



St Edmundsbury Church of England Voluntary Aided Primary School

Admissions Policy

Date adopted by Governors	
Chair of Governors Signature	
Headteacher Signature	
Review date	January 2022



‘Whatever you. Do it with all your heart...’ Colossians 3:23



ADMISSIONS POLICY 2021-22

As St Edmundsbury CEVA Primary School is an Aided Church of England School, the admission of children is the responsibility of the Governing Body.

Our Mission Statement is as follows:

‘Happiness, inspiration and achievement through Christian values.’

The school aims to enable all young people to become:

- **individual thinkers** who live out our key Christian values
- **successful learners** who enjoy learning, make progress and achieve **confident individuals** who are able to live safe, healthy and fulfilling lives
- **responsible citizens** who make a positive contribution to society.

We believe that our school should be inclusive and hospitable and should share the love of God as revealed through Jesus Christ. To this end, this policy aims to admit children to our school from both the local Christian church and the local community.

This policy should be read in conjunction with the Suffolk County Council booklet *Admission to Schools in Suffolk 2021/2022*.

ADMISSIONS PROCESS – RECEPTION CLASS 2021-2022

All applications for places in the school year commencing September 2021-22 must be returned by January 15th 2021. Applications must be made using the CAF1 form, available from the school or The Admissions Team, Endeavour House, 8 Russell Road, Ipswich IP1 2BX, or online via www.suffolk.gov.uk/admissionstoschools. The CAF1 must be returned to the Admissions Team. Any SIF forms must be returned directly to the School for consideration alongside your application. Parents will be informed by the Local Authority on April 16th 2021 regarding the outcome of their application.

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 our admissions oversubscription criteria. This list will be maintained until the end of the first full week of the Spring Term 2021. 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 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. 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. Where a school is over-subscribed, an application received by the end of the first full week

of the Spring 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.

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.

ADMISSIONS CRITERIA

The Published Admission Number (PAN) for St Edmundsbury School is currently set at **45**. The maximum class size at Key Stage 1 will be 30 children, in line with current legislation.

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.

Places will then be awarded to children in the following order of priority:-

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. Children who have a brother or sister at the School who will be attending at the time of admission. Brothers or sisters includes half and step siblings, adopted siblings or children living permanently in the same immediate household as the child that is attending St Edmundsbury CEVA Primary School. If the final place available at this school is offered to a twin, triplet or multiple birth and the remaining sibling/s would ordinarily be refused, we will offer places to the remaining sibling/s even if it means that more than 30 pupils would be admitted to an infant class.

3. Children of parents/carers who are ordinarily resident in the catchment area of the school. By “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/defined area or if you use another address to give the impression that your child lives in the catchment/defined area so that you have a higher priority for a place at that school. It does not include residence taken up solely to qualify as living in the catchment area for the purpose of gaining a place at the school, nor does it apply if you own a second home in the catchment area. It does not apply to proposed moves into catchment area which have not taken place at the time of application. We regard Gypsy, Roma and Traveller children who move into the catchment of a school as ordinarily resident in that area when considering applications for a school place. 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 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.

4. Those who have confirmed refugee status or families who are in the UK Service Personnel or other Crown Servants.

5. Children whose parents/carers worship at least monthly at a recognised Christian Church (churches which are members of Churches Together in Britain and Northern Ireland) or are committed members of the following world faiths and worshipping at least monthly – Buddhism, Hinduism, Islam, Sikhism and Judaism. Supplementary Information Form: parents are advised to complete a Supplementary Information Form (SIF) if they wish membership of a Christian Church or other faith community to be taken into account in the application. However, the SIF is not compulsory, neither does it constitute a valid application. All applicants must complete a CAF1 form or an online application. It is sufficient for only one parent to attend for eligibility to count.

Please note that the arrangements refer to worship at least monthly and this means worship at least monthly for a period of a year before the deadline for applications which is 15 January 2021.

In the event that during the period specified for attendance at worship the church or, in relation to those of other faiths, relevant place of worship has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or in relation to those of other faiths, relevant place of worship or alternative premises have been available for public worship.

6. Thereafter any other child will be admitted.

In the event of the PAN of 45 being reached within any of the 6 criteria above all applications within the tied criterion will be re-ranked on distance – the deciding factor being distance measured in a straight line (“as the crow flies”) The applicant(s) living closer will be given priority. All straight line distances are calculated electronically by the LA using data provided jointly 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 who live the same distance from the school competing for a single place, lots will be drawn supervised by someone independent of the school to determine the successful applicant.

For admission to the 2021-22 school year, and subsequent years, all children will be eligible for admission to St Edmundsbury full time in the September following their fourth birthday. Where parents are offered a place for their child in the Reception Year 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 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.

The oversubscriptions criteria follow the same criteria as the Admissions previously stated.

APPLICATION FOR ADMISSION TO OTHER CLASSES OR AN IN-YEAR APPLICATION

(Please read this in conjunction with the guidance to be found at <https://www.suffolk.gov.uk/children-families-and-learning/schools/schoolplaces/consultation-on-admissions-to-schools-in-suffolk-for-the20212022-school-year/>)

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.

3. 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.
4. 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.
5. All applications will be processed by the school within 4 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.
6. 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.
7. 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. If an application is made during a half term or the summer, Christmas or Easter holidays, the offer of a place will be on or before the following half term. If, however, the school feel there is no reason to wait until the next half term and it is in the child's best interests, then admission may be made earlier. The child will remain on roll at the previous school until they take up the place at this school.

Further information about the admissions process is available in the Schools in Suffolk Admissions Guidance Booklet for Parents; copies of which can be obtained from the school or the Local Authority Admissions Team.

APPEALS

If you should be unsuccessful in your application for your child to be admitted to St Edmundsbury CEVA Primary School you have the right to make an appeal against the decision. Details of how to appeal are sent with the letter of refusal, parents can then download a form or call the telephone number. 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.

This policy is reviewed annually in line with the School Admissions Code. Consultation takes place locally with our parents and, more formally, with the Diocesan authorities and the Local Authority.

If there are any queries with regard to this policy, please contact Christine Perllman (School Administrator) in the School Office.