

# Morland

## Church of England Primary School

‘Through God all things are possible’  
Matthew 19:26

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# Admissions Policy

## 2025-2026

Approved by:	Local Governing Body
Signature of Chair of Governors:	
Status & review cycle	Annual
Date approved:	Spring 2024
Review date:	Autumn 2024



Morland Church of England Primary School aims to serve the local community of Gainsborough and South East Ipswich by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils.

### **Introduction**

Morland is an Academy within the Diocese of St Edmundsbury and Ipswich Multi Academy Trust. The Multi Academy Trust is the Admissions Authority for the school. We are committed to considering all applications fairly and equally. This Admissions Policy is subject to a statutory public consultation and conforms to the Schools Admissions Code and the law relating to school admissions. This policy should be read in conjunction with the Admissions to Schools in Suffolk booklet – published by Suffolk County Council

### **Policy Principles**

We seek to be an inclusive school, welcoming children from all backgrounds and abilities. A child's level of achievement or special needs are not relevant to consideration for admission to the school. If the school is named on a child's Education, Health and Care Plan (EHC plan) then the school is required by law to admit the child.

We believe that ideally each child should be admitted to the school of their parents' choice, however the school buildings cannot accommodate an unlimited number of children. Excessive class sizes are detrimental to the education of all children. The law sets a limit of 30 for infant classes, with only a few specific exceptions. The Published Admissions Number for this school is 60 and we aim to organise the school so that there are classes of no more than 30 pupils.

### **How parents can apply for their child to be admitted to the Reception Class at Morland**

Copies of this Admissions Policy can be viewed on the [Morland website](#).

Parents can complete a paper application form (CAF1 – to be returned to The Admissions Team, Endeavour House, 8 Russell Road, Ipswich IP1 2BX) or complete the form on-line at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions)

Applications for Reception Class admission **September 2025 to August 2026** (i.e. for children born **1<sup>st</sup> September 2020 to 31<sup>st</sup> August 2021**) must be received by Suffolk County Council by **15<sup>th</sup> January 2025**. Second and late applications will be considered according to the Co-ordinated Admissions Scheme published in the Admissions to Schools in Suffolk booklet.

In order that the Governors can make fair and open decisions, parents are invited to complete a Supplementary Information Form (SIF) if applying under criteria 4 and 5. The form is available from the [Morland website download](#) or from the School Office. Please note that a SIF is an opportunity to provide more information as you are applying to a Church school – it is not compulsory but you should complete the SIF if you wish to be considered on the basis that the family are practising members of the Church of England under oversubscription criteria 4 and 5. On its own it does not constitute a valid application. SIFs should be returned direct to the school by the **15<sup>th</sup> January 2025**.

Applications are administered by Suffolk County Council on behalf of the Academy Trust.

Where there are more applications than available places, admissions are made according to the oversubscription criteria set out below. An Admissions Committee of the Local Governing Body will consider applications and apply the oversubscription criteria (if there

are more applicants than available places) ranking applicants accordingly and providing a ranked list to Suffolk County Council.

Decision letters are sent by Suffolk County Council to all applicants on **16<sup>th</sup> April 2025** or the next working day.

For admission to the **2025/26** school year, and subsequent years, all children will be eligible for admission to the school full time in the September following their fourth birthday. Where parents are offered a place for their child in Reception Year, they may decide either to take up the offer full time in September or take up the offer part-time (but not beyond the point at which they reach compulsory school age) or defer entry. If a parent wishes to defer entry to later in the year the place at the school will be held open until the child starts school. However, parents must take up the place no later than the beginning of the term after the child's fifth birthday and must in any case take up the offer of a place by the beginning of the final term of the school year for which it was made.

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 term.

For summer born children whose parent or carer wishes them to start in Reception Year in the September following their fifth birthday (out of their chronological age group) see the section on **Children out of year group** below.

### **Waiting lists**

Unsuccessful applicants have the right to Appeal against the decision of the Governors (see below). All unsuccessful applicants are placed on a waiting list (see notes). The waiting list ceases to be valid on 31 December **2025**.

### **In-year applications and applications to other year-groups**

The Governors follow the accepted procedures agreed with Suffolk County Council in considering applicants at all other times of the year. The PAN of 60 for Reception Year is maintained (as far as possible) for all subsequent year groups. Governors apply the oversubscription criteria set out below. No waiting lists are maintained for year groups other than Reception Year.

### **In-year admissions**

Applications are not normally considered more than one term ahead of the date the place is required.

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.

Parents who wish to make an in-year application for a place at the school should contact the school office for an application form, or [download a copy from the school website](#).

We will, on receipt of an in-year application, notify Suffolk County Council of both the application and its outcome, to allow them to keep up-to-date figures on the availability of places in the area.

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.

All in-year applications will be processed by the school within 5 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 date the offer was made.

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.

Where an applicant is offered a school place following an in-year application, and the offer is accepted, arrangements should be made for the child to start school as soon as possible, particularly where the child is out of school.

### **Children out of year group**

It is expected that children will normally be educated within their chronological year group. However, sometimes parents may wish to request that a child is educated in a lower or higher year group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

When this is the case, a parent must request that the school allow the child to be educated outside their chronological age group. The Admissions authority will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned, taking into account the views of the headteacher, in line with paragraphs 2.18 to 2.2 of the School Admissions Code 2021. Parents or carers should make a request to the school in writing in good time, prior to the closing date for applications for the year in question. This will need to include, where relevant, any supporting evidence.

