

Proposed Admissions to Schools in Suffolk 2017/2018

Consultation on Admission Arrangements 2017/2018

2 November – 14 December 2015

This document includes further clarification in Fair Access Protocol Section, paragraphs 2.19 and 7.14 in relation to home to school travel.

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Section 1

Overview of proposed policy changes for admissions to schools for the 2017/2018 school year

This section provides a summary of the proposed changes to Suffolk schools' admission arrangements for the 2017/2018 school year.

Between 2 November and 14 December 2015, we are seeking your views about our proposed admissions policy for the 2017/2018 school year. The admissions policy is designed to ensure school places are offered to children in an open and fair way.

We would like to know what you think about these changes. Details of how you can give your views are explained at the [end of this section](#).

Oversubscription criteria

The county council is responsible for admissions to community and voluntary controlled schools in Suffolk and our proposed admissions policy for 2017/2018 can be found in [Section Two](#).

If a school is oversubscribed (this means when there are more applications than there are places available) the oversubscription criteria for that school will be used to decide which children should get the places. By law, there are certain children who must be given first priority. This is explained in the county council's oversubscription criteria.

The consultation seeks your views on whether or not the county council should include new oversubscription criteria to give a priority to the children of staff who work at either a community or voluntary controlled school. More details are set out in [Section Two, Annex 1](#).

Co-ordinated Admission Arrangements

The county council is responsible for co-ordinating the admission arrangements for the normal year of entry at a school for all community, voluntary controlled, voluntary aided, foundation, free schools and academies in Suffolk.

We stopped co-ordinating in-year applications in September 2015 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, academy or free school need to apply to that school directly.

The proposed Co-ordinated Admissions Scheme for Schools in Suffolk is set out in [Section Three](#).

Currently, we have two Co-ordinated Admissions Schemes. We have merged these documents into one scheme and updated the content to:

- include information that is normally provided separately in the Admissions to Schools in Suffolk guide to ensure that all of the technical information is in one place.
- promote the online application process. Where a parent applies online the offer of a school place will be available online on the offer date. We will continue to write to parents of children who are due to transfer to the next school phase but will no longer send a CAF1 paper application form with that letter as they will be available from schools and the Admissions Team for families who do not have access to the Internet. Where required, offer letters will be sent by second class post.
- expand the list of definitions.
- include information on how to apply for a place outside the normal year group.

Fair Access Protocol

Each local authority must have a Fair Access Protocol (FAP), agreed with the majority of schools in its area to ensure that, outside of the normal admissions round, unplaced children, especially the most vulnerable, are offered a school place as quickly as possible. All schools, including academies, **must** participate in the Local Authority's FAP.

The arrangements are managed through In-Year Fair Access Panels (IYFAP) which convene monthly in Bury St Edmunds, Ipswich and Lowestoft to ensure that the Fair Access Protocol is implemented. There are secondary phase and primary phase panels at each of these locations.

The Fair Access Protocol is available in Section Four, proposed changes include:

- financial arrangements between schools for managed moves ([paragraph 2.11](#)).
- clarification on in-year admissions ([paragraph 2.15](#)).
- information on home to school travel ([paragraph 2.19](#)).
- additional pupil categories ([paragraph 3.1](#)).
- home to school travel for managed moves ([paragraph 7.14](#)).
- removal of separate arrangements for Year 11 pupils (paragraph 11 in FAP December 2014).

Published Admission Numbers (PANs)

The proposed Published Admission Numbers (PANs) for all community and voluntary controlled schools in Suffolk and those Own Admission Authority schools who have provided them for 2017/2018 are in [Section Five](#). The PAN is the number of places a school can offer in the entry year group for that year.

The information includes the PAN for each school for the 2016/2017 school year that has already been published and the proposed PAN for 2017/2018.

Appendix One (separate document) - Voluntary aided schools

The governing bodies of voluntary aided schools are responsible for admissions to their schools. The admissions policy and oversubscription criteria of these schools are available by contacting the schools directly. Where we have been asked to do so, we have included proposed admission policies for these schools, along with their oversubscription criteria, in Appendix One. If you wish to comment on these policies please do so directly to the Headteacher of the school.

Appendix Two and Appendix Three (separate documents) - Foundation, academies and free schools

The governing body or academy trust of foundation, academies and free schools are responsible for admissions to their schools. The admissions policy and oversubscription criteria of these schools are available by contacting the schools directly. Where we have been asked to do so, we have included proposed admission policies for these schools, along with their oversubscription criteria, in Appendices Two and Three. If you wish to comment on these policies please do so directly to the Headteacher of the foundation, academy or free school.

Let us know what you think

You can give your views on the above admissions proposals by;

- completing the online survey at www.suffolk.gov.uk/consultations
- writing to Georgina Beard, Suffolk County Council, Endeavour House, 8 Russell Road, Ipswich, IP1 2BX or by
- emailing: admissionsconsultation@suffolk.gov.uk

Responses must be received no later than Monday 14 December 2015.

Section 2

Suffolk County Council's proposed admissions oversubscription criteria for all Suffolk community and voluntary controlled schools for the 2017/2018 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 a Statement of Special Educational Needs, or 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 by midnight at the end of the closing date.

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

- 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 Siblings (children who are brothers and sisters, or who live as a family at the same address) of pupils who are already at the school or who have already been offered a place, and who will still be there at the time of admission. Priority will be given, where necessary, to applications where there is the smallest age gap.

This will also apply to applications to the five paired infant and junior schools in Suffolk:

- Maidstone Infant and Causton Junior Schools, Felixstowe;
- Fairfield Infant and Colneis Junior Schools, Felixstowe;
- Springfield Infant and Springfield Junior Schools, Ipswich;
- Castle Hill Infant and Castle Hill Junior Schools, Ipswich;
- Ravensmere Infant and The Albert Pye CP Schools, Beccles.

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 criteria 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.

- 3 Children who are **ordinarily resident** in the catchment area.

Places will be allocated in the following priority order:

- 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. 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 and that you and/or your child go to church regularly, that is to say at least once a month.
 - 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.
- 4 Children who live outside the school's catchment area in the same priority order as set out in (a) and (b) above.

Notes

Looked after children

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).

Previously looked after children

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.

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 (above).

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. 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, we will offer it to a child on the waiting list for that school 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 cease to operate at the end of the first full week of the spring term.

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 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 area or if you use another address to give the impression that your child lives in the catchment area so that you have a higher priority for a place at that school. 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 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.

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**.

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**.

You can also obtain a copy of the map or list from the Admissions Team.

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.

Oversubscription Criteria for Community and Voluntary Controlled Schools – Children of Staff

It is important that our schools are able to attract and retain high quality staff to ensure that our children and young people receive the best quality teaching and support possible. Some schools feel that if the Local Authority (LA) were to give priority for school places to the children of staff this would attract more good candidates and would help to raise standards in our schools.

Currently, about 11% of LAs in England and 23% of Suffolk secondary schools (academies, free schools and voluntary aided schools) give some level of priority to the children of staff in their oversubscription criteria.

The School Admissions Code (December 2014) enables Admissions Authorities to give priority in their oversubscription to children of staff in either one or both of the following circumstances:

- a) Where the member of staff* has been employed at the school for two or more years at the time at which the application for admission to the school is made; and/or
- b) The member of staff* is recruited to fill a vacant post for which there is a demonstrable skill shortage.

* Staff is defined as all staff employed by the school, not only teachers.

We apply the oversubscription criteria when a school has more applications than it has places available, and this produces a list of the order in which available places at the school are to be offered. Therefore, if we were to give a new priority for places to school staff, it is likely that some children and young people could be displaced further down a school's list and resulting in their applications being refused because the school was full.

We could include a) and/or b) in the LA's oversubscription criteria for community and voluntary controlled schools, or decide against making any changes. If it is to be included, we have to decide the level of priority it should be given. [For this reason, we are asking for your views in the online survey.](#)

Section 3

Proposed Co-ordinated Admissions Scheme for Schools in Suffolk 2017/2018

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 upper and high 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. A list of these schools is attached in Annex One.
7. The Scheme also applies to all community and voluntary controlled schools for in-year admissions.
8. How to obtain a copy of this Scheme is included in the composite prospectus for parents (i.e. Admissions to Schools in Suffolk and the Directories of Schools in Suffolk) together with other relevant information for parents seeking a school place for their child.
9. The governing body/academy trust of voluntary aided, foundation, academies and free schools will also include relevant details of the Scheme in the admissions information they provide to prospective parents.

