

CREETING ST MARY CEVAP SCHOOL

The Governors of Creeting St Mary CEVAP School are the school's Admissions Authority and are able to welcome up to **12 pupils** into each year group (*Published Admissions Number – "PAN"*). They will try to meet the preferences of parents/carers but this cannot be guaranteed.

Admission to Reception Class 2017-2018

All applicants have to complete either a written application form, CAF1, (available from the school) or an online Local Authority form naming the school as one of the preferences. The closing date for applications is Sunday 15th January 2017.

CAF1 forms can be downloaded at www.suffolk.gov.uk/admissions and may be submitted on line or by post to: The Admissions Team, Endeavour House, 8 Russell Road, Ipswich IP1 2BX

Applications will be considered for children born between 1st September 2012 and 31st August 2013.

All children will be eligible for full time admission to the school for the 2017-2018 year, and subsequent years, in the September following their fourth birthday.

It would normally be expected that parents take up the offer of a primary school place (be that full or part-time) at the beginning of a school term, unless there is agreement with the school that a place can be taken up at another time in the year.

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 expecting 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.

Parents or carers should make a request to the school in writing. This will need to include, where relevant, any supporting evidence. The governing body 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 will be given. A CAF1 application form must be sent to the LA along with the decision letter 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.

Where parents are offered a Reception Year place for their child they may decide either to take up the offer full time in September, or take up the offer part-time or defer entry. If a parent defers entry to later in the year, the place at the school will be held open until the child starts school. However, parents must take up a full-time place no later than the beginning of the term after the child's fifth birthday.

All applications will be considered equally on the basis of opportunity and inclusion, but if there are more applications than places then children will be admitted to the school according to the order of priority given below.

The decision of the school's Governors will be provided to applicants on the 18th April 2017 – National Primary Offer Day.

Oversubscription criteria.

Children who have a statement of Special Educational Needs (SEN) or an Education, Health and Care plan (EHC plan) which names the school must by law be offered a place at this school.

Thereafter places will be offered in the following priority order:

1. Looked after children (children in care) and Previously Looked after children (children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order, immediately following having been looked after).
2. Children who have a brother / sister / sibling who is attending the school and will be on roll at the time of admission. If necessary, priority will be given to those with the smallest age difference.
3. Children who are ordinarily resident in the school's catchment area.
4. Other children.

Tie-break : In the event of a tie within any of the above categories (ie the PAN is reached with other applicants remaining within the same oversubscription criterion) the Governors will allocate places by applying the following criteria in order:

- a) Those applying on the grounds that Creeping St Mary is a Church of England VA school and at least one Parent/Guardian/carer is a member of a Christian Church (worshipping at least monthly) see note below;
- b) The distance from the school measured by a straight line ('as the crow flies'). All distances are calculated electronically by the Local Authority using data provided jointly by the Post Office and Ordnance Survey. The data plots the co-ordinates of each property and provides the address-point between which straight line distance is measured and reported to three decimal places. Where there is more than one home within a single buildings e.g. apartments, we will measure to a single point

within that building irrespective of where those homes are located.

Appeals

If the Governing Body's decision is not to grant a place for your child, you have the right to appeal against their decision. You will be sent information on how to appeal. There is no deadline for the submission of appeals which are independently administered by the Education Appeals Office, PO Box 579, Ipswich, IP1 2BX.

As the purpose of the appeals process is to consider whether a child should be admitted to a particular school, parents do not have a right of appeal if they have been offered a place and it is not in the year group they would like

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.

Application for admission to other classes or an in-year application.

Applications are not normally considered more than one term ahead of the date the place is required.

Parents wishing to transfer their children from one Suffolk school to another where there is no change of address should, in the first instance, discuss the matter with the Head Teacher of their current school before applying for another school. (see also paragraph 8 below).

Parents who wish to make an in-year application for a place at this school should Contact the School Office for an application form – ADM1

We will, on receipt of an in-year application, notify the Local Authority (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.

When a place becomes available in a year group that has been full at this 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 over-subscription criteria.

All applications will be processed by the school within 5 school days and the decision communicated in writing. An emailed decision will always be confirmed by letter. Acceptance of offers can be made by email or letter but, in all cases, within two weeks of the offer date.

If the number of applications exceeds the number of places available the Governors will use their published over-subscription criteria to determine the offer of places. Any unsuccessful applicant has the right to appeal the decision to an independent panel and details of how to do this will be included in the decision letter.

