



**CLARE COMMUNITY**  
— PRIMARY SCHOOL —

## **Admissions Policy 2019/20**

## CLARE COMMUNITY PRIMARY SCHOOL

### Admissions Arrangements for September 2019

#### **Introductory statement**

Clare Community Primary School is a one form entry primary academy school.

#### **Published Admission Number**

The school has a Published Admission Number (PAN) of 30 for entry in Reception.

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

#### **Application Process**

Although the school will decide its own admissions, the Local Authority where the child lives will process all normal year of entry admissions and will communicate all admission decisions to applicants.

Normal year of entry applications for children living in Suffolk can be made online at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions) or by filling in a paper application form (CAF1) available from Suffolk County Council Admissions Team on 0345 600 0981 (local rate) or from [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions). Paper applications should be sent to the Admissions Team, Endeavour House, 8 Russell Road, Ipswich IP1 2BX. No completed forms will be accepted at the school. For children living outside of Suffolk, an application for a place at the school should be made through the Local Authority where the child lives.

In year applications should be made direct to the school using form ADM1.

#### **Deferred entry for infants**

Parents offered a place in the Reception Year for their child have a right to defer the date their child is admitted, or take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer is made.

Children reach compulsory school age on the prescribed day following their 5<sup>th</sup> birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31<sup>st</sup> August, 31<sup>st</sup> December and 31<sup>st</sup> March.

**Admissions Policy 2019**

Policy Reviewed: **December 2017**

Next Review Date: **September 2020**

## **Oversubscription criteria**

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, 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 become subject to a child arrangements order or special guardianship order, immediately following having been looked after).
2. Children who are ordinarily resident in the catchment area and have a sibling currently attending the school where that sibling will still be attending at the proposed time of the admission of the applicant child.
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 school. 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. 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.

4. Children who live outside the school's catchment area and have a sibling currently attending the school where the sibling will still be attending at the proposed time of the admission of the applicant child.
5. Children who live outside the school's catchment area as set out in the criterion 3 above.

### **Tie-break**

#### **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 school live the same distance from the school, the place will be offered to one applicant on the basis of lots drawn by someone independent of the school.

If the final place available is offered to a twin, triplet or other multiple births and the remaining sibling(s) would ordinarily be refused, we will offer places to the remaining sibling(s).

## **Definition of terms used**

### **Siblings**

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.

### **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. 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.

### **Catchment area**

This is the area the school serves. We cannot guarantee you 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 School office.

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

If the final place available at the school is offered to a twin, triplet or other multiple births and the remaining sibling(s) would ordinarily be refused, we will offer places to the remaining sibling(s) at the school. 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. Late applications will be considered after those received on time. If you were unable to apply by the closing date, and the Local Authority agree that there are very exceptional reasons for an application being late. It will be considered as on time if it is received by the exceptional late date in the Co-ordinated Admissions Scheme and evidence is provided with your application. This only applies in circumstances outside your control which made it impossible for the application to have been made on time. Further information is available from the Local Authority on 0345 600 0981 or at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions).

## **Admission of children outside their normal age group**

It is expected that children will normally be educated within their chronological year group. However, we 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 Admission Code.

You make a request to the school in writing. This will need to include, where relevant, any supporting evidence. We will make a decision on the request, taking into account the views of the Headteacher. We will write to you with the outcome including the reasons for the decision. If the request is refused, you will 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 from the school and other relevant evidence by the national closing date. Even if the request is agreed there is no guarantee there will be a place available.

## **Waiting lists**

The school will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until 31<sup>st</sup> December for the Reception year group and the last day of the Summer Term for all other year groups. The school will contact parents to ascertain if they wish for their child to stay on the Reception list (beyond 31<sup>st</sup> December) by that date. This will be maintained by the school and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. The waiting lists will close at the end of the Summer Term.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Waiting lists will be re-ordered in accordance with the oversubscription criteria whenever a child joins or leaves the waiting list. If you change your address while your child is on the 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. Written evidence of this will be required.

If a place becomes available the school will offer it to children on the waiting list in priority order. Places are not offered on the basis of the date on which the names were placed on the list.

### **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.

Information on how to make an appeal will be provided in the letter refusing your child a school place.

Ratified by Trust Board	
Date	



