

# **Determined Admission Arrangements to Schools in Suffolk for the 2020/2021 School Year**

# Contents

Section		Page No
1.	<a href="#"><u>Introduction – Admissions to schools in Suffolk 2020/2021</u></a>	3
2.	<a href="#"><u>Suffolk County Council’s admissions oversubscription criteria for all Suffolk community and voluntary controlled schools for the 2020/2021 school year</u></a>	4
3.	<a href="#"><u>Co-ordinated Admissions Scheme for Schools in Suffolk 2020/2021</u></a>	8
	<a href="#"><u>Annex One: Primary (including infant, junior and middle) schools’ admissions timetable for the 2020/2021 school year</u></a>	20
	<a href="#"><u>Annex Two: Secondary (including high and upper) schools’ admissions timetable for the 2020/2021 school year</u></a>	21
4.	<a href="#"><u>Published Admission Numbers (PANs) for the 2020/2021 school year</u></a>	22
5.	<a href="#"><u>Suffolk’s relevant area for Admissions</u></a>	30
6.	<a href="#"><u>Suffolk County Council’s Supplementary Information Form (SIF) 2020/2021: to support applications to Church of England Voluntary Controlled Schools in Suffolk</u></a>	35
7.	<a href="#"><u>Regulations</u></a>	37

## **Section 1**

### **Introduction – Admissions to schools in Suffolk 2020/2021**

Suffolk County Council is responsible for co-ordinating the admission arrangements to the normal year of entry for all community, voluntary controlled, voluntary aided, foundation, free schools and academies in Suffolk.

We do not co-ordinate in-year applications because there is no longer a requirement for us to do this. Parents who wish to apply for a community or voluntary controlled school must still apply to our Admissions Team. However, parents who wish to make an in-year application to a voluntary aided, foundation, free school or academy need to apply to that school directly.

We are also responsible for deciding the admission arrangements for community and voluntary controlled schools in Suffolk. During the Autumn term 2018 we consulted schools, parents, other stakeholders and our neighbouring authorities on our proposed arrangements and these have now been agreed.

The governing bodies/academy trusts of voluntary aided, foundation, free schools and academies decide the admission arrangements for their own schools, and they must be agreed by 28 February 2019. These arrangements can be found at **[www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions)** under the 2020/2021 school year.

Any objections to these arrangements must be made to the Schools Adjudicator by **15 May 2019**. Further information is available on the Schools Adjudicator's website **[www.gov.uk/government/organisations/office-of-the-schools-adjudicator](http://www.gov.uk/government/organisations/office-of-the-schools-adjudicator)**.

If you would like further information about these arrangements or about how to object please contact us on 0345 600 0981 (local rate) or write to the Senior Infrastructure Officer (Admissions and Transport), Endeavour House, 8 Russell Road, Ipswich, IP1 2BX.

## **Section 2**

### **Suffolk County Council's admissions oversubscription criteria for all Suffolk community and voluntary controlled schools for the 2020/2021 school year**

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

**Children who have an Education, Health and Care plan 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 (and at those foundation, voluntary aided schools and academies where they have agreed to operate the same policy as Suffolk County Council).

For applications to the normal year of entry at a school, these criteria will be applied according to the circumstances existing before midnight at the end of the closing date.

For in-year applications, these criteria will be applied according to the circumstances existing at the time of application.

1	Children in care (looked after children) and children who were previously in care (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 in care).
2	<p>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.</p> <p>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.</p> <p>The sibling criterion will also apply to applications to the three-paired infant and junior schools in Suffolk:</p> <ul style="list-style-type: none"><li>– Maidstone Infant and Causton Junior Schools, Felixstowe;</li><li>– Fairfield Infant and Colneis Junior Schools, Felixstowe;</li><li>– Springfield Infant and Springfield Junior Schools, Ipswich.</li></ul> <p>We will treat these applicants as siblings when the older child is already attending the junior school or will be offered a junior school place in the normal year of entry. In cases where the younger child is about to start in the Reception Year group in the infant school and the older child is due to transfer to the paired junior school, we will treat both applicants as siblings. Similarly, we will use the sibling criterion for an application to a junior school if the younger child is already attending or has been offered a place at the paired infant school.</p>

3	<p>Children who are <b>ordinarily resident</b> in the catchment area.</p> <p>Places will be allocated in the following priority order:</p> <p>a) If the school is voluntary controlled, children whose parents/carers are applying on the grounds that the child and/or the family are practising members of the Church of England (or other church within the Worldwide Anglican Communion). You must complete a Suffolk County Council Supplementary Information Form (SIF). This SIF must specifically state that you and/or your child are a practising member of the Church of England (or other church within the Worldwide Anglican Communion), which means you and/or your child go to an Anglican church regularly, that is to say at least once a month.</p> <p>b) 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 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.</p>
4	<p>Children who live outside the school's catchment area in the same priority order as set out in (a) and (b) above.</p>

## Notes

### Children in care (looked after children)

A 'child in care' or 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).

### Children previously in care (previously looked after children)

Children previously in care (previously looked after children) includes children who were adopted under the Adoption Act 1976 (section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (section 46 adoption orders). Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

### Religious grounds criterion

The website used to confirm membership of the Church of England is **[www.churchofengland.org](http://www.churchofengland.org)**. For families moving to Suffolk from other countries, the website to confirm membership of churches within the Worldwide Anglican Community is **[www.anglicancommunion.org](http://www.anglicancommunion.org)**.

### 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 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 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 Suffolk County Council not involved with admissions.

### **Twins, triplets and other multiple births**

If the final place available at a school is offered to a twin, triplet or other multiple birth and the remaining sibling/s would ordinarily be refused, Suffolk County Council will offer places to the remaining sibling/s at the same school. The law requires that this will apply even in those primary schools where this would mean that more than 30 pupils would be admitted to an infant class.

### **Waiting lists**

If you apply for a school place in the normal year of entry and one or more of your preferences are refused, your child's name will automatically be placed on a waiting list for these schools. Names are placed on the waiting list in the priority order set out in our admissions oversubscription criteria.

The order of the waiting list can change each time a child's name is added or the circumstances of a child already on the list changes. As a result, a child's place on the list can go up or down (for example due to withdrawals or late 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. Written evidence of this will be required.

Having your child's name on a waiting list will not affect your right to appeal for any of the schools you have been refused a place at. Late applicants will be added to any waiting lists in oversubscription priority order if their parental preferences cannot be met.

If a place becomes available at a school, it will be offered to the child who is ranked highest on the waiting list. Places are not offered based on the date on which names were placed on the list. The waiting lists will close on 31 December 2020.

Suffolk County Council does not hold waiting lists for in-year applicants.

### **Making another application for a place at the same school**

A parent/carer can apply for a place for their child at any time to any school outside of the normal admissions round. However, if your application for a school place is refused, we will not determine a further application for a place in the same school in the same school year, unless there has been a significant change in the circumstances of the parent/carer, child or school. Such circumstances might be a house move or a place becoming available at the school.

If there is no significant change in circumstances, you can make another application for the following school year. However, this will not normally be considered more than one term ahead of the date when you want your child to start at the school.

### **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.

### **Catchment area schools**

Every community and voluntary controlled school serves an area of streets or villages. Catchment area maps are available online at [www.suffolk.gov.uk/catchmentmaps](http://www.suffolk.gov.uk/catchmentmaps). If you live near to a boundary line on the map, please check your address against the catchment area and/or street lists at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions). A list or copy of a map can also be obtained from the Admissions Team.

### **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 the parent, admission authorities 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). We are awaiting further guidance or a change to the School Admissions Code regarding this and would comply with new legislation. 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 when they become of statutory school age.

For community and voluntary controlled schools, a request can be made in writing for a delayed or accelerated transfer to the Admissions Team. This will need to include, where relevant, any supporting evidence. An application for the child's normal transfer year group should be made at the same time. The request with a CAF1 application form must be sent to the Admissions Team by the relevant national closing dates. Even if the request is agreed there is no guarantee there will be a place available at the preferred school(s).

Officers at Suffolk County Council will make a decision on the request, taking into account the views of the headteacher of the school(s) concerned. The Admissions Team will write to the parent or carer with the outcome including the reasons for the decision. If the request is refused the parent or carer will be given details of how to complain.

### **Deferred entry for the Reception Year**

Parents offered a place in the Reception Year for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their fifth birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

### **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. Information on how to make an appeal will be provided in the letter refusing your child a school place.

### **Criteria for admission to sixth form**

Schools deal directly with applications for entry to their sixth forms. For entry to individual courses, schools typically make an assessment based on an applicant's achievements at GCSE.

