



# Admissions Arrangements for 2025-26

The Children's Endeavour Trust comprises:

- Abbot's Hall Community Primary School
- Bosmere Community Primary School
- Broke Hall Community Primary School
- Chilton Community Primary School
- Combs Ford Primary School
- Freeman Community Primary School
- Springfield Junior School
- Whitehouse Community Primary School

## Document Control

<i>Date</i>	<i>Author</i>	<i>Comments</i>
1/4/20 1/5/20		Combs Ford joined the trust in April 2020, as did Abbot's Hall, Bosmere, Chilton and Freeman in May. All had the same admissions oversubscriptions criteria. At this time, CET become the admissions authority. The names of the schools have been inserted into this policy, as have the pupil admission numbers (PAN).
Autumn 2020		Our arrangements were published as part of the Local Authority Consultation in the Autumn of 2020.
10 <sup>th</sup> February '21		Following the Local Authority Consultation, an amendment was agreed by the Trust Board in line with Local Authority recommendations regarding admission of twins.
9 <sup>th</sup> February 2022		Following the Local Authority recommendation, children who are adopted from outside of England have been added into the first preference. A definition note has been added to the oversubscription criteria
9 <sup>th</sup> February 2023		Following appropriate consultation, the Broke Hall PAN was reduced from 90 to 60.
8 <sup>th</sup> February 2023		Policy re-adopted with no changes.

**Owner:** CEO

**Approver:** Trust Board

**Statutory Policy:** Yes

**Review Cycle:** Annual

**Approval date:** 8<sup>th</sup> February 2023

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# **Admission Arrangements for 2025-26**

## **1. Introduction**

Children's Endeavour Trust schools follow the Admissions Code and the law relating to admissions. This accords with the Trust's funding agreement with the Department for Education.

Local Governing Bodies consider annually whether arrangements are satisfactory, taking into account issues that have arisen throughout the last year, and any changes in accommodation. Should a Local Governing Body wish to suggest amendments to existing arrangements, they need to make recommendations to the Children's Endeavour Trust board, which is the admission authority for all its schools.

As part of the admission arrangements for each school, an admission number for each ordinary year of entry to the school, reception for all schools except Springfield (year 3), is determined. This is known as the Published Admission Number (PAN).

The ordinary year of entry PAN is:

- 60 for Abbot's Hall Community Primary School
- 45 for Bosmere Community Primary School
- 60 for Broke Hall Community Primary School
- 30 for Chilton Community Primary School
- 60 for Combs Ford Primary School
- 30 for Freeman Community Primary School
- 87 for Springfield Junior School
- 90 for Whitehouse Community Primary School

## **2. Admission to primary schools**

Suffolk Local Authority (LA) currently co-ordinates the admission of Reception age pupils on behalf of The Children's Endeavour Trust for Abbot's Hall, Broke Hall, Bosmere, Chilton, Combs Ford, Freeman and Whitehouse Community Primary Schools. Suffolk Local Authority (LA) also co-ordinates the admission of year 3 age pupils for Springfield Junior School. Parents/Carers apply for a school place through the LA's admission process. The LA allocates places (following consultation with academies/schools) for students at the beginning of their education.

## **3. Admission criteria**

Children who have an Education, Health and Care Plan (EHCP) that names either Abbot's Hall, Broke Hall, Bosmere, Chilton, Combs Ford, Freeman and Whitehouse Community Primary Schools or Springfield Junior School will be admitted. NB:

Those children with a statement of special educational needs or EHCP that does not name the school will be referred to the LA SEN Team to determine an appropriate place.

Children who have an EHCP fall outside the ordinary admissions system and therefore do not feature within the oversubscription criteria.

In the event of a year group being oversubscribed, and after the admission of pupils with an EHCP where the school is named, priority for admission will be given to those children who meet the criteria set out below, in order:-

1)	Children in care (looked after children) and children who were previously in care (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 in care, including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted).
2)	Sibling: where the child has a sibling in the school or a sibling has already been offered a place at the school, and where the sibling will still be attending the school at the time of admission but not in a specialist unit or a specialist resource base for Hearing Impaired provision or in a nursery. Priority will be given, where necessary, to applications where there is the smallest age gap.
3)	Children who are ordinarily resident in the catchment area 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 coordinates 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.
4)	Children who live outside the school's catchment area who live nearest to the school. We will measure the distance by a straight line ('as the crow flies') as set out in criterion 3) above.