Definitions

10. **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. 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 (LA): 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 at www.suffolk.gov.uk/onlineadmissions for a school place as part of the normal year of entry. The online facility is not available for in-year applications or for applications made after the closing date.

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: This is the parent, carer or guardian (including a local authority in the case of a looked after child) who has parental responsibility for the child.

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.

Suffolk Parent: A parent, carer or guardian of a child who lives in Suffolk, whether or not the child attends a Suffolk school.

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

11. Information for all parents is available on the county council's website (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.

12. All schools are sent three copies each of the 'Admissions to Schools in Suffolk' guide, the relevant Directories of Schools in Suffolk (Primary and/or Secondary editions) and a small supply of the normal year of entry application forms (CAF1's) for parents to collect if they are unable to apply online.
13. 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 they may obtain further information and assistance.

The role of the LA

14. 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 2016 closing date for admission in the following September. For primary schools this is applications received by 15 January 2017 closing date for admission in the same year (usually September). These processes will be carried out in accordance with the timetable and procedures as set out in Annex Two for primary schools and Annex Three for secondary schools.
15. 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.
16. Where the LA is the relevant admission authority (i.e. for 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 Own Admission Authority). In cases where the relevant admission authority is another maintaining LA, Suffolk County Council will make it clear that it is making the offer on behalf of that maintaining LA.
17. 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

18. 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 reception year.
19. Schools must not accept applications from parents as these must be sent directly to the address on the application form by the parent or carer. Proof of postage is recommended.
20. 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 (i.e. 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.

21. The LA, the admission authority or the school cannot guarantee a place at any school including the catchment area school. The LA recommends that parents and carers apply for more than one school.
22. 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.
23. 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.
24. 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, 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.
25. Where parents wish to express a preference on their application for a voluntary aided school, they will also need to complete a SIF and send it directly to the voluntary aided school(s) concerned. The SIF will enable the governors (as the Own Admissions Authority) to assess the nature of the denominational commitment against the school's admissions oversubscription criteria.
26. Academies and free schools, as OAA schools, may also require a SIF to be completed for additional information when it has a direct bearing on decisions about oversubscription criteria. This could be if they rank applications on the grounds of, for example, religion, children of staff or aptitude. Any additional information required by an Own Admissions Authority school must be sent directly to the school.
27. 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 Annex Two for primary schools and Annex Three for secondary schools so that it can use the information in making the offer of a single place to parents.
28. 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. The LA will inform the governing body or academy trust that it has done so by the dates set out in Annexes Two and Three. It will then use that information to make the offer of a single place to parents. Annex One includes a list of OAA schools and the body that is responsible for managing their applications.
29. All applications must be ranked in accordance with the relevant oversubscription criteria.

Applications by Suffolk parents for schools in other authorities

30. 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.
31. 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 Annexes Two and Three. If a place is to be offered at a school outside Suffolk, the LA will inform the parent on behalf of the maintaining LA.
32. 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.
33. 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

34. 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.
35. 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 (i.e. for a middle school where transfer occurs after Year 4). 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 Co-ordinated 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.
36. Where another LA's admission 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

37. 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).
38. If none of the parent's preferences can be met, the LA will offer a place at the catchment area school (if applicable) or, if that school is oversubscribed, at the next 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 Own Admission Authority school.
39. 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.

40. 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 give contact details for who will organise the appeal.
41. 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. The waiting list will cease to operate at the end of the first full week of the spring term.

Notifying parents of a school place

42. Parents and carers who applied online will receive an email with the offer of a school place. Parents and carers who applied by the closing date using the CAF1 paper application form will be sent an offer of a school place on the national offer day for admissions by second class post. The timetables for admissions to the 2017/2018 school year are shown in Annexes Two and Three.
43. 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 co-ordinated scheme.
44. When an offer of a place has been made under the co-ordinated scheme, it will be assumed that the parent will accept the offer of the place unless they notify the LA within 2 weeks of the date of the offer.

Late and second applications

45. Late and second applications relate to applications for admission to a school's normal year of entry which are received:
 - (a) After the closing date but before the date for the offer of places; or
 - (b) After the date for the offer of places but before the start of the autumn term.
46. Late and second applications will normally be processed after the allocation process has been completed for all applications received by the closing date.
47. Exceptionally, the LA may determine that an application will be processed as if received on time when there is a very good reason for it being received late. This is provided that the application, reasons and evidence are received no later than the date indicated in Annex Two for primary schools and Annex Three for secondary schools. This only applies in circumstances outside the parents or carers control which made it impossible for the application to have been made on time.
48. Exceptional circumstances could be due to a house move. 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.
49. 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.

50. Late applications will be processed in the second round of admissions where the application has been made:
- (a) After the closing date and before the offer date when no previous application has been made; or
 - (b) Exceptionally where a second application has been made with very good reasons for the lateness accepted by the LA but received after the relevant dates indicated in Annexes Two and Three.

All other late applications received after the offer date will be processed after the second round of admissions has been completed.

51. In responding to late and second 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. If parents or carers wish to amend preferences, for example to apply for a school that was not included on the initial 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 initial application. If the parent or carer wishes to keep any previous preferences they must be included on the new application.
53. This means that if a school is no longer included on the new application form the parent or carer will be agreeing to withdraw 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 new 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.
54. For pupils due to transfer to a new phase, once all on time applications and late/second applications have been processed the Admissions Team will allocate a school place to those pupils attending a Suffolk community, voluntary controlled or OAA school for whom no application has been made.

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 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.

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 decision letter(s)

from the own admissions authority school(s) and other relevant evidence 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 a statement of special educational needs or 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 a statement or an EHC plan will be treated as fairly as other applicants. Admission authorities and schools may 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 for a period of two years following the second exclusion.
69. It is normally unacceptable for schools to refuse to admit children on the basis of their behaviour elsewhere. 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)
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.

Looked after children (children in care)

71. 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), 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 '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) at the time of making an application to a school.
73. 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 looked after children (children in care). As far as admission arrangements are concerned:
- (a) Looked after children and previously looked after children, as described above, are given priority in the oversubscription criteria of all community, voluntary controlled and Own Admission Authority schools in Suffolk for the normal admission round;
 - (b) The local authority admits looked after children and 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 looked after and previously looked after children (paragraph 3.12 of the Schools Admissions Code). For 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 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. Information provided when applying for a school place is used in accordance with the Data Protection Act 1998. This information, where necessary, will be shared with other admission authorities, local authorities, schools or education professionals, and Suffolk County Council's home to school transport service, to process any application and support the development of services. The information will also be used to enable Suffolk

County Council to keep up to date figures on the availability of school places. Information may be shared with other agencies to help families to receive the appropriate services for a child's education, to help prevent fraud, or if required to do so by law.

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 for all parents is available on the county council's website at **www.suffolk.gov.uk/admissions**.
85. All primary and secondary schools are sent 3 copies each of the 'In-Year Admissions to Schools in Suffolk' guide. The CAF2 (In-year application form for community and voluntary controlled schools) and the ADM1 (In-year application form for academies, free schools, foundation and voluntary aided schools) are available from the county council's website (**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 Own Admission Authority school in Suffolk, these are voluntary aided, foundation, academies and free schools, should contact the school directly for how to apply. Alternatively they can complete an ADM1 application form and send it directly to the school(s) they wish to apply for.
87. Own Admission Authority 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 local authority 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 application form. It is not currently possible to make an in-year application by means of the online facility.
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, 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 Own Admission Authority school. If there is more than one preference on the application including an Own Admission Authority school, the Admissions Team will contact the parent and ask them to complete a new application for the Own Admission Authority 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 catchment area school (where applicable) or, if that is oversubscribed, at the next nearest suitable school with a place available 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. The next nearest suitable school could be an Own Admission Authority school, in which case a place would be offered on behalf of that school.
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 2 weeks of the date of the offer.
102. Paragraphs 55 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.

Sue Cook
Director for Children and Young People's Services

Proposed co-ordinated admissions scheme for schools in Suffolk 2017/2018

Community and Voluntary Controlled Schools

Suffolk County Council is the admissions authority for all community and voluntary controlled schools in Suffolk.

Voluntary Aided Schools

Governing bodies are the admissions authorities for all voluntary aided primary schools in Suffolk. These schools are listed below.

