



St Edmundsbury Church of England Voluntary Aided Primary School

Admissions Policy

Prepared by	Admissions Committee
Approved by	Governing Body
Signature of Chair of Governors	
Date approved	
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'Whatever you do, work at it with all your heart...' Colossians 3:23



ADMISSIONS POLICY 2025-26

As St Edmundsbury CEVA Primary School is an Aided Church of England School, the admission of children is the responsibility of the Governing Body.

Our Mission Statement is as follows:

'Happiness, inspiration and achievement through Christian values.'

The school aims to enable all young people to become:

- **individual thinkers** who live out our key Christian values
- **successful learners** who enjoy learning, make progress and achieve
- **confident individuals** who are able to live safe, healthy and fulfilling lives
- **responsible citizens** who make a positive contribution to society.

We believe that our school should be inclusive and hospitable and should share the love of God as revealed through Jesus Christ. To this end, this policy aims to admit children to our school from both the local Christian church and the local community.

This policy should be read in conjunction with the Suffolk County Council booklet *Admission to Schools in Suffolk 2025/26*.

ADMISSIONS PROCESS – RECEPTION CLASS 2025-26

All applications for places in the school year commencing September 2025-26 must be returned by 15th January 2025. Applications must be made using the CAF1 form, available from the school or The Admissions Team, Endeavour House, 8 Russell Road, Ipswich IP1 2BX, or online via www.suffolk.gov.uk/admissionstoschools. The CAF1 must be returned to the Admissions Team. You are invited to complete a Supplementary Information Form (SIF) if you wish church attendance or church membership to be considered. It must be returned directly to the School for consideration alongside your application. Parents will be informed by the Local Authority on 16th April 2025 or the next working day regarding the outcome of their application.

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 our admissions oversubscription criteria. This list will be maintained until 31st December 2025. 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 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, 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 you have applied for.

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. The order will be determined in accordance with the admissions oversubscription criteria, not the date on which the application is received.

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. This will apply when, for example, a parent wishes 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.

When this is the case parents/carers must make a request to the school in writing, in good time prior to the closing date for applications for the year in question, that the school will allow the child to be educated outside their chronological age group (that is, in Reception rather than Year 1), including, where relevant, any supporting evidence. The school will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned, in line with paragraphs 2.17 to 2.20 of the School Admissions Code (2021) and 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. Even if 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: Summer born children – school admissions
<https://www.gov.uk/government/publications/summer-born-children-school-admission>

ADMISSIONS CRITERIA

The Published Admission Number (PAN) for St Edmundsbury School is currently set at **45**. The maximum class size at Key Stage 1 will be 30 children, in line with current legislation.

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

Places will then be awarded to children in the following order of priority:-

1. Looked after children (LAC) and all 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 (PLAC), including those children 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 – internationally adopted previously looked after children (IAPLAC).
2. Children who have 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 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 of parents/carers who are ordinarily resident in the catchment area of the school. 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. Catchment area: Catchment area maps are available online at www.suffolk.gov.uk/catchmentmaps. 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. A list or copy of a map can also be obtained from contacting the Admissions Team on 0345 600 0981.

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 or carer 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/carers 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.

4. Those who have confirmed refugee status.

5. Children who have at least one parent/carer who is a practicing member of a Christian Church (Christian Church means any church which is designated under the Ecumenical Relations Measure nationally by the Archbishops of Canterbury and York or locally by the diocesan bishop, or is a member of the Evangelical Alliance, or a partner church of Affinity) or are committed members of the following world faiths and worshipping at least monthly – Buddhism, Hinduism, Islam, Sikhism and Judaism.

The arrangements refer to worship at least monthly and this means worship at least monthly for a period of a year prior to the deadline for applications which is 15th January 2025. In the event that during the period specified for attendance at worship the church or, in relation to those of other faiths, relevant place of worship, has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church (or in relation to those of other faiths, relevant place of worship) or alternative premises have been available for public worship.

Supplementary Information Form: If you wish church attendance or church membership to be considered in the application, parents are invited to complete a Supplementary Information Form (SIF). However, the SIF is not compulsory, neither does it constitute a valid application. All applicants must complete a CAF1 form or St Edmundsbury application form.

6. Thereafter any other child will be admitted.

In the event of the PAN of 45 being reached within any of the 6 criteria above all applications within the tied criterion will be re-ranked on distance – the deciding factor being distance measured in a straight line (“as the crow flies”) The applicant(s) living closer will be given priority. All straight line distances are calculated electronically by the LA using data provided jointly 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.

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 supervised by someone independent of the school to determine the successful applicant.

For admission to the 2025-26 school year, all children will be eligible for admission to St Edmundsbury full time in the September following their fourth birthday. Where parents are offered a place for their child in the Reception Year 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 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.

The oversubscriptions criteria follow the same criteria as the Admissions previously stated.

APPLICATION FOR ADMISSION TO OTHER CLASSES OR AN IN-YEAR APPLICATION

(Please read this in conjunction with the guidance to be found at <https://www.suffolk.gov.uk/children-families-and-learning/schools/school-places/admissions-to-schools-in-suffolk-for-the-20252026-school-year>)

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 Headteacher of their current school before applying for another school.

3. 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.
4. 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.
5. 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.
6. 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.
7. 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.

Further information about the admissions process is available in the Schools in Suffolk Admissions Guidance Booklet for Parents; copies of which can be obtained from the school or the Local Authority Admissions Team.

APPEALS

If you should be unsuccessful in your application for your child to be admitted to St Edmundsbury CEVA Primary School you have the right to make an appeal against the decision. Details of how to appeal are sent with the letter of refusal, parents can then download a form or call the telephone number. 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.

This policy is reviewed annually in line with the School Admissions Code.

Consultation takes place locally with our parents and, more formally, with the Diocesan authorities and the Local Authority.

If there are any queries with regard to this policy, please contact Christine Perllman (School Administrator) in the School Office.