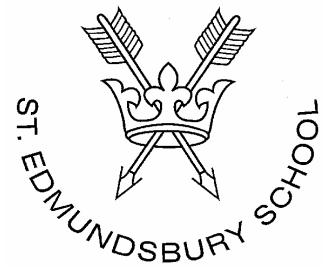


**ST EDMUNDSBURY CEVA PRIMARY SCHOOL**

Grove Road  
Bury St Edmunds  
Suffolk  
IP33 3BJ  
Telephone: 01284 752967

Headteacher: Mrs A Evans

**ADMISSIONS POLICY 2008 / 2009**

As St Edmundsbury CEVA Primary School is an Aided Church of England School, the admission of children is the responsibility of the Governing Body.

New intake children whose parents/carers ordinarily reside within the catchment area allocated to the school receive first priority to a place provided a preference to St Edmundsbury is expressed.

All applications for places in the academic year commencing September 2008-2009 must be returned by 1<sup>st</sup> February 2008.

Parents will be informed by letter on 15<sup>th</sup> April 2008 by the Local Authority, 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 within 21 days of the date the Governors issue a refusal of a place. All appeals against the Governing Body's decision not to admit pupils are now processed by the Local Education Authority and heard by an independent review panel.

The school holds a waiting list until the end of the first full week of the Autumn term in the event of unexpected places becoming available. The same admissions criteria apply when a vacancy occurs.

**ADMISSIONS CRITERIA**

The published Admission number for St Edmundsbury School is currently set at 60.

The Governors are required by law to admit any child who has a Statement of Special Educational needs which identifies St Edmundsbury as the appropriate school for that child.

Places will be awarded to children in the following order of priority:

1. Looked after children and those in public care.
2. Children of parents/carers who are ordinarily resident in the catchment area of the school. Details of the catchment area agreed with the LA can be obtained from the school or from The Area Education Office, Shire Hall, Bury St Edmunds. "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 purpose of gaining a place at the school. It does not apply to proposed moves into catchment area which have not taken place at the time of application. Traveller families will be considered as "ordinarily resident" for these purposes.
3. Children who have a brother or sister at the School who will be attending at the time of admission. Brothers or sisters include half and step siblings, adopted siblings or children living permanently in the same immediate household as the child that is attending St Edmundsbury School.
4. Children who have special social, medical or pastoral reasons for applying for a place at the school. Parents/carers are required to support applications with written evidence from their General Practitioner, Social Worker, Health Visitor or similar professional who has knowledge of the child.
5. Children whose parents/carers worship at least monthly at any Christian Church or are committed members of another faith. To be considered under this criteria parents/carers must produce a letter confirming attendance and support from their Church or Religious Leader.

In the event of a tie at any stage the deciding factor will be the distance from the front door of the house to the main school gates as measured by a straight line.

Further information about the admissions process is available in the Schools in Suffolk Admissions Guidance Booklet for Parents, copies of which can be obtained from the school or the Area Education Office.

If you should be unsuccessful in your application for your child to be admitted to a Church of England Aided Primary School of your choice you have the right to make an appeal against the decision. Information will be sent to you on how to appeal.