

**Proposed Admission Arrangements to  
Schools in Suffolk  
for the 2018/2019 School Year**

**1 November – 13 December 2016**

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## **Section 1**

### **Overview of proposed policy changes for admissions to schools for the 2018/2019 school year**

This section provides a summary of the proposed changes to Suffolk schools' admission arrangements for the 2018/2019 school year.

Between 1 November and 13 December 2016, we are seeking your views about our proposed admissions policy for the 2018/2019 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 2018/2019 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.

We are proposing to:

1. Amend the religious oversubscription criterion to include children and/or families who are practising members of any church within the Worldwide Anglican Communion.
2. Amend the closing date for the waiting list for applications for the normal year of entry to 31 December 2018, to match the date within the School Admissions Code.
3. Remove reference to Statements of Special Educational Needs (SEN) as they have been superseded by Education, Health and Care (EHC) plans.
4. Refer to looked after children and previously looked after children as children in care and children previously in care.

#### **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.

We propose to make changes 1-4 outlined in the oversubscription criteria above.

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

### [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.

We are not proposing any changes to the FAP. The current FAP can be found in the Determined Admission Arrangements to Schools in Suffolk for the 2017/2018 school year at **[www.suffolk.gov.uk/assets/children-families-and-learning/schools/Determined-Admission-to-Schools-in-Suffolk-2017-2018.pdf](http://www.suffolk.gov.uk/assets/children-families-and-learning/schools/Determined-Admission-to-Schools-in-Suffolk-2017-2018.pdf)**.

### [Suffolk's proposed relevant area for Admissions](#)

The School Admissions Code requires Local Authorities to establish relevant area(s) for admission policy consultations. Details are included in [Section Four](#).

### [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 2018/2019 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 2017/2018 school year that has already been published and the proposed PAN for 2018/2019.

### [Supplementary Information Form \(SIF\) 2018/2019: to support applications to Church of England voluntary controlled schools in Suffolk](#)

We have up-dated the wording for those applying under the religious grounds criterion to match the up-dated wording in the oversubscription criteria outlined in the oversubscription criteria above.

### **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](http://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](mailto:admissionsconsultation@suffolk.gov.uk)

**Responses must be received no later than Tuesday 13 December 2016.**

## **Section 2**

### **Suffolk County Council's proposed admissions oversubscription criteria for all Suffolk community and voluntary controlled schools for the 2018/2019 school year**

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

**Children who have an Education, Health and Care plan which names the school must by law be offered a place at that school.**

The following admissions oversubscription criteria show the order of priority for places at community and voluntary controlled schools (and at those foundation, voluntary aided schools and academies where they have agreed to operate the same policy as Suffolk County Council).

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

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

- 1 Children in care (looked after children) and children who were previously in care (children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order, immediately following having been 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 (but not in the sixth form). 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 (or other church within the Worldwide Anglican Communion). You must complete a Suffolk County Council Supplementary

Information Form (SIF). This SIF must specifically state that you and/or your child are a practising member of the Church of England (or other church within the Worldwide Anglican Communion), which means you and/or your child go to an Anglican church regularly, that is to say at least once a month.

- 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**

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

A 'child in care' or a 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

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

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

### **Religious grounds criterion**

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

### **Distance tie-breaker**

It is possible that the PAN of the school will be reached in any one of the categories set out above. For this reason, all applications will be prioritised according to the criteria described. Decisions will be made about the offer of places in accordance with those priorities. If it is necessary to use a tie-breaker to distinguish between two or more applications, a distance criterion will be used. We will give priority to the applicants who live nearest to the school as measured by a straight line.

In the unlikely event that two applicants competing for a single place at a school live the same distance from the school, the place will be offered to one applicant on the basis of lots drawn by an officer of Suffolk County Council not involved with admissions.

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

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

### **Waiting lists**

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

The order of 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 on 31 December.

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

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

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

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

### **Ordinarily resident**

By ordinarily resident we mean the place where your child usually lives. We consider this to be where they sleep overnight. We may need proof of this address. 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 at two or more addresses, each for part of the week, the address at which the child is ordinarily resident will be considered to be the address that the child lives at for most of the week (excluding weekends and school holidays). Separate evidence in writing from each parent must be provided to confirm the child's living arrangements at the time of application.

In cases where the child spends an equal proportion of the school week at two or more different addresses, evidence of which is to be considered the main contact address will be required to support the application. Agreement in writing by the parents will be required to state which address is to be used as the ordinarily resident address. This address will then be used when processing all school preferences expressed. It is not acceptable to use one address for one school preference and another address for another school preference.

If we are aware of a parental dispute affecting the application, we may not be able to deal with the application and you may need to seek independent legal advice in order to resolve the matter.

**Catchment area schools**

Every community and voluntary controlled school serves an area of streets or villages. Catchment area maps are available online at: [www.suffolk.gov.uk/catchmentmaps](http://www.suffolk.gov.uk/catchmentmaps).

If you live near to a boundary line on the map please check your address against the catchment area and/or street lists at: [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions).

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.



