

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

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Section 1

Introduction - Admission to Schools in Suffolk 2018/2019

Suffolk County Council is responsible for co-ordinating the admission arrangements to the normal year of entry 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, free school or academy need to apply to that school directly.

We are also responsible for deciding the admission arrangements for community and voluntary controlled schools in Suffolk. During the Autumn term 2016 we consulted schools, parents, other stakeholders and our neighbouring authorities on our proposed arrangements and these have now been agreed.

The governing bodies/academy trusts of voluntary aided, foundation, free schools and academies decide the admission arrangements for their own schools and they have also been agreed. These arrangements can be found at www.suffolk.gov.uk/admissions under the 2018/2019 school year.

Any objections to these arrangements must be made to the Schools Adjudicator by **15 May 2017**. Further information is available on the Schools Adjudicator's website www.gov.uk/government/organisations/office-of-the-schools-adjudicator.

If you would like further information about these arrangements or about how to object please contact us on 0345 600 0981 (local rate) or write to the Senior Infrastructure Officer (Admissions and Transport), Endeavour House, 8 Russell Road, Ipswich, IP1 2BX.

Section 2

Suffolk County Council's 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**. For families moving to Suffolk from other countries, the website to confirm membership of churches within the Worldwide Anglican Community is **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.

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

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

Criteria for admission to sixth form

Schools deal directly with applications for entry to their sixth forms. For entry to individual courses, schools typically make an assessment based on an applicant's achievements at GCSE.

Section 3

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 for a school place as part of the normal year of entry. The online facility is not available for in-year applications or for applications made after the closing date.

Own Admission Authority (OAA) schools: These are foundation, voluntary aided, free schools and academies. The governing body or academy trust makes decisions on applications.

Published Admission Number (PAN): This is the set number of places at a school in any one year. Although the PAN applies to the year of entry, this number is normally applied across all year groups in the school. However, there may be occasions where this is not possible.

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

Supplementary Information Form (SIF): The form some admission authorities ask parents and carers to complete when they are applying for a voluntary controlled, voluntary aided, foundation, academy or free school. It is used to provide extra information to help the admission authority to rank the application against the school's admission oversubscription criteria.

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

Voluntary aided school: A school run by the school governors. The governing body decides the admission arrangements.

Voluntary controlled school: A school with religious links. Suffolk County Council decides the admissions arrangements.

Applications made for the normal admissions round

Information for Parents

11. Information for all parents is available on the county council's website (www.suffolk.gov.uk/admissions) no later than 12 September, in advance of the closing date for applications for entry to school in the following September.
12. All schools are sent three copies each of the 'Admissions to Schools in Suffolk' guide, the relevant Directories of Schools in Suffolk (Primary and/or Secondary editions) and a small supply of the normal year of entry application forms (CAF1's) for parents to collect if they are unable to apply online.

13. The LA will issue a press release in advance of the closing date for applications, reminding parents of the need to make an application by the closing date and explaining how they may obtain further information and assistance.

The role of the LA

14. The LA is required by law to co-ordinate and administer the admissions process for the normal admissions round on behalf of all community and voluntary controlled schools and OAA schools in its area. For secondary schools this is applications received by 31 October 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**.
85. All primary and secondary schools are sent 3 copies each of the 'In-Year Admissions to Schools in Suffolk' guide. The CAF2 (In-year application form for community and voluntary

controlled schools) and the ADM1 (In-year application form for academies, free schools, foundation and voluntary aided schools) are available from the county council's website (www.suffolk.gov.uk/admissions) or from the Admissions Team.

86. Parents who wish to make an in-year application for a place at any Own Admission Authority school in Suffolk, these are voluntary aided, foundation, academies and free schools, should contact the school directly for how to apply. Alternatively they can complete an ADM1 application form and send it directly to the school(s) they wish to apply for.
87. Own Admission Authority schools must, on receipt of an in-year application, notify the LA of both the application and its outcome, to allow the LA to keep up-to-date figures on the availability of places in the area.
88. Parents who wish to make an in-year application for a school outside of Suffolk need to contact the relevant local authority where the school is located who will advise on how to make an application.

