

Morland

Church of England Primary School

‘Through God all things are possible’
Matthew 19:26

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Admissions Policy

2021-2022

Approved by:	Local Governing Body
Signature of Chair of Governors:	
Status & review cycle	Annual
Date approved:	
Review date:	Autumn 2020



Introduction

Morland Church of England Primary School serves the local community of Gainsborough and South East Ipswich within its distinctive Christian ethos. We aim to preserve and develop our 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. We encourage an understanding of the meaning and significance of faith and promote Christian values through the experience we offer to all our pupils.

The intended number to admit each year into Reception is 56.

The normal admission time is into the Reception Class. Children are admitted, at the start of the autumn term, in the academic year in which they are 5.

Parents wishing their child to attend Morland Church of England Primary School need to make their application in accordance with the co-ordinated scheme operated by the child's home Local Authority. For children resident in Suffolk this is detailed on their website. <https://www.suffolk.gov.uk/children-families-and-learning/schools/school-places/apply-for-a-primary-school-place-20202021/>

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. Further information is available at www.suffolk.gov.uk/admissions . Applications for Reception Class admission September 2021 (i.e. for children born 1st September 2016 to 31st August 2017) must be received by Suffolk County Council by 15th January 2021. Late applications will be considered after all on-time applications have been processed and places offered.

In order that the Local 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 5, 6 and 7 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 15th January 2021.

All applications are considered by an Admissions Committee of Local 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 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 first. The distance is measured by a straight line ('as the crow flies'). 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.

Applications are processed by Suffolk County Council on behalf of the Local Governors and decision letters are sent to all applicants by 16th April 2021.

Unsuccessful applicants have the right of Appeal against the decision of the Local Governors. 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 2021.

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to determine which children to admit:

Oversubscription Criteria

If there are not enough places available for all applicants we will apply the criteria which are ranked in priority order below.

1. 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.
2. 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)
3. Children will have a sibling¹ who will be attending the school at the time of admission.
4. Children of applicants² who reside³ within the designated area⁴ at the time of application.
5. Children of applicants² who are committed members⁵ of the Church of England for whom this is the closest Church of England school to their home.
6. Children of applicants² who reside³ within the designated area⁴ at the time of application and who are committed members of recognised Churches⁷ other than the Church of England.
7. Children of applicants² who reside³ within the designated area⁴ at the time of application and who are committed adherents of a recognised Faith⁸ other than Christian and who wish their child to attend a Church of England school.
8. Children of applicants² who reside³ outside the designated area⁴ at the time of application.

Definitions:

¹Sibling 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.

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

³By 'ordinarily resident' we mean the place where your child usually lives. We may need proof of this address. We will not treat your child as ordinarily resident if you rent or own a second home in the catchment area or if you use another address to give the impression that your child lives in the catchment area so that they have a higher priority for a place at that school. 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. We will consider Gypsy, Roma and Traveller children moving into an area as 'Resident' in that area when they apply for a school place.

⁴The 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.

⁵The 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.

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 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 the place will be offered to the pupil ranked highest in accordance with the oversubscription criteria.

Appeals

If the Local 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 Local Governors, there has been a significant and material change in the circumstances surrounding the application. In normal circumstances the Local Governors will not consider repeat applications in a single school year.

**Supplementary Information form
Morland Church of England Primary School**

This is not an application form. Applications must be made using the Suffolk 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.

Child's surname:	First name/s:
Date of Birth:	
Permanent address:	
Postcode:	Telephone Numbers:

If admission under priority 5, 6 or 7 is relevant to your application please complete this section

Are you a member of the Christian faith?	Yes	No
If yes, 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?		
If you have recently moved what was your previous Church / place of worship?		
How frequently do you attend Church / worship?	At least monthly	Less than monthly

If you have changed Church / place of worship during the past year, please provide details of your previous Parish Priest/Minister/Worship Leader

Name	
Address	

To be completed by your Parish Priest/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	
Address	