## **Section 3**

### **Co-ordinated Admissions Scheme for Schools in Suffolk 2020/2021**

#### **Introduction**

1. This Scheme has been drawn up in order to ensure that all applications for the admission of statutory aged pupils to a community school, voluntary controlled school or an Own Admission Authority (OAA) school (which includes voluntary aided, foundation, academies and free schools) in Suffolk are handled fairly, consistently and efficiently.
2. The Scheme does not apply to post 16 admissions.
3. The Scheme complies with all relevant legislation and with the guidance contained in the School Admissions Code (December 2014).
4. Where reference is made to primary schools in this document this will be taken to mean primary, infant, junior and middle schools. Where reference is made to secondary schools in this document this will be taken to mean high and upper schools.
5. For admissions purposes, Suffolk middle schools are included in the primary admissions timetable. This is because, at the time of application for a place at a middle school, the children are of primary age.
6. The Scheme applies to all primary and secondary schools in Suffolk for the normal admissions round. That is the community and voluntary controlled schools for which Suffolk County Council is the admissions authority. As well as the voluntary aided, foundation, academies and free schools for which the governing body or academy trust is the admissions authority. These are known as Own Admission Authority (OAA) schools.
7. The Scheme also applies to all community and voluntary controlled schools for in-year admissions.

#### **Definitions**

8. **Academy:** A school run by the governing body or academy trust. They are the admissions authority responsible for setting the admissions arrangements.

**ADM1 (in-year application form):** The in-year paper application form for foundation, voluntary aided, free schools and academies provided by Suffolk County Council. The school may have its own application form.

**Admissions Authority:** Suffolk County Council is responsible for admissions to community and voluntary controlled schools. The governing body or academy trust is responsible for the admissions to foundation, voluntary aided, free schools and academies.

**Admissions Team:** The Local Authority staff who deal with applications.

**CAF1 (normal year of entry application form):** The paper application form for the normal year of entry.

**CAF2 (in-year application form):** The paper application form for in-year admissions for community and voluntary controlled schools.

**Community school:** Suffolk County Council runs the school and decides the admissions arrangements.

**Foundation school:** A school run by the school governors. The governing body is the admissions authority responsible for setting the admissions arrangements.

**Free school:** A school run by the governing body or academy trust. They are the admissions authority responsible for setting the admissions arrangements.

**Home Authority:** The Local Authority in which the child lives.



**In-year applications:** Applications made at different times of the year to the normal admissions round.

**Local Authority (LA):** Suffolk County Council is the LA in this Scheme unless indicated otherwise.

**Maintaining Local Authority (LA):** The LA in which the school is located.

**Normal admissions round:** The set period of time when applications and decisions are made for children to start school full-time, or to move on to their next school, in the following year.

**Normal year of entry:** The normal year of entry for full-time pupils in the age range served by the school.

**Online application:** The electronic application made via the internet for on time applications at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions) for a school place as part of the normal year of entry.

**Ordinarily resident:** This is the place where your child usually lives (refer to details in paragraphs 53 and 54).

**Own Admission Authority (OAA) schools:** These are foundation, voluntary aided, free schools and academies. The governing body or academy trust makes decisions on applications.

**Published Admission Number (PAN):** This is the set number of places at a school in any one year. Although the PAN applies to the year of entry, this number is normally applied across all year groups in the school. However, there may be occasions where this is not possible.

**Parent:** For the purposes of education law, section 576 of the Education Act 1996 defines a 'parent' as:

- all natural (biological) parents, whether they are married or not;
- any person who, although not a natural parent, has parental responsibility for a child or young person (this could be a step-parent, guardian or other relative);
- any person who, although not a natural parent, has care of a child or young person.

A person has care of a child or young person if they are the person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child.

**Suffolk Parent:** This is a parent of a child who lives in Suffolk (parent as defined above).

**Supplementary Information Form (SIF):** The form some admission authorities ask parents and carers to complete when they are applying for a voluntary controlled, voluntary aided, foundation, academy or free school. It is used to provide extra information to help the admission authority to rank the application against the school's admission oversubscription criteria.

**Voluntary aided school:** A school run by the school governors. The governing body decides the admission arrangements.

**Voluntary controlled school:** A school with religious links. Suffolk County Council decides the admissions arrangements.

## **Applications made for the normal admissions round**

### **Information for Parents**

9. Information for all parents on how to make an application is available on the county council's website ([www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions)) no later than 12 September, in advance of the closing date for applications for entry to school in the following September. This information is available on paper by contacting the Admissions Team.
10. The LA will issue a press release in advance of the closing date for applications, reminding parents of the need to make an application by the closing date and explaining how to access further information and assistance.

## **The role of the LA**

11. The LA is required by law to co-ordinate and administer the admissions process for the normal admissions round on behalf of all community and voluntary controlled schools and OAA schools in its area. For secondary schools, this is applications received by 31 October 2019 closing date for admission in the following September. For primary schools, this is applications received by 15 January 2020 closing date for admission in the same year (usually September). These processes will be carried out in accordance with the timetable and procedures (Section 3 – Annex One for primary schools and Section 3 – Annex Two for secondary schools).
12. The LA will ensure that a single offer of a school place is made to parents on the relevant National Offer day. For primary school applications, all offers are made to parents on the 16 April or the next working day. For secondary school applications, all offers are made to parents on 1 March or the next working day.
13. Where the LA is the admissions authority (community and voluntary controlled schools), or where it has been agreed that the LA will manage applications for admission to the school, it will be responsible for making the decision with respect to the offer or refusal of a place. The Scheme does not affect the rights and duties of the governing body or academy trust of an OAA school to set and apply its own admissions policy and oversubscription criteria. In the case of an OAA school the LA will make it clear to parents that it is making an offer on behalf of the governing body or academy trust (as the OAA). In cases where the relevant admissions authority is another maintaining LA, Suffolk County Council will make it clear that it is making the offer on behalf of that maintaining LA.
14. In order to determine whether places could be made available to parents, admissions authorities have agreed and published criteria that will be used to rank all applications received, in the event of there being more applications than there are places available. In the case of some OAA schools, the LA has agreed to manage their admissions arrangements using the same oversubscription criteria as for community and voluntary controlled schools.

## **Applications for a school place in the normal year of entry**

15. All Suffolk parents seeking a place at a primary or secondary school will be required to submit an application to the LA on which they can express up to three preferences and give their reasons for each preference if they want to. This includes admission from a nursery class, pre-school or children's centre into the Reception Year.
16. Schools must not accept applications from parents as these must be sent directly to the address on the application form by the parent. Proof of postage is recommended.
17. All preferences expressed on the application must be for existing schools (except special schools and Pupil Referral Units) and for new schools that have been approved by the Department for Education (DfE). Parents will be asked to place their preferences, where they wish to apply for more than one school, in rank order (that is in the order in which they would like their child to receive an offer of a place at the respective schools). If parents' separately complete different application forms for the same child the LA will contact both parents for them to provide written agreement on the preference or preferences made.
18. The LA, the admissions authority or the school cannot guarantee a place at any school. The LA recommends that parents and carers apply for more than one school.
19. The online application or CAF1 will be used for applications to all primary and secondary schools, including OAA schools as well as community and voluntary controlled schools.

20. A Supplementary Information Form (SIF) is not in itself an application form. Applications for a school place must be made by means of the online facility or CAF1.
21. Where parents wish to express a preference on their application for a voluntary controlled school on the grounds that the child and/or family are practising members of the Church of England (or other church within the Worldwide Anglican Communion), they will need to complete a SIF and send it to the Admissions Team. The SIF will enable the Admissions Team to assess whether the application can be considered under the religious grounds criterion.
22. Where parents wish to express a preference on their application for a voluntary aided, foundation, free school or academy, they may also need to complete a SIF and send it directly to the school(s) concerned. Parents will need to check the school's individual policy to confirm if this is a requirement. This could be if the OAA ranks applications on the grounds of religion, children of staff or aptitude for example.
23. After the closing date, the LA will forward relevant details of the applications received together with any supporting information to the governing body or academy trust of the OAA school concerned when they are managing their own admission arrangements. The governing body or academy trust will apply their oversubscription criteria and place the preferences for their school in rank order. These must be returned to the LA by the date set out in Section 3 – Annex One for primary schools and Section 3 – Annex Two for secondary schools so that it can use the information in making the offer of a single place to parents.
24. Where an OAA school is using Suffolk County Council's admissions policy and the governing body or academy trust have agreed with the LA that the LA will process the admissions applications on its behalf, the LA will use its published oversubscription criteria to rank the children and send a ranked list to the school for their information. The LA will inform the governing body or academy trust that it has done so by the dates set out in Section 3 – Annexes One and Two. It will then use that information to make the offer of a single place to parents.
25. All applications must be ranked in accordance with the relevant oversubscription criteria.