In-year applications for community and voluntary controlled schools in Suffolk

89. Applications are not normally considered more than one term ahead of the date the place is required.
90. Parents or carers wishing to transfer their child from one Suffolk school to another where there is no change of address should, in the first instance, discuss the matter with the Headteacher of their current school before applying for another school.
91. Parents who wish to make an in-year application for a place at any community or voluntary controlled school in Suffolk must complete a CAF2 application form. It is not currently possible to make an in-year application by means of the online facility.
92. Where parents wish to express a preference for a voluntary controlled school on the grounds that the child and/or family are practising members of the Church of England (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

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 schools in Suffolk. The admission arrangements for these schools can be found at www.suffolk.gov.uk/admissions under the 2018/2019 school year. The list of schools below is correct as of 15 March 2017.

Primary:

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

Secondary school:

St Benedict's Catholic School

Foundation School

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

Secondary:

Pakefield School

Academies

Academy trusts are the admissions authorities for all academies in Suffolk. The admission arrangements for all other schools can be found at www.suffolk.gov.uk/admissions under the 2018/2019 school year. The list of schools below is correct as of 15 March 2017.

Primary:

Bacton Primary School
Bardwell CEVCP School
Beccles Primary Academy
Bramfield Church of England Primary School
Burton End Primary Academy

Castle Hill Infants
Castle Hill Junior
Cedars Park Primary School
Cliff Lane Primary School
Coupals Primary Academy
Dell Primary School
Easton Primary School
Elm Tree Primary School
Elveden Church of England Primary Academy
Eyke Church of England Primary School
Forest Academy
Gislingham CEVCP School
Glemsford Primary Academy
Great Barton Church of England Primary Academy
Great Heath Academy
Grove Primary School
Gunton Primary Academy
Gusford Primary School
Hillside Primary School
Houldsworth Valley Primary Academy
Kedington Primary Academy
Kessingland Church of England Primary Academy
Langer Primary Academy
Laureate Community Academy
Leiston Primary School
Long Melford Church of England Primary School
Martlesham Primary Academy
Mendham Primary School
Mendlesham Primary School
Middleton Primary School
Murrayfield Primary Academy
Nacton Church of England Primary School
Northfield St Nicholas Primary Academy
Old Newton CEVCP School
Pakefield Primary School
Palgrave CEVCP School
Phoenix St Peter Academy
Place Farm Primary Academy
Rattlesden Church of England Primary Academy
Ravensmere Infant School
Red Oak Primary School
Reydon Primary School
Sidegate Primary School
Sprites Primary Academy
Sproughton Church of England Primary School
St Benet's Catholic Primary School, Beccles
St Christopher's CEVCP School
St Edmund's Catholic Primary School, Bungay
St Edmund's Primary School, Hoxne
St Felix RCP School, Haverhill
St Helen's Primary School, Ipswich
St Louis Catholic Academy, Newmarket
St Margaret's Primary Academy, Lowestoft
St Mary's Church of England Academy, Mildenhall
St Mary's Church of England Primary School, Hadleigh
St Marys Church of England Primary School, Woodbridge

St Mary's Catholic Primary School, Lowestoft
The Albert Pye Primary School
The Oaks CP School
Thurston Church of England Primary Academy
Tollgate Primary School
Tudor Church of England Primary School
Westfield Primary Academy, Haverhill
Westwood Primary School, Lowestoft
Whitton Primary School
Wickham Market Primary School
Wickhambrook Community Academy
Woodhall Primary School
Woolpit Primary Academy
Yoxford and Peasenhall Primary School

Middle:

Horringer Court Middle School
Westley Middle School

Secondary:

