Policy Title: Admissions Policy

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Approved By:

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Chair of Governors	Headteacher

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Distribution: This policy is available to all members of the Carlton Colville Primary School community via the school website and upon request from the school office.

Admissions Policy

1. Introduction

Carlton Colville Primary School is part of the Hartismere Trust. The school has a Published Admission Number (PAN) of 60 for entry into Reception each year. Where fewer than 60 applications are received, all applicants will be offered a place.

Parents and carers are encouraged to visit the school before making an application. To arrange a visit, please contact the school office on 01502 572682.

2. Applying for a Reception Place

Applications for a Reception place must be made through the coordinated admissions process managed by Suffolk County Council.

Applications can be made online at www.suffolk.gov.uk/admissions or by using a CAF1 (Common Application Form) available from the Local Authority Admissions Team or on the school website. Paper applications should be sent to: Admissions Team, Endeavour House, 8 Russell Road, Ipswich, IP1 2BX.

Closing date for applications: 15 January 2027.

Parents must submit an application even if their child attends the school nursery, as attendance at nursery does not guarantee a Reception place.

3. In-Year Admissions

Carlton Colville Primary School is the admission authority for in-year applications (applications made outside the normal Reception intake).

Applications should be made directly to the school using the ADM1 form, available on the school website or from the school office.

The school will aim to notify parents of the outcome of there in-year application within 10 school days of receiving the completed application, in accordance with the School Admissions Code. Families must be notified within 15 days.

4. Oversubscription Criteria

Where the number of applications exceeds the number of available places, after the admission of pupils with an Education, Health and Care plan naming the school, places will be allocated in the following priority order:

i. Looked After Children 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, including children who appear to the admission authority to have been in state care outside England and ceased to be in care as a result of adoption.

ii. Children with a sibling attending the school at the time of admission or who has already been offered a place and will still be attending a nursery. Priority will be given, where necessary, to applications where there is the smallest age gap in calendar days between the child's date of birth and the date of birth of any sibling already attending the school, or who has been offered a place at the time of application.

iii Children who are **ordinarily resident** in the catchment area and who live nearest to the school. We will measure the distance by a straight line ('as the crow flies'). 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.

iv. Children who live outside the school's catchment area in the same priority order as set out in criterion iii above.

5. Sibling tie-breaker

Priority will be given, where necessary, to applications where there is the smallest age gap in calendar days between the child's date of birth and the date of birth of any sibling already attending the school, or who has been offered a place at the time of application.

In the unlikely event that two applicants competing for a single place at a school have the same number of days difference in age from their closest aged sibling, the place will be offered to one applicant on the basis of lots drawn by someone independent of the school.

5. Distance Tie Breaker

It is possible that the PAN of the school will be reached in any one of the categories set out above. For this reason, all applications will be prioritised according to the criteria described. For this reason, all applications will be prioritised according to the criteria described. Where there are more applicants than places available within a category, priority will be given to the child living closest to the school as measured by a straight line.

If two applicants live exactly the same distance from the school, the place will be allocated by random allocation supervised by a person independent of the school.

If the final place available is offered to a child from a multiple birth (e.g. twins or triplets), the remaining sibling(s) will also be offered places even if this exceeds the PAN (Amendment 2). Where a sibling of a twin, triplet or other multiple birth has a school named on their EHC plan, we will from the date of issue of the EHC plan treat their twin, triplets or other multiple births under the sibling oversubscription criterion for the named school. This does not apply to siblings of children in nursery, because they do not meet the sibling definition in the oversubscription criteria.

6. Late Applications

Applications received after the closing date will be treated as late applications and considered after those received on time.

Where exceptional circumstances prevented an application from being submitted on time, and the Local Authority agrees, the application may be treated as on time if received by the exceptional late deadline within the coordinated admissions scheme. Further information is available from the Local Authority on 03456000981 or at www.suffolk.gov.uk/admissions.

7. Deferred Entry for Reception Children

Parents offered a Reception place may defer admission until later in the school year or arrange for their child to attend part-time until their child reaches compulsory school age.