#### **Applications by Suffolk parents for schools in other authorities**

26. Applications from Suffolk parents must be made to Suffolk County Council either via Suffolk's online facility or on a Suffolk CAF1 by the National closing date.
27. Details of applications made for schools outside Suffolk will be sent to the maintaining LA electronically and processed in accordance with the timetables set out in Section 3 – Annexes One and Two. If a place is to be offered at a school outside Suffolk, the LA will inform the parent on behalf of the maintaining LA.
28. If Suffolk County Council is aware that a place is to be offered by the maintaining LA at a school with a higher ranked preference, no further consideration will be given to any lower ranked preferences. Where this information is not available, multiple offers of a place may occur.
29. Where a preference is refused, Suffolk County Council will advise parents of their statutory right of appeal and how they can exercise it. Suffolk County Council will make it clear that it is providing this information on behalf of the maintaining LA.

### **Applications for schools in Suffolk from parents living in another authority**

30. If Suffolk County Council, as a maintaining LA, is notified by another LA of a parent's application for a place in a Suffolk primary or secondary school, Suffolk County Council will notify the home LA of its decision to offer or refuse a place and the home LA will notify the parent of the decision.
31. Neighbouring LAs will also make their Common Application Form (CAF) available to any parent in their area who wishes to apply for a place in the normal year of entry for a school in Suffolk which operates a different age of transfer from schools in the home LA (a middle school where transfer occurs after Year 4, for example). The home LA will deal with the application in the same way as it would for its own normal admissions round and pass the application details to Suffolk County Council (as the maintaining LA) to process in accordance with its Scheme. Suffolk County Council will then advise the home LA if a place is to be offered and the home LA will also notify the parent directly of the outcome of the application.
32. Where another LA's admissions Scheme enables parents to express more than three preferences, Suffolk County Council will offer or refuse a place to any additional preferences by reference to the oversubscription criteria.

### **Meeting parental preferences**

33. The Scheme will treat the parent's preferences equally for the purposes of determining whether places are available and could be offered. Where a parent may be potentially eligible for multiple offers of a place, the single offer that is made represents the highest possible preference ranked by the parent (up to a maximum of three preferences).
34. If none of the parent's preferences can be met, the LA will offer a place at the nearest suitable school which has a place available. This will take into consideration the availability and cost of home to school travel, in order to ensure that an offer of a school place is made to all applicants in Suffolk. The nearest school could be an OAA school. The nearest school will be measured by walking distance.
35. If after the initial offer of a school place, a place can be offered from the waiting list, by the end of the summer term prior to admission, for a school which was previously refused but with a higher parental preference, any previous offer of home to school travel will normally be withdrawn.
36. In all cases where a higher-ranked preference cannot be met (including applications for an OAA school), the LA will inform the parents of the reason(s) for the refusal(s), advise them of their right of appeal and how to make an appeal.
37. Where a school is oversubscribed, and a place refused, the child's name will automatically be placed on the waiting list. The order will be determined in accordance with the admissions oversubscription criteria, not the date on which the application is received or added to the waiting list. Information on when the waiting list closes can be found in the relevant school policy. For community and voluntary controlled schools and those OAA schools following the county council policy the waiting lists close on 31 December 2020.

### **Notifying parents of a school place**

38. Parents who applied online will receive an email with the offer of a school place. Parents who applied by the closing date using the CAF1 paper application form will be sent an offer of a school place on the relevant National Offer day. The timetables for admissions to the 2020/2021 school year are shown in Section 3 – Annexes One and Two.

39. Headteachers, other school officials and LA officers must not give parents an expectation that their application will be successful or tell them that their child has been given a place at the school, before an offer of a place has been made formally under the Scheme.
40. When an offer of a place has been made under the Scheme, it will be assumed that the parent will accept the offer of the place unless they notify the LA within two weeks of the date of the offer.

### **Second and subsequent applications**

41. Any second or subsequent application received before the closing date will replace the previous application and be treated as the on time application.
42. If parents or carers wish to amend preferences after the closing date, for example to apply for a school that was not included on the previous application form, a new CAF1 will need to be completed and sent to the Admissions Team. Any new preferences for OAA schools operating their own policy will be forwarded to the relevant school for consideration by the governing body or academy trust in accordance with their published policy. The new application will replace the previous application.
43. This means that the parent must include any schools from the first application above your new preferences on the second or subsequent application if they would like them to remain as a live preference. If a school is no longer included on the most recent application form the parent or carer will be agreeing they are refusing any previous offer that may have been made for that school, or any right to appeal against a refusal for that school. The parent or carer will also be agreeing to the child's name being removed from any waiting list for any school refused that is no longer included on the most recent application form. This means the parent or carer will have a maximum of three live preferences for the normal year of entry at any one time.

### **Late applications**

44. There are three types of late applications for admission to a school's normal year of entry which are received either:
  - (a) after the closing date but before the exceptional late date;
  - (b) after the closing date but before the date for the offer of places; or
  - (c) after the date for the offer of places but before the start of the autumn term.
45. The LA may determine that a late application of type (a) can be processed as if it was received by the closing date when there is a very good reason. This can only occur when the application, reasons and evidence are received no later than the exceptional late date, which is indicated in Section 3 – Annex One for primary schools and Section 3 – Annex Two for secondary schools, and the LA accepts the supplied reasons and evidence.
46. Exceptional circumstances could be due to a house move or a significant change in the family's circumstances. Written evidence of this could be proof of exchange of contracts, a signed letting/tenancy agreement confirming your new address, or for UK Service/returning Crown Servant families' information as described in paragraph 56. If the parent or carer owns two properties and will be moving from one to the other or are moving in with a partner or family and so are unable to provide exchange of contracts or a signed tenancy agreement, they must explain in writing and provide evidence to support this at the time of application.
47. Before the child takes up a place at the new school, evidence must be provided to confirm the new address. This could be, for example, a copy of a personal bill such as a mobile phone, salary or wage slip, DVLA registration or driving licence, or correspondence from HM Revenue and Customs. The evidence does not need to include financial information.

48. If no reasons or evidence are received by the exceptional late date, or the LA does not accept those reasons and evidence, then the late application will be considered as type (b).
49. Late applications of type (b) will be processed in the second round of admissions.
50. Late applications of type (c), which will have been received after the offer date, will be processed after the second round of admissions has been completed.
51. In responding to late applications, the LA will make an offer of a place at the school ranked highest by the parent, if there is a place still available at that school (making it clear, in the case of an OAA school that the offer is being made on behalf of the governing body or academy trust or on behalf of the maintaining LA if applicable).
52. For pupils due to transfer to a new phase, once all on time applications and late applications have been processed, the Admissions Team will allocate a school place to those Suffolk pupils we have the details for who are attending a Suffolk community, voluntary controlled or OAA school for whom no application has been made.

### **Ordinarily resident**

53. This is 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.
54. 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.

### **Applications made by parents who live outside Suffolk but within the UK**

55. The LA, governing body or academy trust of an OAA school may allocate places in advance of families moving to the area from within the UK. Written evidence that they are legally committed to a move may be required. This could be proof of exchange of contracts for the new address or a signed letting/tenancy agreement confirming the new address.

### **Children of UK Service Personnel (UK Armed Forces) and Crown Servants**

56. For families of UK service personnel (UK Armed Forces) with a confirmed posting to Suffolk, or crown servants returning from overseas to live in Suffolk, places will be offered in advance of the move provided the application is accompanied by:
  - (a) An assignment order that declares a relocation date and a unit postal address or quartering area address for UK service personnel or;
  - (b) An official letter declaring a relocation date for crown servants. If the school is oversubscribed evidence of a future address will also be required.

### **Applications made by parents for children who live outside the UK**

57. Applications can be made for a Suffolk school when the child is not yet resident in the UK, provided the child is either:
- (a) A British Citizen.
  - (b) A Citizen of the European Economic Area (EEA), which comprises the Member States of the European Union together with Liechtenstein, Norway, Switzerland and Iceland.
  - (c) Accompanying a member of the United States Air Force.
  - (d) Accompanying a teacher on the exchange scheme. The local authority has a duty to find a school place once they are notified that the child is resident in the area.

A copy of the child's current passport is required as evidence of citizenship, or a copy of the documentation confirming the placement. The LA may also require evidence of the new address in Suffolk.

58. If the child does not fall into any of the above categories, then an application for a school place should not be made until the child has arrived in the UK.

