



# SET BECCLES SCHOOL

## ADMISSIONS POLICY FOR 2025/26

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# ADMISSIONS POLICY

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## **ADMISSIONS POLICY**

Seckford Education Trust is the Admissions Authority for the school. SET Beccles School administers its admission arrangements on their behalf and chooses to follow the Suffolk County Council admissions guidance. We must make allocation decisions for mid-year entries in accordance with this policy, the Suffolk County Council admissions guidance and in accordance with the statutory School Admissions Code issued under section 84 of the School Standards Framework Act 1998. The only exception is for applications into Year 7 at the standard transition point, which is managed by Suffolk County Council.

### **How to Apply – Transition from primary school**

The application process for admissions to Year 7 at normal point of entry in September is co-ordinated by Suffolk County Council, the Local Authority (LA).

Parents should apply online at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions) or submit a Suffolk Common Application Form (CAF1), available from their child's primary school or from the LA Admissions Team, no later than the national closing date – advertised by the LA in the local press. Offer letters will be issued by the LA on the National Offer Date (or first working day after). Late applications (those submitted after the national closing date) will be handled by the Admissions Team. (For further information and specific dates, please refer to the full scheme for secondary co-ordination, available from the LA Admissions Team or from the website [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions))

**To apply for a place after the start of term or in any other year group, please refer to the guidance on page 5 of this policy.**

Parents wishing to visit the school prior to submitting an application are welcome to do so. Visits are not interviews and do not affect any decision regarding the availability of a place. Please contact the School Office on 01502 718850 to make arrangements.

### **How Places Are Offered – Transition from primary school**

For admission into Year 7 each September, the LA, on behalf of the Board of Trustees, will offer places to 120 children. This is the Published Admission Number (PAN) for that Year group. Children who have an Education, Health and Care Plan which names the school must by law be offered a place at the school. In the event that more than 120 applications are received, the oversubscription criteria of Suffolk County Council will be applied to determine priority for places. The table below gives the order of priority they will use:

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 care as a result of being adopted).
2	<p>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.</p> <p>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.</p>
3	<p>Children who are ordinarily resident in the catchment area who live nearest to the school.</p> <p>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.</p>
4	<p>Children who live outside the school's catchment area who live nearest to the school.</p> <p>We will measure the distance by a straight line ('as the crow flies') as set out in criterion 3 above.</p>

Parents/carers are notified directly by Suffolk County Council on National Offer Day, 1<sup>st</sup> March or next working day.

### **How to Apply for Places in other Year Groups**

For applications for places in these year groups at any time of the year, an ADM1 application form must be completed. It can be obtained from the

school office or local authority website (details on page 7). It must be returned to the school to determine the availability of a school place. The school will then write to parents/carers within ten school days to confirm the availability of a place and, where appropriate, a suitable start date. Where the school is unable to meet any applications for a place we will inform you of the right to appeal and redirect you to the LA.

### **In the Event of Over-Subscription**

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, the place will be offered to one applicant on the basis of lots drawn by someone independent of the school not involved with admissions.

### **Waiting Lists: Year 7 and In-Year Applications**

As part of the co-ordinated scheme for secondary admissions, the LA Admissions Team hand over the waiting list for year 7 application on behalf of the school until 1<sup>st</sup> September. After this time the waiting list is held by the school. Parents will be contacted immediately if a place becomes available for their child, but should be aware that their child's place on the waiting list can go up or down if an application is subsequently received that meets a higher criterion than their own.

Where an in-year application is received, the child's details will be held on the waiting list by the school for a minimum period of one term following the term of application. Applications will be ordered on the list according to the over-subscription criteria and when places become available, they will be offered accordingly. Parents should be aware that their place on the waiting list may vary if applications are subsequently received which meet a criterion higher than their own. Parents wishing to remain on the list after one term should contact the school.

### **Admission of pupils with a Education Health and Care Plan**

The School may, from time to time, be named on a pupil's Education Health and Care Plan (EHCP). The School is under a legal duty to admit that pupil and this may reduce the number of places available within any one year group. The admission of a student with an EHCP sits outside the scope of the School Admissions Code 2021 and takes place under the Education Act 1966 and the SEN Code of Practice.

## **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, the Board of Trustees will offer places to the remaining sibling/s. Where a sibling of a twin, triplet or other multiple birth has a school named on their EHC plan, Board of Trustees 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.

## **Appeals**

The parent of any child who is refused a place at the school has a right of appeal in accordance with the Schools Admissions Appeals Code 2022. Information on how to make an appeal will be provided in the letter refusing your child a school place.

## **Out of Normal Age Group Requests**

It is expected that children will normally be educated within their chronological year group. However, if requested to do so by the parent, we will consider an application out of chronological age and make a decision 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.

Parents/Carers should make a request to us in writing. This will need to include, where relevant, any supporting evidence. We will make a decision on the request, through consultation with the child's current school. We will write to the parent/carer with the outcome including the reasons for the decision. If successful for a year 6 into 7 application, a CAF1 or application form must be sent to the LA along with the decision letter from the school. Even if the request is agreed there is no guarantee there will be a place available.

## **Application Guidance notes**

If you are applying for a place in the normal year of entry i.e. for a place in Year 7 at the start of the next academic year, please complete an application form online at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions) or contact the Admissions Team on: 0345 600 0981.

## **Before you complete an application form you should read the following note:**

### **Note 1a – 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).

### **Note 1b – 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.

### **Note 1c – 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.

### **Note 2 – Child's Current Address/Moving Address**

Please give your child's current address. If you are planning to move house and you want your future address to be the one considered as part of your application, please provide evidence of the new address such as a tenancy agreement or solicitors letter confirming the new address relevant to the school application.

### **Note 3 – Private Fostering**

If you are caring for someone else's child for more than 28 days, you do not have parental responsibility for them and you are not a relative such as a grandparent, brother, sister, uncle or aunt (whether full blood, half blood or by marriage or civil partnership) or step-parent; you may be private fostering. It is a legal requirement that you contact Suffolk County Council on: 0800 800 4005 or email: [customer.first@suffolk.gov.uk](mailto:customer.first@suffolk.gov.uk)

### **Note 4 – Catchment area schools**

Every school serves an area of streets or villages. Catchment area maps are available online at: [www.suffolk.gov.uk/school-catchment-areas](http://www.suffolk.gov.uk/school-catchment-areas)  
You can also check your nearest school at: <https://nearestschool.suffolk.gov.uk/>  
If you live near to a boundary line on the map, please check your address against the catchment area and/or street lists at: [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions). A list or copy of the map can also be obtained from the LA Admissions Team. See Appendix A for further information.

**APPLICATION FORMS ARE AVAILABLE FROM THE SCHOOL OFFICE (01502 718850) OR FROM THE LOCAL AUTHORITY ([www.suffolk.gov.uk](http://www.suffolk.gov.uk))**

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