## **Section 3**

### **Proposed Co-ordinated Admissions Scheme for Schools in Suffolk 2018/2019**

#### **Introduction**

1. This Scheme has been drawn up in order to ensure that all applications for the admission of statutory aged pupils to a community school, voluntary controlled school or an Own Admission Authority (OAA) school (which includes voluntary aided, foundation, academies and free schools) in Suffolk are handled fairly, consistently and efficiently.
2. The Scheme does not apply to post 16 admissions.
3. The Scheme complies with all relevant legislation and with the guidance contained in the School Admissions Code (December 2014).
4. Where reference is made to primary schools in this document this will be taken to mean primary, infant, junior and middle schools. Where reference is made to secondary schools in this document this will be taken to mean high and upper schools.
5. For admissions purposes, Suffolk middle schools are included in the primary admissions timetable. This is because, at the time of application for a place at a middle school, the children are of primary age.
6. The Scheme applies to all primary and secondary schools in Suffolk for the normal admissions round. That is the community and voluntary controlled schools for which Suffolk County Council is the admissions authority. As well as the voluntary aided, foundation, academies and free schools for which the governing body or academy trust is the admissions authority. These are known as Own Admission Authority (OAA) schools. 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](http://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](http://www.suffolk.gov.uk/admissions)) no later than 12 September, in advance of the closing date for applications for entry to school in the following September.
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 2017 closing date for admission in the following September. For primary schools this is applications received by 15 January 2018 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 from 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 (or other church within the Worldwide Anglican Communion), they will need to complete a SIF and send it to the Admissions Team. The SIF will enable the Admissions Team to assess whether the application can be considered under the religious grounds criterion.
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 on 31 December.

### **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 2018/2019 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 an Education, Health and Care plan (EHC plan), the governing body or academy trust has a duty to admit the child to the school.
65. Children with special educational needs but without an EHC plan will be treated as fairly as other applicants. Admission authorities and schools 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.

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

71. Children in care (looked after children) and children who were previously in care (children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order, immediately following having been 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 'child in care' or a 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
73. Children previously in care (previously looked after children) includes children who were adopted under the Adoption Act 1976 (section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (section 46 adoption orders). Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.
74. The Children Act 2004 places a duty on local authorities to promote the educational attainment of children in care (looked after children). As far as admission arrangements are concerned:
- (a) Children in care (looked after children) and children previously in care (previously looked after children), as described above, are given priority in the oversubscription criteria of all community, voluntary controlled and Own Admission Authority schools in Suffolk for the normal admission round;
  - (b) The local authority admits children in care (looked after children) and children previously in care (previously looked after children), where necessary above the PAN for the school, in line with current looked after children regulations. The Fair Access Protocol does not apply to children in care (looked after children) and children previously in care (previously looked after children) (paragraph 3.12 of

the Schools Admissions Code). For children previously in care (previously looked after children) this will only apply if this status has been declared on the application form and the relevant evidence is provided.

75. Parents or carers must provide evidence with the application that their child was previously in care (previously looked after) in the form of an adoption order, child arrangements order or special guardianship order if they want this to be taken into consideration when the application is ranked.

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

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

### **Home-school agreements**

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

### **Fraudulent applications**

78. Admission authorities reserve the right to withdraw the offer of a school place if it is shown that it was obtained on the basis of a fraudulent or intentionally misleading application or Supplementary Information Form (SIF) and in line with paragraphs 2.12 and 2.13 if 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](http://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](http://www.suffolk.gov.uk/admissions)) or from the Admissions Team.

86. Parents who wish to make an in-year application for a place at any 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 (or other church within the Worldwide Anglican Communion), they will also need to complete a Supplementary Information Form (SIF) and send it to the Admissions Team. The SIF will enable the Admissions Team to assess whether the application can be considered under the religious grounds criterion.
93. Where the application includes a school or schools for which the LA is the admissions authority the LA will determine whether a place could be made available, if necessary in accordance with the LA's published oversubscription criteria.
94. Where an application is received for a school in Suffolk for which the LA is not the admissions authority and this is the only preference, the LA will forward the application together with any supporting information provided to the 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.

## Annex One

### Proposed co-ordinated admissions scheme for schools in Suffolk 2018/2019

#### 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. The schools whose admission arrangements can be found in the Appendices are indicated below.

##### Primary:

All Saints CEVAP School, Laxfield	Contact school for information
All Saints CEVAP School, Newmarket	Policy in Appendix One
Corton CEVAP School	Contact school for information
Creting St Mary CEVAP School	Contact school for information
Morland Church of England Voluntary Aided Primary School	Contact school for information
Orford CEVAP School	Contact school for information
Sir Robert Hitcham's CEVAP School, Debenham	Contact school for information
Sir Robert Hitcham's CEVAP School, Framlingham	Contact school for information
St Edmund's Catholic Primary School, Bury St Edmunds	Contact school for information
St Edmundsbury CEVAP School	Contact school for information
St John's CEVAP School	Contact school for information
St Joseph's RCP School	Contact school for information
St Margaret's CEVAP School, Ipswich	Contact school for information
St Mark's Catholic Primary School, Ipswich	Contact school for information
St Mary's Catholic Primary School, Ipswich	Contact school for information
St Matthew's CEVAP School	Contact school for information
St Pancras' Catholic Primary School	Contact school for information
St Peter and St Paul CEVAP School	Contact school for information
Stonham Aspal CEVAP School	Policy in Appendix One
Trinity CEVAP School	Contact school for information

##### Secondary school:

St Benedict's Catholic School	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	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. The schools whose admission arrangements can be found in the Appendices are indicated below.

