Policy name	**Primary Admissions Policy for** 2028- 29 **CLAYDON PRIMARY SCHOOL**
Member of Staff Responsible	Deputy CEO
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Signed	Chair of the Board

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1. Introduction

Claydon Primary School remains committed to its continuing role as an inclusive school serving children of all abilities from the local community.

The Penrose Learning Trust shall continue to work in partnership and in agreement with the Local Authority as part of the co-ordinated admissions process. This policy complies with the School Admissions Code (DfE September 2021, and the School Admissions Appeal Code (the Codes), and will be reviewed in light of any future changes in the law.

The Published Admission Number (PAN) for Reception in **September 2028 is 60.**

2. Applications for September Entry into Reception

The application process for admission into Reception is coordinated by Suffolk County Council which acts on behalf of the School's Governing Body, to offer places at the School. Full details of the application process are available on the Suffolk County Council website: www.suffolk.gov.uk/admissions.

3. Deferred Entry to School

In accordance with the requirements of the School Admissions Code, if your child has been offered a place: -

a) your child is entitled to a full-time place in the September following their fourth birthday;
b) you can defer the date your child is admitted to the School until later in the school year but not beyond the point at which your child reaches compulsory school age and not beyond the beginning of the final term of the school year for which the place was made; and
c) If you wish, your child may attend part-time until later in the school year, but not beyond the point at which your child reaches compulsory school age.

4. Applications for in-year Admissions

The School administers its own in-year admissions. The School will consider applications for admissions into Reception to Year 6.

These applicants will need to complete the School's Application Form and send it directly to the School. The School will then consider the application. The Application Form is available on the School's website, or from the school office which can be contacted on 01473 830439 or by email office@claydonprimary.net

5. Admission of children outside their normal age group

It is expected that children will normally be educated within their normal age group (chronological year group). However, we will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned in line with the School Admissions Code.

This includes when a parent or carer wishes their summer born (April to August) child to start full-time education in the Reception Year group when they reach compulsory school age rather than in Year 1.

You can make a request to the school in writing. This will need to include, where relevant, any supporting information about why the child should be admitted out of their normal age group.

When considering the request this will include, but is not limited to, taking account of the parent's views; information about the child's academic, social, and emotional development; whether the child has previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. Any evidence in respect of these or any other reasons can be submitted. Where relevant, consideration can be given to the child's medical history and any evidence from a medical professional involved with the child's care or treatment such as:

- a speech and language therapist
- an occupational therapist
- a social worker
- a paediatrician
- the child's nursery, childminder or current school.

We will make a decision on the request, taking into account the views of the headteacher.

Parents and carers are not expected to get evidence that they do not already have.

We will write to you with the outcome including the reasons for the decision. If the request is refused, you will be given the details of how to complain to the school.

A CAF1 application form must be sent to Suffolk County Council along with the decision letter from the school and other relevant evidence by the national closing date. Even if the request is agreed there is no guarantee there will be a place available.

6. Fraudulent or Misleading Applications

The School has the right to investigate any concerns we may have about your application and to withdraw the offer of a place if it is established that an offer was obtained through a fraudulent claim or intentionally misleading information being provided, for example a false address was given which denied a place to a child with a stronger claim. We reserve the right to check any address and other information provided so that we can apply the oversubscription criteria accurately and fairly.

7. Fair Access Protocol

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced, vulnerable children (this excludes children in care as they are not subject to FAP.) are offered a place at a suitable school as quickly as possible. The School will comply with Suffolk's Fair Access Protocol. This may mean admitting children above the PAN outside the normal admissions round.

8. Oversubscription Criteria

If the School is oversubscribed after the admission of pupils with an Education, Health and Care Plan (where the School is named in the EHCP), priority for admission will be given to those children who meet the criteria set out below, in order:

1. Looked After Children (see "Definitions" section at the bottom of this policy) and Previously Looked After Children/Internationally Previously Looked After Children (see Definitions).

2. Children who are ordinarily resident (see Definitions) in the catchment area (see Definitions) with a sibling (see Definitions) who is either on roll at the time of the application, or has been offered a place **and** will still be a pupil of the School at the time of admission. Priority will be given, where necessary, to applications where there is the smallest age gap in calendar days between the child's date of birth and the date of birth of any sibling already attending the school, or who has been offered a place at the time of application.