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

59. It is expected that children will normally be educated within their chronological year group. However, when requested to do so by the parent, admission authorities 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). We are awaiting further guidance or a change to the School Admissions Code regarding this and would comply with new legislation. 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 when they become of statutory school age.
60. For community and voluntary controlled schools a request can be made in writing for a delayed or accelerated transfer to the Admissions Team. This will need to include, where relevant, any supporting evidence. An application for the child's normal transfer year group should be made at the same time. The request with a CAF1 application form must be sent to the Admissions Team by the relevant national closing dates. Even if the request is agreed there is no guarantee there will be a place available at the preferred school(s).
61. Officers at Suffolk County Council will make a decision on the request, taking into account the views of the headteacher of the school(s) concerned. The Admissions Team will write to the parent or carer with the outcome including the reasons for the decision. If the request is refused the parent or carer will be given details of how to complain.
62. For foundation, voluntary aided, free schools and academies parents or carers should make a request to the admission authority for each school in writing. This will need to include, where relevant, any supporting evidence. The governing body or academy trust will make a decision on the request, taking into account the views of the headteacher. The school 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 should be given. A CAF1 application form must be sent to the LA along with the letter(s) from the OAA school(s) agreeing to the request by the national closing dates. Even if the request is agreed there is no guarantee there will be a place available.
63. If a child was born between 1 April and 31 August and a place has been offered in a school in the Reception Year but the parent or carer wishes to delay the child starting until the following September in Year 1, the place will be withdrawn, and an in-year application must be made for the new school year. There is no guarantee that a place will be available.

## **Children with special educational needs**

64. Where a school is named in an Education, Health and Care plan (EHC) plan, the governing body or academy trust has a duty to admit the child to the school.
65. Children with special educational needs but without an EHC plan will be treated as fairly as other applicants. Admission authorities and schools must not refuse to admit a pupil because they consider themselves unable to cater for the child's special educational needs.

## **Children with disabilities**

66. Children with disabilities will be treated as fairly as other applicants for admission.
67. Schools are under a duty to make reasonable adjustments to ensure that pupils with disabilities are not placed at a substantial disadvantage, although this does not apply to the provision of auxiliary aids and services or to physical adaptations to buildings.

## **Children with challenging behaviour**

68. Where a child has been permanently excluded from two or more schools, the parents can express a preference for a school place but there is no requirement on admission authorities to comply with this request for a period of two years following the second exclusion.
69. Paragraph 2.4 of the School Admissions Code prohibits schools from asking for information about a child unless that information has a direct bearing on decisions about oversubscription criteria or for the purpose of selection by aptitude or ability. Schools are also prohibited from asking for any of the information listed in paragraph 1.9 of the Code, which includes "reports from previous schools about children's past behaviour, attendance, attitude or achievement, or that of any other children in the family". Therefore, it is normally unacceptable for schools to refuse to admit children on the basis of their behaviour elsewhere, because this is part of that prohibited information that the school should not normally have had lawful access to, and so they could not lawfully consider it in their decision making process. It is also unacceptable for a school to refuse admission to a child thought to be potentially disruptive, or who has exhibited challenging behaviour, on the grounds that the child ought first to be assessed for special educational needs. Where a governing body or academy trust does not wish to admit a child with challenging behaviour outside of the normal admissions round, even though places are available, it must refer the case to the LA for action under the Fair Access Protocol. This would normally only be appropriate where the child does not have a local school place and a school has a particularly high proportion of children with challenging behaviour or previously excluded children and will depend on local circumstances. (School Admissions Code paragraph 3.12). This does not apply to children in care or children previously in care.
70. Some children who have been permanently excluded or have a recent history of challenging behaviour may be admitted to a school above the Published Admission Number (PAN) in accordance with the agreed Fair Access Protocol.

## **Children in care (looked after children)**

71. Children in care (looked after children) and children who were previously in care (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 in care), have been identified as a vulnerable group of children who should not be placed at a disadvantage when changes in care placement mean a change of school.
72. A 'child in care' or 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).



73. Children previously in care (previously looked after children) includes children who were adopted under the Adoption Act 1976 (section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (section 46 adoption orders). Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.
74. The Children Act 2004 places a duty on local authorities to promote the educational attainment of children in care (looked after children). As far as admission arrangements are concerned:
- (a) Children in care (looked after children) and children previously in care (previously looked after children), as described above, are given priority in the oversubscription criteria of all community, voluntary controlled and OAA schools in Suffolk for the normal admission round;
  - (b) The local authority admits children in care (looked after children) and children previously in care (previously looked after children), where necessary above the PAN for the school, in line with current looked after children regulations. The Fair Access Protocol does not apply to children in care (looked after children) and children previously in care (previously looked after children) (paragraph 3.12 of the Schools Admissions Code). For children previously in care (previously looked after children) this will only apply if this status has been declared on the application form and the relevant evidence is provided.
75. Parents or carers must provide evidence with the application that their child was previously in care (previously looked after) in the form of an adoption order, child arrangements order or special guardianship order if they want this to be taken into consideration when the application is ranked.

### **Gypsy, Roma and Traveller children**

76. Gypsy, Roma and Traveller children who move into an area served by a school will be regarded as ordinarily resident in that area when they apply for a school place.

### **Home-school agreements**

77. Admission to school will not be conditional on parents signing a home-school agreement.

### **Fraudulent applications**

78. Admission authorities reserve the right to withdraw the offer of a school place if it is shown that it was obtained on the basis of a fraudulent or intentionally misleading application or Supplementary Information Form (SIF) and in line with paragraphs 2.12 and 2.13 of the School Admissions Code.

### **How information is used**

79. Our Privacy Notice is available at [www.suffolk.gov.uk/CYPprivacynotice](http://www.suffolk.gov.uk/CYPprivacynotice). This privacy notice tells you what information Children's Services collects and uses, and your rights regarding your information. You can request a paper copy by contacting the Admissions Team.

## **In-year admissions**

80. Sometimes parents or carers apply for their child to go to a new school:
- (a) During the school year (because, for example, they are moving house or moving to Suffolk from outside the area);
  - (b) For the start of the school year but in a different age group from the school's normal year of entry;
  - (c) For the school's normal year of entry on or after 1 September in the school year in which the child is to be admitted to the school.
81. For ease of reference, these applications are commonly referred to as in-year applications.
82. Any parent can apply for a place for their child at any time to any school outside the normal admissions round.
83. There is no requirement for LA's to co-ordinate in-year applications. The LA must, on request, provide information to a parent about the places still available in all schools within its area.
84. Information on how to make an application for all parents is available on the county council's website at **[www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions)**. This information is available on paper by contacting the Admissions Team.
85. The CAF2 (In-year application form for community and voluntary controlled schools) and the ADM1 (In-year application form provided by Suffolk County Council for academies, free schools, foundation and voluntary aided schools) are available from the county council's website at **[www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions)** or from the Admissions Team.
86. Parents who wish to make an in-year application for a place at any OAA school in Suffolk, these are voluntary aided, foundation, academies and free schools, should contact the school directly for how to apply and whether they need to fill in the school's own application form. The school's own application form or ADM1 should be sent directly to the school(s).
87. OAA schools must, on receipt of an in-year application, notify the LA of both the application and its outcome, to allow the LA to keep up-to-date figures on the availability of places in the area.
88. Parents who wish to make an in-year application for a school outside of Suffolk need to contact the relevant LA where the school is located who will advise on how to make an application.

## **In-year applications for community and voluntary controlled schools in Suffolk**

89. Applications are not normally considered more than one term ahead of the date the place is required.
90. Parents or carers wishing to transfer their child from one Suffolk school to another where there is no change of address should, in the first instance, discuss the matter with the Headteacher of their current school before applying for another school.
91. Parents who wish to make an in-year application for a place at any community or voluntary controlled school in Suffolk must complete a CAF2.
92. Where parents wish to express a preference for a voluntary controlled school on the grounds that the child and/or family are practising members of the Church of England (or other church within the Worldwide Anglican Communion), they will also need to complete a

Supplementary Information Form (SIF) and send it to the Admissions Team. The SIF will enable the Admissions Team to assess whether the application can be considered under the religious grounds criterion.

