

**Stonham Aspal CEVA Primary School**  
**Admissions Policy**  
**2021-2022**

The Trust Deed for Stonham Aspal C of E Aided Primary School states:-

‘.....AND UPON TRUST to permit the said land and all buildings thereon to be erected to be forever, hereafter appropriated and used as and for a school for the Education of poor children in the Parish of Stonham Aspal before said.....’

**Before your child comes to School**

If you would like to view the school and talk to the Headteacher, please telephone for an appointment, and they will be happy to show you around. During the year there are many school-based activities held, to which you are welcome and encouraged to attend although this will have no bearing on the decision making process on admissions.

**School Year 2021/22**

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

**Admission numbers**

The School's Published Admission Number (PAN) is 30.

The PAN applies to the Year Group in which children are normally admitted into school which in this school is the Reception Year Group. The minimum number of spaces in other Year Groups will be the same as the PAN however, the Governors may consult with the Headteacher and agree at the absolute discretion of the Governors that the number of children in other Year Groups within Key Stage 2 is greater than the PAN.

## **Application process – Reception Class (children born between 1/9/2016 and 31/8/2017)**

The closing date for the normal admissions round is 15th January, 2021  
Parents should apply either on-line at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions) or by using the Local Authority's **Normal year of entry Application Form (CAF1)** together with a **Supplementary Information Form (SIF)** naming this school as one of the preferences. Completion of the SIF is not compulsory, however completion is required if you are applying under criteria 3, 4, 5b or 5c. A SIF alone does not constitute a valid application.

These forms are available on request and should be returned as follows; CAF1 – online or to The Admissions Team, Endeavour House, 8 Russell Road, Ipswich IP1 2BX. SIF – direct to the school.

Applicants will be notified of the results of their application directly by The Admissions Team on 16th April, 2021.

Applications made after the national closing date of 15th January, 2021 will be given consideration in accordance with the Admissions criteria, and either offered places (if there is space) or added to the waiting list.

### **Oversubscription criteria**

Children who have an Education, Health and Care plan (EHC plan) which names the school must by law be offered a place at this school.

Thereafter places will be offered in the following priority 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. Applicants with siblings (including half or step siblings and other children in the immediate household) on the school roll at the time of admission.
3. Children with confirmed refugee status.
4. Children of UK Service personnel and other Crown Servants

Once places have been offered to applicants in the above 5 groups the Governors will proceed to offer places – up to the Published Admission Number of 30 – in the following rank order:

5a. Places will be offered to applicants who are Ordinarily Resident in the school's catchment area.

5b. Places will next be offered where a Parent/Carer of the applicant is a Member of an Anglican Church meaning a Church that is a member of the Anglican Communion– worshipping there at least once a month.

5c. Places will next be offered where a Parent/Carer of the applicant is a Member of another Christian denomination - worshipping at least once a month.

*“The arrangements refer to worshipping at least monthly and this means worshipping 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, if the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admission arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public.”*

5d. All other applicants

If the Published Admission Number is reached within any of the above criteria the applications will be re-ranked according to the distance from home to school and place(s) offered to those applicants living closer to the school.

## **Definitions**

**Children in care:** (looked after children) A ‘child in care’ or a ‘looked after child’ is a child who is (a) in 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 Children 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<sup>nd</sup> April 2014 is deemed to be a child arrangement order.

**Other Crown Servants:** A Crown Servant is an officer of the United Kingdom Government. A Crown Servant posted overseas is usually a person employed by the Foreign and Commonwealth Office.

**Catchment Area:** Details of the catchment can be obtained from the school or at [www.suffolk.gov.uk/catchmentmaps](http://www.suffolk.gov.uk/catchmentmaps) Living within a school’s catchment area is no longer an absolute guarantee that a place is available at the catchment school.

**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 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.

**Another Christian Denomination:** A church which is a member of 'Churches Together in Britain and Ireland' or the 'Evangelical Alliance'.

**Parents/Carers:** A parent/carer is any person who has parental responsibility for or is the legal guardian of the child. Where admission arrangements refer to 'parents' attendance at church' it is sufficient for just one parent to attend.

## **Explanatory Notes**

**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 Local Authority 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.

**Twins, triplets and other multiple births:** If the final place available at the 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.

**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.

## **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 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. 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<sup>st</sup> December, 2021

The school does not hold waiting lists for any other classes.

### **Application for admission to other classes or an In-Year application**

1. Applications will be considered as and when completed ADM1 and SIF forms are received by the school.
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 and SIF.
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 10 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 or at such other time as the Governors may determine taking account of the advice of the Headteacher and preferences of the applicant. The child will remain on roll at their 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 Head Teacher.

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 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, a further application for a place in the same school in the same school year, will not be determined, 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.

### **Other information**

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

Any questions regarding the contents of this Policy may be directed to the Governing Body c/o the School Office. Contact regarding the application process should be with Mrs J. Tydeman in the School Office.

The Governing Body of the School is determined to ensure the equality of opportunity and inclusion is applied to all applications.

***Stonham Aspal  
Church of England Voluntary Aided  
Primary School***

***Mission Statement***

Our aims at Stonham Aspal Primary School are:

- *to cultivate learning by providing a welcoming, friendly and supportive environment, keeping central to the ethos of the school the values of the Christian Gospel*
- *to ensure that all children develop to their potential by promoting the highest academic standards throughout the curriculum*
- *to share concern for all members of the school community through a strong sense of Christian values, and so establish the foundations for mutual respect and responsibility*
- *to nurture links between school, home, local community and churches, in the interests of the children, including an awareness of the Christian faith.*

***What are the values of the Christian Gospel?***

We all live by principles or standards. In the years before Christ, the way to live was set out in the Ten Commandments. When Jesus was asked about priorities, he gave a summary of them in two short positive statements:

***Love God; Love your neighbour***

*Later St. Paul set out the meaning of Christian love:  
“It is patient and kind; it envies no-one, is never boastful, never rude .....  
it delights in the truth.”*

It is a good prescription for us all to live by.