status.

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 60.

**Section One – Ordinarily resident:**

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<tr>
<th>Points</th>
<th>Description</th>
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<tbody>
<tr>
<td>3</td>
<td>Ordinarily Resident in the Parish of St Matthew’s, Triangle or All Saints</td>
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<tr>
<td>2</td>
<td>Ordinarily Resident in the Borough of Ipswich or the Ipswich Deanery</td>
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(Maps available to view in the school office)
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.

Gypsy, Roma and Traveller children – Gypsy, Roma and Traveller children who move into an area served by a school will be regarded as ordinarily resident in that area when they apply for a school place.

Section Two – RELIGIOUS AFFILIATION

| Points | a) Worshipping weekly at St Matthew’s, Triangle or All Saints Church | 10 |
| Points | b) Worshipping weekly at an Anglican Church | 8 |
| Points | c) Worshipping weekly at a Christian Church | 6 |
| Points | d) Worship at least monthly at a Christian Church | 4 |
| Points | e) Member of a local worshipping community of the faiths named: Buddhism, Hinduism, Islam, Sikhism and Judaism worshipping at least monthly. | 3 |

Points can only be awarded in one category - a, b, c, d or e

NB Parents should note that the term ‘Christian Church’ refers to all those churches who are members of ‘Churches together in England’ A parent is any person who has parental responsibility for or is the legal guardian of the child. Where admission arrangements refer to attendance at church it is sufficient for just one parent to attend. ‘Family members’ include only parents, as defined above, and siblings.

Section Three – SIBLINGS

| Points | a) Children who have a brother or sister (including half or step-siblings and other children of the same immediate household) who is attending St Matthew’s School and will still be there when the child starts school. | 13 |
Application for admission to other classes or an In-Year application. (Please read this guidance in conjunction with the “Admissions to Schools in Suffolk” and “Directory of Schools in Suffolk” documents.

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.

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.

APPEALS
If the Governing Body’s decision is not 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. There is no deadline for the submission of appeals which are independently administered by the Education Appeals Office, PO Box 579, Ipswich. IP1 2BX.

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 determine 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.

Contact
Any queries about the workings of this policy should be addressed initially to the Office Manager in the school office.