93. Where the application includes a school or schools for which the LA is the admissions authority the LA will determine whether a place could be made available, if necessary in accordance with the LA's published oversubscription criteria.
94. Where an application is received for a school in Suffolk for which the LA is not the admissions authority and this is the only preference, the LA will forward the application together with any supporting information provided to the OAA school. If there is more than one preference on the application including an OAA school, the Admissions Team will contact the parent and ask them to complete a new application for the OAA school. The Admissions Team will process any preferences for community and voluntary controlled schools.
95. For community and voluntary controlled schools, the LA will consider all the information provided to it and determine the highest preference of school where a place could be offered. The LA will write to the parent either with a single offer of a place at one of their preferred schools or refusing admission to their preferred schools if there are no places available.
96. The LA will offer the parents a place at the highest possible preference that can be met. If all the schools requested by the parents are full, the LA will offer a place at the nearest suitable school with a place available if it is a community or voluntary controlled school and if the pupil does not already have a local school place. This will take into consideration the availability and cost of home to school travel. If the nearest suitable school is an OAA school, the parents will be informed and asked to apply to the school directly. The nearest school will be measured by walking distance.
97. For community and voluntary controlled schools, where a place is not available at the parents' preferred school(s), the LA will inform the parents of the reason(s) for the refusal, advise them of their right of appeal and how to make an appeal if they so wish.
98. The LA aims to process the application within ten school days of receiving it. It may take slightly longer to process the application at busy times and during school holidays.
99. When a place becomes available in a year group that has been full at a community or voluntary controlled school, any applicant refused a place for that school year in the last 15 school days and any applicant for whom an appeal has been lodged and is still to be heard, will be considered alongside any new applications. The place will be offered to the pupil ranked highest in accordance with the oversubscription criteria.
100. When an application has been made for an alternative school and there is a place available, if the child already has a place in a local mainstream school, the LA will offer the place on or before the following half term. If an application is made during a half term or the summer, Christmas or Easter holidays, the offer of a school place will be on or before the following half term. The child will remain on roll at the previous school until they take up the place at the offered school and should continue to attend their current school in the meantime.
101. It will be assumed that the parent will accept the offer of a place at a community or voluntary controlled school unless they notify the LA within two weeks of the date of the offer.
102. Paragraphs 53 to 79 of this Scheme also apply for in-year applications to community and voluntary controlled schools. However, this may be different for OAA schools.

## Annex One

### Primary (including infant, junior and middle) schools' admissions timetable for the 2020/2021 school year

#### Stage One

- Parents of children living in Suffolk submit an application on which they can indicate up to three preferences, placed in rank order.
- Parents submit the application to Suffolk County Council by the closing date of **Wednesday 15 January 2020**.

#### Stage Two

- The Local Authority (LA) sends details of applications to other LAs and Own Admission Authority (OAA) schools, when they do not operate the LA's Admissions Policy, by **Friday 31 January 2020**.
- The LA begins to consider all applications for community and voluntary controlled schools and OAA schools (when the LA is managing their admissions), applying its oversubscription criteria, where necessary, and places all preferences for each school in rank order.

#### Stage Three

- The LA exchanges information with other LAs.
- The LA processes late applications regarded as exceptions up to **Friday 7 February 2020**.
- The LA sends details of applications to Suffolk OAA schools when they do not operate the LA's Admissions Policy by **Wednesday 12 February 2020**.
- OAA schools send the provisional ranked list of pupils to the LA by **Friday 28 February 2020**.
- The LA informs other LAs of offers to be made to their residents by **Friday 20 March 2020**.
- The LA confirms the final lists of pupils to be allocated places to OAA schools in Suffolk by **Friday 10 April 2020**.

#### Stage Four

- The LA sends all Suffolk parents a single offer of a place on **Thursday 16 April 2020** and notifies schools accordingly.
- In cases where the maintaining LA is not Suffolk County Council, the LA states that the offer is being communicated on behalf of the maintaining LA.
- In the case of OAA schools, the LA states that the offer is being communicated on behalf of the school's governing body or academy trust.
- It will be assumed that parents have accepted the school offered, unless they notify the LA in writing by **Wednesday 29 April 2020**.

## Annex Two

### Secondary (including high and upper) schools' admissions timetable for the 2020/2021 school year

#### Stage One

- Parents of children living in Suffolk submit an application on which they can indicate up to three preferences, placed in rank order.
- Parents submit the application to Suffolk County Council by the closing date of **Thursday 31 October 2019**.

#### Stage Two

- The Local Authority (LA) sends details of applications to other LAs and Own Admission Authority (OAA) schools, when they do not operate the LA's Admissions Policy by **Friday 22 November 2019**.
- The LA begins to consider all applications for community and voluntary controlled schools and OAA schools (when the LA is managing their admissions), applying its oversubscription criteria, where necessary, and places all preferences for each school in rank order.

#### Stage Three

- The LA exchanges information with other LAs.
- The LA processes late applications regarded as exceptions up to **Friday 3 January 2020**.
- The LA sends details of applications to Suffolk OAA schools when they do not operate the LA's Admissions Policy by **Tuesday 7 January 2020**.
- OAA schools send the provisional ranked list of pupils to the LA by **Tuesday 14 January 2020**.
- The LA informs other LAs of offers to be made to their residents from **Thursday 23 January 2020**.
- The LA confirms the final lists of pupils to be allocated places to OAA schools in Suffolk by **Friday 21 February 2020**.

#### Stage Four

- The LA sends all Suffolk parents a single offer of a place on **Monday 2 March 2020** and notifies schools accordingly.
- In cases where the maintaining LA is not Suffolk County Council, the LA states that the offer is being communicated on behalf of the maintaining LA.
- In the case of OAA schools, the LA states that the offer is being communicated on behalf of the school's governing body or academy trust.
- It will be assumed that parents have accepted the school offered, unless they notify the LA in writing by **Monday 16 March 2020**.

## **Section 4**

### **Published Admission Numbers (PANs) for the 2020/2021 school year**

The PANs for community and voluntary controlled schools in Suffolk for the 2020/2021 school year are shown below. The PAN is the number of places a school can offer in the entry year group for that year.

The information also includes the PANs for each school in Suffolk for the 2019/2020 school year that have already been published.

Where an Own Admission Authority is proposing to reduce its PAN, publication does not imply that the Local Authority accepts or endorses it. Suffolk County Council reserves the right to object where it believes such an objection is justified.

PANs in this document could change subject to review.

<b>School Name</b>	<b>PAN 2019/2020</b>	<b>PAN 2020/2021</b>
<b>Primary Schools</b>		
Abbot's Hall CP School	60	60
Abbots Green Academy	60	60
Acton CEVCP School	30	30
Aldeburgh Primary School	15	15
All Saints Church of England Primary School, Laxfield	17	17
All Saints Church of England Primary School, Newmarket	30	30
All Saints CEVCP School, Lawshall	20	27
Bacton Primary School	30	30
Bardwell Church of England Primary School	15	15
Barnby and North Cove Primary School	15	15
Barnham CEVCP School	15	15
Barningham CEVCP School	15	15
Barrow CEVCP School	30	30
Bawdsey CEVCP School	15	15
Bealings School	15	15
Beaumont CP School	20	20
Beccles Primary Academy	45	45
Beck Row Primary School	60	60
Bedfield CEVCP School	8	8
Bentley CEVCP School	8	8
Bildeston Primary School	20	20
Birchwood Primary School	30	30
Blundeston CEVCP School	30	30
Bosmere CP School	45	45
Boxford CEVCP School	30	30
Bramfield Church of England Primary School	13	13
Bramford CEVCP School	30	30
Brampton Church of England Primary School	12	12
Britannia Primary School and Nursery	90	90

<b>School Name</b>	<b>PAN 2019/2020</b>	<b>PAN 2020/2021</b>
Broke Hall CP School	90	90
Brooklands Primary School	30	30
Buckleham Primary School	15	15
Bungay Primary School	45	45
Bures CEVCP School	30	30
Burton End Primary Academy	60	60
Capel St Mary CEVCP School	45	45
Carlton Colville Primary School	60	60
Castle Hill Infant School	90	90
Castle Hill Junior School	90	90
Causton Junior School	75	75
Cavendish CEVCP School	15	15
Cedars Park Primary School	60	60
Cedarwood CP School	60	60
Charsfield Church of England Primary School	10	10
Chelmondiston Church of England Primary School	20	20
Chilton CP School	30	30
Clare CP School	30	30
Claydon Primary School	60	75
Clements CP School	60	60
Cliff Lane Primary School	60	60
Clifford Road Primary School	60	60
Cockfield CEVCP School	15	15
Coldfair Green CP School	20	20
Colneis Junior School	90	90
Combs Ford Primary School	60	60
Copdock Primary School	10	10
Corton CEVAP School	16	16
Coupals Primary Academy	60	60
Crawfords Church of England Primary School	15	15
Creeting St Mary CEVAP School	15	15
Dale Hall CP School	60	60
Dell Primary School	60	60
Dennington Church of England Primary School	11	11
Earl Soham CP School	12	12
East Bergholt CEVCP School	30	30
Easton Primary School	15	15
Edgar Sewter CP School	45	45
Elm Tree Primary School	60	60
Elmsett CEVCP School	13	13
Elmswell CP School	45	45
Elveden Church of England Primary Academy	12	15
Exning Primary School	30	30
Eyke Church of England Primary School	20	20

