



SVCS Admissions Policy 2025/26

Procedure for admitting students to Stour Valley Community School.

Note: The admission authority for SVCS is the Stour Valley Educational Trust.

1. Applying for a Place

For applications to start in September of Year 7, a common application form (CAF1) must be completed and received by the County Council in which the child is resident by 31 October in the year before admission. Applications for admission after the National Offer Day (1 March or by next working day) will be handled by the County Council in which the child is resident.

2. Admission Number

SVCS has the agreed Published Admission Number (PAN) of 115 for students in Year 7.

3. Consideration of Applications

Stour Valley Educational Trust's Admissions Committee will consider all applications for places at the School. Where fewer than the published admission number(s) for the relevant year groups are received, Stour Valley Educational Trust will offer places to all those who have applied.

4. Procedures where the School is oversubscribed

Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below.

After the admission of students with an Education, Health and Care plan, where Stour Valley Community School is named, the criteria will be applied in the order in which they are set out below:

a. Children in Public Care. 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, 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.

b. 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. 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.

c. Children of staff at the school. This applies where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

d. Children attending our named partner primary school which is Clare Community Primary School.

e. Children who live nearest the School in a straight line. 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 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.

5. Multiple Addresses

Where a child is resident with parents at more than one address parents must establish where the child is 'ordinarily resident'. 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. 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 you may need to seek independent legal advice in order to resolve the matter.

6. Multiple Births

If the final place available at the School is offered to a twin, triplet or other multiple birth and the other siblings would ordinarily be refused, the School will follow Suffolk County Council's policy and will offer places to the remaining sibling(s) at the School.

7. Tie-Break

In the event of a tie-break places will be allocated by random allocation by the drawing of lots. The random allocation process will be supervised by a Borough Councillor, who has no interest in the admissions process.

8. Fair Access Protocol

SVCS is committed to considering admitting vulnerable students who are hard to place. All applications will be treated independently. Accordingly, outside the normal round of admissions, the Governing Body is empowered to give priority to a student where admission is requested through the In Year Fair Access Panel. The Governing Body has the power to consider admissions even when admitting such a student would exceed the Published Admission Number.

9. Applying for a place outside chronological year group

It is expected that children will normally be educated within their chronological year group. However, when requested to do so, the admission authority 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.

For a place at SVCS a request to the admission authority should be made in writing with supporting evidence. The admission authority will make a decision on the request, taking into account the views of the Headteacher. The school will confirm in writing the outcome, including the reasons for the decision. If the request is agreed it should be noted that there is

no guarantee there will be a place available. If the request is refused and parents wish to complain about this outcome they should refer to the SVCS Complaints Policy.

10. Operation of admissions lists

a. Subject to Suffolk County Council's co-ordinated admission scheme, Stour Valley Community School will operate an admissions list for Year 7. Where the School receives more applications than there are places available, the admissions list will be ranked in order of priority, based on the above criteria, and a place offered. The Year 7 admissions list will operate until 31 December of the school year of admission. This will be held by the School and each child's name will be placed on the list, following an unsuccessful application.

11. Arrangements for admitting students to other year groups, including to replace any students who have left the School

a. Stour Valley Community School will co-ordinate admissions for all in-year applications. This will not affect Stour Valley Educational Trust's right to determine which applicants have priority for admission in line with the admissions code.

b. Subject to any rules in Suffolk County Council's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Stour Valley Educational Trust will consider all applications and if the year group applied for has a place available, admit the child. If more applications are received than there are places available, the oversubscription criteria in paragraph 4 shall apply. Parents whose application is turned down will be entitled to appeal.

12. Right of Appeal

There will be a right of appeal to an Independent Appeal Panel for unsuccessful applicants.

13. Monitoring and review

The Trust Board will be responsible for reviewing and monitoring the effectiveness of this policy annually. Any changes will be made in line with legislation.

Ratified by Trust Board	SVCS LGB
Date	28 November 2023