Primary:

All Saints CEVAP School, Laxfield	Policy in Appendix One
All Saints CEVAP School, Newmarket	Policy in Appendix One
Corton CEVAP School	Adopting county council policy
Creting St Mary CEVAP School	Policy in Appendix One
Morland Church of England Voluntary Aided Primary School, Ipswich	Contact school for information
Orford CEVAP School	Contact school for information
Sir Robert Hitcham's CEVAP School, Debenham	Policy in Appendix One
Sir Robert Hitcham's CEVAP School, Framlingham	Policy in Appendix One
St Benet's Catholic Primary School, Beccles	Contact school for information
St Edmund's Catholic Primary School, Bungay	Contact school for information
St Edmund's Catholic Primary School, Bury St Edmunds	Contact school for information
St Edmundsbury CEVAP School, Bury St Edmunds	Policy in Appendix One
St Felix RCP School, Haverhill	Policy in Appendix One
St John's CEVAP School, Ipswich	Policy in Appendix One
St Joseph's RCP School, Sudbury	Contact school for information
St Margaret's CEVAP School, Ipswich	Policy in Appendix One
St Mark's Catholic Primary School, Ipswich	Not consulting on policy
St Mary's Catholic Primary School, Ipswich	Policy in Appendix One
St Mary's CEVAP School, Hadleigh	Policy in Appendix One
St Mary's CEVAP School, Woodbridge	Policy in Appendix One
St Mary's RCP School, Lowestoft	Policy in Appendix One
St Matthew's CEVAP School, Ipswich	Policy in Appendix One
St Pancras' Catholic Primary School, Ipswich	Not consulting on policy
St Peter and St Paul CEVAP School, Eye	Policy in Appendix One
Stonham Aspal CEVAP School	Policy in Appendix One
Trinity CEVAP School, Stowmarket	Contact school for information

Secondary:

St Benedict's Catholic School, Bury St Edmunds	Contact school for information
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Foundation School

The governing body is the admissions authority for the foundation school in Suffolk.

Secondary:

Pakefield School, Lowestoft	Contact school for information
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Academies

Academy trusts are the admissions authorities for all academies in Suffolk. At the time of publication of this document the schools below had converted to academy status.

Primary:

Beccles Primary Academy	Contact school for information
Burton End Primary Academy, Haverhill	Contact school for information
Castle Hill Infants, Ipswich	Contact school for information
Castle Hill Junior, Ipswich	Contact school for information
Cliff Lane Primary School, Ipswich	Contact school for information
Coupals Primary Academy, Haverhill	Contact school for information
Easton Primary School	Policy in Appendix Two
Elveden Church of England Primary Academy	Policy in Appendix Two
Forest Academy, Brandon	Adopting county council policy
Glemsford Primary Academy	Contact school for information
Great Heath Academy	Policy in Appendix Two
Grove Primary School, Carlton Colville	Contact school for information
Gunton Primary Academy	Contact school for information
Gusford Primary School, Ipswich	Contact school for information
Hillside Primary School, Ipswich	Contact school for information
Kedington Primary Academy	Contact school for information
Kessingland Church of England Primary Academy	Policy in Appendix Two
Langer Primary Academy, Felixstowe	Contact school for information
Leiston Primary School	Policy in Appendix Two
Meadow Primary Academy	Contact school for information
Northfield St Nicholas Primary Academy	Contact school for information
Pakefield Primary School	Contact school for information
Place Farm Primary Academy, Haverhill	Contact school for information
Red Oak Primary School, Lowestoft	Contact school for information
Reydon Primary School	Contact school for information
Sidegate Primary School, Ipswich	Contact school for information
Sprites Primary Academy	Contact school for information
St Helen's Primary School, Ipswich	Contact school for information
St Louis Catholic Academy, Newmarket	Contact school for information
St Margaret's Primary Academy, Lowestoft	Contact school for information
St Mary's Church of England Academy, Mildenhall	Contact school for information
The Oaks CP School, Ipswich	Contact school for information
Tollgate Primary School, Bury St Edmunds	Not consulting on policy
Tudor Church of England Primary School	Policy in Appendix Two
Westfield Primary Academy, Haverhill	Contact school for information
Westwood Primary School, Lowestoft	Contact school for information
Whitton Primary School, Ipswich	Contact school for information
Wickham Market Primary School	Policy in Appendix Two

Middle:

Horringer Court Middle, Bury St Edmunds	Not consulting on policy
Westley Middle School, Bury St Edmunds	Not consulting on policy

Secondary:

Alde Valley Academy, Leiston	Contact school for information
Bungay High School	Contact school for information
Bury St Edmunds Technical Academy	Policy in Appendix Two
Castle Manor Academy, Haverhill	Contact school for information
Chantry Academy	Contact school for information
Copleston High School, Ipswich	Adopting county council policy

County Upper School, Bury St Edmunds	Not consulting on policy
Debenham High School	Contact school for information
East Bergholt High School	Policy in Appendix Two
East Point Academy, Lowestoft	Contact school for information
Farlingaye High School, Woodbridge	Policy in Appendix Two
Felixstowe Academy	Contact school for information
Hadleigh High School	Contact school for information
Hartismere School, Eye	Policy in Appendix Two
Holbrook Academy	Contact school for information
Ipswich Academy	Contact school for information
Kesgrave High School	Policy in Appendix Two
Mildenhall College Academy	Policy in Appendix Two
Newmarket Academy	Contact school for information
Ormiston Denes Academy, Lowestoft	Policy in Appendix Two
Ormiston Endeavour Academy, Ipswich	Policy in Appendix Two
Ormiston Sudbury Academy	Policy in Appendix Two
Samuel Ward Academy, Haverhill	Policy in Appendix Two
Sir John Leman High School, Beccles	Policy in Appendix Two
St Alban's Catholic High School, Ipswich	Not consulting on policy
Stoke High School – Ormiston Academy, Ipswich	Contact school for information
Stradbroke High School	Policy in Appendix Two
Sybil Andrews Academy	Policy in Appendix Two
Thomas Gainsborough School, Great Cornard	Contact school for information
Thomas Mills High School, Framlingham	Adopting county council policy
Westbourne Academy, Ipswich	Policy in Appendix Two

Free Schools

Governing bodies are the admission authorities for all free schools in Suffolk. These schools are listed below:

Beccles Free School	Policy in Appendix Two
IES Breckland, Brandon	Contact school for information
Ixworth Free School	Policy in Appendix Two
Saxmundham Free School	Policy in Appendix Two
Stour Valley Community School, Clare	Contact school for information

It is possible that more schools will become academies or more free schools will open in the coming year.

Primary (including infant, junior and middle) schools: admissions timetable for the 2017/2018 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 **Sunday 15 January 2017**.

Stage Two

- The LA sends details of applications to other LAs and Own Admission Authorities, when they do not operate the LA's Admissions Policy, by **Friday 3 February 2017**.
- The LA begins to consider all applications for community and voluntary controlled schools and Own Admission Authority 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 10 February 2017**.
- The LA sends details of applications to Suffolk Own Admission Authority schools when they do not operate the LA's Admissions Policy by **Wednesday 15 February 2017**.
- Own Admission Authority schools send the provisional ranked list of pupils to the LA by **Friday 3 March 2017**.
- The LA informs other LAs of offers to be made to their residents by **Friday 10 March 2017**.
- The LA confirms the final lists of pupils to be allocated places to Own Admission Authority schools in Suffolk and other LAs by **Friday 24 March 2017**.

Stage Four

- The LA sends all Suffolk parents a single offer of a place on **Tuesday 18 April 2017** 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 Own Admission Authority 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 **Tuesday 2 May 2017**.

Secondary (including upper and high) schools: admissions timetable for the 2017/2018 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 **Monday 31 October 2016**.

Stage Two

- The LA sends details of applications to other LAs and Own Admission Authorities, when they do not operate the LA's Admissions Policy by **Friday 25 November 2016**.
- The LA begins to consider all applications for community and controlled schools and Own Admission Authority 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 **Thursday 5 January 2017**.
- The LA sends details of applications to Suffolk Own Admission Authority schools when they do not operate the LA's Admissions Policy by **Monday 9 January 2017**.
- Own Admission Authority schools send the provisional ranked list of pupils to the LA by **Monday 16 January 2017**.
- The LA informs other LAs of offers to be made to their residents from **Wednesday 25 January 2017**.
- The LA confirms the final lists of pupils to be allocated places to Own Admission Authority schools in Suffolk and other LAs by **Friday 10 February 2017**.

