



Barningham CEVC Primary School Admissions Policy

We will offer you a school place on the following basis:

We will treat all your preferences (up to three) as equal. This is known as an 'all preferences equal' scheme. We will look to see if a place is available at each of your preferences and offer you a place at your highest preference school with a place available.

Step 1

If we can meet your first preference, we will offer you a place at that school.

Step 2

If we cannot meet your first preference but can meet your second preference, we will offer you a place at that school.

For the entry year only we will place your name on the waiting list for your first preference school.

Step 3

If we cannot meet your second preference but can meet your third preference, we will offer you a place at that school.

For the entry year only we will put your name on the waiting list of your first and second preference schools.

Step 4

If we cannot meet any of your preferences, we will offer you a place at your catchment school (if you have not included it in your preferences and if there is a place available there) or at the next nearest school, which has a place available, with regard to the efficient use of resources. The next nearest school is measured by walking distance. Walking distance is from the front door of the home to the nearest school gate. Where there is more than one home within a single building (for example apartments) we will measure from the main entrance of the building.

For the entry year only, we will also place your name on the waiting list for your first, second and third preference school. This waiting list is held until the last day of the autumn term.

PLEASE NOTE that we cannot guarantee a place for your child at your catchment school. We recommend that you apply for more than one school because of this.

Admissions oversubscription criteria

For any of your preferred schools, there may be more applications for that school than there are places available. It is important that all schools are able to provide an effective education for their pupils in suitable accommodation, which is not overcrowded.

This means that schools can only offer a set number of places in any one year. This number is called the Published Admission Number (PAN), which is based on a national formula for deciding how many children can go to a school without causing overcrowding (15 pupils).

Also infant classes must not have more than 30 pupils with a single teacher.

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

Children who have a Statement of Special Educational Needs or Education and Health Care Plan (EHC) which names the school must by law be offered a place at that school.

The following admissions oversubscription criteria show the order of priority for places at community and voluntary-controlled schools:

1) Children in public care (Children In Care)

2) Children who are ordinarily resident in the catchment area.

(Please note that we are no longer able to guarantee a place at your catchment school)

Places will be allocated in the following priority order:

a. Where the preferred school is the most suitable school to meet the child's medical needs. (You must provide a letter at the time of application from your doctor or the school medical officer who sets out the particular reasons why the school in question is the most suitable school and the difficulties that would be caused if the child had to attend another school).

b. Children who are brothers and sisters of, or who live as a family at the same address as, pupils who are already at the school and who will still be there at the time of admission (but not in the sixth form). Priority will be given, where necessary, to applications where there is the smallest age gap.

c. If the school is voluntary-controlled, children whose parents are applying on the grounds that the child and/or the family are practicing members of the Church of England. (You must provide a letter at the time of application from a priest or minister confirming that you and/or your child is a practicing member of the Church of England and that you and/or your child go to church regularly, that is to say at least once a month).

d. 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 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.

Children who live outside the school's catchment area in the same priority order as set out in (a) to (d) above.

NOTES :

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 prioritized according to the rules 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, the place will be offered to one applicant on the basis of lots drawn by an officer of the county council not involved with admissions.

Multiple births

If the final place available at a school is offered to a twin or triplet and the remaining sibling/s would ordinarily be refused, Suffolk County Council will offer places to the remaining sibling/s at the same school. It is not Suffolk County Council policy to separate twins or triplets etc, unless such admissions would breach infant class size legislation.

Waiting lists

If you apply for a school place in the normal admissions round and one or more of your preferences are refused, your child's name will automatically be placed on a waiting list for these schools [as described in Step 1 to Step 4 at the beginning of this document]. Names are placed on the waiting list in the priority order set out in our admissions oversubscription criteria.

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 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 you have applied for. If a place becomes available, we will offer it to children on the waiting list for that school in priority order. We do not offer places on the basis of the date on which names were placed on the list.

Where a school is over-subscribed, an application received by the end of the autumn term will be placed on the waiting list. The order will be determined in accordance with the admissions over-subscription criteria, not the date on which the application is received. The waiting list will be operative up to the last day of the autumn term. We do not hold waiting lists for school places for mid-year applications.

If you would like a catchment area map, please refer to the Suffolk Area Office:-

School Admissions
West Suffolk House.
Western Way
Bury St Edmunds
IP33 3YU Tel: 0845 6000981

Appendix 1:

All children who are four years old by 31 August will be offered a full time place in a school reception class starting from September that year.

So your child can start school full time from the beginning of the academic year in which their 5th birthday falls.

If your child's 5th birthday falls during the academic year which is between...	They can start school full time from:
1 September one year and 31 August the following year	Autumn Term (the first term in the academic year, just after the long summer holiday)

You will need to decide when you get a letter offering your child a full time place in a reception class whether:

- You wish your child to join the school full time from September
- You wish your child to attend the school part time initially, then full time later in the academic year
- You choose to defer (delay starting) the place until later in the academic year.

If you choose to defer the place, you could choose for your child to have free early learning.

Your child will be able to have up to 15 hours a week for 38 weeks of the year in a pre-school playgroup, day nursery or with an accredited childminder.

If your child is already four and you don't have a place in a school, phone the helpline on **0845 600 0981** (local rate) or contact the relevant area education office and ask for an application form:

Western Area Early Education Office:

West Suffolk House,

Western Way,

Bury St Edmunds, Suffolk

IP33 3YU

Phone: 01284 758728

Adopted:	March 2019
Signed:	Frances Parr – Steering Committee Annual review
Review date:	March 2020