Alde Valley Academy
Benjamin Britten Academy of Music and Mathematics
Bungay High School
Castle Manor Academy
Chantry Academy
Copleston High School
County Upper School
Debenham High School
East Bergholt High School
East Point Academy
Farlingaye High School
Felixstowe Academy
Hadleigh High School
Hartismere School
Holbrook Academy
Ipswich Academy
Kesgrave High School
Mildenhall College Academy
Newmarket Academy
Ormiston Denes Academy
Ormiston Endeavour Academy
Ormiston Sudbury Academy
Samuel Ward Academy
Sir John Leman High School
St Alban's Catholic High School
Stoke High School – Ormiston Academy
Stowupland High School
Stradbroke High School
Sybil Andrews Academy
Thomas Gainsborough School
Thomas Mills High School
Westbourne Academy

Free Schools

Governing bodies are the admission authorities for all free schools in Suffolk. The admission arrangements for these schools can be found at www.suffolk.gov.uk/admissions under the 2018/2019 school year. The list of schools below is correct as of 15 March 2017.

Beccles Free School
IES Breckland
Ixworth Free School
Saxmundham Free School
Stour Valley Community School

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 Primary School
 Bardwell CEVCP School
 Barnham CEVCP School
 Barningham CEVCP School
 Bedford CEVCP School
 Bosmere CP School
 Cedars Park Primary 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 Primary 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 Church of England Primary 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 Primary 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 and Nursery
Broke Hall CP School
Cliff Lane Primary School
Clifford Road Primary School
Morland Church of England Voluntary Aided
Controlled School
Murrayfield Primary Academy
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 Primary 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 Academy
 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