<b>School Name</b>	<b>PAN 2019/2020</b>	<b>PAN 2020/2021</b>
Fairfield Infant School	90	90
Forest Academy	60	60
Fressingfield Church of England Primary School	20	20
Gislingham CEVCP School	15	15
Glade Academy	60	60
Glemsford Primary Academy	30	30
Gorseland Primary School	60	60
Grange CP School	30	30
Great Barton Church of England Primary Academy	30	30
Great Finborough CEVCP School	20	20
Great Heath Academy	90	90
Great Waldingfield CEVCP School	30	30
Great Whelnetham CEVCP School	20	20
Grove Primary School	45	45
Grundisburgh Primary School	28	28
Guildhall Feoffment CP School	45	45
Gunton Primary Academy	45	45
Gusford Primary School	90	90
Hadleigh CP School	78	78
Halifax Primary School	60	60
Handford Hall Primary School	45	45
Hardwick Primary School	45	45
Hartest Church of England Primary School	15	15
Heath Primary School	90	90
Helmingham CP School	11	11
Henley Primary School	15	15
Hillside Primary School	90	90
Hintlesham and Chattisham Church of England Primary School	14	14
Holbrook Primary School	26	26
Hollesley Primary School	15	15
Holton St Peter Primary School	15	15
Honington CEVCP School	30	30
Hopton CEVCP School	15	15
Houldsworth Valley Primary Academy	60	60
Howard CP School	45	45
Hundon CP School	15	15
Ickworth Park Primary School	30	30
Ilketshall St Lawrence School	15	15
Ixworth Church of England Primary School	30	30
Kedington Primary Academy	30	30
Kelsale CEVCP School	24	24
Kersey CEVCP School	11	11
Kessingland Church of England Primary Academy	45	45



<b>School Name</b>	<b>PAN 2019/2020</b>	<b>PAN 2020/2021</b>
Kingsfleet Primary School	30	30
Kyson Primary School	60	60
Lakenheath CP School	45	45
Langer Primary Academy	30	30
Laureate Community Academy	30	30
Lavenham CP School	15	20
Leiston Primary School	60	60
Long Melford Church of England Primary School	30	30
Maidstone Infant School	75	75
Martlesham Primary Academy	20	20
Mellis Church of England Primary School	26	26
Melton Primary School	30	30
Mendham Primary School	10	10
Mendlesham Primary School	15	15
Middleton Primary School	10	10
Morland Church of England Primary School	56	56
Moulton CEVCP School	30	30
Murrayfield Primary Academy	54	54
Nacton Church of England Primary School	14	14
Nayland Primary School	30	30
New Cangle CP School	30	30
Northfield St Nicholas Primary Academy	60	60
Norton CEVCP School	30	30
Occold Primary School	10	10
Old Newton Church of England Primary School	15	15
Orford CEVAP School	15	15
Otley Primary School	10	13
Oulton Broad Primary School	45	45
Paddocks Primary School	30	30
Pakefield Primary School	60	60
Palgrave Church of England Primary School	9	9
Phoenix St Peter Academy	30	30
Piper's Vale Primary Academy	60	60
Place Farm Primary Academy	60	60
Poplars Primary School	78	78
Pot Kiln Primary School	45	45
Ranelagh Primary School	45	45
Rattlesden Church of England Primary Academy	20	20
Ravensmere Infant School	20	20
Ravenswood CP School	60	60
Red Oak Primary School	60	60
Rendlesham Primary School	45	45
Reydon Primary School	30	30
Ringsfield Church of England Primary School	10	10

<b>School Name</b>	<b>PAN 2019/2020</b>	<b>PAN 2020/2021</b>
Ringshall School	30	30
Risby CEVCP School	30	30
Roman Hill Primary School	75	75
Rose Hill Primary School	45	45
Rougham Church of England Primary School	30	30
Rushmere Hall Primary School	90	90
Sandlings Primary School	38	38
Saxmundham Primary School	45	45
Sebert Wood CP School	60	60
Sexton's Manor CP School	30	30
Shotley Primary School	28	28
Sidegate Primary School	90	90
Sir Robert Hitcham CEVAP, Debenham	30	30
Sir Robert Hitcham's CEVAP, Framlingham	50	50
Snape CP School	10	10
Somerleyton Primary School	8	8
Somersham Primary School	15	15
Southwold Primary School	15	15
Springfield Infant School and Nursery	87	90
Springfield Junior School	87	87
Sprites Primary Academy	60	60
Sproughton Church of England Primary School	15	15
St Benet's Catholic Primary School	15	15
St Botolph's CEVCP School	30	30
St Christopher's Church of England Primary School	60	60
St Edmund's Primary School, Hoxne	15	15
St Edmund's Catholic Primary School, Bungay	15	15
St Edmunds Catholic Primary School, Bury St Edmunds	60	60
St Edmundsbury CEVAP School	45	45
St Felix Roman Catholic Primary School	45	45
St Gregory CEVCP School	30	30
St Helen's Primary School	60	60
St John's CEVAP School	30	30
St Joseph's RCP School	25	25
St Louis Catholic Academy	45	45
St Margaret's CEVAP School, Ipswich	60	60
St Margaret's Primary Academy, Lowestoft	60	60
St Mark's Catholic Primary School	30	30
St Mary's CEVCP School, Benhall	15	15
St Mary's Church of England Academy, Mildenhall	60	60
St Mary's Church of England Primary School, Hadleigh	30	30
St Mary's Church of England Primary School, Woodbridge	30	30
St Mary's Roman Catholic Primary School, Lowestoft	30	30
St Marys Catholic Primary School, Ipswich	30	30

<b>School Name</b>	<b>PAN 2019/2020</b>	<b>PAN 2020/2021</b>
St Matthew's CEVAP School	60	60
St Pancras Catholic Primary School	30	30
St Peter and St Paul Church of England Primary School	30	30
Stanton CP School	30	30
Stoke-by-Nayland Church of England Primary School	15	15
Stonham Aspal CEVAP School	30	30
Stradbroke Church of England Primary School	20	20
Stratford St Mary Primary School	15	15
Stutton Church of England Primary School	13	13
Tattingstone CEVCP School	14	14
The Albert Pye CP School	Year R - 40, Year 3 - 20	Year R - 40, Year 3 - 20
The Freeman CP School	30	30
The Limes Primary Academy	60	60
The Oaks CP School	60	60
The Pines Primary School	30	30
The Willows Primary School	60	60
Thorndon CEVCP School	12	12
Thurlow CEVCP School	15	15
Thurston Church of England Primary Academy	30	30
Tollgate Primary School	60	60
Trimley St Martin Primary School	30	30
Trimley St Mary Primary School	60	60
Trinity CEVAP School	45	45
Tudor Church of England Primary School	45	45
Waldringfield Primary School	15	15
Walsham-le-Willows CEVCP School	20	20
Wells Hall CP School	60	60
Wenhaston Primary School	14	15
West Row Academy	45	45
Westfield Primary Academy	60	60
Westgate CP School	60	60
Westwood Primary School	30	30
Wetheringsett CEVCP School	14	14
Whatfield CEVCP School	8	8
Whitehouse CP School	90	90
Whitton CP School	60	60
Wickham Market Primary School	40	40
Wickhambrook Primary Academy	30	30
Wilby CEVCP School	14	14
Witnesham Primary School	15	15
Wood Ley CP School	45	45
Woodbridge Primary School	30	30
Woodhall Primary School	60	60

<b>School Name</b>	<b>PAN 2019/2020</b>	<b>PAN 2020/2021</b>
Woods Loke Primary School	60	60
Woolpit Primary Academy	30	30
Worlingham CEVCP School	45	45
Worlingworth CEVCP School	9	9
Wortham Primary School	15	15
Yoxford and Peasenhall Primary School	15	15
<b>Middle Schools</b>		
Horringer Court Middle School	100	100
Westley Middle School	116	116
<b>Secondary Schools</b>		
Alde Valley Academy	112	112
Beccles Free School	120	120
Benjamin Britten Academy of Music and Mathematics	215	215
Bungay High School	180	180
Bury St Edmunds Technical Academy	110	110
Castle Manor Academy	150	150
Chantry Academy	180	180
Claydon High School	149	149
Copleston High School	296	326
County Upper School	260	220
Debenham High School	125	125
East Bergholt High School	186	186
East Point Academy	180	180
Farlingaye High School	297	297
Felixstowe Academy	280	280
Hadleigh High School	174	174
Hartismere School	147	147
Holbrook Academy	120	120
IES Breckland	100	100
Ipswich Academy	210	210
Ixworth Free School	120	120
Kesgrave High School	308	308
King Edward VI CEVC Upper School	240	240
Mildenhall College Academy	210	210
Newmarket Academy	180	180
Northgate High School	252	252
Ormiston Denes Academy	200	200
Ormiston Endeavour Academy	180	180
Ormiston Sudbury Academy	160	160
Pakefield School	180	180
Samuel Ward Academy	230	230
Saxmundham Free School	120	120
Sir John Leman High School	240	240

