



Admissions Policy

Bures CEVC Primary School Governing Body have agreed and adopted this policy as part of their on-going commitment in ensuring excellence and best practice is employed throughout the school.

This policy should be read in conjunction with the latest "Admissions to Schools in Suffolk Guide" or "Primary Education in Essex" documents which can be accessed via the following websites www.suffolk.gov.uk/admissionstoschools and www.essex.gov.uk/admissions.

All children are entitled to full time early education in the September following their fourth birthday. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year. A child reaches compulsory school age at the beginning of the term following their fifth birthday.

Children attend the school's Nursery class part-time (mornings only 9.00 – 12.00) until the September of the academic year in which their fifth birthday falls. The Local Authority (LA) consults with the school on the distribution of nursery places normally in the first part of the summer term. Parents are informed by the school whether a space has been offered to their child once the LA has formally issued a list of places offered. A separate application form needs to be completed for applications for a nursery place.

BEFORE YOUR CHILD COMES TO SCHOOL

If you would like to view the school and talk to the Headteacher, please telephone for an appointment and a member of the senior leadership team will be happy to show you around. Open Mornings are also held in the Autumn Term for parents who may be thinking about applying for a place for their child. The dates and times of these are advertised on the school website.

ADMISSIONS

In Reception the pupil admission number (PAN) for our school is 30, it being against the law for children in infant classes to be taught in a class exceeding that number with one qualified teacher. In Nursery the pupil admission number (PAN) is 18. These numbers are kept under review by the Governing Body.

The Governors of the school are required to admit into Reception any pupil who has a Statement of Special Educational Need(s) or Education Health Care Plan (EHCP) who names this school as able to provide the most appropriate educational provision for the child.

Children in public care will be considered a priority within each category.

Parents should apply for Reception places using their Local Education Authority's **Common Application Form** (CAF) which is available from the school or local Area Office or can be downloaded online at www.suffolk.gov.uk/admissionstoschools for Suffolk residents and www.essex.gov.uk/admissions for Essex residents. Applications can also be made online at www.suffolk.gov.uk/onlineadmissions, if you live in Suffolk, and <http://www.essex.gov.uk/Education-Schools/Schools/Admissions/Pages/Apply-Online.aspx> if in Essex. Applicants will be notified of the results of their application directly by the Admissions Office.

To apply for a Nursery place for your child, please request an application form from the School Office. Completed forms should be returned to the Office along with an original birth certificate which will be photocopied and handed back to the parent/carer straightaway. All Nursery

application forms should be returned by the date highlighted on the form (usually early May). The School will then allocate places in accordance with Nursery Admissions criteria. Parents are informed as soon as possible after this has taken place and will receive an offer letter from the school.

CRITERIA FOR THE OFFER OF PLACES

Places will be offered on the following basis for the Reception class and in the following order of priority:

- Children who have a Statement of Special Educational Needs or Education Health Care Plan, their parents or guardians have named the school as their preferred choice and who name the school as being the most appropriate to meet their child's educational needs.
- Children in care (looked after children) or previously looked after children.
- Siblings: 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 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.
- Children who are ordinarily resident in the catchment area (the following link illustrates the current catchment area for the School):
https://search3.openobjects.com/mediamanager/suffolk/enterprise/files/schoolcatchment-bures_cevcp_school.pdf.)

Places will be allocated in the following priority order:

- i. Children whose parents are applying on the grounds that the children and/or the family are practising members of the Church of England. A letter must be provided by a priest or minister stating that the child and/or family are practising members of the Church of England that they go to church regularly (that is to say, at least once a month).
 - ii. Children who live nearest to the school.
- Children who live outside the school's catchment area in the same priority order as set out in (i) and (ii) above.

Nursery applications follow a different priority order which is as follows:

Children will be listed in date of birth order (oldest to youngest). They will then be considered according to the following criteria:

1. Children living in the School's catchment area:
Places will be offered according to the following priorities:
 - i. Children who are the subject of a recognised child protection plan (under current legislation) where a specific school nursery placement is identified;
 - ii. Looked after children (children in care) and 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);
 - iii. Children who have a sibling at the school when they can start in the Nursery;
 - iv. Other children in date of birth order (oldest to youngest).
 - v. children who live nearest to the School.
2. Children who live outside the catchment area:
Places will then be offered according to the following priorities:
 - i. Children who are the subject of a recognised child protection plan (under current legislation) where a specific school nursery placement is identified;

- ii. Looked after children (children in care) and 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);
- iii. Children who have a sibling at the school when they can start in the Nursery;
- iv. Other children in date of birth order (oldest to youngest).
- v. Children who live nearest to the School.

Where necessary, decisions will be made on the basis of direct linear distance from the school, i.e. front door of home to front gate of the school.

The home address of an applicant who spends time with both parents (Shared Responsibility) will be taken as the home address that is nearer to the school using the measuring system as described above.

To facilitate a successful induction into Bures CEVC Primary School, the School may, at the direction of its Governors, undertake an in-depth review of the pupil's needs and/or require that the pupil is visited in their current setting for at least four half-day sessions before being accepted into Bures CEVC Primary School; thereby ensuring that all necessary aspects of their education can be given due consideration, planning and time for implementation.

APPLYING AT OTHER TIMES OF THE YEAR

All in-year applications for Reception-aged children and above are dealt with through the Admissions Team at Suffolk County Council. To apply for a school place, a **CAF2** form (available from the school or the Admissions Team) should be completed and returned to the area office. The form can also be downloaded from www.suffolk.gov.uk/admissionstoschools and www.essex.gov.uk/admissions

In-year applications for the Nursery class should be made to the School directly, who will allocate a place based on whether spaces remain in the class and in accordance with the Admissions criteria detailed above.

APPEALS

If you have not been successful in securing a place for your child at your preferred school, you will receive a letter from the County Council informing you and offering you the right of appeal. There is no right of appeal for Nursery applications as the provision is not statutory.

The letter will include guidance on how you can appeal to an independent panel and how you can obtain an appeal application form. If you wish to appeal, your appeal must be heard within 40 school days of the date that the Education Appeals Office receives your appeal form or before the end of the summer term, whichever is the sooner. Appeals should be sent to the Education Appeals Office. Details of how to appeal can be found on the Suffolk or Essex admissions websites highlighted above.

REVIEW

This policy will be reviewed annually in accordance with admissions information given to the school by Suffolk County Council and in the light of any changed circumstances in our School or the local area.