##### Primary:

Bacton Primary School	Policy in Appendix Two
Bardwell CEVCP School	Contact school for information

Beccles Primary Academy	Contact school for information
Bramfield Church of England Primary School	Policy in Appendix Two
Burton End Primary Academy	Policy in Appendix Two
Castle Hill Infants	Contact school for information
Castle Hill Junior	Contact school for information
Cedars Park Primary School	Policy in Appendix Two
Cliff Lane Primary School	Contact school for information
Coupals Primary Academy	Contact school for information
Dell Primary School	Contact school for information
Easton Primary School	Contact school for information
Elm Tree Primary School	Contact school for information
Elveden Church of England Primary Academy	Contact school for information
Eyke CEVCP School	Policy in Appendix Two.
Forest Academy	Contact school for information
Gislingham CEVCP School	Contact school for information
Glemsford Primary Academy	Contact school for information
Great Barton Church of England Primary Academy	Contact school for information
Great Heath Academy	Contact school for information
Grove Primary School	Contact school for information
Gunton Primary Academy	Contact school for information
Gusford Primary School	Contact school for information
Hillside Primary School	Contact school for information
Kedington Primary Academy	Contact school for information
Kessingland Church of England Primary Academy	Policy in Appendix Two
Langer Primary Academy	Contact school for information
Laureate Community Academy	Contact school for information
Leiston Primary School	Contact school for information
Long Melford Church of England Voluntary Controlled Primary School	Policy in Appendix Two
Martlesham Primary Academy	Contact school for information
Meadow Primary Academy	Contact school for information
Mellis CEVCP School	School due to convert to academy status 01/12/16. Policy in Appendix Two.
Mendham Primary School	Contact school for information
Mendlesham Primary School	Policy in Appendix Two
Nacton Church of England Primary School	Policy in Appendix Two
Northfield St Nicholas Primary Academy	Contact school for information
Old Newton CEVCP School	Contact school for information
Pakefield Primary School	Contact school for information
Palgrave CEVCP School	Contact school for information
Place Farm Primary Academy	Policy in Appendix Two
Rattlesden Church of England Primary Academy	Contact school for information
Ravensmere Infant School	Contact school for information
Red Oak Primary School	Contact school for information
Reydon Primary School	Contact school for information
Sidegate Primary School	Contact school for information
Sprites Primary Academy	Contact school for information
Sproughton Church of England Primary School	Policy in Appendix Two
St Benet's Catholic Primary School, Beccles	Contact school for information
St Christopher's CEVCP School	Contact school for information
St Edmund's Catholic Primary School, Bungay	Contact school for information
St Edmund's Primary School, Hoxne	Contact school for information
St Felix RCP School, Haverhill	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	Policy in Appendix Two
St Mary's Church of England Primary School, Hadleigh	Contact school for information
St Marys Church of England Primary School, Woodbridge	Contact school for information
St Mary's Catholic Primary School, Lowestoft	Contact school for information
The Albert Pye Primary School	Contact school for information
The Oaks CP School	Contact school for information
Thurston Church of England Primary Academy	Contact school for information
Tollgate Primary School	Contact school for information
Tudor Church of England Primary School	Contact school for information
Westfield Primary Academy, Haverhill	Contact school for information
Westwood Primary School, Lowestoft	Contact school for information
Whitton Primary School	Contact school for information
Wickham Market Primary School	Contact school for information
Wickhambrook Community Academy	Contact school for information
Woolpit Primary Academy	Contact school for information

### **Middle:**

Horringer Court Middle School	Contact school for information
Westley Middle School	Contact school for information

### **Secondary:**

Alde Valley Academy	Contact school for information
Benjamin Britten Academy of Music and Mathematics	Contact school for information
Bungay High School	Contact school for information
Bury St Edmunds Technical Academy	Contact school for information
Castle Manor Academy	Contact school for information
Chantry Academy	Contact school for information
Copleston High School	Contact school for information
County Upper School	Contact school for information
Debenham High School	Contact school for information
East Bergholt High School	Contact school for information
East Point Academy	Contact school for information
Farlingaye High School	Contact school for information
Felixstowe Academy	Contact school for information
Hadleigh High School	Contact school for information
Hartismere School	Contact school for information
Holbrook Academy	Contact school for information
Ipswich Academy	Contact school for information
Kesgrave High School	Contact school for information
Mildenhall College Academy	Contact school for information
Newmarket Academy	Policy in Appendix Two
Ormiston Denes Academy	Contact school for information
Ormiston Endeavour Academy	Contact school for information
Ormiston Sudbury Academy	Contact school for information
Samuel Ward Academy	Contact school for information
Sir John Leman High School	Policy in Appendix Two
St Alban's Catholic High School	Policy in Appendix Two
Stoke High School – Ormiston Academy	Contact school for information
Stowupland High School	Policy in Appendix Two
Stradbroke High School	Contact school for information
Sybil Andrews Academy	Contact school for information

Thomas Gainsborough School	Policy in Appendix Two
Thomas Mills High School	Contact school for information
Westbourne Academy	Contact school for information

### **Free Schools**

Governing bodies are the admission authorities for all free schools in Suffolk. The schools whose admission arrangements can be found in the Appendices are indicated below.

