Framlingham
Sir Robert Hitcham's
CEVAP School

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Statutory Policy

Admissions

Reception & in-year Applications

Admission Year
1 September 2027
- 31 August 2028

Ref: Admissions Policies/2027-2028/Admission Policy 2027-2028 **DETERMINED**

25 November 2025

Committee **Whole Governing Body**

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INTRODUCTION

As a Church of England Voluntary Aided School, the Governing Body is the Admissions Authority for this school. The Local Authority (LA) - Suffolk County Council - provide a 'co-ordinated' scheme for all schools in Suffolk and details are available on the SCC website: https://www.suffolk.gov.uk/children-families-and-learning/schools/school-places/ This policy is reviewed annually in line with the School Admissions Code 2021. Consultation takes place locally with our Parents and, more formally, with the Diocesan authorities and the Local Authority.

Parents should be aware that as the school is a Church of England Voluntary Aided Primary School it has a distinctive Christian ethos, whilst being rooted in the local community in all its diversity. At this school we endeavour to provide an environment where there is freedom from discrimination on grounds of race, gender, language, religion, class, lifestyle, cultural background, age, disability or special learning needs. Equal opportunities are the right of everyone; pupils, teaching and non-teaching staff, parents, governors and those in the larger community in which our school is found.

ADMISSIONS INFORMATION

For admission to the **2027-28** school year, and subsequent years, all children will be eligible for admission to Framlingham Sir Robert Hitcham's School full time in the September following their fourth birthday.
Where parents are offered a place for their child in the Reception Year of this school, 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 wishes to defer entry to later in the year the place at this school will be held open until the child starts school. However, parents must take up the full-time place no later than the beginning of the term after the child's fifth birthday and must in any case take up the place before the end of the school year for which the original application was accepted. It would normally be expected that parents will 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 could be taken up at another time in the year.

Parents should be aware that the provision of a full-time place (described above) does not apply to maintained nursery provision. Also, where a place has been offered in the nursery attached to the school this does not guarantee a full-time place in the Reception Year of the school and parents must make a separate application for a primary school place by the published closing date.

Where a child lives with separated parents who have shared responsibility, please see Admissions Oversubscription Criteria (2) for the definition used for '**ordinarily resident** *in the catchment area'*.

The Catchment Area for our school includes: The parishes of Framlingham, Gt Glemham, Cransford, Parham, Hacheston and Saxtead. These can be found on our website and are also available at www.suffolk.gov.uk/catchmentmaps. There is a map in school, but it is advisable to check with the Admissions Team (0345 600 0981) for confirmation, especially if on the edge of any of these areas. Living within a school's catchment area is not a guarantee that a place is available at that catchment school, or that free school transport is available as this is based on your nearest school which may not be your catchment school. Before applying, please check on: https://www.suffolkonboard.com/school-travel/

There may be more applications for this school than there are places available. It is important that all schools are able to provide an effective education for their pupils in suitable accommodation, which is not overcrowded. This means that schools can only offer a set number of places in any one year. This number is called the Published Admission Number (PAN), which is based on a national formula for deciding how many children can go to a school without causing overcrowding. The Governing Body, as the Admission's Authority, has a duty to set the number of intended admissions to any age group at a figure no lower than the Published Admissions Number (PAN) for that age group. A higher figure can be set at the Governors' discretion. Currently the school admits up to **50** children in Reception.

Foundation and Key Stage 1 classes (ages 4+ to 6+) must not have more than 30 pupils with a single teacher complying with the Infant Class Size legislation.

Children who have an Education, Health and Care plan (EHC plan) which names the school must by law be offered a place at this school.

ADMISSIONS OVERSUBSCRIPTION CRITERIA

Once EHC applicants have been offered places and the number of applications for a school is greater than its PAN, we use the Admissions Oversubscription Criteria to decide how we will allocate the places available.

The following admissions oversubscription criteria show the order of priority for places at this school:

1. **Looked after children (LAC) and all previously looked after children** - 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, including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted).

2 **Children who are ordinarily resident* in the catchment area** - places are allocated in the following order**:**

2.1 Children who **are siblings**** of, or who live as a family at the same address as, pupils who are already at the school or will be on roll at the time of admission or who have already been offered a place. 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. Parents are advised to include the name and DOB of their youngest child at our school/offered a place on their new application.

2.2 Children with Home Office confirmed **refugee status**.

2.3 **a)** Children whose families*** wish to apply for a place giving **Christian faith** as a priority will need to give evidence that they attend church regularly (at least monthly for a period of a year before the deadline for applications), by completing a Supplementary Information Form (SIF) indicating their faith involvement. Their church minister must countersign the SIF. This form is available from this school. Applicants new to the area can provide evidence from a previous church or churches. *(Christian Church means any church which is designated under the Ecumenical Relations Measure nationally by the Archbishops of Canterbury and York or locally by the diocesan bishop, or is a member of Churches Together in England, or the Evangelical Alliance, or a partner church of Affinity.)*

b) Children whose families*** wish to apply for a place giving **another faith** as a priority will need to give evidence that they participate regularly (at least monthly for a period of a year before the deadline for applications) in the local worshipping community of the faiths named (Buddhism, Hinduism, Islam, Sikhism and Judaism) and wish their child to attend Sir Robert Hitcham's because of its Christian traditions by completing a Supplementary Information Form (SIF) indicating their faith involvement. Their faith leader must countersign the SIF. This form is available from this school. Applicants new to the area can provide evidence from a previous faith leader.

