



Admission Arrangements for the 2025/2026 school year

DATED:

CHAIR OF GOVERNORS:

MINUTED:

DATE OF NEXT REVIEW:

The Governing Body, as the Admissions Authority for the School, has agreed that the Published Admissions Number (the maximum number of children to be admitted in any year) is 10.

For admission to the 2025-2026 school year, and subsequent years, all children will be eligible for admission to Occold Primary School full-time in the September following their fourth birthday.

Where parents are offered a place for their child in the Reception Year of Occold Primary 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 Occold Primary 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 in the year.

Application.

Parents apply using the Local Authority's Normal year of entry application form (CAF1) and an optional letter of support. On-time applications may be on a paper form or the LA on line form naming this School as one of the preferences. Late applications may only be made on the paper form.

The online form can be found at: www.suffolk.gov.uk/admissions.

The CAF either online or the paper form must be with the Admissions Team by 15th January 2025 (The Admissions Team, Endeavour House, 8 Russell Road, Ipswich IP1 2BX). Any letters of support, should be returned to the School by the same date. Places will be allocated for the following school year, all children being offered a place at the start of the autumn term in September 2026. Forms (paper or on-line) received by 15th January 2025 are given equal consideration regardless of the date of receipt.

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

Places will be offered to 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) regardless of whether they live in the catchment area of the school.

Remaining places will be offered in the following order:

1 Children who are ordinarily resident in the school's catchment area on 15th January 2025 in the following order:

- a. Children with brothers or sisters (or other children living together as a family at the same address) already at the school and who will be there when the child starts. If there are not enough places, we will give places to those with the smallest age gaps first.
- b. Children who live furthest from another primary school (we will measure the distance by a straight line 'as the crow flies'). All straight line distances are calculated electronically by the LA from the pupil's home to the school using data provided jointly by the Post Office and Ordnance Survey.
- c. Other applicants.

2 Children who are ordinarily resident outside the school's catchment area on the 15th January 2025. The order of preference will be as for 1a-b, but criteria c. will be: children who live nearest the school (we will measure the distance by a straight line 'as the crow flies'). All straight line distances are calculated electronically by the LA 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.

Maps of the catchment area are available at the school, or from the Admissions Team on 0345 600 0981 (local rate) or at www.suffolk.gov.uk/catchmentmaps.

Ultimate tie-breaker:

In the unlikely event of two or more applicants who live the same distance from the school competing for a single place, lots will be drawn by someone independent of the school and its governing body to determine the successful applicant.

The LA (Local Authority), on behalf of the Governors, will inform you by 15th April 2025 as to whether or not a place is available. 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, we will not determine a further application for a place in the same school in the same school year, 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.

Applications made after the published deadline

If there are still places left at the school after we have considered all the applications made by 15th January 2025, we will offer them to applicants who applied after that date using the preference order 1-2. The information provided in this policy needs to be read alongside and in the context of the relevant LA Admissions booklet & Directories available at: www.suffolk.gov.uk/admissions.

- Details of the catchment area agreed with the LA can be obtained from the school or from www.suffolk.gov.uk/catchmentmaps.
- Ordinarily resident – This refers to 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 parents may need to seek independent legal advice in order to resolve the matter.
- Gypsy, Roma and Traveller families will be considered as 'ordinarily resident' for application purposes.
- Multiple births - if the final place at the School is offered to a twin/triplet etc and the remaining sibling(s) would ordinarily be refused a place, the Governors will offer places to the remaining sibling(s). It is not the Governors policy to separate twins/triplets etc.

Ultimate tie-breaker

In the unlikely event of two or more applicants who live the same distance from the school competing for a single place, lots will be drawn by someone independent of the school and its governing body to determine the successful applicant.

Waiting Lists

A waiting list will be maintained by the school of those unsuccessful in their initial application. Names are placed on the waiting list in the priority order set out in the above 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. Having your child's name on a waiting list will not affect your right to appeal for a school place in any of the schools for which you have applied. If a place becomes available, we will offer it to children 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. Late applications will be placed on the waiting list. The order will be determined in accordance with the admissions oversubscription criteria, not the date on which the application is received. The waiting list will be maintained until 31.12.25.

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 Governors will make a decision on the request, taking into account the views of the Executive Headteacher. 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 form 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.

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

1. Applications are not normally considered more than one term ahead of the date the place is required.
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.
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 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 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 start date will be considered on an individual basis for the mutual benefit of all parties. The child will remain on roll at the previous school until they take up the place at this school.

Policy Review & Consultation

This Policy is reviewed annually. Consultation takes place locally with our Parents and the Local Authority in line with the School Admissions Code 2014.

Questions about this policy

If any applicant has a question about this policy please contact the School Office 01379 678330.