Children must take up their place no later than the beginning of the final term of the school year in which the offer is made. Children reach compulsory age on the prescribed day following their 5th birthday (or on their 5th birthday if it falls on a prescribed day). The prescribed days are: 31st August, 31st December and 31st March.

8. Admission Outside the Normal Age Group

It is expected that children will normally be educated within their normal age group (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.

This includes when a parent or carer wishes their summer born (April to August) child to start full-time education in the Reception Year group when they reach compulsory school age rather than in Year 1.

Parents may request that their child is admitted outside their normal age group. Requests should be made in writing to the school and include supportinginformation about why the child should be admitted out of their normal age group.

When considering the request this will include, but is not limited to, taking account of the parent's views; information about the child's academic, social, and emotional development; whether the child has previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. Any evidence in respect of these or any other reasons can be submitted. Where relevant, consideration can be given to the child's medical history and any evidence from a medical professional involved with the child's care or treatment such as:

- a speech and language therapist
- an occupational therapist
- a social worker
- a paediatrician
- the child's nursery, childminder or current school.

The admission authority will consider the request based on the child's best interests, taking into account the views of the Headteacher.

Parents and carers are not expected to get evidence that they do not already have. 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 Suffolk County Council 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.

9. Waiting Lists

The school will operate a waiting list for the Reception Year where the school receives more applications for places than there are places available, the waiting list will operate until 31 December.

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.

10. Appeals

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

Information on how to appeal will be included in the letter informing parents that their application has been unsuccessful or can be found via the school website.

Notes:

Parent

For the purposes of education law, Section 576 of the Education Act 1996 defines a 'parent' as:

- all natural (biological) parents, whether they are married or not;
- any person who, although not a natural parent, has parental responsibility for a child or young person (this could be a step-parent, guardian or other relative);
- any person who, although not a natural parent, has care of a child or young person.

A person has care of a child or young person if they are the person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child.

Sibling

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.

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 the 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.

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 a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

Previously looked after children

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 Childrens 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 April 2014 is deemed to be a child arrangements order.

Children adopted from state care outside of England

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society and ceased to be in state care as a result of being adopted.

Catchment area

The catchment area list and/or map are available at www.suffolk.gov.uk/admissions or by calling Suffolk County Council's Admissions Team on 0345 600 0981.

11. Nursery Admissions

The school operates a nursery provision separate from statutory school admissions, with a capacity of 24 children attending full-day or half-day sessions. Children may be admitted in September or January. Please note: Attendance at our school nursery does not guarantee a place in Reception.

Parents wishing their child to attend our nursery settings must obtain and complete an application form and return it to the school office with a copy of the child's birth certificate.

When completing an application form, parents can specify which sessions they would prefer. The school will accommodate these requests where possible. If we are unable to entirely meet your requirements, we will offer the closest we have available.

Places will be allocated in March (for a September admission). If admitting children in January, places will be allocated the October before. If a child is offered a place parents must confirm acceptance by the date stipulated by the school. The final decision on when the child is admitted, and the allocation of half-day or all-day sessions rests with the headteacher and governing body of the school.

Parents will be required to sign a contract each term, agreeing to the hours and costs of sessions for that term. Contracts will be reviewed each term, changes can be made if space allows. No changes to hours will be made during a term. If parents require extra sessions/lunchtimes on a one off basis, this will be accommodated where possible.

Nursery sessions will be added to the child's account at the start of each half term. Payments must be made within 7 days of invoice date to avoid penalty fees being added. Please refer to the Finance Policy for more detail.

12. Nursery Oversubscription Criteria

Where there are more applications than places available, places will be allocated in the following priority order. The Business Manager will consider all applications in accordance with the following criteria set out in priority order. Length of time on any waiting list will not be taken into account.

A. Children subject to a Child Protection Plan or identified as Children in Need
B. Looked After Children and Previously Looked After Children
C. Children requiring full day care
D. Children with siblings attending the school
E. Children living closest to the school

13. Definitions

Sibling: natural, half, step, adopted siblings, children of a parent's partner, or foster children living at the same address.

Looked After Child: A 'looked after child' is a child who is (a) in the 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).

Ordinarily Resident: the address where the child normally lives and sleeps overnight. If a child lives at two addresses, the one used for the majority of the school week will be used.