2.4 Children who **live nearest to the school**. The distance will be 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 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 in a single building (eg apartments) we will measure to a single point within that building irrespective of where those homes are located.

** 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.

***Gypsy, Roma or Traveller families** who move into the catchment of this school will be considered as 'ordinarily resident' in that area when considering applications for a school place.*

***For children of UK service personnel** and other Crown Servants, the Governors must treat a family being posted to their area, or whose posting abroad comes to an end, as meeting the residency criteria for that catchment area even if no house is currently owned in that area once proof of the posting has been provided.*

*** **Siblings** includes: natural, half, step, and adopted brothers and sisters; a child of the partner of the parent; 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*

**** **A parent** is any person who has parental responsibility for or is the legal guardian of the child. Where admission arrangements refer to 'parents' attendance at church' it is sufficient for just one parent to attend. 'Family members' include only parents, as defined above, and siblings.*

3 Children who live outside the school's catchment area in the same order of priority as set out in 2.1 to 2.4 above.

TIE BREAKERS:

Distance: In the unlikely event of two or more applicants who live the same distance from the school, competing for a single place, then lots will be drawn in a secure place with an independent witness (a local Church Warden or nominee) to determine the successful applicant.
Sibling: In the unlikely event of two or more applicants who have the same number of days difference in age from their closest sibling, competing for a single place, then lots will be drawn in a secure place with an independent witness (a local Church Warden or nominee) to determine the successful applicant.

APPLICATION PROCEDURE - RECEPTION

Parents should apply for Reception places online at **www.suffolk.gov.uk/admissions** (or by using the Local Authority's Common Normal year of entry Application Form - CAF1) naming this school as one of the preferences.
If completing a 'paper' copy of a CAF1 it must be sent to the local authority at the address given on the CAF form, and not to the school. Applicants will be notified of the results of their application directly by the LA Admissions Team on 16 April or the next working day.
In order that the Governors can make fair and open decisions, parents are invited to complete a Supplementary Information Form (SIF), if applying under 2.3 criteria, which is available from the School (website download or school office) or Suffolk County Council. Please note that a SIF is an opportunity to provide more information as you are applying to a Church school – it is not compulsory and on its own it does not constitute a valid application. SIFs should be returned direct to the School by the application deadline.
Parents who have children with a date of birth from 1 Sept 2021 to 31 August 2022 will need to apply for a reception place **no later than 15 January 2027** for the school year 2027/2028. **Applications received after this date will be held and considered after 16 April 2027.** Late applications can be processed as 'on time' applications if there is an exceptional reason and evidence is provided before the date advised in Suffolk County Council's Admissions to Schools guide.

APPLICATION PROCEDURE – IN-YEAR

Please read this guidance in conjunction with the Admissions to Suffolk School document.

1. Applications are not normally considered more than one term ahead of the date the place is required.
2. 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 Headteacher of their current school before applying for another school (see also paragraph 8 below).
3. 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) or download it from the school website.
4. 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.
5. The school does not hold a waiting list for in-year applications for year groups that are full. When a place becomes available in a year group that has previously 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 oversubscription criteria.
6. Applications are normally processed by the school within 5 school days and the decision communicated in writing. Acceptance of offers can be made by email or letter but, in all cases, within two weeks of the offer date.
7. If the number of applications exceeds the number of places available, the Governors will use their published oversubscription 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.
8. Where an applicant is offered a school place following an in-year application, and the offer is accepted, arrangements should be made for the child to start school as soon as possible, particularly where the child is out of school.

APPEALS

If the Governing Body is unable to grant a place for your child, you have the right to appeal. Details of how to appeal are sent with the letter of refusal; parents can then download a form or call the telephone number. There is no deadline for the submission of appeals which are independently administered by the Education Appeals Office, PO Box 579, Ipswich, IP1 2BX, in accordance with the School Admission Appeals Code

CHILDREN OUT OF YEAR GROUP:

It is expected that children will normally be educated within their normal age group (chronological year group). However, when requested to do so by the parent or carer, this Admission Authority will make decisions on the basis of circumstances of each case and in the best interests of the child concerned in line with the School Admissions Code (2021). 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 this Admission Authority in writing. This will need to include detailed supporting information for your request. The Governing Body will make a decision on the request, taking into account, but not limited to, the parent's views; the Headteacher'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. Parents and carers are not expected to get evidence that they do not already have.

The school will write to you with the outcome including the reasons for the decision. If the request is refused, you should 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's Admissions Governors and other relevant information by the national closing dates (see the 'Important dates: what happens when' section of the Admission to Schools in Suffolk booklet.).

Even if the request is approved there is no guarantee there will be a place available. Parents should note there is no obligation for High Schools to teach out of year group even if the feeder primary has done so for a child.

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. 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.

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. 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 FOR RECEPTION YEAR ONLY

A waiting list will be maintained by the school of those unsuccessful in their initial application. Names are placed on the waiting list in the priority order set out in our admissions oversubscription criteria. This list will be maintained until 31 December 2027. The order of children on the waiting list 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. Written evidence of this will be required.

Having your child's name on a waiting list will not affect your right of 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 for this school in priority order. We do not offer places on the basis of the date on which names were placed on the list. Where a school is over-subscribed, an application received by 31 December 2027 will 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. **The school does not hold waiting lists for any other year group.**

If you have a query, please contact the Admissions Officer in the School Office on 01728 723354.