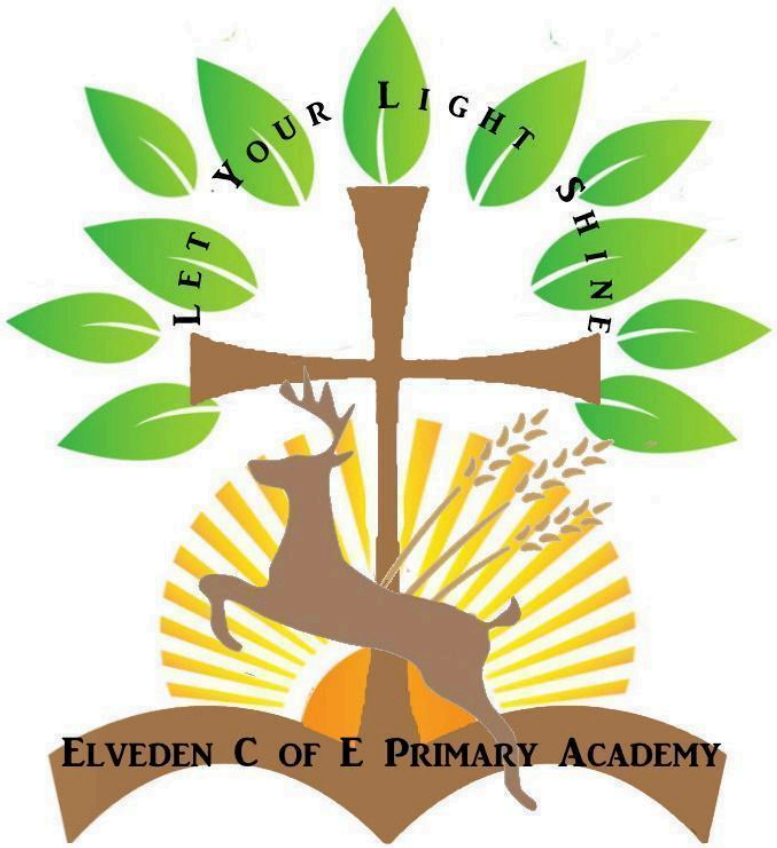
Elveden Church of England Primary Academy



Admissions Policy
2027/28

Date Completed: September 2025

Completed by: L. Rourke and Z. Maguire

Admissions Policy 2027/28

Mission and Ethos Statement:

Elveden C of E Primary Academy is a small, caring Church of England Primary School in Suffolk. We are a family community with Christian Values at the heart, where adults and children genuinely care for one another.

We aspire to be a high achieving school that provides an outstanding education and culture of opportunity for all.

We believe that every child is unique and valued by God, with their personal development being at the heart of all we do.

We provide a rich and stimulating curriculum that inspires and challenges all to achieve.

We foster warm partnerships with parents, the local community, St Andrew and St Patrick's Church, our link school in Malawi and local charities.

We teach our children to be excellent Christian role models for the future world.

We are inclusive, respectful and celebrate global diversity.

We provide excellent care, guidance and support to enable our children to keep themselves happy, healthy and safe in their adult lives.

We educate children on the importance of their well-being today and in their future

Our policy is one of inclusion and we welcome all applications. We do not disadvantage, either directly or indirectly, any child from a particular social or racial group, nor any child with a disability or special educational needs. Elveden Academy is part of the Diocese of St Edmundsbury.

This Admissions Policy refers to all applications for admission to the School in the period September 2027 to August 2028 i.e. children born between 1/9/2022 and 31/8/2023 The Governing Body of the School is the admissions authority.

Application - Parents apply using the Local Authority's Normal Year of Entry Application Form (CAF1), and the blue Supplementary Information Form (SIF) – these are available on demand. Applications may be on a paper form or the LA on line form naming this school as one of the preferences. The SIF is an opportunity to provide more details about reasons for applying to a church school; it is not compulsory and on its own does not constitute a valid application form

The application (CAF) needs to be returned to the Local Authority (LA) Admissions Team. The Admissions Team, Endeavour House, 8 Russell Road, Ipswich, IP1 2BX or online via www.suffolk.gov.uk/admissions.The SIF and any letters of support should be returned to the school by 15th January 2027. Places will be allocated for the following school year, all children being admitted at the start of the autumn term in September 2027. Forms received by 15th January 2027 are given equal consideration regardless of the date of receipt.

For admission to the 2027/28 school year, and subsequent years, all children will be eligible for admission to Elveden C of E Primary Academy full time in the September following their fourth birthday.

Where parents are offered a place for their child in the Reception Year of Elveden C of E Primary Academy they may decide either to take up the offer full time in September, or take up the offer part-time or defer entry. If a parent wishes to defer entry to later in the year the place at Elveden C of E Primary Academy will be held open until the child starts school. However, parents must take up the full-time place no later than the beginning of the term after the child's fifth birthday, and must in any case take up the place before the end of the academic year for which the original application was accepted.