3. Children who are ordinarily resident outside of the catchment area with a sibling who is either on the roll at the time of the application, or has been offered a place **and** will still be a pupil at the School at the time of admission. Priority will be given, where necessary, to applications where there is the smallest age gap. If you have more than one child at the School, please name the youngest one.

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4. Children who are ordinarily resident in the catchment area.

5. Children of any teaching or support staff employed by Penrose Learning Trust in the following circumstances:

    1) where the member of staff has been employed for two or more years at the time the application for admission to the School is made; or
    2) where the member of staff is recruited to fill a vacant post for which there is a skill shortage.

6. All other applicants by distance from the address where the child is ordinarily resident, as per the 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 rules described. Decisions will be made about the offer of places in accordance with those priorities.

8.1 Distance tie-breaker

If it is necessary to use a tie-breaker to distinguish between two or more applications, a distance criterion will be used. We will give priority to applicants who are ordinarily resident nearest to the School as measured by a straight line ('as the crow flies').

All straight line distances are calculated electronically by Suffolk County Council using data provided jointly by the Post Office and Ordnance Survey. The data plots the coordinates of each property and provides the address-point between which 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.

8.2 Ultimate tie-breaker

In the unlikely event that two or more applicants competing for a single place at the School live the same distance from the School, the place will be offered to one applicant on the basis of random allocation (i.e. the drawing of lots). The random allocation process will be supervised by a person who is independent of the School, and a fresh round of random allocation will be done each time a child is to be offered a place from a waiting list.

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8.3 Multiple births

In the case of twins or other multiple births, where there is only one place available in the School, all will be considered and admitted together as one application.

9. Waiting Lists

As part of the co-ordinated scheme for primary admissions, the Local Authority Admissions Team holds the waiting list for the Reception Year on behalf of the Governing Body until the end of [the first full week of the Autumn term in the normal admissions round]. The School will then hold the waiting list until the last day of the Summer Term 2029. For in-year admissions to other year groups, the school will hold a waiting list for each year group until the last day of the Summer Term 2029.

Names are placed on the waiting list according to the Over-subscription Criteria. Parents will be contacted immediately if a place becomes available for their child but should be aware that their child's place on a waiting list may change if an application is subsequently received that meets a higher criterion than their own.

Parents / Carers must inform the School if their address changes as their child's place on the waiting list may be affected.

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

The School will offer places that become available in accordance with its Over-subscription Criteria and not on the basis of the date on which names were placed on the list. This means that names can move down the list if, for example, someone moves into the area and is higher placed under the oversubscription criteria.

10. 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.

Applicants who are unsuccessful at appeal for a place in Reception will be kept on the waiting list if requested. This applies to both In-Year Admissions and September entry into Reception.

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11. Definitions

11.1 Catchment Area

The area which is shown on the catchment area map for Claydon Primary School using this link.

If you live next to a boundary line on the map, please check your address against the catchment area and/or street lists here.

11.2 Looked After Children

Children who are in the care of a local authority, or are being provided with accommodation by a local authority in the exercise of their social services functions (see definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school).

11.3 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.

11.4 Previously Looked After Children

Children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order, immediately following having been in care. This includes those children who appear (to the School) to have been in state care outside of England and ceased to be in state care as a result of adoption (Internationally Adopted Previously Looked After Children).

11.5 School/Academic year

The School year is defined as the period beginning with the first school term to begin after July and ending with the beginning of the first such term to begin after the following July.

11.6 Sibling

Siblings include a brother or sister who share the same parents; a half-brother, half-sister or legally adopted child ordinarily residing at the same address; a child looked after by a local authority placed in a foster family with other school age children; a stepchild or children who are not related but ordinarily reside at the same address as a family unit.

11.7 Sibling tie-breaker

Priority will be given, where necessary, to applications where there is the smallest age gap in calendar days between the child's date of birth and the date of birth of any sibling already attending the school, or who has been offered a place at the time of application.

In the unlikely event that two applicants competing for a single place at a school have the same number of days difference in age from their closest aged sibling, the place will be offered to one applicant on the basis of lots drawn by someone independent of the school.

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