Kedington Primary Academy
Admissions Arrangements for September 2020

Date	**Spring 2019**
Signed	**(Chair of Governors)**
Minuted	
Date of next review	**Spring 2020**

Introductory statement
Kedington 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.

Oversubscription criteria
When the Academy is oversubscribed, after the admission of pupils with an Education, Health and Care plan or statement of special educational needs 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 residence order or special guardianship order, or Child Arrangements Order immediately following having been looked after)[1]
2. Children whose permanent home address is in the catchment area and have a sibling currently attending the Academy where that sibling will still be in attendance at the proposed time of admission of the applicant child.
3. Children whose permanent home address is in the catchment area.
4. Children who live outside the catchment area who have a sibling currently attending the Academy where that sibling will still be in attendance at the proposed time of admission of the applicant.
5. Other children.

[1] 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).

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 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 with separated parents who have shared responsibility, 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). Both parents must provide evidence in writing to confirm the child's living arrangements at the time of application.

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
- 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/admissionstoschools
- 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.

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 a parent, 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 Admissions Code (December 2014).

Parents or carers should make a request to the Headteacher in writing. This will need to include, where relevant, any supporting evidence. The Admissions Committee will make a decision on the request, taking into account the views of the Headteacher. The Headteacher 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 Academy will be given. A CAF1 application form must be sent to the LA along with the decision letter(s) from the own admissions authority Academy 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.

Children normally attend school full-time in the reception year group in the September following their fourth birthday. All primary schools must offer children a full-time place at the start of the Autumn term in September. However, legally they don't have to start full-time education until the term after their fifth birthday. When you receive your offer of a place you will asked whether you want your child to start school full-time, part-time, or whether you want them to start

the term after their fifth birthday. If you choose to defer entry for your child they must start school before the end of the school year during which they turn five i.e. they must start school in the Reception year.

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 end of the first full week of the Spring Term.

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

The Academy will operate a waiting list for each year group. Where in any year the Academy receives more applications for places than there are places available, a waiting list will operate until the end of the first full week of the Spring Term for the Reception year group and the last day of the Summer Term for all other year groups. The Academy will contact parents to ascertain if they wish for their child to stay on the Reception list (beyond the first full week of the Spring Term) by that date, and beyond the last day of the Summer Term (Year 1-5) by that date. This will be maintained by the Academy Trust 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.

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 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 Academy's catchment area. Written evidence of this will be required.

If a place becomes available, Suffolk will offer it to children on the waiting list for the Academy 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.

Appellants should contact the Education Appeals Office on 01473 264218 or 264219. There is further information at www.suffolk.gov.uk/admissionstoschools 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.

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