



All Saints Church of England Primary School, Laxfield

Admissions Policy for the School Year 2024-2025

The School is an Academy within the All Saints Multi Academy Trust.

We are a Good Samaritan school where all are treated equally. We are a family, bound together by a sense of belonging and support and founded upon our Christian values of love, forgiveness, friendship, perseverance, thankfulness and respect. Our vision is for a school with high quality teaching and learning which cares for all, reflects the love of God and enables all children to flourish and experience life in all its fullness. It is a vision for now and the future, rooted in the Christian faith,

The Trust, is the Admissions Authority for the School, We are committed to considering all applications fairly and equally. This Admissions Policy is subject to a statutory public consultation and conforms to the Schools Admissions Code and the law relating to school admissions. This policy should be read in conjunction with the Admissions to Schools in Suffolk booklet – published by Suffolk County Council. We believe that ideally each child should be admitted to the school of their parents' choice, however the school buildings cannot accommodate an unlimited number of children. Excessive class sizes are detrimental to the education of all children. The law sets a limit of 30 for infant classes, with only a few specific exceptions.

The Published Admissions Number (the maximum number of children to be admitted in any year) is 17 and we aim to organise the school so that there are classes of no more than 34 pupils

For admission to the 2024-25 school year, and subsequent years, all children will be eligible for admission to All Saints CE Primary School, Laxfield full-time in the September following their fourth birthday.

How parents can apply for their child to be admitted to the Reception Class of our school

Copies of this Admissions Policy can be viewed on the school's website.

Parents can complete a paper application form (CAF1 – to be returned to The Admissions Team, Endeavour House, 8 Russell Road, Ipswich IP1 2BX) or complete the form on-line at www.suffolk.gov.uk/admissions

Applications for Reception Class admission **September 2024 to August 2025** (i.e. for children born **1st September 2019 to 31st August 2020**) must be received by Suffolk County Council by **15th January 2024**. Second and late applications will be considered according to the Co-ordinated Admissions Scheme published in the Admissions to Schools in Suffolk booklet.

In order that the Governors can make fair and open decisions, parents are invited to complete a Supplementary Information Form (SIF). Please note the SIF is an opportunity to provide more details about reasons for applying to a church school; it is not compulsory and on its own does not constitute a valid application form. The form is available from the school. SIFs should be returned direct to the School by the 15th January 2024.

Applications are administered by Suffolk County Council on behalf of the Academy Trust.

Where there are more applications than available places, admissions are made according to the oversubscription criteria set out below. An Admissions Committee of the Local will consider applications and apply the oversubscription criteria (if there are more applicants than available places) ranking applicants accordingly and providing a ranked list to Suffolk County Council.

Decision letters are sent by Suffolk County Council to all applicants on **16th April or the next working day**.

For admission to the 2024-2025 school year, and subsequent years, all children will be eligible for admission to the school full time in the September following their fourth birthday. Where parents are offered a place for their child in Reception Year, they may decide either to take up the offer full time in September or take up the offer part-time (but not beyond the point at which they reach compulsory school age) or defer entry. If a parent wishes to defer entry to later in the year the place at the school will be held open until the child starts school. However, parents must take up the place no later than the beginning of the term after the child's fifth birthday and must in any case take up the offer of a place by the beginning of the final term of the school year for which it was made.

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 term.

For summer born children whose parent or carer wishes them to start in Reception Year in the September following their fifth birthday (out of their chronological age group) see the section on **Children out of year group** below.

Waiting list

Unsuccessful applicants have the right to Appeal against the decision of the Governors. (see below). All unsuccessful applicants are placed on a waiting list (see notes). The waiting list ceases to be valid on 31 December 2024.

In-year applications and applications to other year-groups

The Governors follow the accepted procedures agreed with Suffolk County Council in considering applicants at all other times of the year. The PAN of **17** for Reception Year is maintained (as far as possible) for all subsequent year groups. Governors apply the oversubscription criteria set out below. No waiting lists are maintained for year groups other than Reception Year.

In-year admissions.

Applications are not normally considered more than one term ahead of the date the place is required.

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.

Parents who wish to make an in-year application for a place at the school should contact the school office for an application form, or download a copy from the school website.

We will, on receipt of an in-year application, notify Suffolk County Council of both the application and its outcome, to allow them to keep up-to-date figures on the availability of places in the area.

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.

All in-year 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 date the offer was made.

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.

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.

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, for example, if the child is gifted and talented or has

experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

When this is the case a parent must request that the school allow the child to be educated outside their chronological age group. The Admissions authority will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned, taking into account the views of the headteacher, in line with paragraphs 2.18 to 2.2 of the School Admissions Code 2021. Parents or carers should make a request to the school in writing in good time, prior to the closing date for applications for the year in question. This will need to include, where relevant, any supporting evidence.

The school will 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.

If a parent requests 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 and 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:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/921255/Guidance_for_parents_September_2020.pdf

Appeals

If the Admission Authority's decision is not to grant a place for your child, you have the right to appeal against its 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.

Unsuccessful applicants and appellants who are still unable to secure a place at the school may only submit a fresh application if there has been a significant change in the circumstances of the parent, 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, but this will not normally be considered more than one term ahead of the date when you want your child to start at the school.

