

Admissions Policy 20072008

This policy conforms with the requirements and regulations of the Education Act 2002 and accompanying Regulations and Admissions and Appeals Codes of Practice

The Governors of Orford, as the Admissions Authority, are able to welcome **15 pupils** into each year group and will try to meet the preferences of parents but this cannot be guaranteed. Parents will need to make their application on the Common Application Form form (CAF1), and will also be required to submit a Supplementary Application Form (SIF) if applying under the criteria covered by 3 and 4. The closing date for applications is

If there are more applications than places then children will be admitted to the school according to the following order of priority.

- 1 Children who are ordinarily resident in the Orford catchment area.² Children who have a brother or sister ¹ who is attending Orford School. If necessary, priority will be given to those with the smallest age difference.
- 2 Children who themselves or their families³ regularly⁴ worship at an Anglican church. Parents **must** send a supporting letter from a parish priest.
- 3 Children who themselves or their families³ regularly⁴ worship at another Christian church. Parents **must** send a supporting letter from the parish priest or minister.
- 4 Children of other religious faiths, whose parents would like them to attend Orford School because of it's religious traditions. ⁵
- 5 Children with a particular educational need, medical condition or exceptional domestic or social situation which makes attendance at Orford School particularly appropriate. Parents **must** send some professional evidence to support an application ,for example and a letter from their GP or Social Worker.
- 6 Other applications

Please note that children in public care (i.e. Looked after Children) will be given top priority in each of the above categories 1-6

In the event of a tie in any of the above categories, priority will be given to the child living closest to the school as measured by a straight line on a map

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The Governors are required to admit any child who has a statement of Special Educational Needs which identifies Orford CEVAP School as the appropriate school for that child.

Parents wishing to appeal should apply to Suffolk County Council's legal Department which processes all appeal arrangements.

Where places become available before any admission appeals are heard, these will be filled from the waiting list. Children will be ranked according to the criteria set out in this policy.

If the admissions limit of 15 is reached, the determining factor will be distance from home to school, measured in a straight line. Priority will be given to the pupils living nearest to the school. Children not allocated a place will be placed on a waiting list until term time begins.

The LEA will notify parents about school places on behalf of the Governing Body on

The above arrangements apply to those who are applying for a place at the start of full time education. Pupils applying for a place when transferring from another school will be accepted provided the number in the class is less than 15.

Notes:

1. Brother or sister includes half or stepsiblings and other children of the immediate household.
2. Details of the catchment area agreed with the LEA can be obtained from the school or from the Southern Area Education Office, County Hall, Ipswich
3. Families in this context means either both parent or guardian.
4. Regularly means at least monthly and the applicant should be known to the priest or minister.
5. Parents should indicate that they wish their application to be considered under this category.
6. Children are normally admitted to full-time education at the beginning of the term in which their fifth birthday fall. Children may be admitted to part-time education, mornings only, at the beginning of the school year in which their fifth birthday falls.