Beccles Free School	Policy in Appendix Three
IES Breckland	Contact school for information
Ixworth Free School	Policy in Appendix Three
Saxmundham Free School	Policy in Appendix Three
Stour Valley Community School	Policy in Appendix Three

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 2018/2019 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 15 January 2018**.

#### 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 2 February 2018**.
- 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 9 February 2018**.
- The LA sends details of applications to Suffolk Own Admission Authority schools when they do not operate the LA's Admissions Policy by **Wednesday 14 February 2018**.
- Own Admission Authority schools send the provisional ranked list of pupils to the LA by **Friday 2 March 2018**.
- The LA informs other LAs of offers to be made to their residents by **Friday 9 March 2018**.
- The LA confirms the final lists of pupils to be allocated places to Own Admission Authority schools in Suffolk and other LAs by **Friday 23 March 2018**.

#### Stage Four

- The LA sends all Suffolk parents a single offer of a place on **Monday 16 April 2018** 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 1 May 2018**.

### Secondary (including high and upper) schools: admissions timetable for the 2018/2019 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 **Tuesday 31 October 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 24 November 2017**.
- 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 4 January 2018**.
- The LA sends details of applications to Suffolk Own Admission Authority schools when they do not operate the LA's Admissions Policy by **Monday 8 January 2018**.
- Own Admission Authority schools send the provisional ranked list of pupils to the LA by **Monday 15 January 2018**.
- The LA informs other LAs of offers to be made to their residents from **Wednesday 24 January 2018**.
- The LA confirms the final lists of pupils to be allocated places to Own Admission Authority schools in Suffolk and other LAs by **Friday 9 February 2018**.

#### Stage Four

- The LA sends all Suffolk parents a single offer of a place on **Thursday 1 March 2018** 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 14 March 2018**.

## **Section 4**

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

The School Admissions Code 2014 requires Local Authorities to establish relevant area(s) for admission policy consultations. Appendix One shows a list of schools in each locality. A map of the localities is in Appendix Two.

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

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

- All community, voluntary controlled, voluntary aided, foundation, free schools and academies within Suffolk;
- All special schools and Pupil Referral Units within Suffolk;
- Three neighbouring Local Authorities (Norfolk, Essex and Cambridgeshire);
- The Church of England in Suffolk (Diocese of St Edmundsbury and Ipswich), The Church of England (Diocese of Norwich), The Roman Catholic Diocese of East Anglia;
- Parents of children in Suffolk schools in the relevant transfer age groups (infant schools – pupils who are in Year 1, three-tier primary schools – pupils in Year 3, primary and junior schools – pupils in Year 5, middle schools – pupils in Year 7);
- Parents of children in Suffolk playgroups, children centres, nurseries and pre-schools in the relevant transfer age group (children who have dates of birth between 1 September 2013 and 31 August 2014 for the 2018/2019 school year).

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

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

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

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

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

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

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

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

## Localities

**Central Primary Schools:**

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

**Central Secondary Schools:**

Debenham High School  
 Hartismere School  
 Ixworth Free School  
 Stowmarket High School

**Coastal Primary Schools:**

Aldeburgh Primary School  
 Bawdsey CEVCP School  
 Bealings School  
 Benhall St Mary's CEVCP School  
 Birchwood Primary School  
 Bucklesham Primary School  
 Causton Junior School  
 Cedarwood CP School  
 Charsfield CEVCP School  
 Coldfair Green CP School  
 Colneis Junior School  
 Dennington CEVCP School  
 Earl Soham CP School  
 Easton Primary School  
 Eyke CEVCP School  
 Fairfield Infant School

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

Stowupland High School  
 Stradbroke High School  
 Thurston Community College

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

Otley Primary School  
Rendlesham CP School  
Sandlings Primary School  
Saxmundham Primary School  
Sir Robert Hitcham's CEVAP School,  
Framlingham  
Snape CP School

St Mary's Church of England Primary  
School, Woodbridge  
Trimley St Martin Primary School  
Trimley St Mary Primary School  
Waldringfield Primary School  
Wickham Market Primary School  
Woodbridge Primary School  
Yoxford and Peasenhall Primary School

**Coastal Secondary Schools:**

Alde Valley Academy  
Farlingaye High School  
Felixstowe Academy

Kesgrave High School  
Saxmundham Free School  
Thomas Mills High School

**Lowestoft and Waveney Primary Schools:**

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

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

**Lowestoft and Waveney Secondary Schools:**

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

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

**North East Ipswich Primary Schools:**

Britannia Primary School & Nursery  
Broke Hall CP School  
Cliff Lane Primary School  
Clifford Road Primary School  
Morland Church of England Voluntary Aided  
Controlled School  
Murrayfield CP School  
Piper's Vale CP School

Ravenswood CP School  
Rose Hill Primary School  
Rushmere Hall Primary School  
Sidegate Primary School  
St Helen's Primary School  
St John's CEVAP School  
St Margaret's CEVAP School  
St Mary's Catholic Primary School

**North East Ipswich Secondary Schools:**

Copleston High School  
Ipswich Academy

Northgate High School  
St Alban's Catholic High School

**South Suffolk Primary Schools:**

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

**South Suffolk Secondary Schools:**

East Bergholt High School  
Hadleigh High School  
Holbrook Academy

**South West Ipswich Primary Schools:**

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

**South West Ipswich Secondary Schools:**

Chantry Academy  
Claydon High School  
Ormiston Endeavour Academy

**West Suffolk Primary Schools:**

Abbots Green CP School  
All Saints CEVAP School, Newmarket  
All Saints CEVCP School  
Barrow CEVCP School  
Beck Row Primary School  
Burton End Primary Academy  
Clare CP School