It would normally be expected that parents will take up the offer of a primary school place (be that full- or part-time) at the beginning of a school term, unless there is agreement with the school that a place could be taken up at another time in the year.

Applications for a place outside the normal age group

It is expected that children will normally be educated within their chronological year group. However, 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 (September 2021).

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

Any decision made by an admission authority about a change to the normal age group will not be binding on any other admission authorities considering applications for the same year group or schools in later years. The admission authorities of the preferred schools named in such an application would have to consider the evidence provided and reach their own conclusion, in the light of the legislation and guidance available at that time.

When considering the request this will include, but is not limited to, taking account of the parent's views; information about the child's academic, social, and emotional development; whether the child has previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

Any evidence in respect of these or any other reasons can be submitted. Where relevant, consideration can be given to the child's medical history and any evidence from a medical professional involved with the child's care or treatment such as:

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

The decision will also take into account the views of the headteacher/head of school of the school(s) concerned. Parents and carers are not expected to get evidence that they do not already have.

You can make a request to the admission authority for each school in writing. This will need to include, where relevant, any supporting evidence. The Local Academy Committee will make a decision on the request, taking into account the views of the Headteacher/Head of School.

The school will write to you with the outcome including the reasons for the decision. If the request is refused, you should be given the details of how to complain to the school.
A CAF1 application form must be sent to Suffolk County Council along with the decision letter(s) from the own admissions authority school(s) and other relevant evidence by the national closing dates (see the 'Important dates: what happens when' section of the Admission to Schools in Suffolk booklet.).

Even if the request is agreed there is no guarantee there will be a place available.

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

Places are then offered (up to the schools published admissions number [PAN] which is 15) in the following priority order

1. Looked after children (children in care) and previously looked after children (children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order, immediately following having been looked after).
2. Children who have a brother or sister[3] who will be attending Elveden School at the time of their admission. If necessary priority will be given to those with the smallest age difference (in calendar days between the child's date of birth and the date of birth of any sibling already attending), or who has been offered a place at the time of application. , if more than 7 applicants, applications will be considered under the tie breaking criteria below.
3. Children who are ordinarily resident[1] in the School's catchment area[2] – up to a maximum of 7 children
4. Children who themselves or one or both Parents[4] are regular[5] attenders at St Andrew and St Patrick Church Elveden
5. Children who themselves or one or both Parents[4] are regular[5] attenders at other Anglican churches in the Santon Downham, Elveden and Lakenheath Benefice[6]
6. Children who themselves or one or both Parents[4] are regular[5] attenders at other churches which are members of Churches Together in Britain and Ireland or the Evangelical Alliance
7. Children whose parents work at Elveden C of E Primary Academy
8. Children who are ordinarily resident[1] in the School's catchment area[2] beyond those admitted under criterion 3
9. All other applicants

Notes: [1] By ordinarily resident we mean the place where your child usually lives. We consider this to be where they sleep overnight. We may need proof of this address. If you use another address to give the impression that your child lives at a different address to where they are ordinarily resident, such as a second home or a grandparent's address, so that you have a higher priority for a place at that school; we consider this to be a fraudulent application. Where a child lives at two or more addresses, each for part of the week, the address at which the child is ordinarily resident will be considered to be the address that the child lives at for most of the week (excluding weekends and school holidays). Separate evidence in writing from each parent must be provided to confirm the child's living arrangements at the time of application.

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

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

House moves: If evidence of a house move is received as described in the booklet the new address will be used. The Local Authority Admissions Team confirms the address which is used for the whole application.

If your child is resident in the UK we can offer him or her a school place before you have moved into Suffolk, but you must give us written evidence that you are legally committed to the move. This could be a solicitor's letter confirming exchange of contracts, a signed letting/tenancy agreement or a letter from your commanding officer confirming your new address or, for returning UK Service/Crown Servant families, proof of the posting.

[2] Details and maps of the catchment area agreed with the Local Authority can be obtained from the School or from www.suffolk.gov.uk/admissions for lists or www.suffolk.gov.uk/catchmentmaps for maps or call the Admissions Team on 0345 600 0981 (local rate).

[3] Brother or sister includes half or step-siblings and other children of the same immediate household

[4] Parents in this context means either or both Parents or Guardians

[5] Regular in this context means at least once a month

[6] Maps showing the boundaries of the Benefice are available at the School

IN CASE OF ANY TIE – If the published admission number of 15 is reached when considering any of the above categories, the following applies;

Sibling tie-breaker
Priority will be given, where necessary, to applications where there is the smallest age gap in calendar days between the child's date of birth and the date of birth of any sibling already attending the school, or who has been offered a place at the time of application.
In the unlikely event that two applicants competing for a single place at a school have the same number of days difference in age from their closest aged sibling, the place will be offered to one applicant on the basis of lots drawn by an officer of Suffolk County Council not involved with admissions.