Monitoring and review

This policy will be reviewed by the the MAT Directors annually but, in accordance with the School Admissions Code, will only be subject to public consultation every seven years unless changes are proposed (other than the correction of closing dates and definitions of academic years or to ensure compliance with the School Admissions Code and the law relating to school admissions). A consultation allows for parents, other schools and academies, the diocese, local authorities and the local community to raise concerns about any proposed changes to the admission arrangements.

Further information

Applicants seeking clarification on any aspect of this policy are invited to contact the school office 01986 798344.

Admissions Oversubscription Criteria 2024-2025

Where the number of applicants exceeds the PAN of 17, places will be allocated in the following priority order.

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

For applications to the normal year of entry at a school, these criteria will be applied according to the evidence provided to show the circumstances existing before midnight at the end of the closing date (15th January 2024).

For in-year applications, these criteria will be applied according to the evidence provided to show the circumstances existing at the time of application.

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 state care as a result of being adopted).
2.	Children who are ordinarily resident in the school's catchment area a. 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. 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. b. Children whose Parent(s)/Guardian(s)/Carer(s) attends worship at least monthly over a period of a year ending on the application date) attendees

	<p>at services held at all churches/chapels situated within the school's catchment area. (Applicants are advised to complete the Supplementary Information Form (SIF) in order that the Governors have accurate information which enables them to apply this criterion fairly.) 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.</p> <p>c. Children who live the 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.</p> <p>d. Other applicants.</p>
3	<p>Children who are ordinarily resident outside the school's catchment area .</p> <p>The order of preference will be as for 2a-c, but criteria d. 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.</p>

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Notes:

Parent

For the purposes of education law, Section 576 of the Education Act 1996 defines a 'parent'

as:

- all natural (biological) parents, whether they are married or not;
- any person who, although not a natural parent, has parental responsibility for a child or young person (this could be a step-parent, guardian or other relative);
- any person who, although not a natural parent, has care of a child or young person.

A person has care of a child or young person if they are the person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child.

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).

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.

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.

Distance tie-breaker

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, lots will be drawn by someone independent of the school.

Twins, triplets and other 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, All Sinta, Laxfield school will offer places to the remaining sibling/s at the same school. The law requires that this will apply even in those primary schools where this would mean that more than 30 pupils would be admitted to an infant class. Where a sibling of a twin, triplet or other multiple birth has a school named on their EHC plan, All Saints, Laxfield school 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. This does not apply to siblings of children in a specialist unit or a specialist resource base for Hearing Impaired provision or a nursery, because they do not meet the sibling definition in the oversubscription criteria.

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 live 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.

Gypsy, Roma and Traveller families will be considered as 'ordinarily resident' for application purposes.

Waiting list

Names are placed on the waiting list in the priority order set out in our admissions oversubscription criteria.

The order of the waiting list can change each time a child's name is added or the circumstances of a child already on the list changes. As a result, a child's place on the list can go up or down (for example due to withdrawals or late 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. Written evidence of this will be required.

Having your child's name on a waiting list will not affect your right to appeal. Late applicants will be added to any waiting lists in oversubscription priority order.

If a place becomes available at a school, it will be offered to the child who is ranked highest on the waiting list. Places are not offered based on the date on which names were placed on the list. The waiting lists will close on 31 December XXXX

The school does not hold a waiting list for in-year applicants.

Questions about this policy.

If any applicant has a question about this policy please contact the School Office 01986 798344.

Where parents are offered a place for their child in the Reception Year of All Saints CE Primary School, Laxfield 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 All Saints CE Primary School, Laxfield 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 the optional Supplementary Information Form (SIF) – these are available on demand.

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 SIF is an opportunity to provide more details about reasons for applying to a church school; it is not compulsory and on its own does not constitute a valid application form.

The CAF either online or the paper form must be with the Admissions Team by 15th January (The Admissions Team, Endeavour House, 8 Russell Road, Ipswich IP1 2BX). Any SIF or 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 2025. Forms (paper or on-line) received by 15th January 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:

- 2 **Children who are ordinarily resident in the school's catchment area** on 15th January 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 whose Parent(s)/Guardian(s)/Carer(s) attends worship at least monthly over a period of a year ending on the application date) attendees at services held at all churches/chapels situated within the school's catchment area. Practising Church Member A practising church member is defined as someone who. (Applicants are advised to complete the Supplementary Information Form (SIF) in order that the Governors have accurate information which enables them to apply this criterion fairly.) 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.
 - c. Children who live the 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.
 - d. Other applicants.

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- 3 **Children who are ordinarily resident outside the school's catchment area** on the 15th January. The order of preference will be as for 1a-c, but criteria d. 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.

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 16th April 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, 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.
- 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 31.12.2025.

We do not hold waiting lists for other year groups.

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 Governors will offer the place from the start of the following half term. 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 by the MAT Directors annually but, in accordance with the School Admissions Code, will only be subject to public consultation every seven years unless changes are proposed (other than the correction of closing dates and definitions of academic years or to ensure compliance with the School Admissions Code and the law relating to school admissions). A consultation allows for parents, other schools and academies, the diocese, local authorities and the local community to raise concerns about any proposed changes to the admission arrangements.