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

Ormiston Sudbury  
Thomas Gainsborough School

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

Stoke High School - Ormiston Academy  
Westbourne Academy

Clements CP School  
Coupals Primary Academy  
Elveden Church of England Primary Academy  
Exning Primary School  
Forest Academy  
Glade Primary School

Great Heath Academy  
 Great Whelnetham CEVCP School  
 Guildhall Feoffment CP School  
 Hardwick Primary School  
 Houldsworth Valley Primary School  
 Howard CP School  
 Hundon CP School  
 Ickworth Park Primary School  
 Kedington Primary Academy  
 Lakenheath CP School  
 Laureate Community Academy  
 Moulton CEVCP School  
 New Cangle CP School  
 Paddocks Primary School  
 Place Farm Primary Academy  
 Risby CEVCP School

Sebert Wood CP School  
 Sexton's Manor CP School  
 St Christopher's CEVCP School  
 St Edmund's Catholic Primary School, Bury  
 St Edmunds  
 St Edmundsbury CEVAP School  
 St Felix RCP School  
 St Louis Catholic Academy  
 St Mary's Church of England Academy  
 Thurlow CEVCP School  
 Tollgate Primary School  
 West Row CP School  
 Westfield Primary Academy  
 Westgate CP School  
 Wickhambrook Primary Academy

**West Suffolk Middle Schools:**

Horringer Court Middle School

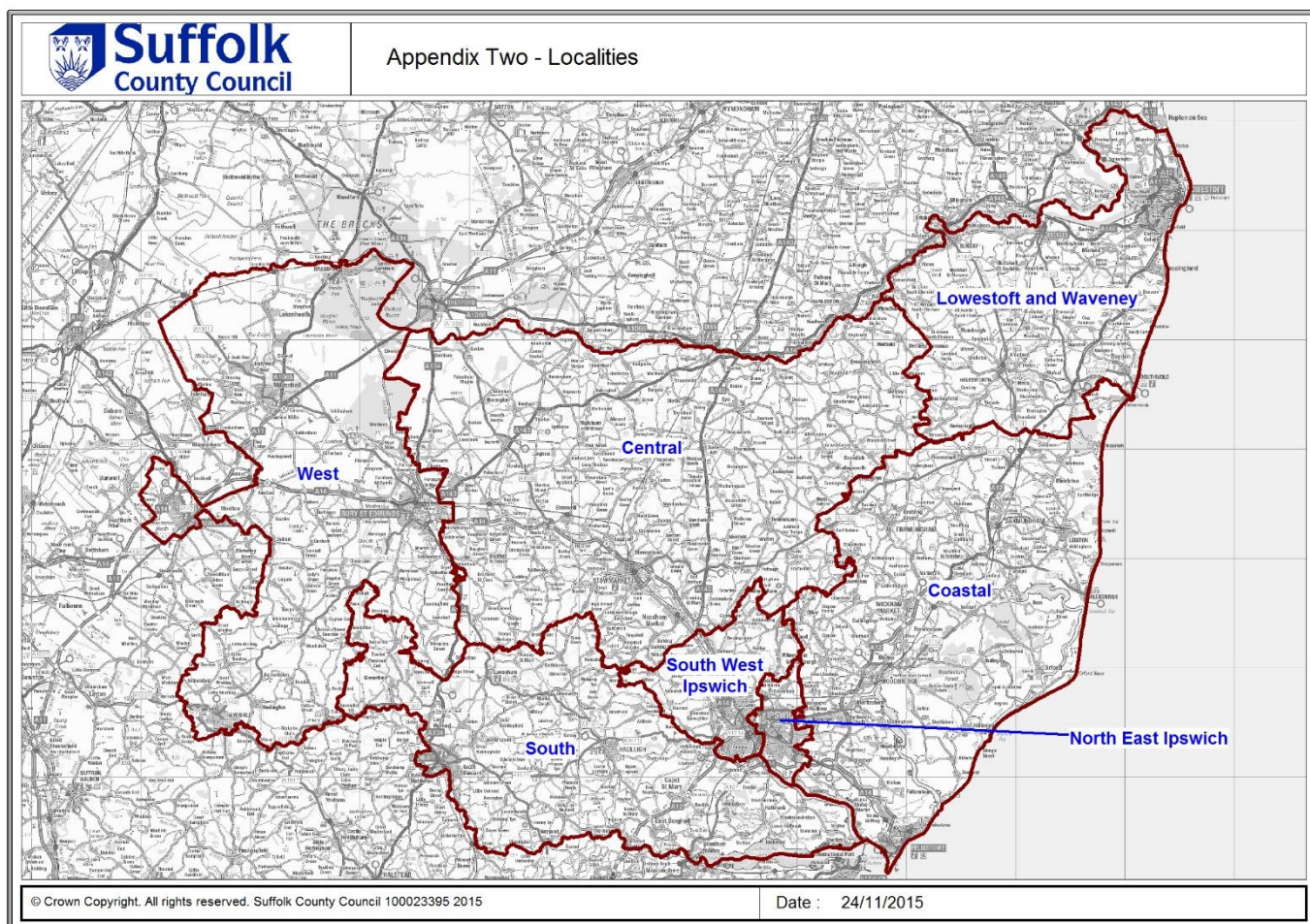
Westley Middle School

**West Suffolk Secondary Schools:**

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

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

**Appendix Two**



## **Section 5**

### **Proposed Published Admission Numbers (PANs) for 2018/2019**

The PANs for all schools in Suffolk for the 2018/2019 school year are shown below. The PAN is the number of places a school can offer in the entry year group for that year.