Distance tie breaker
The applicant(s) living nearest to School will be offered the place(s). The distance will be measured by a straight line ('as the crow flies'). All straight distances are calculated electronically by Suffolk County Council using data provided jointly by the Post Office and Ordnance Survey. The data plots the co-ordinates of each property and provides the address-point between which straight line distance is measured and reported to three decimal places. Where there is more than one home within a single building (for example apartments) they will measure to a single point within that building irrespective of where the homes are located.

SHARED RESPONSIBILITY:
Where a child lives with separated parents who have shared responsibility, each for part of the week, the address at which the child is ordinarily resident will be considered to be the address that the child lives at for most of the week (excluding weekends and school holidays). Both parents must provide evidence in writing to confirm the child's living arrangements at the time of application.

In cases where the child spends an equal proportion of the school week with both parents, evidence of the main contact address will be required to support the application. Both parents must agree, in writing, which address is to be used as the 'ordinarily resident' address. This address will then be used when processing all school preferences expressed. It is not acceptable to use one address for one school preference and another address for another school preference.

Gypsy, Roma or Travellers: We regard Gypsy, Roma or Travellers who move into the catchment of a school as ordinarily resident in that area when considering applications for a school place.

Ultimate tie break – in the unlikely event of two or more applicants living the same distance and competing for a single place, a random allocation process will be supervised by someone independent of the school

Multiple births – if the final place at the School is offered to a twin/triplet etc. And the remaining sibling(s) would ordinarily be refused a place, the Governors will offer places to the remaining sibling(s).

Waiting Lists: A waiting list will be maintained by the school of those unsuccessful in their initial

application. Names are placed on the waiting list in the priority order set out in our admissions oversubscription criteria. This list will expire on the 31st December 2027. The order of children on a waiting list does not remain static - as circumstances change a child's place on the waiting list can go up or down, for example due to withdrawals or additional applications. If you change your address while your child is on a waiting list you must let us know. Please be aware that this may change your child's position on the waiting list, particularly if you move into or out of the school's catchment area. Having your child's name on a waiting list will not affect your right to appeal for a school place in any of the schools you have applied for.

If a place becomes available, we will offer it to children on the waiting list for that school in priority order. We do not offer places on the basis of the date on which names were placed on the list. Where a school is over-subscribed, late applications will be placed on the waiting list. The order will be determined in accordance with the admissions over-subscription criteria, not the date on which the application is received.

Waiting List (In-Year): We do not hold waiting lists for school places for in-year applications.

An offer of a school place will be posted from the Local Authority (LA) Admissions team on 16th April 2027.

APPEALS:
If the Local Authority informs you that the Governing Body is unable to grant a place for your child, you have the right to appeal against their decision. You will be sent information on how to appeal.

All appeals against the Governing Body's decision not to admit pupils are processed by the Education Appeals Office, PO Box 579, Ipswich IP1 2BX and heard by an independent appeal panel.

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, 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 academic year but this will not normally be considered more than one term ahead of the date when you want your child to start at the school. In normal circumstances the Governors will not consider repeat applications in a single school year.

APPLICATION FOR ADMISSION TO OTHER CLASSES OR AN IN – YEAR APPLICATION:

1. Applications are not normally considered more than one term ahead of the date the place is required.

2. Parents wishing to transfer their children from one Suffolk school to another where there is no change of address should, in the first instance, discuss the matter with the Head Teacher of their current school before applying for another school (see also paragraph 8 below).

3. Parents who wish to make an in-year application for a place at this school should contact the school officer for an application – ADM1.

4. We will, on receipt of an in-year application, notify the local Authority (LA) of both the application and its outcome, to allow the LA to keep up-to-date figures on the availability of places in the area.

5. When a place becomes available in a year group that has been full at this school, any applicant refused a place for that school year in the last 15 school days and any applicant for whom an appeal has been lodged and is still to be heard, will be considered alongside any new

applications. The place will be offered to the pupil ranked highest in accordance with the oversubscription criteria.

6. All applications will be processed by the school within 5 school days and the decision communicated in writing. An emailed decision will always be confirmed by letter. Acceptance of offers can be made by email or letter but, in all cases, within two weeks of the offer date.

7. If the number of applications exceeds the number of places available the Governors will use their published oversubscription criteria to determine the offer of places. Any unsuccessful applicant has the right to appeal the decision to an independent panel and details of how to do this will be included in the decision letter.

When an offer of a place is made and the child already has a place in a local mainstream school, the Governors will offer the place from the start of the following half term. The child will remain on roll at the previous school until they take up the place at this school.

Policy Review – takes place annually in line with the School Admissions Code 2021. Consultation takes place locally with our parents and, more formally, with the Diocesan authorities and the Local Authority. The LA undertakes the statutory consultation in line with the School Admissions Code 2021.

If you have any queries about this application policy, please contact the School Secretary in the first instance.