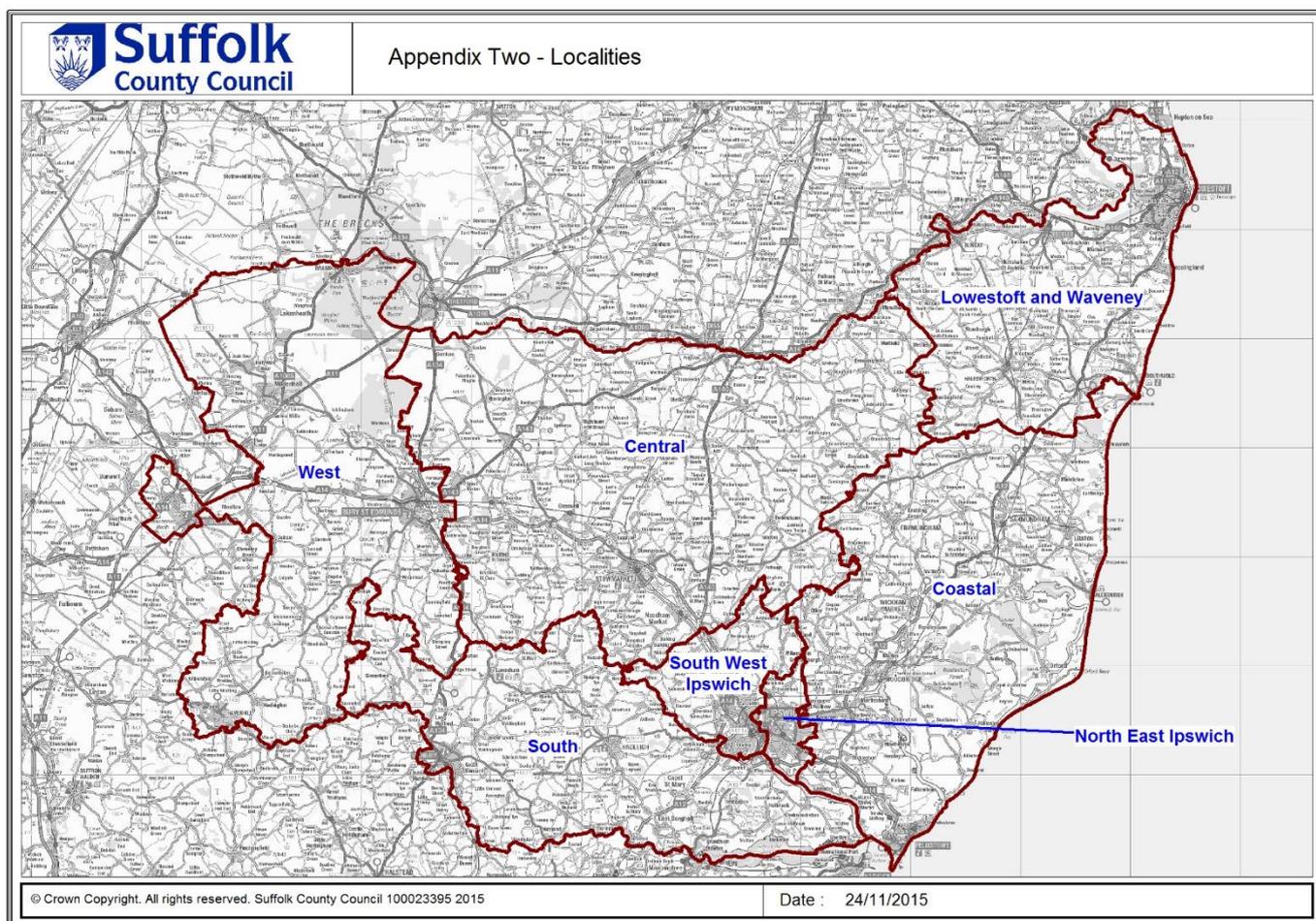
Westley Middle School

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

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.

School Name	PAN 2017/2018	PAN 2018/2019
Primary Schools		
Abbot's Hall CP School	60	60
Abbots Green CP School	60	60
Acton CEVCP School	30	30
Aldeburgh Primary School	15	15
All Saints CEVAP School, Laxfield	17	17
All Saints CEVAP School, Newmarket	30	30
All Saints CEVCP School, Lawshall	20	20
Bacton Primary School	30	30
Bardwell CEVCP School	15	15
Barnby and North Cove CP School	10	10
Barnham CEVCP School	15	15
Barningham CEVCP School	15	15
Barrow CEVCP School	30	30
Bawdsey CEVCP School	15	15
Bealings School	15	15
Beaumont CP School	20	20
Beccles Primary Academy	45	45
Beck Row Primary School	30	60
Bedfield CEVCP School	8	8
Bentley CEVCP School	8	8
Bildeston Primary School	20	20
Birchwood Primary School	30	30
Blundeston CEVCP School	30	30
Bosmere CP School	45	45
Boxford CEVCP School	30	30
Bramfield CEVCP School	12	13
Bramford CEVCP School	30	30
Brampton CEVCP School	12	12
Britannia Primary School and Nursery	90	90
Broke Hall CP School	90	90
Brooklands Primary School	30	30
Bucklesham Primary School	15	15

School Name	PAN 2017/2018	PAN 2018/2019
Bungay Primary School	45	45
Bures CEVCP School	30	30
Burton End Primary Academy	60	60
Capel St Mary CEVCP School	45	45
Carlton Colville Primary School	60	60
Castle Hill Infant School	75	90
Castle Hill Junior School	75	90
Causton Junior School	75	75
Cavendish CEVCP School	15	15
Cedars Park Primary School	60	60
Cedarwood CP School	60	60
Charsfield CEVCP School	10	10
Chelmondiston CEVCP School	20	20
Chilton CP School	30	30
Clare CP School	30	30
Claydon Primary School	60	60
Clements CP School	45	60
Cliff Lane Primary School	60	60
Clifford Road Primary School	60	60
Cockfield CEVCP School	15	15
Coldfair Green CP School	20	20
Colneis Junior School	90	90
Combs Ford Primary School	60	60
Copdock Primary School	10	10
Corton CEVAP School	15	16
Coupals Primary Academy	30	60
Crawfords CEVCP School	15	15
Creeting St Mary CEVAP School	12	12
Dale Hall CP School	60	60
Dell Primary School	60	60
Dennington CEVCP School	11	11
Earl Soham CP School	12	12
East Bergholt CEVCP School	30	30
Easton Primary School	15	15
Edgar Sewter CP School	45	45
Elm Tree Primary School	60	60
Elmsett CEVCP School	13	13
Elmswell CP School	45	45
Elveden Church of England Primary Academy	12	12
Exning Primary School	30	30
Eyke Church of England Primary School	20	20
Fairfield Infant School	90	90
Forest Academy	45	60
Fressingfield CEVCP School	20	20
Gislingham CEVCP School	15	15
Glade Primary School	60	60
Glemsford Primary Academy	30	30