#### 4. 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. Decisions will be made about the offer of places in accordance with those priorities. If it is necessary to use a tie-breaker to distinguish between two or more applications, a distance criterion will be used. We will give priority to applicants who live nearest to the school as measured by a straight line.

In the unlikely event that two applicants competing for a single place at a school live the same distance from the school, the place will be offered to one applicant on the basis of lots drawn by someone independent of the school.

If the final place available at a school is offered to a twin, triplet or other multiple birth and the remaining sibling/s would ordinarily be refused, Children's Endeavour Trust 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. Where a sibling of a twin, triplet or other multiple birth has a school named on their EHC plan, Children's Endeavour Trust 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 a specialist unit or a specialist resource base for Hearing Impaired provision or a nursery, because they do not meet the sibling definition in the oversubscription criteria.

## **5. Definitions for admission criteria**

***Children in care (looked after children):*** A 'child in care' or 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).

***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 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.

***Distance from School:*** The distance from the home address to the school, for admissions purposes, is calculated electronically using up-to-date methods of measuring (provided jointly by the Post Office and Ordnance Survey). Distances are measured by a straight line, plotting the coordinates of each property to provide 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) measuring is to a single point within that building irrespective of where those homes are located. For families who live outside the area covered by

County mapping system, distances are determined using a combination of local maps and on-line resources.

**Future House Moves:** Places cannot be allocated on the basis of an intended future change of address, unless the new address has been confirmed by exchange of contracts for a house purchase or the signing of a formal lease agreement. The parent or carer will be expected to provide documentary evidence in support of any anticipated move date given.

**Ordinarily Resident:** Ordinarily resident means the place where a child usually lives. This is considered to be where they sleep overnight, and proof of address may be needed. If another address is used to give the impression that a child lives at a different address to where they are ordinarily resident, such as a second home or a grandparent's address, so that they gain a higher priority for a place at that school; this is considered 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 the admitting authority is made aware of a parental dispute affecting the application, they may not be able to deal with the application and parents may need to seek independent legal advice in order to resolve the matter.

**Siblings:** 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.

The sibling criterion will also apply to applications to Springfield Infant and Springfield Junior Schools, Ipswich. We will treat these applicants as siblings when the older child is already attending the junior school or will be offered a junior school place in the normal year of entry. In cases where the younger child is about to start in the Reception Year group in the infant school and the older child is due to transfer to the paired junior school, we will treat both applicants as

siblings. Similarly, we will use the sibling criterion for an application to a junior school if the younger child is already attending or has been offered a place at the paired infant school.

**Waiting lists:** will be kept for places when a year group is full until the 31st December, in accordance with the Schools Admissions Code. The waiting list will be ranked in line with the order of priority set out in the above oversubscription criteria. Priority will not be given to children based on the date their application was received or the date when their name was added to the list. When children are added to the list, they will be slotted in according to where they come in the oversubscription criteria. This means that a child on the list can move up and down the list. Any children admitted in accordance with the Local Authority's fair access protocol will take precedence over the waiting list in accordance with the Admissions Code.

## **6. In-year admission arrangements**

The Children's Endeavour Trust, as the Admitting Authority, is responsible for in-year admission arrangements. This responsibility is devolved to the local governing bodies of Abbot's Hall, Broke Hall, Bosmere, Chilton, Combs Ford, Freeman and Whitehouse Community Primary Schools or Springfield Junior School respectively, and carried out in partnership with Suffolk LA. Parents who wish to transfer their child during the course of a school year will be advised to contact the school to obtain an in-year admissions form. The Schools will, upon allocation of a school place to a pupil transferring in-year, notify the LA of the proposed admission to enable the LA to keep up-to-date figures on the availability of places.

## **7. Admission of children outside their normal age group**

It is expected that children will normally be educated within their 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.

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 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.

## **8. Deferred entry**

Children normally attend school full-time in the reception year group in the September following their fourth birthday. All primary schools must offer children a full-time place at the start of the Autumn Term in September. However, parents may defer the date their child is admitted to school

until later in the school year following their fourth birthday, providing they do not defer beyond the point at which they reach compulsory school age, or beyond the start of the final term of that school year.

## **9. Admission appeals**

As part of the funding agreements, The Children's Endeavour Trust is required to comply with the School Admissions Appeals Code. All Admission appeals should be referred to the Children's Endeavour Trust Central Office, and appeal hearings will be organised where appropriate. All letters refusing admission will give details of how to appeal the decision.

## **10. Review**

The Children's Endeavour Trust Admissions Arrangements are reviewed annually.