Stage Four

- The LA sends all Suffolk parents a single offer of a place on **Wednesday 1 March 2017** 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 Own Admission Authority 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 15 March 2017**.

Fair Access Protocol

Proposed Revisions November 2015

Fair Access Protocols Terms of Reference

Suffolk's Fair Access Protocols (FAP) are testament to the excellent and effective partnership work between local schools and the local authority to maximise the life chances and choices for local children and young people. Education should not be in isolation from the wider range of support and services already provided and should be available to meet the needs of all local children, young people and families.

Suffolk's Fair Access Protocol/Children Missing Education Protocols reflect the LA's responsibility for safeguarding and promoting the welfare of children and young people as well as educational attainment

Suffolk County Council Fair Access Protocol Terms of Reference

1. Introduction

- 1.1 The Fair Access Protocol (FAP) in Suffolk was established in September 2005 and operates panels currently on a regular meeting cycle. Within the local authority it is the School Admissions and Inclusion Team that administers the processes and procedures associated with the FAP.
- 1.2 FAP Terms of Reference are guided by the School Admissions Code 2014 which clearly states that all admission authorities **must** comply with the mandatory requirements of the Code and admissions legislation. All schools and academies **must** participate in the local authority's Fair Access Protocol in order to ensure that unplaced young people, who live in the local authority, especially the most vulnerable, are offered a place within suitable provision as quickly as possible. This includes admitting children and young people above the published admission number to schools that are already full, where appropriate. The age group focus for this framework locally will be the statutory schooling age groups.
- 1.3 Currently in Suffolk the needs of children and young people with Statements of Special Educational Needs (which are being replaced by Education, Health and Care Plans) are not included in this protocol as their needs are considered separately by the local authority SEN panel. However, it should be recognised that from time to time pupils in possession of a statement or an Education, Health and Care Plan (EHC plan) may need to be referred to the In-Year Fair Access Panel (IYFAP) to seek alternative provision. This may be:
- when a child is permanently excluded as Day 6 procedures would need to be ratified by IYFAP;
 - to assist the SEN panel to take a determined way forward;
 - to assist SEN panel decisions;
 - for information sharing;
 - where an urgent interim placement is required whilst SEN/EHC plan decisions are put in place – this will need to be discussed on a case to case basis at IYFAP. The locality alternative provision should not be seen as the default position for SEN/EHC plan cases regarding urgent placement of a pupil;
 - Being at risk of permanent exclusion – SEN/EHC procedures should apply in relation to the formal SEN Statement or EHC Plan;
 - Where SEN/EHC plan cases are referred and presented to IYFAP this should be undertaken by the Group Manager with responsibility for SEN rather than other professionals. Any recommendations/observations made by the IYFAP should normally be reported to the next SEN/EHC plan panel which are not bound by them.

2. Principles of the In-year Fair Access Panel (IYFAP)

- 2.1 The majority of young people requiring a school place in-year will continue to be admitted to a school in accordance with the usual in-year admission procedures, rather than IYFAP.
- 2.2 It is essential to the success of IYFAP that all headteachers and governing bodies agree to the aims, principles and procedures and give their fullest support.
- 2.3 All schools are open to IYFAP allocations regardless of whether a headteacher attends or does not attend the panel. Adopting this principle will contribute to the equity of placements across all schools.

- 2.4 Decisions will be made fairly, consistently and transparently in the best interests of the young person's educational needs, the considered allocated school and in the spirit of the Children Act 2004, Education and Inspections Act 2006, the Education and Skills Act 2008 and the School Admissions Code.
- 2.5 Access to education following IYFAP allocation is secured within agreed timescales both at the point of entry and exit from provisions. This applies not only to mainstream school placements but alternative provision (AP) settings.
- 2.6 Decisions will be reached by consensus deploying the points based formula (weighting table), whenever possible, with the chair mandated to take appropriate action where this has not proved possible and/or in special circumstances when it would not be appropriate for a school to accommodate a pupil even if it was the relevant school's requirement to do so in line with the complexity weighting framework (appendix A).
- 2.7 No school should be asked to take a disproportionate number of pupils who have either been excluded from other schools, or who have been considered at IYFAP because they are viewed as being hard to place. The complexity points weighting table in appendix A provides a framework for supporting the equitable distribution of vulnerable learners into provision, with proportionate needs led weighting criteria.
- 2.8 All schools recognise their collective responsibility for all pupils and will work collaboratively to manage pupils with challenging behaviour, involving multi-agency support, accessed where appropriate. All members will work together to secure commitment to the inclusion agenda and to reduce exclusion from schools.
- 2.9 Recognise the success of proactive work being undertaken cooperatively by schools to prevent exclusion and to support young people.
- 2.10 Have a clear and transparent policy regarding Managed Moves between schools/academies and between schools/academies and AP and that this policy will be used through IYFAP arrangements wherever possible, to prevent permanent exclusions within the local authority.
- 2.11 The remaining age weighted pupil unit (AWPU) for the managed move pupil (a pro rata amount depending on the time of year) and a flat rate deduction of £2k will be transferred from the home school's budget to the receiving school from the date that the pupil successfully transfers onto the receiving school's roll. In the event that the trial period is unsuccessful, the home school will transfer £500 to the receiving school in recognition of additional support the receiving school has provided.
- 2.12 Parents will be given prior information about a decision to refer a pupil to IYFAP and where appropriate (i.e. non statutory placements) will have the opportunity to express preferences about alternative placements and/or to make a written representation to the panel. Wherever possible, parents' views will be considered, but will not override the protocol if the recommended school is not in a position to admit the young person.
- 2.13 Parents will be guided to the process of appeal if the preferred school/s on an in-year admission application are not met as an outcome of IYFAP deliberation/allocation.
- 2.14 The views of pupils will be sought whenever possible to inform the process prior to panel meetings taking place.
- 2.15 A parent can apply for a school place at any time on an in-year application form and it must be processed. Young people without a school place who are considered to be

hard to place, will be referred to and allocated the most appropriate education provision by IYFAP. This is likely to be in a mainstream school unless there are legitimate reasons for refusing an application when places are available in a year group. It is anticipated that a mainstream placement will be the main allocated pathway. Schools must not take account of reports from previous schools about children's past behaviour, attendance, attitude or achievement, or that of any other children in the family.

- 2.16 It is acknowledged that some pupils with challenging behaviour would benefit from being educated other than in mainstream schools for periods of time, e.g. in AP settings. For the protocol to operate effectively there must be clear arrangements for entry/admission into AP and for reintegration/return to mainstream education.
- 2.17 The effectiveness of the protocol across all three locality panels must be monitored by the local authority, and in order to do this, it has been agreed by headteachers that the Inclusion Team co-ordinates IYFAP. Local authorities are required to submit an annual report to the Schools Adjudicator that outlines an assessment of the operation of the FAP, its effectiveness and a statement about how well the FAP has worked and how many young people have been admitted to each school in the local authority. This report should be submitted by the end of June each year.
- 2.18 The protocol will also need to be reviewed on an annual basis by the local authority, in conjunction with headteachers/principals. This will be required in order to assess its effectiveness in ensuring that unplaced children are being allocated places at schools/academies or in alternative educational provision on an equitable basis and in support of locality AP Commissioning arrangements.
- 2.19 The Home to School Travel policy applies to placements made by IYFAP. The county council is required to provide free transport for all pupils of compulsory school age (5 to 16) to their nearest suitable school when it is 2 miles or more (if below the age of 8); or three miles or more (if aged between 8 and 16). There are further statutory requirements in relation to pupils from low income families when the nearest suitable school is beyond 2 miles (for children over the age of 8 and under 11); the school is between 2 and 6 miles (if aged 11-16 and there are not three or more suitable nearer schools); or the school is between 2 and 15 miles and is the nearest school preferred on the grounds of religion or belief (aged 11-16). In addition to the statutory offer, the LA will provide help with free travel to the school designated within the Transport Priority Area. The Transport Priority Areas can be viewed at www.suffolkonboard.com/home-to-school-transport/. Transport is provided to eligible pupils at the beginning and end of the school day. It is not provided during the school day. The policy is on the county council's website at www.suffolkonboard.com/home-to-school-transport/. Transport is provided to eligible pupils at the beginning and end of the school day. It is not provided during the school day. When a school or AP provider identifies that provision of transport is required to meet a child or young person's very exceptional need, they should make a referral with relevant evidence to the Local Offer Manager, who will then consider the request.