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

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

PANs in this document could change subject to review.

<b>School Name</b>	<b>School Type (see key)</b>	<b>PAN 2017/2018</b>	<b>Proposed PAN 2018/2019</b>
<b>Primary Schools</b>			
Abbot's Hall CP School	C	60	60
Abbots Green CP School	C	60	60
Acton CEVCP School	VC	30	30
Aldeburgh Primary School	C	15	15
All Saints CEVAP School, Laxfield	VA	17	17
All Saints CEVAP School, Newmarket	VA	30	30
All Saints CEVCP School, Lawshall	VC	20	20
Bacton CP School	A	30	30
Bardwell CEVCP School	A	15	15
Barnby and North Cove CP School	C	10	10
Barnham CEVCP School	VC	15	15
Barningham CEVCP School	VC	15	15
Barrow CEVCP School	VC	30	30
Bawdsey CEVCP School	VC	15	15
Bealings School	C	15	15
Beaumont CP School	C	20	20
Beccles Primary Academy	A	45	45
Beck Row Primary School	C	30	60
Bedfield CEVCP School	VC	8	8
Bentley CEVCP School	VC	8	8
Bildeston Primary School	C	20	20
Birchwood Primary School	C	30	30
Blundeston CEVCP School	VC	30	30
Bosmere CP School	C	45	45
Boxford CEVCP School	VC	30	30
Bramfield CEVCP School	A	12	12

**Key:** A – Academy; C – Community; F – Foundation; FS – Free School; VA – Voluntary Aided; VC – Voluntary Controlled.



School Name	School Type (see key)	PAN 2017/2018	Proposed PAN 2018/2019
Bramford CEVCP School	VC	30	30
Brampton CEVCP School	VC	12	12
Britannia Primary School and Nursery	C	90	90
Broke Hall CP School	C	90	90
Brooklands Primary School	C	30	30
Bucklesham Primary School	C	15	15
Bungay Primary School	C	45	45
Bures CEVCP School	VC	30	30
Burton End Primary Academy	A	60	60
Capel St Mary CEVCP School	VC	45	45
Carlton Colville Primary School	C	60	60
Castle Hill Infant School	A	75	90
Castle Hill Junior School	A	75	90
Causton Junior School	C	75	75
Cavendish CEVCP School	VC	15	15
Cedars Park CP School	A	60	60
Cedarwood CP School	C	60	60
Charsfield CEVCP School	VC	10	10
Chelmondiston CEVCP School	VC	20	20
Chilton CP School	C	30	30
Clare CP School	C	30	30
Claydon Primary School	C	60	60
Clements CP School	C	45	60
Cliff Lane Primary School	A	60	60
Clifford Road Primary School	C	60	60
Cockfield CEVCP School	VC	15	15
Coldfair Green CP School	C	20	20
Colneis Junior School	C	90	90
Combs Ford Primary School	C	60	60
Copdock Primary School	C	10	10
Corton CEVAP School	VA	15	15
Coupals Primary Academy	A	30	60
Crawfords CEVCP School	VC	15	15
Creeping St Mary CEVAP School	VA	12	12
Dale Hall CP School	C	60	60
Dell Primary School	A	60	60
Dennington CEVCP School	VC	11	11
Earl Soham CP School	C	12	12
East Bergholt CEVCP School	VC	30	30
Easton Primary School	A	15	15
Edgar Sewter CP School	C	45	45
Elm Tree Primary School	A	60	60
Elmsett CEVCP School	VC	13	13

**Key:** A – Academy; C – Community; F – Foundation; FS – Free School; VA – Voluntary Aided; VC – Voluntary Controlled.

School Name	School Type (see key)	PAN 2017/2018	Proposed PAN 2018/2019
Elmswell CP School	C	45	45
Elveden Church of England Primary Academy	A	12	12
Exning Primary School	C	30	30
Eyke CEVCP School	A	20	20
Fairfield Infant School	C	90	90
Forest Academy	A	45	60
Fressingfield CEVCP School	VC	20	20
Gislingham CEVCP School	A	15	15
Glade Primary School	C	60	60
Glemsford Primary Academy	A	30	30
Gorseland Primary School	C	60	60
Grange CP School	C	30	30
Great Barton Church of England Primary Academy	A	30	30
Great Finborough CEVCP School	VC	20	20
Great Heath Academy	A	90	90
Great Waldingfield CEVCP School	VC	20	30
Great Whelnetham CEVCP School	VC	20	20
Grove Primary School	A	45	45
Grundisburgh Primary School	C	28	28
Guildhall Feoffment CP School	C	45	45
Gunton Primary Academy	A	45	45
Gusford Primary School	A	90	90
Hadleigh CP School	C	78	78
Halifax Primary School	C	60	60
Handford Hall Primary School	C	45	45
Hardwick Primary School	C	45	45
Hartest CEVCP School	VC	15	15
Heath Primary School	C	90	90
Helmingham CP School	C	11	11
Henley Primary School	C	15	15
Hillside Primary School	A	90	90
Hintlesham and Chattisham CEVCP School	VC	14	14
Holbrook Primary School	C	26	26
Hollesley Primary School	C	15	15
Holton St Peter CP School	C	15	15
Honington CEVCP School	VC	30	30
Hopton CEVCP School	VC	15	15
Houldsworth Valley Primary School	A	60	60
Howard CP School	C	45	45
Hundon CP School	C	15	15
Ickworth Park Primary School	C	30	30

