

Ilketchall St Lawrence Primary School



Policy for Admissions

Date: October 2015

Review date: October 2016

**Ilketshall St Lawrence Primary School
Admissions Policy
2016/17**



Children who are five years of age during the Academic Year are admitted in to school in the September of that year.

BEFORE YOUR CHILD COMES TO SCHOOL

If you would like to view the school and talk to the Head Teacher, please telephone for an appointment, and he will be happy to show you around. During the year there are many school-based activities held, to which you are welcome and encouraged to attend.

ADMISSIONS

The maximum number for each year group is to be **15 pupils** in **2016/2017**.

The Governors of the school are required to admit any pupil who has a Statement of Special Educational Need(s) which names this school as able to provide the most appropriate educational provision for the child.

Applications are made to the school admissions team and they are responsible for applying the admissions code if the year group is oversubscribed. The full information can be found on page 24 of the Admissions to schools in Suffolk guide 2016/17. This is available from Suffolk or from a school.

The closing date for applications is 15th January 2016 for entry in 2016 – 2017.

Parents should apply using the Local Education Authority's **Common Application Form** (CAF). These forms are available on request or online and should be returned to the Admissions team or to the school. On line applications are also available. Applicants will be notified of the results of their application directly by the Admissions Team on 16th April 2016.

Criteria for admissions if the school is oversubscribed.

- 1. The child has a statement of special educational needs that names the school as their place of education.**
- 2. Children in care**
- 3. Siblings. Where there will be in school a sibling who lives at the same address as the pupil seeking admission. Age gap between these siblings can be taken into account.**
- 4. Children in the catchment area. Priority order will be as the crow flies measurements of distance to school.**
- 5. Out of catchment children with priority given to those with shortest distance as the crow flies.**

At any stage of the process, decisions will be made on the basis of direct linear distance from the school, ie front door of home to front door of the school.

The home address of an applicant who spends time with both parents (Shared Responsibility) will be taken as the home address that is nearer to the school using the measuring system as described previously.

In the event of places being fully taken at one particular stage, a waiting list will be introduced that reflects the order of priority, as above. This waiting list will follow the guidelines set out in the admissions booklet page 24.

APPEALS

If the Local education Authority informs you that the Governing Body is unable to grant you a place for your child you have the right to appeal against their decision.

You will be sent information on how to appeal and a "Notice of Appeal Form". You must submit an appeal within 21 days of the Governors issue of the refusal of a place.

All appeals against the Governing Body's decision not to admit pupils are now processed by Suffolk County Council's legal department and are heard by an independent review.

In term applications are made to the Admissions Team and not the school and these are dealt with on page 15 of the admissions brochure.

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