3. School Admissions Code 2014, Legislation and Fair Access Protocols

- 3.1 Fair Access Protocols are mandatory and protocols **must** include, as a minimum, children of compulsory school age who have difficulty in securing a school place in the following categories: (See paragraph 3.15 of the School Admissions Code.)
- Children from the criminal justice system or Pupil Referral Units who need to be reintegrated into mainstream education;

- Children who have been out of education for two months or more;
- Children of Gypsies, Roma, Travellers, refugees and asylum seekers;
- Children who are homeless;
- Children with unsupportive family backgrounds for whom a place has not been sought;
- Children who are carers; and
- Children with special educational needs, disabilities or medical conditions (but without a statement or Education, Health and Care plan).

In Suffolk, the FAP will also include the following children of compulsory school age:

- Children resident at a Women’s Refuge
- New arrivals in the catchment area for whom a placement at the nearest school with places available is considered by the local authority to be unreasonable. Such placements are likely to be considered unreasonable in the following circumstances:
 - The nearest school with places would require the child to move from a two tier to a three tier system or vice versa, other than admission to Key Stage 4.
 - The travelling time to and from the nearest school with places would exceed the maximum travel times used by the LA, i.e., up to 45 minutes for primary children and 1 hour 15 minutes for secondary aged pupils.
 - If the cost of transport to the nearest school with places is more than the age weighted pupil unit (AWPU).
- Other children who for exceptional reasons should be considered to be vulnerable. These students may have complex needs, contact with previous school may no longer be feasible, or they may not have been educated in a mainstream school when in their previous Authority. IYFAP will determine whether a child should be considered under this protocol in light of the evidence presented to it. However, given the nature of an individual case, the Head of School Admissions may ask a school to admit a child above its PAN in exceptional circumstances.
- Children withdrawn from schools by their family, following fixed term exclusions and unable to find another place;
- Children without a school place and with a history of serious persistent attendance problems;
- Children known to the police or other agencies;
- Children who are electively home educated (EHE) whose parents elect for them to return to mainstream education;
- Children at risk of permanent exclusion and those children permanently excluded from schools/academies or AP settings.

3.2 Within the terms of this protocol placement decisions may result in the admission of children above a school’s/academy’s admission number. Schools/academies cannot cite oversubscription as a reason for not admitting a young person under the Fair Access Protocol. The School Admissions Code requires that those children allocated a place at a school/academy in accordance with a Fair Access Protocol must take precedence over those on a waiting list.

3.3 Schools **must** respond quickly to requests for admission so that the admission of the child is not delayed. Admission should take place within 5 school days of a school/academy being notified of a decision under the Fair Access Protocol.

- 3.4 As part of assessing the suitability of a placement for a young person where practicable IYFAP **must** take account of any genuine concerns about the admission, for example a previous serious breakdown in the relationship between the school and the family, or a strong view about the religious ethos of the school.
- 3.5 Wherever possible, pupils with a religious affiliation **should** be matched to a suitable school, but this **should not** override the protocol if the school is unable to take the pupil, or if the pupil identified for the school does not have an affiliation.
- 3.6 Local authorities **must not** require undersubscribed schools to admit a greater proportion of young people with a recent history of challenging behaviour than other schools.
- 3.7 If a school/academy refuses to admit a pupil under the terms of the Fair Access Protocol, the case will be returned to the next IYFAP panel meeting where the reasons for the refusal will be considered and either: another school/academy or AP will be named or action will be taken either (a) for a direction letter to be issued to a maintained school; or (b) to seek a direction from the Secretary of State for an academy.

4. Children with challenging behaviour and those who have been excluded twice

- 4.1 Admission authorities **must not** refuse to admit children in the normal admission round on the basis of their poor behaviour elsewhere. Where a child has been permanently excluded from two or more schools/academies, there is no need for an admission authority to comply with parental preference for a period of two years from the last exclusion. The twice excluded rule does not apply to children who were below compulsory school age at the time of exclusion, children who have been re-instated following a permanent exclusion or would have been had it been practicable to do so and children with Statements of Special Educational Needs or EHC plans.
- 4.2 Where a governing body does not wish to admit a child with challenging behaviour outside the normal admission round, even though places are available, it must refer the case to the School Admissions Team for action under the Fair Access Protocol. This will only be appropriate where a school/academy has a particularly high proportion of children with challenging behaviour or previously excluded children. This provision will not apply to looked after children, a previously looked after child or a child with a Statement of Special Educational Needs/EHC plan, naming the school/academy in question, as these children must be admitted. Admission authorities **must not** refuse to admit a child thought to be potentially disruptive, or likely to exhibit challenging behaviour, on the grounds that the child is first to be assessed for an EHC plan.
- 4.3 The governing body of a community or voluntary controlled school, whilst not the admission authority for the school, may still under the terms of Suffolk's Fair Access Protocol refer a case to the local authority for action under the FAP.

5. The local authority's powers of direction

- 5.1 **Local authority powers of direction (general powers)**
 - 5.1.1 The local authority will consider giving a maintained school a direction to admit a child where it notifies the local authority within 7 calendar days of notification of the placement being made of its refusal to admit a child placed at the school via the Fair Access Protocol. The local authority has the power to direct the admission authority for any maintained school in Suffolk to admit a child even when the school is full. The local authority can only make such a direction in respect of a child residing in Suffolk who has been refused entry to, or has been permanently excluded from, every suitable school within a reasonable distance. The local authority must choose a

school that is a reasonable distance from the child's home and from which the child has not been permanently excluded. It must not choose a school that would have to take measures to avoid breaking the rules on infant class sizes if those measures would prejudice the provision of efficient education or the efficient use of resources.

- 5.1.2 Before deciding to give a direction, the local authority **must** consult the governing body of the school concerned, the parent of the child and the child if they are over compulsory school age. If, following consultation, the local authority decides to direct, it **must** inform the governing body and the headteacher of the school concerned. The governing body can appeal by referring the case to the Schools Adjudicator within 15 calendar days (seven days for a looked after child). If it does this the governing body **must** tell the Local Authority. The Local Authority **must not** make a direction until the 15 days have passed and the case has not been referred.
- 5.1.3 If the case is referred to the Adjudicator, the Adjudicator may either uphold the direction or determine that another maintained school **must** admit the child. The Adjudicator's decision is binding. The Adjudicator **must not** direct a school to admit a child if this would require the school to take measures to avoid breaking the rules on infant class sizes and those measures would prejudice the provision of efficient education or the efficient use of resources.

5.2 **Secretary of State's power of direction (academies)**

Where the local authority considers that an academy will best meet the needs of any child, it will ask the academy to admit that child but has no power to direct it to do so. It is anticipated that the local authority and the academy concerned will usually come to an agreement, but if the academy refuses to admit the child, the local authority may ask the Secretary of State to intervene. The Secretary of State has the power under an academy's Funding Agreement to direct the academy to admit a child, and can seek advice from the Adjudicator in reaching a decision.

6. Chair's Action between IYFAP meetings

- 6.1 Only in exceptional circumstances will the Chair be required to take decisions outside of IYFAP. Where possible these cases should be restricted to young people from the Youth Offending Service (YOS), cases with safeguarding considerations and where required to comply with statutory placement requirements for permanently excluded learners.

It is envisaged that Chair's action may be required in a limited number of YOS cases in order to meet required timescales. The majority of cases will be presented at IYFAP for consideration of the appropriate education pathway. It may be that local AP is considered as a first destination for the young person in order to gather evidence, evaluate needs and provide most relevant information for a future IYFAP meeting. If this is a consideration it should not be seen as the default position. The expectation is that IYFAP will deal with the majority of cases.

7. Managed Moves

- 7.1 IYFAP will consider requests for Managed Moves (managed transfers) between schools or to an alternative provision and will progress the procedure on the condition that the suggested move will have a positive impact on the pupil's progress and inclusion in a mainstream setting where appropriate. In the case of pupils with a Statement of SEN or EHC plan it is important that schools involve the local authority's SEND team and/or SEN panel in the process for progressing managed moves for this cohort.

