

# Admissions Arrangements 2025-2026



<b>Policy Title</b>	Admissions Arrangements 2024-2025
<b>Policy Created / Amended</b>	September 2022
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<b>Summary of changes</b>	Change to dates



## ADMISSIONS POLICY FOR SYBIL ANDREWS ACADEMY 2025-26

### Introduction

Parents should note that for Suffolk Secondary Schools there is no automatic right to a place at the local school. It is essential that application forms are completed and returned by 31st October.

### Published Admission Number

The Published Admission Number (PAN) for 2025-26 is 150.

### Procedures for Admission

Although the Academy will decide its own admissions, the local authority co-ordinates all Normal Year of Entry Admissions in its area, and will communicate all admission decisions to parents. In-year applications should be made directly to the Academy.

Procedures for applying to Sybil Andrews Academy are explained in the publication Admission to Schools in Suffolk. Parents should make themselves familiar with this information and take particular note of the definitions provided, dates and deadlines, which apply to Sybil Andrews admissions arrangements unless stated otherwise in this document.

Applications must be made using the Suffolk Normal Year of Entry Application Form (CAF1) which is available from Suffolk County Council on 0345-600-0981 or Sybil Andrews Academy. Applications can also be made online. Forms can also be downloaded from [Suffolk.gov.uk/admissions](http://Suffolk.gov.uk/admissions). **No completed forms will be accepted at the school.** There is also the ADM1 for in year applications.

The deadline for ordinary Year 7 admissions will be that published in the Admission to Suffolk Schools Publication. This date is 31st October.

As required by the Regulations of 2006 the school will give top priority to applications on behalf of 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).

### Definitions

#### Sibling

By sibling we mean children living at the same address who have one or both natural parents in common, children living at the same address who are related by a parent's marriage, children living at the same address whose parents are living as partners at this address. We do not include 'cousins' within our definition of sibling.



## Priority Admission Area

Our priority admission area is that comprised of our **Partner Primary Schools**. This means that pupils attending one of our partner primary schools at the application closing date are considered to 'reside' in our priority admission area.

Our partner primary schools are Abbots Green Community Primary School, Sebert Wood Community Primary School, Hartest CEVC Primary School, Lawshall All Saints Primary School, Great Whelnetham Primary CEVPC School and Glemsford Primary Academy.

The catchment areas of partner schools are available from Suffolk County Council at [www.suffolk.gov.uk/catchmentmaps](http://www.suffolk.gov.uk/catchmentmaps). If you live near a boundary line on the map or wish to check your address against the street/village lists these can be found at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions). You can also obtain a copy of the map or list from the Admissions Team on 0345 600 0981 (local rate).

## Admissions Criteria

Pupils with an Education, Health and Care Plan (EHC Plan) that name the Academy will be admitted.

Looked after Children or previously looked after children be admitted as the top priority.

Exceptional Medical Need (see below)

We will admit pupils using the oversubscription criteria listed below in descending order:

1. (a) children of staff of the academy who have been employed at the academy for two or more years at the time at which the application for admission was made and/or  
(b) children of staff who are recruited to fill a vacant post for which there is a skill shortage.
2. Children with a brother or sister (sibling) attending Sybil Andrews at the time of application with a reasonable expectation they will be attending at the start of the new school year.
3. Children attending one of the named partner schools including those who do not have a brother or sister (sibling) attending Sybil Andrews.
4. Children who live in the catchment area of a partner school who are not attending a partner school.
5. Distance as outlined in the section labelled 'Tie Breaker' below.

The academy reserves the right to refuse entry to applicants who have been permanently excluded from two or more schools. This applies within two years of the second exclusion.

## Tie-Breaker

In the event of oversubscription, those living nearest the school will be given priority. We measure 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.

In the unlikely event that two or more applicants competing for a single place at the school live the same distance from the school, the place will be offered to one applicant on the basis of lots drawn by a person who is independent of the School.

### **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.

### **Medical Need**

Exceptional medical circumstances supported by written medical evidence may override all but the first criterion. Any such applications must be received by the closing date in the co-ordinated scheme and will be considered by the Admissions Committee of the school. The extent and circumstances which medical need would override those above would relate to situations in which e.g. a hospital consultant has stated in writing that attendance at Sybil Andrews was an essential in terms of meeting the medical needs of the child. The evidence should come, however, from at least one registered health professional and should set out the particular reasons why Sybil Andrews is the most suitable school.

### **Admission of Children out of their normal age group**

It is expected that children will normally be educated within their chronological year group. However, when requested to do so by the parent, 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 Schools Admissions Code (December 2014). This will entail establishing:

- The applicant's academic standards;
- The social-emotional impact of out of year admission on the individual pupil;
- The year group that the pupil has been educated in to date;
- Other reasons put forward by the child's parent.



The Academy will have two decisions to make:

- Which year group, if any, to place the child if there are sufficient places in that year;
- To apply its oversubscription criteria for the year in which any place is offered to see whether a place can be offered in the identified year group.

We are expecting further guidance or a change to the Schools Admission Code regarding this and would comply with new legislation.

Parents or carers should make a request to the Academy in writing. This will need to include, where relevant, any supporting evidence. The governing body or academy trust will make a decision on the request, taking into account the views of the Headteacher. The school will write to the parent or carer with the outcome including the reasons for the decision. Even if the request is agreed there is no guarantee there will be a place available.

Parents that are applying for places for year 5 pupils that wish to enter year 7 or a year early, should contact the school in the first instance and will also need to provide the following information:

- Evidence of the readiness of their child to access the secondary curriculum. This includes their emotional readiness.
- Evidence of the rate of progress made by their child over at least the previous year. This is because applications will need to be made a year in advance of their normal year of entry, and there will be a need to establish the likely level of attainment that will be achieved by the end of Year 5.
- Evidence that their child is likely to meet or exceed the levels of attainment expected of pupils at the end of KS2.
- Their reasons for applying for early entry into Year 7 on behalf of their child.

Each case will be reviewed on the basis of circumstances and in the best interests of the child.

Parents applying for places on behalf of pupils in Year 5 and who wish their child to enter year 7 one year in advance of their normal year of transfer to secondary school will need to inform the Academy of their wishes by **30th September**. The Academy will then review the case and respond to parents by **15th October**. This will enable parents to then submit their application for a place with other pupils as part of the Normal Year of Entry Process, the closing date for which is the **31st October**. Once a decision has been made, out of year admissions will be processed with Normal Year of Entry Admissions for that school year. They will not be given a lower priority than other Normal Year of Entry Admissions.

Applications for entry into year 7 will not be considered for pupils who are younger than pupils in that school year unless they are made by the date above.

In all cases, the Academy will explain to parents the reasons as to whether it has agreed to admit the pupil or not in writing.

In the event of an application being turned down, the parents have the right to complain to the Academy.



## **Multiple Births**

If the final place available at the Academy is offered to a twin, triplet or other multiple birth and the remaining siblings would ordinarily be refused, the academy will offer places to the remaining sibling.

## **Waiting Lists and in year admissions**

The Academy will automatically maintain a waiting list in the event that oversubscription occurs until the 31st January after the September in the normal year of admissions (Year 7). Pupils will be ranked in order against the oversubscription criteria.

The Academy will not keep any other waiting list. Pupils will be admitted to the Academy in year when and if a space becomes available and parents should keep in contact with the school for assistance with their applications.

## **RIGHT TO APPEAL**

**When an applicant is unsuccessful there is an automatic right of appeal to an Independent Appeal Panel.** Information regarding how to do this will be sent in the letter outlining the reasons for refusal.