

All Saints CEVA Primary School, Laxfield

Admissions Policy for the School Year 2008-2009

The maximum number of children to be admitted, the Planned Admissions Number, is 15.

All applications for entry to the School should be made on the Common Application Form (CAF) and returned, together with any supplementary information required on the Supplementary Information Form (SIF), to the Local Authority by 1 February 2008.

Places will be offered to Looked After Children (i.e. Children in Public Care) who have applied by 1st February 2008 regardless of whether they live in the catchment area of the school.

Places will also be offered to those children with statements of special educational needs which name the school as the appropriate school for the child and have applied by 1st February 2008. Remaining places will be offered in the following order.

- 1 Children who are ordinarily resident* in the school's catchment area on 1st February 2008 in the following order:
 - a. Children who have a physical disability that makes attendance at Laxfield School appropriate. You must attach a letter from your doctor or the school medical officer to your application form to support your request.
 - b. Children with brothers or sisters (or other children living together as a family at the same address) already at the school and who will be there when the child starts. If there are not enough places, we will give places to those with the smallest age gaps first.
 - c. Children whose applications are made on religious grounds. You must provide supporting information regarding this on the Supplementary Information form (SIF). If there are more applications than places, we will offer places based on the criteria in point 1d.
 - d. Children who live the furthest from another primary school (distances from the front door of child's residence to the front door of the school will be measured in a straight line between the two locations).
- 2 Children who are ordinarily resident outside the school's catchment area on the 1st February 2008. The order of preference will be as for 1a-c, but criteria d. will be: children who live nearest the school (distances from the front door of child's residence to the front door of the school will be measured in a straight line between the two locations).
- 3 The LA (Local Authority), on behalf of the Governors, will inform you by 15th April 2008 as to whether or not a place is available. If the Governing Body refuses 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 and a 'Notice of Appeal Form'. You must submit an appeal within 21 days of the date of the issue of the refusal of a place (by 6th May 2008).

All appeals against the Governing Body's decision not to admit pupils are now processed by the Local Authority and heard by an independent review panel.

Applications made after the published deadline.

If there are still places left at the school after we have considered all the applications made by 1st February 2008, we will offer them to applicants who applied after that date using the preference order 1-2.

The information provided in this policy needs to be read alongside and in the context of the relevant Suffolk Co-ordinated Admissions Scheme and 'Schools in Suffolk Important Information for parents and carers.'

- Details of the catchment area agreed with the LA can be obtained from the school or from The Area Office, Lowestoft. 'Ordinarily resident' means permanently resident for a settled purpose. It does not include residence taken up solely to qualify as living in the catchment area for the purposes of gaining a place at the school. It does not apply to proposed moves into the catchment area which have not taken place at the time of application.
- 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 in paragraph 2.

Traveller families will be considered as 'ordinarily resident' for these purposes.