- 7.2 DfE issued guidance (July 2012) titled “Exclusion from maintained schools, academies and pupil referral units in England”, provides statutory guidance on factors that a headteacher should take into account before taking the decision to exclude. A pupil can also transfer to another school as part of a ‘managed move’ where this occurs with the consent of the parties involved, including the parents. However, the threat of exclusion must never be used to influence parents to remove their child from the school.
- 7.3 A Managed Move to another school is an option to enable the young person to have a fresh start in a new school.
- 7.4 By consideration of a Managed Move, the headteacher/principal recognises that there has been a serious breach of behaviour policy within the school/academy and that all support mechanisms to improve behaviour have been exhausted but is looking for an outcome other than a permanent exclusion.
- 7.5 The process would require the headteacher (referring school) to ask another headteacher (potential receiving school) to admit the pupil. This procedure should only be done with the full co-operation of all parties involved, including the parents, governors and the local authority supported by IYFAP.
- 7.6 The process would then require the headteacher/principal of the referring school/academy to refer the case for consideration by IYFAP. The headteacher/principal would need to provide information that there had been a serious breach of behaviour policy within the school/academy and that all support mechanisms to improve behaviour had been exhausted.

If support for a move is established the case can be taken to IYFAP for allocation recognition. If a potential receiving school has not been identified outside of IYFAP the case can be brought to panel for discussion and recommendation by the referring school for a fresh start managed move opportunity. In some circumstances, it may be necessary for a managed move to be arranged outside of IYFAP under Chair’s actions through the Local Offer Broker.

- 7.7 Cases for managed moves can only be submitted to IYFAP if the prior written consent of the parents/carers and the child concerned has been obtained.
- 7.8 Parents/carers should never be pressured into removing their child from school under threat of permanent exclusion, nor should pupils’ names be deleted from the school roll on disciplinary grounds unless the formal exclusion procedures set out in statute and in the July 2012 Exclusion guidance have been adhered to or unless a Managed Move has been agreed by all relevant parties.
- 7.9 A Managed Move should be reviewed after 6 weeks of the managed transfer starting. At this formal review meeting at which a member of the Inclusion Team should attend, a formal review date is to be set to complete the managed transfer or to extend the transition process. A clear deadline needs to be set to determine the success of the Managed Move – the maximum placement should be 9 weeks.
- 7.10 A Managed Move should be viewed as a trial placement. It is recommended that for the duration of the trial period the referring school maintains the Enrolment Status of ‘M’ (Main dual-registration). The receiving school has an Enrolment Status of ‘S’ (Subsidiary dual-registration).

- 7.11 The receiving school, the referring school and the local authority (Inclusion Team) should draw up a clear plan of support for the pupil, both prior to entry and during the trial period, drawing on all available and appropriate resources.
- 7.12 A final decision should be made by the receiving school at a formal review at the end of the trial period as to the permanency of the transfer. Either the pupil will transfer on to the roll of the receiving school or will return to the original school (if appropriate) or the case will return to the IYFAP for a case review/update.
- 7.13 All schools should act in the spirit of partnership and co-operate for Managed Move arrangements to be given the best chance to work.
- 7.14 The Home to School Travel policy applies to managed moves. The county council is required to provide free transport for all pupils of compulsory school age (5 to 16) to their nearest suitable school when it is 2 miles or more (if below the age of 8); or three miles or more (if aged between 8 and 16). There are further statutory requirements in relation to pupils from low income families when the nearest suitable school is beyond 2 miles (for children over the age of 8 and under 11); the school is between 2 and 6 miles (if aged 11-16 and there are not three or more suitable nearer schools); or the school is between 2 and 15 miles and is the nearest school preferred on the grounds of religion or belief (aged 11-16). In addition to the statutory offer, the LA will provide help with free travel to the school designated within the Transport Priority Area. The Transport Priority Areas can be viewed at www.suffolkonboard.com/home-to-school-transport/. Transport is provided to eligible pupils at the beginning and end of the school day. It is not provided during the school day. When a school or AP provider identifies that provision of transport is required to meet a child or young person's very exceptional need, they should make a referral with relevant evidence to the Local Offer Manager, who will then consider the request. Free home to school travel would normally be provided to eligible pupils until the 6-week review has been completed.

8. FAP in relation to alternative provision (AP), formerly pupil referral units and Day 6 provision for permanently excluded pupils

- 8.1 FAP where deployed effectively nationally has proven to have made a significant contribution to the downturn in permanent exclusions in a number of local authority areas since introduction in 2005.
- 8.2 Currently, AP settings within the local authority are the designated base for permanently excluded pupils.
- 8.3 It is intended that FAP and/or Chair's actions will be afforded the opportunity to discuss cases of permanently excluded pupils before the Governing Body Disciplinary Committee meets to deliberate/consider the exclusion. This will allow potential alternatives to permanent exclusion to be discussed.
- 8.4 Wherever possible, depending on the incident that led to the permanent exclusion, an alternative solution will be sought. It remains the right of a Headteacher to permanently exclude and recommend to IYFAP that the severity of the incident does not warrant consideration that the exclusion be withdrawn.
- 8.5 Wherever the young person is permanently excluded within the cycle of IYFAP panels the case will need to be presented at the forthcoming meeting not only to discuss the case but also to formally recognise the Day 6 allocation.
- 8.6 The Inclusion Team will be responsible to update the AP setting's Inclusion Manager as to the status of the young person in relation to the permanent exclusion:

- Paperwork in relation to permanent exclusion in order that Day 6 provision can be accessed.
- Date of Governing Body Committee (GDC) meeting.
- Discussions/decisions regarding potential withdrawing of permanent exclusion before GDC meeting.
- GDC outcome if permanent exclusion is not withdrawn.

- 8.7 As AP settings are the designated base for permanent exclusions, a clear procedure is required in order to meet the requirements of Day 6. Headteachers are asked to complete the IYFAP referral form at the point of the exclusion in order that the Inclusion Manager is provided with the fullest information on the young person to facilitate entry into the Day 6 provision.
- 8.8 During the first five days of the exclusion the school is required to use the 'E' Coding. From Day 6 the responsibility falls to the local authority to provide education and schools/academies should use an appropriate attendance code, such as Code B (Education Off-site) or Code D (Dual registration).
- 8.9 Young people attending the locality AP to comply with Day 6 requirements will be returned to IYFAP after the Governing Body Disciplinary (GDC) Committee of the school/academy has met to determine whether to uphold the exclusion or direct reinstatement to the school. IYFAP will then determine the longer term education pathway for those children whose permanent exclusion is upheld.

9. IYFAP and criteria for selection of receiving school

- 9.1 It is important that all schools are asked to admit a balance of pupils under the protocol. The decision should be mindful but not restricted to the following factors as well as taking account of professional advice from the referring school and appropriate professionals:
- Specific issues in relation to the individual case
 - Number of placements made by IYFAP to individual schools as reflected in the Weighting Table
 - Parental Preference
 - Geographical proximity
 - Distance factor.

10. IYFAP in relation to Alternative Provision (AP) allocation

Referrals being brought to IYFAP by mainstream schools requesting alternative provision allocation

- 10.1 If a pupil is dual registered with a PRU and a school it doesn't matter which has main roll status, the results will always go to the school. The only results that stay with a PRU are those in which the pupil is only registered with the PRU. The date for this registration is the January Census.
- 10.2 Future agreement- all pupils in Year 11 attending AP full time go on to the roll of that AP but schools/academies must agree with the parents/ carers to remove their child from the roll to prevent future challenge.
- 10.3 Parents/carers are invited to AP Induction meeting.

- 10.4 If allocation is to alternative education provision, then the Referral Form must be completed by the school/academy or appropriate professional. No alternative provision interview will be arranged until the referral form is received.
- 10.5 Placement duration at the AP will be individual case specific but usually no longer than two terms. For KS4 pupils the duration period again will be case specific. However, for those attending provision during the autumn term of Year 10 a return to mainstream is possible. For those Year 10 pupils attending the AP during spring and summer terms it is less likely that mainstream will be a viable option. For Year 11 attending local AP it is unlikely that mainstream will be a viable option. However, a parent/carer stating that they require a mainstream opportunity for the young person will need to apply. A parent/carer will need to be guided to the appeals process if IYFAP does not allocate a mainstream school.
- 10.6 Named AP staff member in each provision will contact referring school for background information and school file.
- 10.7 Aim of service is for seven day turn around period from IYFAP presentation to pupil attending AP.
- 10.8 If parents decline allocation, case to be referred back to Inclusion Team by Inclusion Manager for action.

