

Place Farm Primary Academy  
Admissions and Appeals Policy - 2022-23

Our vision is to improve the life chances of all our children whatever their backgrounds, skills and capabilities. We are committed to and value everyone in our school. Our ambition is to provide the best education we can, enabling our children to become responsible, independent members of society.

### Introduction

1. We accept pupils of all abilities, but no pupil will be admitted if, in the Trust's opinion, such admittance would prejudice the provision of efficient education or the efficient use of resources. We participate in the Local Authority co-ordinated scheme and all deadlines within the Local Authority scheme should be adhered to by applicants.
2. Parents should note that for Suffolk schools there is no automatic right to a place at the local school. It is essential that application forms are completed and returned by the deadline date. If you make an application for a school which is not your local school and, subsequently, are not allocated a place, there is no guarantee that a place will be available for your child at the local school.

### Procedures for Admission

3. The Trust will decide its own admissions to Place Farm Primary Academy, but the local authority will co-ordinate all normal year of entry admissions in its area and will communicate all normal year of entry admission decisions to parents.
4. The agreed Published Admissions Number (PAN) for the normal year of entry is 60.
5. Procedures for applying to Place Farm Primary Academy are explained in the publication 'Admissions 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 Place Farm Primary Academy's admission arrangements, unless stated otherwise in this document.
6. A separate application **must** be made for any transfer from nursery to primary school.
7. We provide for the admission of children, full-time, in the September following their fourth birthday. We strongly believe that this is in the best interest of every child. However, parents can request that the date their child is admitted to primary school is deferred until later in the school year or until the term in which the child reaches compulsory school age. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age.
8. Our school is experienced in educating and caring for children with different abilities and social and emotional needs and will be able to provide a suitable education. It is expected, therefore, that children will normally be educated within their chronological year group.

### **Applications for a place outside the normal age group:**

9. Applications for children to be admitted to a school earlier or later than normal, to stay longer with a younger year group or to be taught ahead will be considered carefully and the decision will be made on the basis of the circumstances of each case and evidence provided. 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. Requests will be considered with the evidence provided. Parents or carers should make a request to the Trust in writing. This will need to include, where relevant, any supporting evidence. The Trust will make a decision on the request, taking into account the views of the headteacher. The Trust 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 to the school will be given. A CAF1 application form must be sent to the Local Authority, along with the decision letter from the Trust 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.

### **Application Forms:**

10. Applications for the normal year of entry should be made using the Suffolk normal year of entry application form (CAF 1), which is available from the school or from Suffolk County Council on 0345 6000981 or at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions). Parent/carers are encouraged to apply online.
11. **Completed forms should be sent directly to the Local Authority. If completed forms are returned by post, proof of postage should be obtained.**

### **Deadlines:**

12. The annual deadline for submitting application forms is **Saturday 15<sup>th</sup> January, 2022 for transfer to the Reception class at Place Farm Primary Academy.**

### **Waiting lists:**

13. If you apply for a place at Place Farm Primary Academy in the normal year of entry and are refused, your child's name will automatically be placed on our waiting list. Names are placed on the waiting list in the priority order set out in our admissions oversubscription criteria.
14. 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 the 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.
15. Having your child's name on the waiting list will not affect your right to appeal against the decision to refuse your child a place.
16. Late applicants will be added to the waiting list in oversubscription priority order if they cannot be offered a place.
17. If a place becomes available, we will offer it 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.
18. The waiting list will cease to operate on 31<sup>st</sup> December, 2022.
19. For details of how to make an in-year application, please see the section on this below.

### **Definitions and Details**

#### **Priority Admissions:**

20. All children whose Education, Health and Care (EHC) plan names the school **must** be admitted.
21. **Siblings**  
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 but not in the sixth form.  
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.

#### **Admissions Oversubscriptions Criteria:**

22. If the number of applications is greater than the PAN, we will use our admissions oversubscription criteria to decide who gets a place.

The following details the order of priority for places in the case of oversubscription:

- A. 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).
- B. Children of staff employed by the school in the following circumstances:
  - i. Where the member of staff has been employed at the school for two or more years at the time at which application for admission to the school is made, or
  - ii. The member of staff is recruited to the school to fill a vacant post for which there is a demonstrable skill shortage.
- C. Children with a brother or sister (sibling) attending the school or who have already been offered a place, at the time of application, with a reasonable expectation they will be attending at the start of the new school year. Priority will be given, where necessary, to applications where there is the smallest age gap between siblings. If you have more than one child in the school, please name the youngest one.
- D. Children who do not have a brother or sister (sibling) attending the school. Applications in this category will be ranked using the distance criteria described in the tie-breaker (below).

**The Tie-Breaker:**

- 23. In the event of oversubscription, having applied the criteria outlined above, priority will be determined by the distance of the child's ordinarily resident address from the school. Priority will be given to the applicants who live nearest the school. This will be done by measuring 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.
- 24. If after the distance tie-breaker, with two or more applications ranked at the same distance, there are more applications than places, a further tie-breaker of Random Allocation will be used for the applications from this group. Lots will be drawn. This process will be independently verified.

**Ordinarily resident:**

- 25. As part of the tie-breaker process, proof of residence, such as a lease agreement, may be required. The school will check allegations of false addresses or other false information given on the CAF1/ADM1 and will withdraw places if the details are found to be deliberately false or misleading.
- 26. Where a child lives with separated parents who have shared responsibility, each for part of the week, the address at which 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.

### **Multiple Births:**

27. Our policy is not to separate multiple births. If the final place available at the school is offered to a twin, triplet or other multiple birth and the remaining sibling/s would ordinarily be refused, the governors will offer places to the remaining sibling/s.

Where a sibling of a twin, triplet or other multiple birth has a school named on their EHC plan, Suffolk County Council 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.

### **Guardianship:**

28. We reserve the right to carry out necessary checks as to the legal guardianship of an adult making an application for admission for a child whether as an in-year admission or as part of the normal year of entry. It is recognised that this can relate to safeguarding issues and is therefore of the highest priority.


### **In-year Admissions**

29. In-year applications should be made on the own admission authority application form (ADM1). Such applications should go straight to the school. The Trust will consider your application and let you know whether we can offer your child a place at the school. We will write to let you know the Trust's decision.

30. In-year admissions will be dealt with in accordance with this policy and take into account the Fair Access Protocol for Suffolk. However, the PAN only applies to the normal year of entry and the school reserves the right to refuse admission on the grounds that to take an extra pupil would be an inefficient use of resources and/or prejudice the education of existing students. The waiting list for the normal year of entry closes on 31 December. Further information on this can be found at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions)

### **Right to Appeal**

31. When an applicant is unsuccessful, there is an automatic right of appeal to an Independent Appeal Panel. Details of how to appeal will be sent by the Local Authority (or the school for in-year applications) with the letter of refusal and information on how parents can download the appeals form.

Signed: Darren Woodward 

Chair of USP Primary Admissions Committee

Date: 19<sup>th</sup> February, 2021