School Name	PAN 2017/2018	PAN 2018/2019
Gorseland Primary School	60	60
Grange CP School	30	30
Great Barton Church of England Primary Academy	30	30
Great Finborough CEVCP School	20	20
Great Heath Academy	90	90
Great Waldingfield CEVCP School	20	30
Great Whelnetham CEVCP School	20	20
Grove Primary School	45	45
Grundisburgh Primary School	28	28
Guildhall Feoffment CP School	45	45
Gunton Primary Academy	45	45
Gusford Primary School	90	90
Hadleigh CP School	78	78
Halifax Primary School	60	60
Handford Hall Primary School	45	45
Hardwick Primary School	45	45
Hartest CEVCP School	15	15
Heath Primary School	90	90
Helmingham CP School	11	11
Henley Primary School	15	15
Hillside Primary School	90	90
Hintlesham and Chattisham CEVCP School	14	14
Holbrook Primary School	26	26
Hollesley Primary School	15	15
Holton St Peter CP School	15	15
Honington CEVCP School	30	30
Hopton CEVCP School	15	15
Houldsworth Valley Primary Academy	60	60
Howard CP School	45	45
Hundon CP School	15	15
Ickworth Park Primary School	30	30
Ilketshall St Lawrence School	15	15
Ixworth CEVCP School	30	30
Kedington Primary Academy	30	30
Kelsale CEVCP School	24	24
Kersey CEVCP School	11	11
Kessingland Church of England Primary Academy	45	45
Kingsfleet Primary School	30	30
Kyson Primary School	60	60
Lakenheath CP School	45	45
Langer Primary Academy	30	30
Laureate Community Academy	30	30
Lavenham CP School	15	15
Leiston Primary School	60	60
Long Melford Church of England Primary School	30	30
Maidstone Infant School	75	75
Martlesham Primary Academy	20	20

School Name	PAN 2017/2018	PAN 2018/2019
Mellis CEVCP School	25	26
Melton Primary School	30	30
Mendham Primary School	7	10
Mendlesham Primary School	15	15
Middleton Primary School	10	10
Morland CEVAP School	56	56
Moulton CEVCP School	30	30
Murrayfield Primary Academy	54	54
Nacton Church of England Primary School	14	14
Nayland Primary School	30	30
New Cangle CP School	30	30
Northfield St Nicholas Primary Academy	60	60
Norton CEVCP School	30	30
Occold Primary School	10	10
Old Newton CEVCP School	15	15
Orford CEVAP School	15	15
Otley Primary School	10	10
Oulton Broad Primary School	45	45
Paddocks Primary School	30	30
Pakefield Primary School	60	60
Palgrave CEVCP School	9	9
Phoenix St Peter Academy	30	30
Piper's Vale CP School	60	60
Place Farm Primary Academy	60	60
Poplars CP School	78	78
Pot Kiln Primary School	45	45
Ranelagh Primary School	45	45
Rattlesden Church of England Primary Academy	20	20
Ravensmere Infant School	20	20
Ravenswood CP School	60	60
Red Oak Primary School	60	60
Rendlesham Primary School	45	45
Reydon Primary School	30	30
Ringsfield CEVCP School	10	10
Ringshall School	30	30
Risby CEVCP School	30	30
Roman Hill Primary School	75	75
Rose Hill Primary School	45	45
Rougham CEVCP School	30	30
Rushmere Hall Primary School	90	90
Sandlings Primary School	38	38
Saxmundham Primary School	45	45
Sebert Wood CP School	60	60
Sexton's Manor CP School	30	30
Shotley CP School	28	28
Sidegate Primary School	90	90
Sir Robert Hitcham's CEVAP, Debenham	30	30