Referrals being brought to IYFAP by alternative provision settings requesting mainstream schools

- 10.9 AP presents paperwork to Inclusion Team for presentation at IYFAP with identified parental preferences. Referral forms **must be signed by parents** and received by the respective IYFAP deadline.
- 10.10 Inclusion Team to check whether parental preferences are likely to be met when considered against current allocation table. If there is a perceived problem the Inclusion Team will inform AP so that parents/carers can be further consulted on preferences.
- 10.11 Inclusion Team informs mainstream headteacher/principal of stated parental preference school/s. School invited to attend IYFAP. If headteacher is considering objecting to allocation, evidence must be presented at panel to show that the concerns they have are greater than those which may be presented at any other school.
- 10.12 AP presents case at panel.
- 10.13 IYFAP allocates pupil to mainstream pathway.
- 10.14 Inclusion Team to send formal letters to receiving school, family and AP within five working days after the IYFAP meeting.
- 10.15 AP contacts referring school to discuss pupil's placement at allocated school and to confirm date of admissions meeting.
- 10.16 AP contacts parent to invite/confirm details of admissions meeting.
- 10.17 Roll status at AP remains M main registration whilst the allocated school is the S subsidiary dual registration during integration/trial placement.

- 10.18 Expectation of a maximum seven day turn around period from IYFAP decision to pupil attending mainstream allocation.
- 10.19 If parents/carers decline allocation, the case is to be referred back to the Inclusion Team for action.
- 10.20 All Year 6 pupils should apply for a mainstream place. However, a limited number of Year 6 pupils attending the AP during the summer term may not be ready to take up allocated secondary placement. These cases need to be presented to Primary IYFAP for notification and to Secondary IYFAP for allocation to AP KS3 provision. Integration into mainstream will take place at the appropriate time case specific from the KS3 base. The admissions team must be advised if the mainstream place is to be withdrawn so that it may be allocated to another pupil.

12. FAP in relation to – Power to refer pupils to off-site alternative provision to improve their behaviour

- 12.1 Section 154 of the Education and Skills Act 2008 added a new section 29A of the Education Act 2002 and introduced a power for governing bodies of maintained schools to require a registered pupil to attend off-site provision with a view to improving their behaviour. The statutory guidance on this notes that academies have a similar option available to them which comes from their general powers under their funding agreement.
- 12.2 The power is given to governing bodies and not IYFAP. Headteachers/principals can bring suitable cases to IYFAP asking for a supportive allocation but the panel and associated procedures would not have the authority to progress the allocation as the power resides with governing bodies. Governing Bodies attempting to use the 'Power to refer pupils to off-site provision to improve their behaviour' will need to consider making a stand-alone referral to IYFAP to allow IYFAP procedures to consider the case and determine allocation.
- 12.3 The requirement residing with governing bodies is a 'power' and not a 'duty'. There is a clear difference in law whereby a 'power' is discretionary whereas a 'duty' must be discharged/fulfilled.
- 12.4 A parent refusing to send/comply with the requirement stating reasons for this refusal would need that reason considered by the governing body not IYFAP. An example of refusal might be because of perceived gang culture or locality issues. Each case would need to be considered on its own facts by governing bodies.
- 12.5 As long as a governing body is able to rationalise and document the reasons for requiring the child to attend off-site provision using the power given a parent could be prosecuted for the child's non-attendance.
- 12.6 Headteachers and governing bodies are asked to consider using the power to refer pupils to off-site provision as a last resort option. This will allow for FAP and the associated protocols to deal with the overwhelming majority of cases that would be considered within the 'power'.

Appendix A

1. Fair Access Protocol: allocation of children – Point scoring system

- 1.1 This system aims to ensure fairness and equity in the distribution of those children identified as “fair access” as defined in the Protocol. It is intended to support the principle that all schools are inclusive and already take a wide and diverse population whilst recognising particular circumstances which may mitigate against admitting fair access children.

The system is designed to be easy to calculate, clear to understand and accurately represent the position of each school. The system will be managed and maintained by the IYFAP Panel.

1.2 The system

1. Schools will be ranked according to their score
2. The scoring system will be made up of two component parts:
 - Initial score, set annually
 - Child complexity score, adjusted whenever a school receives or excludes a child.
3. The initial score for each school will be set from the latest available PLASC data.
4. The following data will be used to determine initial scores;

	% base weighting for average school
Number of pupils starting Key Stage 4 (high school) Key Stage 2 (primary) in low prior attainment band	30%
Number disadvantage pupils	30%
Non mobile	20%
Total absence	10%
SEN percentage (calculated using all children for all ages)	10%
Baseline weighting	100%
Ofsted rating	1.1 Outstanding 1.2 Good 1.3 Inadequate 1.4 Serious Weakness or Special Measures

Gross base weighting = Baseline weighting % X Ofsted rating

In very exceptional circumstances the Panel may increase the points awarded up to the maximum of 30 points. For example, in the case of a child with a complex history which places them in multiple categories and who has been out of education in excess of one academic year.

5. The complexity weighting score (1.4 below) represents a figure given to children identified by the Protocol when they move into or out of a school, other than at times of transfer. The weighting given to each category is based on previous DfE guidance and the experience of the local authority in placing particular categories of children.
6. The figure is added or subtracted to determine the relevant school score and ranked position at any given point during the school year.

7. In the exceptional event that schools are unable to agree placement, then the Panel will determine a placement on the basis of the points scoring system having considered all relevant facts.
8. Should any school disagree with the placement decision, then they can appeal to the Assistant Director for Education and Learning.

1.3 Monitoring arrangements

Schools will be responsible for confirming with the LA that children have been admitted within five working days of the admission date.

The LA will be responsible for updating and maintaining the formula ranking score for each school which will be updated on a secure site for schools to view at the start and end of each school year.

1.4 Complexity Weighting Score

Point score for high schools are as stated on the table below, for primary and middle schools the point score will be multiplied by 0.5. The 'Complexity Weighting Score' is for guidance only and the final point score that is to be added to the Gross base weighting will be decided upon by the In Year Fair Access Panel.

	Education Background	Points
A	Children from the criminal justice system	30
B	Children moving into Suffolk having received out of school package in previous authority	30
C	Children currently attending alternative provision settings who are ready to be integrated back into mainstream education	30
D	Looked after children/previously looked after children	30
E	Children without a school place and with a history of serious attendance problems (less than 85% attendance)	25
F	CiN/TAC/Involved with Troubled Families (SFF)	20
G	Children for whom it has been identified that they would benefit from a managed move	20
H	Children reintegrated in Year 11	20
I	Children with special educational needs and children with disabilities or medical conditions where there are difficulties with particular support or for reasonable adjustments which the involvement of the appropriate support services have been unable to resolve	15
J	Children withdrawn from school by their family, following fixed-term exclusions and unable to find another place	15
K	Homeless Children	15
L	Children who have been out of education for two months or more	15
M	Gypsy, Roma, Traveller children	10
N	Children of refugees and asylum seekers	5
O	Children in refuges	5
	Confirmed permanent exclusion penalty	-50

Section 5

Proposed changes to Published Admission Numbers (PANs) for 2017/2018

The proposed Published Admission Numbers (PANs) for all community and voluntary controlled schools in Suffolk and those Own Admission Authority schools who have provided them for 2017/2018 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 PAN for each school for the 2016/2017 school year that has already been published.

Where an Own Admission Authority is proposing to reduce its PAN, publication does not imply that the LA 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.