<b>School Name</b>	<b>PAN 2019/2020</b>	<b>PAN 2020/2021</b>
St Alban's Catholic High School	168	168
St Benedict's Catholic School	150	150
Stoke High School - Ormiston Academy	172	172
Stour Valley Community School	115	115
Stowmarket High School	240	240
Stowupland High School	180	185
Stradbroke High School	87	87
Sybil Andrews Academy	150	150
Thomas Gainsborough School	240	240
Thomas Mills High School	168	168
Thurston Community College	300	300
Westbourne Academy	224	224
<b>Sixth Form</b>		
Bungay High School	30	30
Bury St Edmunds STEM Academy	100	100
Copleston High School	100	30
County Upper School	30	30
Farlingaye High School	75	75
Felixstowe Academy	100	100
Hartismere School	100	100
Kesgrave High School	44	44
King Edward VI CEVC Upper School	50	50
Mildenhall College Academy	50	50
Northgate High School	150	150
Ormiston Sudbury Academy	30	30
Samuel Ward Academy	30	30
Sir John Leman High School	25	25
St Alban's Catholic High School	5	5
St Benedict's Catholic School	10	10
Stowmarket High School	25	15
Stowupland High School	20	20
Thomas Gainsborough School	20	20
Thomas Mills High School	95	95
Thurston Community College	50	50
<b>Nursery</b>		
Highfield Nursery	104	104

## **Section 5**

### **Suffolk's Relevant Area for Admissions**

The School Admissions Code 2014 requires Local Authorities to establish relevant area(s) for admission policy consultations.

**Definition:** the relevant area is the area in which admission authorities must consult with schools regarding their proposed admission arrangements before finalising them. The Local Authority is required to consult on and review its relevant area every 2 years.

#### **The Local Authority consults on the admission arrangements for community and voluntary controlled schools with:**

- All community, voluntary controlled, voluntary aided, foundation, free schools and academies within Suffolk;
- All special schools and Pupil Referral Units within Suffolk;
- Three neighbouring Local Authorities (Norfolk, Essex and Cambridgeshire);
- The Church of England in Suffolk (Diocese of St Edmundsbury and Ipswich), The Church of England (Diocese of Norwich), The Roman Catholic Diocese of East Anglia;
- Parents of children in Suffolk schools who will be in the normal year of entry for which the admissions consultation applies.
- Parents of children in Suffolk playgroups, children centres, nurseries and pre-schools who will be in the normal year of entry for which the admissions consultation applies.

#### **Primary voluntary aided schools, having first consulted with the Diocese, consult with:**

- Suffolk County Council;
- All other primary and middle schools within their Locality (see Appendix 1);
- All other primary and middle schools within a 3 mile radius of the school;
- Any neighbouring Local Authority within a 5 mile radius of the school;
- Playgroups, children centres, nurseries and pre-schools within their Locality and within a 2 mile radius of the school.

#### **Secondary voluntary aided schools, having first consulted with the Diocese, consult with:**

- Suffolk County Council;
- All primary, middle and secondary schools within their Locality (see Appendix 1);
- All other primary and middle schools within a 3 mile radius of the school;
- All other secondary schools within a 5 mile radius of the school;
- Any neighbouring Local Authority within a 5 mile radius of the school.

#### **Primary academies, foundation and free schools consult with:**

- Suffolk County Council;
- All other primary and middle schools within their Locality (see Appendix 1);
- All other primary and middle schools within a 2 mile radius of the school;
- Any neighbouring Local Authority within a 5 mile radius of the school;
- Playgroups, children centres, nurseries and pre-schools within their Locality and within a 2 mile radius of the school.

#### **Secondary academies, foundation and free schools consult with:**

- Suffolk County Council;
- All primary, middle and secondary schools within their Locality (see Appendix 1);
- All other primary and middle within a 3 mile radius of the school;
- All other secondary schools within a 5 mile radius of the school;
- Any neighbouring Local Authority within a 5 mile radius of the school.

**Appendix One shows a list of schools in each locality**

**Central Primary Schools:**

Abbot's Hall CP School  
 All Saints Church of England Primary School, Laxfield  
 Bacton Primary School  
 Bardwell Church of England Primary School  
 Barnham CEVCP School  
 Barningham CEVCP School  
 Bedford CEVCP School  
 Bosmere CP School  
 Cedars Park Primary School  
 Chilton CP School  
 Cockfield CEVCP School  
 Combs Ford Primary School  
 Crawfords Church of England Primary School  
 Creeting St Mary CEVAP School  
 Elmswell CP School  
 Fressingfield Church of England Primary School  
 Gisligham Church of England Primary School  
 Great Barton Church of England Primary Academy  
 Great Finborough CEVCP School  
 Helmingham CP School  
 Honington CEVCP School  
 Hopton CEVCP School  
 Ixworth Church of England Primary School  
 Mellis Church of England Primary School  
 Mendham Primary School  
 Mendlesham Primary School  
 Norton CEVCP School

Occold Primary School  
 Old Newton Church of England Primary School  
 Palgrave Church of England Primary School  
 Rattlesden Church of England Primary Academy  
 Ringshall School  
 Rougham Church of England Primary School  
 Sir Robert Hitcham CEVAP School, Debenham  
 St Botolph's CEVCP School  
 St Edmund's Primary School  
 St Peter and St Paul Church of England Primary School  
 Stanton CP School  
 Stonham Aspal CEVAP School  
 Stradbroke Church of England Primary School  
 The Freeman CP School  
 Thorndon CEVCP School  
 Thurston Church of England Primary Academy  
 Trinity CEVAP School  
 Walsham-le-Willows CEVCP School  
 Wetheringsett CEVCP School  
 Wilby CEVCP School  
 Wood Ley CP School  
 Woolpit Primary Academy  
 Worlingworth CEVCP School  
 Wortham Primary School

**Central Secondary Schools:**

Debenham High School  
 Hartismere School  
 Ixworth Free School  
 Stowmarket High School

Stowupland High School  
 Stradbroke High School  
 Thurston Community College

**Coastal Primary Schools:**

Aldeburgh Primary School  
 Bawdsey CEVCP School  
 Bealings School  
 Benhall St Mary's CEVCP School  
 Birchwood Primary School  
 Bucklesham Primary School  
 Causton Junior School  
 Cedarwood CP School  
 Charsfield Church of England Primary School

Coldfair Green CP School  
 Colneis Junior School  
 Dennington Church of England Primary School  
 Earl Soham CP School  
 Easton Primary School  
 Eyke Church of England Primary School  
 Fairfield Infant School  
 Gorseland Primary School  
 Grange CP School

Grundisburgh Primary School  
Heath Primary School  
Hollesley Primary School  
Kelsale CEVCP School  
Kingsfleet Primary School  
Kyson Primary School  
Langer Primary Academy  
Leiston Primary School  
Maidstone Infant School  
Martlesham Primary Academy  
Melton Primary School  
Middleton Primary School  
Nacton Church of England Primary School  
Orford CEVAP School  
Otley Primary School

**Coastal Secondary Schools:**

Alde Valley Academy  
Farlingaye High School  
Felixstowe Academy

**Lowestoft and Waveney Primary Schools:**

Barnby and North Cove Primary School  
Beccles Primary Academy  
Blundeston CEVCP School  
Bramfield Church of England Primary School  
Brampton Church of England Primary School  
Bungay Primary School  
Carlton Colville Primary School  
Corton CEVAP School  
Dell Primary School  
Edgar Sewter Primary School  
Elm Tree Primary School (Academy)  
Grove Primary School  
Gunton Primary Academy  
Holton St Peter Primary School  
Ilketshall St Lawrence School  
Kessingland Church of England Primary Academy  
Northfield St Nicholas Primary Academy  
Oulton Broad Primary School

**Lowestoft and Waveney Secondary Schools:**

Beccles Free School  
Benjamin Britten Academy of Music and Mathematics  
Bungay High School

**North East Ipswich Primary Schools:**

Britannia Primary School and Nursery  
Broke Hall CP School  
Cliff Lane Primary School  
Clifford Road Primary School