School Name	PAN 2017/2018	PAN 2018/2019
Sir Robert Hitcham's CEVAP, Framlingham	50	50
Snape CP School	10	10
Somerleyton Primary School	8	8
Somersham Primary School	15	15
Southwold Primary School	10	10
Springfield Infant School and Nursery	87	87
Springfield Junior School	87	87
Sprites Primary Academy	60	60
Sproughton Church of England Primary School	15	15
St Benet's Catholic Primary School	15	15
St Botolph's CEVCP School	30	30
St Christopher's CEVCP School	60	60
St Edmund's Primary School, Hoxne	12	15
St Edmund's Catholic Primary School, Bungay	15	15
St Edmunds Catholic Primary School, Bury St Edmunds	60	60
St Edmundsbury CEVAP School	45	45
St Felix RCP School	45	45
St Gregory CEVCP School	30	30
St Helen's Primary School	60	60
St John's CEVAP School	30	30
St Joseph's RCP School	20	20
St Louis Catholic Academy	45	45
St Margaret's CEVAP School, Ipswich	60	60
St Margaret's Primary Academy, Lowestoft	60	60
St Mark's Catholic Primary School	30	30
St Mary's Church of England Primary School, Hadleigh	30	30
St Mary's Church of England Primary School, Woodbridge	30	30
St Mary's CEVCP School, Benhall	15	15
St Mary's Church of England Academy, Mildenhall	60	60
St Mary's RCP School, Lowestoft	30	30
St Marys Catholic Primary School, Ipswich	30	30
St Matthew's CEVAP School	60	60
St Pancras Catholic Primary School	30	30
St Peter and St Paul CEVAP School	30	30
Stanton CP School	30	30
Stoke-by-Nayland CEVCP School	15	15
Stonham Aspal CEVAP School	30	30
Stradbroke CEVCP School	20	20
Stratford St Mary Primary School	15	15
Stutton CEVCP School	13	13
Tattingstone CEVCP School	14	14
The Albert Pye CP School	Year R - 40, Year 3 - 20	Year R - 40, Year 3 - 20
The Freeman CP School	30	30
The Oaks CP School	54	60
The Willows Primary School	45	60
Thorndon CEVCP School	12	12

School Name	PAN 2017/2018	PAN 2018/2019
Kesgrave High School	44	44
King Edward VI CEVC Upper School	50	50
Mildenhall College Academy	50	50
Newmarket Academy	60	60
Northgate High School	150	150
Ormiston Sudbury Academy	30	30
Samuel Ward Academy	30	30
Sir John Leman High School	25	25
St Alban's Catholic High School	5	5
St Benedict's Catholic School	10	10
Stowmarket High School	25	25
Stowupland High School	20	20
Thomas Gainsborough School	20	20
Thomas Mills High School	95	95
Thurston Community College	50	50
Nursery		
Highfield Nursery	104	104

Supplementary Information Form (SIF) 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.

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

Please print in capital letters

Child's legal last name

Child's first name

Child's middle name

Child's date of birth

Child's current address

**Telephone numbers for
parent/carer**

Email address for parent/carer

Which Church do you and/or your child attend?

Are you and/or your child a practising member of the Church of England, 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)

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

Name _____

Address _____

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

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.

Section 7 **Regulations**

Any objections to these admission arrangements must be made to the Schools Adjudicator by **15 May 2017**.

Further information is available on the Schools Adjudicator's website at **www.gov.uk/government/organisations/office-of-the-schools-adjudicator**.