When an offer of a place is made and the child already has a place in a local mainstream school, the Governors will offer the place from the start of the following half term. The child will remain on roll at the previous school until they take up the place at this school.

Policy Review & Consultation

This Policy is reviewed annually in line with the School Admissions Code. Consultation takes place locally with our Parents and, more formally, with the Diocesan authorities and the Local Authority.

Ultimate tie-breaker

In the unlikely event of two or more applicants who live the same distance from the school competing for a single place, lots will be drawn by someone independent of the school and its governors to determine the successful applicant.

Notes

Looked after children (children in care) and Previously Looked after children (children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order, immediately following having been looked after).

Brother/Sister/Sibling: Brother/sister/sibling includes half or step siblings and other children of the same immediate household.

Catchment Area : In its Trust Deed, the school was established to serve the area which now forms the Ecclesiastical Parish of Creeting St Mary. Details of the catchment area can be obtained from the school or at www.suffolk.gov.uk/catchmentmaps Living within a school's catchment area is no longer an absolute guarantee that a place is available at your catchment school

Multiple births: If the final place available at a school is offered to a twin or triplet, etc., and the remaining sibling/s would ordinarily be refused, the Governors will offer places to the remaining sibling/s at the same school. It is not the Governors policy to separate twins

or triplets etc

Christian Church: A Christian Church is defined as one in full membership of Churches Together in England (or in full membership of a federation of Churches that is in full membership of Churches Together in England) or the Evangelical Alliance.

Ordinarily resident: The Governors define "Resident" as the place where your child usually lives. We may need proof of this address. We will not treat your child as ordinarily resident if you rent or own a second home in the catchment/defined area or if you use another address to give the impression that your child lives in the catchment/defined area so that you have a higher priority for a place at that school.' It does not apply to proposed moves into the designated area which have not taken place at the time an application is considered – unless proof, such as Exchange of Contracts or a signed Tenancy Agreement, can be provided at the time of application or exceptional late application. We will consider Gypsy, Roma and Traveller children moving into an area as 'Resident' in that area when they apply for a school place.

Parent / Carer: A parent / carer is any person who has parental responsibility for or is the legal guardian of the child. Where admission arrangements refer to 'parents / carers' attendance at church' it is sufficient for just one parent / carer to attend.

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

In cases where the child spends an equal proportion of the school week with both parents, evidence of the main contact address will be required to support the application. Both parents must agree in writing 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.

Supplementary Information Form; Parents are advised to complete a Supplementary Information Form (SIF) if they wish membership of a Christian or other faith community to be taken into account in the application. However, the SIF is not compulsory, neither does it constitute a valid application. All applicants must complete a CAF1 form or an online application.

Waiting Lists

If you apply for a school place in the normal admissions round and your preference for a place at this school is refused, your child's name will automatically be placed on our waiting list. Names are placed on the waiting list in the priority order set out in our admissions oversubscription criteria. The order of children does not remain static - as

circumstances change a child's place on the waiting list can go up or down, for example due to withdrawals or additional applications. If you change your address while your child is on a waiting list you must let us know. Please be aware that this may change your child's position on the waiting list, particularly if you move into or out of the school's catchment area.

Having your child's name on a waiting list will not affect your right to appeal for a school place in any of the schools you have applied for.

If a place becomes available, we will offer it to children on the waiting list in priority order. We do not offer places on the basis of the date on which names were placed on the list. The waiting lists will operate up to the last day of the first full week of the spring term 2017.

Waiting List (In-Year)

We do not hold waiting lists for school places for in-year applications.

Contact

Further information and copies of the School Prospectus with the application forms can be obtained from the School Office. 01449 720312

Email – office@creetingstmary.suffolk.sch.uk

School Christian Mission Statement

Creeping St. Mary Church of England Voluntary Aided Primary School

is a Church of England Foundation committed to serving its local community.

We seek to create a Christian community based on Christian values, which are reflected throughout the life of the School.

We aim to ensure that all of our children fulfil their potential. We aim, through Collective Worship and R.E., to give our children an opportunity to gain an understanding of the Christian Faith.

We recognise the importance of partnership with parents, the Church and the wide community.

We seek to encourage respect and concern for others.

We aim to create a stimulating environment which promotes encouragement, care and a sense of well being and which reflects our belief that "as many hands build a house, so many hearts make a School."