



Date last reviewed: February 2020

Applications to the Normal Year of Entry (Reception):

We participate in the Suffolk County Council's co-ordinated scheme for admissions to the normal year of entry (Reception) and as such, the local authority will manage these admission arrangements on behalf of the school. We have adopted the Suffolk County Council criteria for all applications, including their oversubscription criteria. Applications for joining the school at the beginning of the normal year of entry (beginning in the Reception year in your child's 5th year) should be made using the Suffolk County Council application form, available from their website www.suffolk.gov.uk/admissions. The same deadlines for applications apply (we are able to advise parents / carers as to the procedures and key dates applicable). The closing date for applications for the normal year of entry is 15 January.

In-Year Applications:

These are defined as:

- a) applications made at any time of year, for a child joining Years 1-6
- b) applications made to join the current Reception year, outside of the normal application window between September 1st and the end of the school year.

Applications made 'In-Year' must be made using the school's own application form and given directly to the school – the local authority do not handle 'In-Year' applications for our school.

Where an application is made and the school's Published Admission Number [PAN] of 60 has not been reached, a place will normally be offered to that child.

The school will inform the parents / carers in writing, stating:

- A date by which the child(ren) should start attending the school (within 6 weeks from the date of application, or within 10 days if not currently attending school)
- That should their child(ren) not have started attending by a given date, then the offer of the place may be withdrawn.
- Any other information as deemed appropriate, e.g. allocated class if known

To accept, parents / carers should contact the school to confirm a starting date and complete the school's contact form and return this to the school office.

We will not normally consider your application more than one term ahead of the date when you want your child to start at the school.

If your child has not taken up the place offered by the start date given in our letter, the place may be withdrawn and reallocated to another child.

If you wish to withdraw your application or decline the offer given, you will need to put this in writing to the school.

If the year group(s) you are applying for is full your application will be refused, and you will be given the right to appeal before an independent appeal panel.

Note: Where more applications than places available are received, the published oversubscription criteria will be used to decide which applicants will be offered a place. This is summarised below, but parents are advised to look at the full document, which can be found on the Suffolk County Council's website www.suffolk.gov.uk/admissions to ensure they have fully understood the process.

Oversubscription Criteria & Waiting Lists:

The school have adopted the Suffolk County Council set of criteria for oversubscription and the length of time / priority given for waiting lists, in respect to the first year of entry (Reception). This means that a waiting list will exist during the Autumn term each year and close on 31 December. We will aim to process applications within 10 school days and will write to you with the outcome.

These criteria set out below will be applied according to the circumstances existing at the time of application. *N.B. Children with an Educational Health Care Plan (or Statement of Educational Needs) that names the school, must by law be offered a place at that school.*

Oversubscription for In-Year applications are summarised as follows, in order:

- Children in care (looked after children) and children who were previously in care (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).
- Sibling: 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, but not in a specialist unit or a specialist resource base for Hearing Impaired provision or a nursery. Priority will be given, where necessary, to applications where there is the smallest age gap.

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.

- Children who live in the school's catchment area, that live nearest to the school. We will measure the distance by a straight line ('as the crow flies'). All straight line distances are provided by Suffolk County Council and are calculated electronically by 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 the 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.
- Children who live outside the school's catchment area in the same priority order as set out above.

To find out which school is your child's catchment area school you can find a list for Suffolk at www.suffolk.gov.uk/school-catchment-areas or view the catchment area maps online at www.suffolk.gov.uk/schools.

Waiting lists for the first year of entry (Reception) will be kept in accordance with this criteria. The school will take over the waiting list from 1st September until it closes on 31st December. If a space becomes available during this time and there are children on a waiting list, the parents / carers of these children will be contacted, in order of priority to see if they still require the place. Once the waiting list has closed no waiting list will be kept and any applications will be dealt with as *In-Year Applications*.

Appeals:

If a place is refused, you will be given the right to appeal before an independent appeal panel. We will write to you with details of how you can appeal.

Responding to Applications:

Where an application is received, the school will inform the parents / carers either by phone or in writing, stating:

- That the PAN has been reached and that no places are available
- That they have the right to appeal the decision. If they wish to do so, that they should: visit www.suffolk.gov.uk/admissions for information about the appeals process and to download an appeal application form and guidance notes.
- If your application is refused for an in-year admission and it is submitted on or after the first day of the Autumn term, your appeal will be heard within 30 school days of the appeal form being received by the Education Appeals Office.

If a place becomes available in a year group that has been full we will consider all new applications, any that have been refused in the last 15 school days and any applications for whom an appeal has been lodged and is still to be heard. If there are more applications than places available the place will be allocated to the applicant with the highest priority, in line with the oversubscription criteria.

Children out of Year Group:

It is expected that children will normally be educated within their chronological year group. However, we 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 in writing for a delayed or accelerated in-year school place. This will need to include, where relevant, any supporting evidence. An application for your child's normal year group should be made at the same time. The governing body will make a decision on the request, taking into account the views of the headteacher.

We 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 via the school's complaints process. Even if the request is agreed there is no guarantee there will be a place available.

Summer Born Children:

If your child was born between 1st April and 31st August ('summer born') and you have already been offered a school place but you decide to delay starting school until the following September, a place will not be held open for them in Year 1. If this is your choice you will need to complete an

in-year application for them to start school in Year 1 but you should be aware that there might not be a place available for them.

If you wish to apply for a Reception Year place to start in the September following your child's fifth birthday, please refer to the section above about how to apply out of year group.