*** indicates that the PAN has not been confirmed by the Own Admission Authority school for this consultation**

School Name	PAN 2016/2017	Proposed PAN 2017/2018
Primary Schools		
Abbot's Hall CP School	60	60
Abbots Green CP School	60	60
Acton CEVCP School	30	30
Aldeburgh Primary School	15	15
All Saints CEVAP School, Laxfield	17	17
All Saints CEVAP School, Newmarket	30	30
All Saints CEVCP School, Lawshall	20	20
Bacton CP School	30	30
Bardwell CEVCP School	15	15
Barnby and North Cove CP School	10	10
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	30	30
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 CEVCP School	12	12
Bramford CEVCP School	30	30

School Name	PAN 2016/2017	Proposed PAN 2017/2018
Brampton CEVCP School	12	12
Britannia Primary School and Nursery	90	90
Broke Hall CP School	90	90
Brooklands Primary School	30	30
Bucklesham 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	75	75
Castle Hill Junior School	75	75*
Causton Junior School	75	75*
Cavendish CEVCP School	15	15
Cedars Park CP School	60	60
Cedarwood CP School	60	60
Charsfield CEVCP School	10	10
Chelmondiston CEVCP School	20	20
Chilton CP School	30	30
Clare CP School	30	30
Claydon Primary School	60	60
Clements CP School	45	45
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	15
Coupals Primary Academy	30	30*
Crawfords CEVCP School	15	15
Creting St Mary CEVAP School	12	12
Dale Hall CP School	60	60
Dell Primary School	60	60
Dennington CEVCP School	11	11
Earl Soham CP School	12	12
East Bergholt CEVCP School	30	30
Easton Primary School	12	15
Edgar Sewter CP School	45	45
Elm Tree CP School	60	60
Elmsett CEVCP School	13	13
Elmswell CP School	45	45
Elveden Church of England Primary Academy	12	12
Exning Primary School	30	30
Eyke CEVCP School	20	20
Fairfield Infant School	90	90
Forest Academy	45	45*

School Name	PAN 2016/2017	Proposed PAN 2017/2018
Fressingfield CEVCP School	20	20
Gislingham CEVCP School	15	15
Glade Primary School	60	60
Glemsford Primary Academy	30	30*
Gorseland Primary School	60	60
Grange CP School	30	30
Great Barton CEVCP School	30	30
Great Finborough CEVCP School	20	20
Great Heath Academy	60	90
Great Waldingfield CEVCP School	20	20
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 CEVCP 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 CEVCP School	14	14
Holbrook Primary School	26	26
Hollesley Primary School	15	15
Holton St Peter CP School	15	15
Honington CEVCP School	30	30
Hopton CEVCP School	15	15
Houldsworth Valley Primary School	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 CEVCP 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
Kingsfleet Primary School	30	30
Kyson Primary School	60	60
Lakenheath CP School	45	45
Langer Primary Academy	30	30*
Laureate CP School	30	30
Lavenham CP School	15	15
Leiston Primary School	60	60

School Name	PAN 2016/2017	Proposed PAN 2017/2018
Long Melford CEVCP School	30	30
Maidstone Infant School	75	75
Martlesham Primary School	20	20
Meadow Primary Academy	30	30*
Mellis CEVCP School	25	25
Melton Primary School	30	30
Mendham Primary School	7	7
Mendlesham CP School	15	15
Middleton CP School	10	10
Morland Church of England Voluntary Aided Primary School	56	56*
Moulton CEVCP School	30	30
Murrayfield CP School	54	54
Nacton CEVCP 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 CEVCP School	15	15
Orford CEVAP School	15	15
Otley Primary School	10	10
Oulton Broad Primary School	45	45
Paddocks Primary School	30	30
Pakefield Primary School	60	60*
Palgrave CEVCP School	9	9
Peasenhall Primary School	10	10
Piper's Vale CP School	60	60
Place Farm Primary Academy	60	60*
Poplars CP School	78	78
Pot Kiln Primary School	45	45
Ranelagh Primary School	45	45
Rattlesden CEVCP School	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 CEVCP School	10	10
Ringshall School	30	30
Risby CEVCP School	30	30
Roman Hill Primary School	75	75
Rose Hill Primary School	45	45
Rougham CEVCP 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

School Name	PAN 2016/2017	Proposed PAN 2017/2018
Sexton's Manor CP School	30	30
Shotley CP School	28	28
Sidegate Primary School	90	90*
Sir Robert Hitcham's 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	10	10
Springfield Infant School and Nursery	87	87
Springfield Junior School	87	87
Sprites Primary Academy	60	60*
Sproughton CEVCP School	15	15
St Benet's Catholic Primary School	15	15*
St Botolph's CEVCP School	30	30
St Christopher's CEVCP School	60	60
St Edmund's Primary School, Hoxne	12	12
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 RCP 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	20	20*
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 CEVAP School, Hadleigh	30	30
St Mary's CEVAP School, Woodbridge	30	30
St Mary's CEVCP School, Benhall	15	15
St Mary's Church of England Academy, Mildenhall	60	60*
St Mary's RCP School, Lowestoft	30	30
St Marys Catholic Primary School, Ipswich	30	30
St Matthew's CEVAP School	60	60
St Pancras Catholic Primary School	30	30
St Peter and St Paul CEVAP School	30	30
Stanton CP School	30	30
Stoke-by-Nayland CEVCP School	15	15
Stonham Aspal CEVAP School	30	30
Stradbroke CEVCP School	20	20
Stratford St Mary Primary School	15	15
Stutton CEVCP 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

School Name	PAN 2016/2017	Proposed PAN 2017/2018
The Oaks CP School	54	54*
The Willows Primary School	45	45
Thorndon CEVCP School	12	12
Thurlow CEVCP School	15	15
Thurston CEVCP School	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	14
West Row CP School	30	30
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	60	90
Whitton CP School	54	54*
Wickham Market Primary School	40	40
Wickhambrook CP School	20	20
Wilby CEVCP School	14	14
Witnesham Primary School	15	15
Wood Ley CP School	45	45
Woodbridge Primary School	30	30
Woodhall CP School	60	60
Woods Loke CP School	60	60
Woolpit CP School	30	30
Worlingham CEVCP School	45	45
Worlingworth CEVCP School	9	9
Wortham Primary School	15	15
Yoxford Primary School	10	10
Middle Schools		
Horringer Court Middle School	100	100
Westley Middle School	116	116
Secondary Schools		
Alde Valley Academy	180	180*
Beccles Free School	120	120
Bungay High School	210	210*
Bury St Edmunds Technical Academy	N/A	110
Castle Manor Academy	150	150*
Chantry Academy	180	180*
Claydon High School	149	149
Copleston High School	296	296
County Upper School	260	260

School Name	PAN 2016/2017	Proposed PAN 2017/2018
Debenham High School	125	125*
East Bergholt High School	186	186
East Point Academy	240	240*
Farlingaye High School	290	297
Felixstowe Academy	320	320*
Hadleigh High School	168	168*
Hartismere School	147	147
Holbrook Academy	120	120*
IES Breckland	100	100
Ipswich Academy	210	210*
Ixworth Free School	120	120
Kesgrave High School	280	280
King Edward VI CEVC Upper School	220	220
Mildenhall College Academy	210	210
New High School, Moreton Hall	120	120
Newmarket Academy	170	170*
Northgate High School	224	252
Ormiston Denes Academy	240	240
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
St Alban's Catholic High School	162	162
St Benedict's Catholic School	Year 7 - 150, Year 8 - 90, Year 9 - 90	Year 7 - 150
Stoke High School - Ormiston Academy	172	172
Stour Valley Community School	115	115
Stowmarket High School	240	240
Stowupland High School	180	180
Stradbroke High School	87	87
Sybil Andrews Academy	120	120
The Benjamin Britten High School	240	240
Thomas Gainsborough School	240	240
Thomas Mills High School	168	168
Thurston Community College	300	300
Westbourne Academy	260	200
Sixth Form		
Alde Valley Academy	20	20
Bungay High School	30	30
Castle Manor Academy	30	30
Copleston High School	100	100
County Upper School	30	30
Farlingaye High School	75	75
Felixstowe Academy	100	100
Hartismere School	100	100

School Name	PAN 2016/2017	Proposed PAN 2017/2018
Ipswich Academy	10	10
Kesgrave High School	44	44
King Edward VI CEVC Upper School	50	50
Mildenhall College Academy	50	50
Newmarket Academy	60	60
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	25
Stowupland High School	20	20
Thomas Gainsborough School	20	20
Thomas Mills High School	95	95
Thurston Community College	50	50
Nursery		
Highfield Nursery	104	104

Supplementary Information Form (SIF) 2017/2018: 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.

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. Contact the voluntary aided school direct for a SIF.

Please refer to the details of the schools 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.

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 and do you and/or your child go to 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/Minister

Name

Address

To be completed by your Priest/Minister
(If there is currently no minister in post a senior church officer may sign)

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

Signed

Dated

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

Do not return this Supplementary Information Form to a school

How we will use your information:

We will use the information you have provided in your application for a school place in accordance with the Data Protection Act 1998. We will check and/or share this information, where necessary, with other admission authorities, local authorities, schools or education professionals, and Suffolk County Council's home to school transport service, to process your application and support the development of services. We will also use the information to enable Suffolk County Council to keep up to date figures on the availability of school places. We may share your information with other agencies to help you and/or your family to receive the appropriate services for your child's education, to help prevent fraud, or if required to do so by law.