**Key:** A – Academy; C – Community; F – Foundation; FS – Free School; VA – Voluntary Aided; VC – Voluntary Controlled.

School Name	School Type (see key)	PAN 2017/2018	Proposed PAN 2018/2019
Ilketshall St Lawrence School	C	15	15
Ixworth CEVCP School	VC	30	30
Kedington Primary Academy	A	30	30
Kelsale CEVCP School	VC	24	24
Kersey CEVCP School	VC	11	11
Kessingland Church of England Primary Academy	A	45	45
Kingsfleet Primary School	C	30	30
Kyson Primary School	C	60	60
Lakenheath CP School	C	45	45
Langer Primary Academy	A	30	30
Laureate Community Academy	A	30	30
Lavenham CP School	C	15	15
Leiston Primary School	A	60	60
Long Melford CEVCP School	A	30	30
Maidstone Infant School	C	75	75
Martlesham Primary Academy	A	20	20
Mellis CEVCP School	A	25	26
Melton Primary School	C	30	30
Mendham Primary School	A	7	10
Mendlesham CP School	A	15	15
Middleton CP School	A	10	10
Morland CEVAP School	VA	56	56
Moulton CEVCP School	VC	30	30
Murrayfield CP School	A	54	54
Nacton Church of England Primary School	A	14	14
Nayland Primary School	C	30	30
New Cangle CP School	C	30	30
Northfield St Nicholas Primary Academy	A	60	60
Norton CEVCP School	VC	30	30
Occold Primary School	C	10	10
Old Newton CEVCP School	A	15	15
Orford CEVAP School	VA	15	15
Otley Primary School	C	10	10
Oulton Broad Primary School	C	45	45
Paddocks Primary School	C	30	30
Pakefield Primary School	A	60	60
Palgrave CEVCP School	A	9	9
Phoenix St Peter Academy (formerly Meadow Primary Academy)	A	30	30
Piper's Vale CP School	C	60	60
Place Farm Primary Academy	A	60	60
Poplars CP School	C	78	78

**Key:** A – Academy; C – Community; F – Foundation; FS – Free School; VA – Voluntary Aided; VC – Voluntary Controlled.

School Name	School Type (see key)	PAN 2017/2018	Proposed PAN 2018/2019
Pot Kiln Primary School	C	45	45
Ranelagh Primary School	C	45	45
Rattlesden Church of England Primary Academy	A	20	20
Ravensmere Infant School	A	20	20
Ravenswood CP School	C	60	60
Red Oak Primary School	A	60	60
Rendlesham Primary School	C	45	45
Reydon Primary School	A	30	30
Ringsfield CEVCP School	VC	10	10
Ringshall School	C	30	30
Risby CEVCP School	VC	30	30
Roman Hill Primary School	C	75	75
Rose Hill Primary School	C	45	45
Rougham CEVCP School	VC	30	30
Rushmere Hall Primary School	C	90	90
Sandlings Primary School	C	38	38
Saxmundham Primary School	C	45	45
Sebert Wood CP School	C	60	60
Sexton's Manor CP School	C	30	30
Shotley CP School	C	28	28
Sidegate Primary School	A	90	90
Sir Robert Hitcham's CEVAP, Debenham	VC	30	30
Sir Robert Hitcham's CEVAP, Framlingham	VA	50	50
Snape CP School	C	10	10
Somerleyton Primary School	C	8	8
Somersham Primary School	C	15	15
Southwold Primary School	C	10	10
Springfield Infant School and Nursery	C	87	87
Springfield Junior School	C	87	87
Sprites Primary Academy	A	60	60
Sproughton Church of England Primary School	A	15	15
St Benet's Catholic Primary School	A	15	15
St Botolph's CEVCP School	VC	30	30
St Christopher's CEVCP School	A	60	60
St Edmund's Primary School, Hoxne	A	12	15
St Edmund's Catholic Primary School, Bungay	A	15	15
St Edmunds Catholic Primary School, Bury St Edmunds	VA	60	60
St Edmundsbury CEVAP School	VA	45	45
St Felix RCP School	A	45	45
St Gregory CEVCP School	VC	30	30
St Helen's Primary School	A	60	60

