

The Pines Primary School admission arrangements for 2021/22

The Pines Primary School is a brand new academy due that opened in September 2018 in Red Lodge. The Pines offers a broad, enriching and inspiring curriculum which enables its children to thrive and flourish. With a strong focus on ambitious academic standards and high expectations, The Pines provides a safe and caring learning environment that will support every child to achieve success.

The Pines Primary School was opened by The Chilford Hundred Education Trust (CHET), which is a small all-through, cross-phase family of local schools and colleges. Existing CHET schools in Cambridgeshire have a strong track record for providing exceptional education, fostering a love of learning and being at the heart of their local communities.

Admission number(s)

The school has an admission number of 30 for entry in year Reception.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number for the relevant year group are received, the Academy Trust will offer places at the school to all those who have applied.

The school will also accept applications for places in Years 1, 2, and 3 up to the normal size of the year group (30 pupils) and up to 15 children in Years 4 and 5, according to spaces available.

Application process

Applications will be processed as part of the normal local authority process for co-ordinating school offers for reception places.

Applications for this school should be made to the Local Authority where the child lives. For a child living in Suffolk applications can be made online at www.suffolk.gov.uk/admissions or by filling in a paper application form (CAF1) available from the Local Authority Admissions Team on 0345 600 0981 (local rate) or from www.suffolk.gov.uk/admissions. Paper applications should be sent to the Admissions Team, Endeavour House, 8 Russell Road, Ipswich, IP1 2BX.

The closing date for applications is 15 January.

Offers will be made on 16 April or the next working day.

Oversubscription criteria

The criteria in this section apply to entry at all year groups of the school.

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan or a Statement of Special Educational Needs naming the

school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.
2. Priority will next be given to the siblings of pupils attending the school at the time the application is received.
3. Priority will next be given to all other children

Tie-break

If in categories 2 and 3 above a tie-break is necessary to determine which child is admitted, the child living closest to the school measured in a straight line will be given priority for admission. All straight line distances are calculated electronically by Suffolk County Council 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.

Random allocation undertaken by a body unconnected with the Academy Trust will be used as a tie-break in categories 2-3 above to decide who has highest priority for admission if the distance between a child's home and the school is equidistant in any two or more cases

Late applications

All applications received by the Local Authority after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If you were unable to apply by the closing date, and the Local Authority agree that there are very exceptional reasons for an application being late, it will be considered as on time if it is received by the exceptional late date in the Co-ordinated Admissions Scheme (which can be found at <https://www.suffolk.gov.uk/assets/Children-families-and-learning/schools/21569-Schools-in-Suffolk-2018-19-ADMISSIONS-Booklet-V5.pdf>) and evidence is provided with your application. This only applies in circumstances outside your control which made it impossible for the application to have been made on time. Further information is available from the Local Authority on 0345 600 0981 or at www.suffolk.gov.uk/admissions.

If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

Deferred entry for infants

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

Admission of children outside their normal age group

Children will normally be educated within their chronological year group. However, you may request that your child is admitted outside his or her normal age group. 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.

You can make a request to the school in writing. This will need to include, where relevant, any supporting evidence. We 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 will be given the details of how to complain to the school.

A CAF1 application form must be sent to the Local Authority where the child lives along with the decision letter from the school and other relevant evidence by the national closing date. Even if the request is agreed there is no guarantee there will be a place available if the year group is oversubscribed

Waiting lists

The school will operate a waiting list for each year group it is operating. Where the school receives more applications for places than there are places available, the waiting list will operate until 31 December. This will be maintained by the Academy Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Information on how to make an appeal will be provided in the letter refusing your child a school place.

Notes:

Looked after children:

A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by an English local authority in the exercise of its social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. ‘

Home address :

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.

Sibling :

‘Sibling’ means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.