



Children's



Endeavour



Trust

# Admissions Arrangements

The Children's Endeavour Trust comprises of:

Abbot's Hall Community Primary School  
 Bosmere Community Primary School  
 Broke Hall Community Primary School  
 Chilton Community Primary School  
 Combs Ford Primary School  
 Freeman Community Primary School  
 Springfield Junior School

## Document Control

Version	Date	Author	Comments
Issue 1	13/2/19	Trust Board	Review Spring 2020.
	1/4/20 1/5/20		Combs Ford joined the trust in April 2020, as did Abbot's Hall, Bosmere, Chilton and Freeman in May. All had the same admissions oversubscriptions criteria. At this time, CET become the admissions authority. The names of the schools have been inserted into this policy, as have the pupil admission numbers (PAN).

Owner: CEO

Approver: Trust Board

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# Admission Arrangements for 2019 - 2021

## 1. Introduction

Children's Endeavour Trust schools follow the Admissions Code and the law relating to admissions. This accords with the Trust's funding agreement with the Department for Education.

Local Governing Bodies consider annually whether arrangements are satisfactory, taking into account issues that have arisen throughout the last year, and any changes in accommodation. Should a Local Governing Body wish to suggest amendments to existing arrangements, they need to make recommendations to the Children's Endeavour Trust board, which is the admission authority for all its schools.

As part of the admission arrangements for each school, an admission number for each ordinary year of entry to the school, reception for all schools except Springfield (year 3), is determined. This is known as the Published Admission Number (PAN). The ordinary year of entry PAN is:

- 60 for Abbot's Hall Community Primary School
- 45 for Bosmere Community Primary School
- 90 for Broke Hall Community Primary School
- 30 for Chilton Community Primary School
- 60 for Combs Ford Primary School
- 30 for Freeman Community Primary School
- 87 for Springfield Junior School

## 2. Admission to primary schools

Suffolk Local Authority (LA) currently co-ordinates the admission of Reception age pupils on behalf of The Children's Endeavour Trust for Abbot's Hall, Broke Hall, Bosmere, Chilton, Combs Ford and Freeman Community Primary Schools. Suffolk Local Authority (LA) also co-ordinates the admission of year 3 age pupils for Springfield Junior School. Parents/Carers apply for a school place through the LA's admission process. The LA allocates places (following consultation with academies/schools) for students at the beginning of their education.

## 3. Admission criteria

Children who have an Education, Health and Care Plan (EHCP) that names either Abbot's Hall, Broke Hall, Bosmere, Chilton, Combs Ford and Freeman Community Primary Schools or Springfield Junior School will be admitted. NB: Those children with a statement of special educational needs or EHCP that does not name the school will be referred to the LA SEN Team to determine an appropriate place.

Children who have an EHCP fall outside the ordinary admissions system and therefore do not feature within the oversubscription criteria.

In the event of a year group being oversubscribed, and after the admission of pupils with an EHCP where the school is named, priority for admission will be given to those children who meet the criteria set out below, in order:-

**A:** A 'looked after child' or child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. 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 its social services functions (see definition in section 22(1) of the Children Act 1989).

**B:** Sibling: 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. Priority will be given, where necessary, to applications where there is the smallest age gap.

**C:** Children who are ordinarily resident in the catchment area and 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 coordinates 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.

**D:** Children who live outside the school's catchment area in the same priority order as set out in criterion C above.

#### **4. 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 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 someone independent of the school.

If the final place available 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).

#### **5. Definitions for admission criteria**

***Distance from School:*** The distance from the home address to the school, for admissions purposes, is calculated electronically using up-to-date methods of measuring (provided jointly by the Post Office and Ordnance Survey). Distances are measured by a straight line, plotting the coordinates of each property to provide 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) measuring is to a single point within that building irrespective of where those homes are located. For families who live outside the area covered by County mapping system, distances are determined using a combination of local maps and on-line resources.

**Ordinarily Resident:** Ordinarily resident means the place where a child usually lives. This is considered to be where they sleep overnight, and proof of address may be needed. If another address is used to give the impression that a child lives at a different address to where they are ordinarily resident, such as a second home or a grandparent's address, so that they gain a higher priority for a place at that school; this is considered 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 the admitting authority is made aware of a parental dispute affecting the application, they may not be able to deal with the application and parents may need to seek independent legal advice in order to resolve the matter.

**Future House Moves:** Places cannot be allocated on the basis of an intended future change of address, unless the new address has been confirmed by exchange of contracts for a house purchase or the signing of a formal lease agreement. The parent or carer will be expected to provide documentary evidence in support of any anticipated move date given.

**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.

**Waiting lists:** will be kept for places when a year group is full until the 31<sup>st</sup> December, in accordance with the Schools Admissions Code. The waiting list will be ranked in line with the order of priority set out in the above oversubscription criteria. Priority will not be given to children based on the date their application was received or the date when their name was added to the list. When children are added to the list, they will be slotted in according to where they come in the oversubscription criteria. This means that a child on the list can move up and down the list. Any children admitted in accordance with the Local Authority's fair access protocol will take precedence over the waiting list in accordance with the Admissions Code.

## **6. In-year admission arrangements**

The Children's Endeavour Trust, as the Admitting Authority, is responsible for in-year admission arrangements. This responsibility is devolved to the local governing bodies of Abbot's Hall, Broke Hall, Bosmere, Chilton, Combs Ford and Freeman Community Primary Schools or Springfield Junior School respectively, and carried out in partnership with Suffolk LA. Parents who wish to transfer their child during the course of a school year will be advised to contact the school to obtain an in-year admissions form. The Schools will, upon allocation of a school place to a pupil transferring in-year, notify the LA of the proposed admission to enable the LA to keep up-to-date figures on the availability of places.

## **7. 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 Admissions Code.

You can 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.

## **8. Deferred entry**

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, parents may defer the date their child is admitted to school until later in the school year following their fourth birthday, providing they do not defer beyond the point at which they reach compulsory school age, or beyond the start of the final term of that school year.

## **9. Admission appeals**

As part of the funding agreements, The Children's Endeavour Trust is required to comply with the School Admissions Appeals Code. As part of the funding agreements, The Children's Endeavour Trust is required to comply with the School Admissions Appeals Code. All Admission appeals should be referred to the Children's Endeavour Trust Central Office, and appeal hearings will be organised where appropriate. All letters refusing admission will give details of how to appeal the decision.

## **10. Review**

The Children's Endeavour Trust Admissions Arrangements are reviewed annually.