**Key:** A – Academy; C – Community; F – Foundation; FS – Free School; VA – Voluntary Aided; VC – Voluntary Controlled.

School Name	School Type (see key)	PAN 2017/2018	Proposed PAN 2018/2019
St John's CEVAP School	VA	30	30
St Joseph's RCP School	VA	20	20
St Louis Catholic Academy	A	45	45
St Margaret's CEVAP School, Ipswich	VA	60	60
St Margaret's Primary Academy, Lowestoft	A	60	60
St Mark's Catholic Primary School	VA	30	30
St Mary's Church of England Primary School, Hadleigh	A	30	30
St Mary's Church of England Primary School, Woodbridge	VA	30	30
St Mary's CEVCP School, Benhall	VC	15	15
St Mary's Church of England Academy, Mildenhall	A	60	60
St Mary's RCP School, Lowestoft	A	30	30
St Marys Catholic Primary School, Ipswich	VA	30	30
St Matthew's CEVAP School	VA	60	60
St Pancras Catholic Primary School	VA	30	30
St Peter and St Paul CEVAP School	VA	30	30
Stanton CP School	C	30	30
Stoke-by-Nayland CEVCP School	VC	15	15
Stonham Aspal CEVAP School	VA	30	30
Stradbroke CEVCP School	VC	20	20
Stratford St Mary Primary School	C	15	15
Stutton CEVCP School	VC	13	13
Tattingstone CEVCP School	VC	14	14
The Albert Pye CP School	A	Year R - 40, Year 3 - 20	Year R - 40, Year 3 - 20
The Freeman CP School	C	30	30
The Oaks CP School	A	54	54
The Willows Primary School	C	45	60
Thorndon CEVCP School	VC	12	12
Thurlow CEVCP School	VC	15	15
Thurston Church of England Primary Academy	A	30	30
Tollgate Primary School	A	60	60
Trimley St Martin Primary School	C	30	30
Trimley St Mary Primary School	C	60	60
Trinity CEVAP School	VA	45	45
Tudor Church of England Primary School	A	45	45
Waldringfield Primary School	C	15	15
Walsham-le-Willows CEVCP School	VC	20	20
Wells Hall CP School	C	60	60
Wenhaston Primary School	C	14	14
West Row CP School	C	30	30

**Key:** A – Academy; C – Community; F – Foundation; FS – Free School; VA – Voluntary Aided; VC – Voluntary Controlled.

School Name	School Type (see key)	PAN 2017/2018	Proposed PAN 2018/2019
Westfield Primary Academy	A	60	60
Westgate CP School	C	60	60
Westwood Primary School	A	30	30
Wetheringsett CEVCP School	VC	14	14
Whatfield CEVCP School	VC	8	8
Whitehouse CP School	C	90	90
Whitton CP School	A	54	54
Wickham Market Primary School	A	40	40
Wickhambrook Primary Academy	A	20	20
Wilby CEVCP School	VC	14	14
Witnesham Primary School	C	15	15
Wood Ley CP School	C	45	45
Woodbridge Primary School	C	30	30
Woodhall CP School	A	60	60
Woods Loke CP School	C	60	60
Woolpit Primary Academy	A	30	30
Worlingham CEVCP School	VC	45	45
Worlingworth CEVCP School	VC	9	9
Wortham Primary School	C	15	15
Yoxford and Peasenhall Primary School	A	10	15
<b>Middle Schools</b>			
Horringer Court Middle School	A	100	100
Westley Middle School	A	116	116
<b>Secondary Schools</b>			
Alde Valley Academy	A	180	180
Beccles Free School	FS	120	120
Benjamin Britten Academy of Music and Mathematics (formerly The Benjamin Britten High School)	A	240	240
Bungay High School	A	210	210
Bury St Edmunds Technical Academy	A	110	110
Castle Manor Academy	A	150	150
Chantry Academy	A	180	180
Claydon High School	C	149	149
Copleston High School	A	296	296
County Upper School	A	260	260
Debenham High School	A	125	125
East Bergholt High School	A	186	186
East Point Academy	A	240	240
Farlingaye High School	A	297	297

**Key:** A – Academy; C – Community; F – Foundation; FS – Free School; VA – Voluntary Aided; VC – Voluntary Controlled.



<b>School Name</b>	<b>School Type (see key)</b>	<b>PAN 2017/2018</b>	<b>Proposed PAN 2018/2019</b>
Mildenhall College Academy	A	50	50
Newmarket Academy	A	60	60
Northgate High School	C	150	150
Ormiston Sudbury Academy	A	30	30
Samuel Ward Academy	A	30	30
Sir John Leman High School	A	25	25
St Alban's Catholic High School	A	5	5
St Benedict's Catholic School	VA	10	10
Stowmarket High School	F	25	25
Stowupland High School	A	20	20
Thomas Gainsborough School	A	20	20
Thomas Mills High School	A	95	95
Thurston Community College	C	50	50
<b>Nursery</b>			
Highfield Nursery	C	104	104

**Key:** A – Academy; C – Community; F – Foundation; FS – Free School; VA – Voluntary Aided; VC – Voluntary Controlled.



## **Supplementary Information Form (SIF) 2018/2019: To support applications to Church of England Voluntary Controlled Schools in Suffolk**

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

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

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

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

**Do not use this form to support an application for a voluntary aided school. 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](http://www.suffolk.gov.uk/admissions).

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

**Please print in capital letters**

**Child's legal last name**

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**Child's first name**

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**Child's middle name**

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**Child's date of birth**

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**Child's current address**

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**Telephone numbers for  
parent/carer**

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**Email address for parent/carer**

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

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

Yes  No

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

Yes  No

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

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

**Name**

**Address**

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

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

**Signed**

**Dated**

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

**Name**

**Position**

**Address**

Please return this form to:

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

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

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

**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.