


# Glemsford Primary Academy

## Admissions Arrangements for September 2018

<b>Date approved</b>	<b>30<sup>th</sup> January, 2017</b>
<b>Signed</b>	 (Chair of Trust Primary Admissions)
<b>Minuted</b>	<b>30<sup>th</sup> January, 2017</b>
<b>Date of next review</b>	<b>Admissions arrangements are examined each Autumn for the intake due 2 years after</b>

### Introductory statement

Glemsford Primary Academy is a one-form entry primary school.

### Admission number

The Academy has a Published Admission Number of 30 for entry in Reception.

The Academy will accordingly admit this number of pupils to Reception each year if there are sufficient applications. Where fewer applicants than the published admission number for the Reception year are received, the Academy Trust will offer places at the Academy to all those who have applied.

### Procedures

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 Glemsford 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 Glemsford admission 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 (local rate) or Glemsford. Applications can also be made online at [www.suffolk.gov.uk/admissions](http://www.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 Reception admissions will be that published in the Admission to Suffolk Schools Publication. This date is Monday 15<sup>th</sup> January, 2018.

### Oversubscription criteria

When the Academy is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the Academy, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. 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)<sup>1</sup>

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<sup>1</sup> 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).

2. Siblings (children who are brothers or sisters of, or who live as a family at the same address) of pupils who are already at the Academy or who have already been offered a place, and who will still be there at the time of admission. Priority will be given, where necessary, to applications where there is the smallest age gap. If you have more than one child at the Academy, please name the youngest one.
3. Children who are ordinarily resident in the catchment area. Places will be allocated in the following priority order:  
Children who live nearest to the Academy. 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. When 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.
4. Children who live outside the catchment area in the same priority order as outlined in part 3.

## **Tie-break**

### **Distance tie-breaker**

Under each of the oversubscription criteria above if there are more children applying than places available, places will be allocated in order according to the distance between the Academy and the child's permanent residence, with those living nearest being admitted first. 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. When 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 applicants competing for a single place at the Academy live the same distance from the Academy, random allocation will be used. The random allocation process will be independently supervised.

## **Definitions of terms used**

### **Sibling**

Siblings (children who are brothers and sisters of, or who live as a family at the same address) of pupils who are already at the Academy or who have already been offered a place, and who will still be there at the time of admission.

### **Permanent home address**

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. We will not treat your child as ordinarily resident if you rent or own a second home in the catchment area or if you use another address to give the impression that your child lives in the catchment area so that you have a higher priority for a place at the Academy. Where a child lives at two or more addresses, each for part of the week, the ordinarily resident address 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.

### **Catchment area**

This is the area the Academy serves. We cannot guarantee your child a place at their catchment area school.

- Catchment area maps are available online at: [www.suffolk.gov.uk/catchmentmaps](http://www.suffolk.gov.uk/catchmentmaps)
- If you live near to a boundary line on the map please check your address against the catchment area parish/village and street lists for towns at: [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions)
- If you would like a copy of the map or list sent to you, or you are unsure of your catchment area please call the Admissions Team on 0345 600 0981.

A catchment area map is also available from the Academy office.

### **Twins, triplets and other multiple births**

If the final place available at the Academy is offered to a twin, triplet or other multiple birth and the remaining sibling/s would ordinarily be refused, we will offer places to the remaining sibling/s at the Academy. The law permits this even where this would mean that more than 30 pupils would be admitted to an infant class.

### **Late applications**

All applications received by the Local Authority after the deadline will be considered to be late applications. Sometimes there are good reasons why an application is made after the closing date such as a family having just moved into the area. Applications such as this will be considered after those received on time, up until the date agreed in the Suffolk Admission Co-ordinated Scheme as long as the Local Authority are provided with written evidence at the same time and agree that exceptional reasons apply. If, following consideration of all applicants the Academy is oversubscribed, those children not gaining a place are automatically placed on a waiting list until the 31<sup>st</sup> December.

Otherwise, if we get your application after the closing date, it will be considered after we have offered school places for the applications we received on time. This will be after the primary National Offer Day, 16 April or the next working day for a primary application. Please be aware it may be several weeks before you receive an offer of an Academy place. If all of the places have been offered already, the local authority will try to meet your second or third preference, or they will offer you a place at your catchment area school if a place is available. If there are no places available at your preferred schools or in your catchment area school they will offer you a place at the next nearest suitable school that has places available. This will take into consideration the availability and cost of home to school travel. The Local Authority will use the admissions oversubscription criteria which can be found in the Directories of Schools in Suffolk.

### **Waiting lists**

If you apply for a school place at our school in the normal year of entry and you are refused, your child's name will automatically be placed on a waiting list for our school. Names are placed on the waiting list in the priority order set out in our admissions oversubscription criteria (above).

The order of children 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 our school's catchment area. Written evidence of this will be required.

Having your child's name on our waiting list will not affect your right to appeal for any of the schools you have been refused a place at.

Late applicants will be added to our waiting list in oversubscription priority order if your parental preferences cannot be met. If a place becomes available, it will be offered to a child 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 waiting lists will cease to operate on 31<sup>st</sup> December, 2018.

### **Applications for a place outside the 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 School Admissions Code (December 2014). We are expecting further guidance or a change to the School Admissions Code regarding this and would comply with new legislation. This may apply when a parent wishes to delay their summer born (April to August) child entry to full-time education in the reception year group until the following school year when they become of statutory school age.

To do this you should make a request to the Academy Trust in writing. This will need to include, where relevant, any supporting evidence. The Academy Trust will make a decision on the request, taking into account the views of the Headteacher and the Academy Trust. We will then write to you with the outcome including the reasons for the decision. If the request is refused, details of how to complain to the school will be given. You will then need to send your CAF1 application form to the LA along with the decision letter(s) and other relevant evidence by the national closing dates. Even if the request is agreed there is no guarantee there will be a place available.

### **Appeals**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact the Education Appeals Office on 01473 264218 or 264219. There is further information at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions) then select the Appeals panel on the left which will contain contact numbers, address and email contacts as well as appeal forms and the timescales by which you would need to make your appeal.

Education Appeals  
Customer Rights  
PO Box 579  
Ipswich  
Suffolk  
IP1 2BX

Email: [statutory.appealsoffice@suffolk.gov.uk](mailto:statutory.appealsoffice@suffolk.gov.uk)