The school will write to the parent or carer with the outcome including the reasons for the decision. If the request is refused, details of how to complain will be given.

If a parent requests to delay their summer born (1 April to 31 August) child's entry to full-time education in Reception Year until the following school year, when they have reached statutory school age, and so would fall chronologically into Year 1 and the request to start in Reception in the September after the child's 5th birthday is agreed there is no guarantee there will be a place available. An application must be made in the normal admissions round for that year of entry using the usual application form, which must be sent to the LA, along with the decision letter(s) from the school, and other relevant evidence by the national closing date.

For more information on admissions of summer born children see Department for Education Advice on the Admission of Summer Born Children, which is accessible by following this link: [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/921255/Guidance\\_for\\_parents\\_September\\_2020.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/921255/Guidance_for_parents_September_2020.pdf)

### **Appeals**

If the Admission Authority's decision is not to grant a place for your child, you have the right to appeal against its 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.

Unsuccessful applicants and appellants who are still unable to secure a place at the school may only submit a fresh application if there has been a significant change in the circumstances of the parent, 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, but this will not normally be considered more than one term ahead of the date when you want your child to start at the school.

### **Monitoring and review**

This policy will be reviewed by the Local Governing Body and the MAT Directors annually but, in accordance with the School Admissions Code, will only be subject to public consultation every seven years unless changes are proposed (other than the correction of closing dates and definitions of academic years or to ensure compliance with the School Admissions Code and the law relating to school admissions). A consultation allows for parents, other schools and academies, the diocese, local authorities and the local community to raise concerns about any proposed changes to the admission arrangements.

### **Further information**

Applicants seeking clarification on any aspect of this policy are invited to consult the school.

### **Admissions Oversubscription Criteria 2025-2026**

Where the number of applicants exceeds the PAN of 60, places will be allocated in the following priority order.

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

For applications to the normal year of entry at a school, these criteria will be applied according to the evidence provided to show the circumstances existing before midnight at the end of the closing date.

For in-year applications, these criteria will be applied according to the evidence provided to show the circumstances existing at the time of application.

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. Priority will be given, where necessary, to applications where there is the smallest age gap.

The term 'sibling' includes: natural, half, step, and adopted brothers and sisters; a child of the partner of the parent; 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.

3. Children who are ordinarily resident in the catchment area (Parish boundary for All Hallows Church, Ipswich) 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 of applicants who are practicing members of the Church of England who live closest to the school. The SIF needs to be completed and returned to Morland for consideration in this category. We will measure the distance by a straight line ('as the crow flies') as set out in criterion 3 above.
5. Children of applicants who are practicing members of other Christian denominations who are members of Churches Together in England the Evangelical Alliance or the Fellowship of Independent Evangelical Churches who live closest to the school. The SIF needs to be completed and returned to Morland for consideration in this category. We will measure the distance by a straight line ('as the crow flies') as set out in criterion 3 above.
6. 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.

**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.

**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 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 the 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, lots will be drawn by someone independent of the school to determine the place.

### **Twins, triplets and other multiple births:**

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, Suffolk County Council 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, Suffolk County Council 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.

### **Waiting list**

Names are placed on the waiting list in the priority order set out in our admissions oversubscription criteria.

The order of the waiting list can change each time a child's name is added or the circumstances of a child already on the list changes. As a result, a child's place on the list can go up or down (for example due to withdrawals or late 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. Written evidence of this will be required.

Having your child's name on a waiting list will not affect your right to appeal. Late applicants will be added to any waiting lists in oversubscription priority order.

If a place becomes available at a school, it will be offered to the child who is ranked highest on the waiting list. Places are not offered based on the date on which names were placed on the list. The waiting lists will close on 31 December 2025.

The school does not hold a waiting list for in-year applicants.

**Practicing Church Member:** is defined as someone who attends worship at least monthly over a period of a year ending on the date of application. A Supplementary Information Form (SIF) will be provided on request to applicants seeking consideration under the criterion of practicing Church members. Completion of this form is optional and a SIF in itself does not constitute a valid application. All applications must still be made on the

standard Suffolk County Council CAF1 form. The SIF must be completed and signed by the Parish Priest, or where there is no Priest, another authorised representative of the Church, sealed in the envelope provided and returned to the school. Where the parent of a child is a practicing Church member, but not themselves the applicant, the commitment of that parent will be considered in relation to the admission of the child.



**Supplementary Information form  
Morland Church of England Primary School**

This is not an application form. Applications must be made using the Suffolk online facility or by completing a paper application form. This form **MUST** be used in conjunction with the normal year of entry application form CAF1. It will not be considered to be a valid application unless a CAF1 has been completed.

Child's surname:	First name/s:
Date of Birth:	
Permanent address:	
Postcode:	Telephone Numbers:

**If admission under priority 4 or 5 is relevant to your application please complete this section**

	Church of England	Catholic	Other
What is the denomination of the church you attend?			
Which Church / place of worship do you attend?			
If you have recently moved what was your previous Church / place of worship?			
How frequently do you attend Church / worship?	At least monthly	Less than monthly	

If you have changed Church / place of worship during the past year, please provide details of your previous Parish Priest/Minister/Worship Leader

Name	
Address	

To be completed by your Parish Priest/Minister/Worship Leader  
(if there is currently no minister in post a senior Church officer may sign)

**I can confirm, to the best of my knowledge, that the above information is accurate.**

Signed	Date
Name	
Address	