Rendlesham Primary School  
Sandlings Primary School  
Saxmundham Primary School  
Sir Robert Hitcham's CEVAP School, Framlingham  
Snape CP School  
St Mary's Church of England Primary School, Woodbridge  
Trimley St Martin Primary School  
Trimley St Mary Primary School  
Waldringfield Primary School  
Wickham Market Primary School  
Woodbridge Primary School  
Yoxford and Peasenhall Primary School

Kesgrave High School  
Saxmundham Free School  
Thomas Mills High School

Pakefield Primary School  
Phoenix St Peter Academy  
Poplars Primary School  
Ravensmere Infant School  
Red Oak Primary School  
Reydon Primary School  
Ringsfield Church of England Primary School  
Roman Hill Primary School  
Somerleyton Primary School  
Southwold Primary School  
St Benet's Catholic Primary School  
St Edmund's Catholic Primary School, Bungay  
St Margaret's Primary Academy  
St Mary's RCP School  
The Albert Pye CP School  
Wenhaston Primary School  
Westwood Primary School  
Woods Loke Primary School  
Worlingham CEVCP School

East Point Academy  
Ormiston Denes Academy  
Pakefield School  
Sir John Leman High School

Morland Church of England Primary School  
Murrayfield Primary Academy  
Piper's Vale Primary Academy



Ravenswood CP School  
Rose Hill Primary School  
Rushmere Hall Primary School  
Sidegate Primary School

**North East Ipswich Secondary Schools:**

Copleston High School  
Ipswich Academy

**South Suffolk Primary Schools:**

Acton CEVCP School  
Beaumont CP School  
Bentley CEVCP School  
Bildeston Primary School  
Boxford CEVCP School  
Brooklands Primary School  
Bures CEVCP School  
Capel St Mary CEVCP School  
Cavendish CEVCP School  
Chelmondiston Church of England Primary School  
Copdock Primary School  
East Bergholt CEVCP School  
Elmsett CEVCP School  
Glemsford Primary Academy  
Great Waldingfield CEVCP School  
Hadleigh CP School  
Hartest Church of England Primary School  
Hintlesham and Chattisham Church of England Primary School  
Holbrook Primary School

**South Suffolk Secondary Schools:**

East Bergholt High School  
Hadleigh High School  
Holbrook Academy

**South West Ipswich Primary Schools:**

Bramford CEVCP School  
Castle Hill Infants School  
Castle Hill Junior School  
Claydon Primary School  
Dale Hall CP School  
Gusford Primary School  
Halifax Primary School  
Handford Hall Primary School  
Henley Primary School  
Hillside Primary School  
Ranelagh Primary School  
Somersham Primary School  
Springfield Infant School and Nursery

St Helen's Primary School  
St John's CEVAP School  
St Margaret's CEVAP School  
St Mary's Catholic Primary School

Northgate High School  
St Alban's Catholic High School

Kersey CEVCP School  
Lavenham CP School  
Long Melford Church of England Primary School  
Nayland Primary School  
Pot Kiln Primary School  
Shotley Primary School  
St Gregory CEVCP School  
St Joseph's RCP School  
St Mary's Church of England Primary School, Hadleigh  
Stoke-by-Nayland Church of England Primary School  
Stratford St Mary Primary School  
Stutton Church of England Primary School  
Tattingstone CEVCP School  
Tudor Church of England Primary School  
Wells Hall Primary School  
Whatfield CEVCP School  
Woodhall Primary School

Ormiston Sudbury Academy  
Thomas Gainsborough School

Springfield Junior School  
Sprites Primary Academy  
Sproughton Church of England Primary School  
St Mark's Catholic Primary School  
St Matthew's CEVAP School  
St Pancras' Catholic Primary School  
The Oaks Primary School  
The Willows Primary School  
Whitehouse CP School  
Whitton Community Primary School  
Witnesham Primary School

**South West Ipswich Secondary Schools:**

Chantry Academy  
Claydon High School  
Ormiston Endeavour Academy

Stoke High School - Ormiston Academy  
Westbourne Academy

**West Suffolk Primary Schools:**

Abbots Green Academy  
All Saints Church of England Primary School, Newmarket  
All Saints CEVCP School, Lawshall  
Barrow CEVCP School  
Beck Row Primary Academy  
Burton End Primary Academy  
Clare CP School  
Clements Primary Academy  
Coupals Primary Academy  
Elveden Church of England Primary Academy  
Exning Primary School  
Forest Academy  
Glade Academy  
Great Heath Academy  
Great Whelnetham CEVCP School  
Guildhall Feoffment CP School  
Hardwick Primary School  
Houldsworth Valley Primary Academy  
Howard CP School  
Hundon CP School  
Ickworth Park Primary School  
Kedington Primary Academy

Lakenheath CP School  
Laureate Community Academy  
Moulton CEVCP School  
New Cangle CP School  
Paddocks Primary School  
Place Farm Primary Academy  
Risby CEVCP School  
Sebert Wood CP School  
Sexton's Manor CP School  
St Christopher's Church of England Primary School  
St Edmund's Catholic Primary School, Bury St Edmunds  
St Edmundsbury CEVAP School  
St Felix RCP School  
St Louis Catholic Academy  
St Mary's Church of England Academy  
Thurlow CEVCP School  
Tollgate Primary School  
West Row Academy  
Westfield Primary Academy  
Westgate CP School  
Wickhambrook Primary Academy

**West Suffolk Middle Schools:**

Horringer Court Middle School

Westley Middle School

**West Suffolk Secondary Schools:**

Castle Manor Academy  
County Upper School  
IES Breckland  
King Edward VI CEVC Upper School  
Mildenhall College Academy

Newmarket Academy  
Samuel Ward Academy  
St Benedict's Catholic School  
Stour Valley Community School  
Sybil Andrews Academy

# **Supplementary Information Form (SIF) 2020/2021: To support applications to Church of England Voluntary Controlled Schools in Suffolk**

This form must be used where parents or carers wish to express a preference for a voluntary controlled school on the grounds that the child and/or family are practising members of the Church of England (or other church within the Worldwide Anglican Communion).

This form will enable Suffolk County Council (as the admissions authority for voluntary controlled schools in Suffolk) to assess whether the application can be considered under the religious grounds criterion. It is not compulsory to complete this form.

**This is not an application form.** Applications for a school place must be made by using the online facility or by completing a paper application form.

If you are applying for more than one voluntary controlled school under the religious grounds criterion, only one SIF needs to be completed.

**Do not use this form to support an application for a voluntary aided school or academy. Contact the voluntary aided school or academy direct for a SIF.**

**Please refer to the details of the school's admissions criteria before you apply.**

We strongly recommend that you read the relevant guide Admissions to Schools in Suffolk and the relevant Directory of Schools in Suffolk. The guide and directories are available online at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions).

We do not acknowledge receipt of SIF's and strongly suggest that you get proof of postage.

**Please print in capital letters**

**Child's legal last name**

---

**Child's first name**

---

**Child's middle name**

---

**Child's date of birth**

---

**Child's current address**

---

**Telephone numbers for  
parent/carer**

---

**Email address for parent/carer**

---

**Which Church do you and/or your child attend?**

---

**Are you and/or your child a practising member of the Church of England, which means you and/or your child go to an Anglican church regularly, that is to say at least once a month? (please tick)**

Yes  No

**Are you and/or your child a practising member of a church within the Worldwide Anglican Communion, which means you and/or your child go to an Anglican church regularly, that is to say at least once a month? (please tick)**

Yes  No

**What was your previous Church (if you have recently moved)**

---

If you have changed churches during the past year, please provide details of your previous Priest

**Name**

**Address**

To be completed by your Priest (If there is currently no Priest available a senior church officer may sign. In this situation please provide a reason why a Priest did not sign)

**I can confirm, to the best of my knowledge, that the above information is accurate.**

**Signed**

**Dated**

**Reason for Priest not signing, if applicable**

**Name**

**Position**

**Address**

Please return this form to:

**The Admissions Team, Endeavour House, 8 Russell Road, Ipswich, Suffolk, IP1 2BX**

Telephone: 0345 600 0981. Email: [admissions@suffolk.gov.uk](mailto:admissions@suffolk.gov.uk)

**Do not return this Supplementary Information Form to a school**

**Data Protection:**

Our Privacy Notice is available at [www.suffolk.gov.uk/CYPprivacynotice](http://www.suffolk.gov.uk/CYPprivacynotice). This privacy notice tells you what information Children's Services collects and uses, and your rights regarding your information.

## **Section 7** **Regulations**

Any objections to these admission arrangements must be made to the Schools Adjudicator by **15 May 2019**.

Further information is available on the Schools Adjudicator's website at **[www.gov.uk/government/organisations/office-of-the-schools-adjudicator](http://www.gov.uk/government/organisations/office-of-the-schools-adjudicator)**.