Long Melford Church Of England Primary School

Admissions Policy 2026-2027

LONG MELFORD Church of England Primary School aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils.

Introduction

The School is an Academy within the St Edmundsbury and Ipswich Diocesan Multi Academy Trust. The Multi Academy Trust is the Admissions Authority for the school. We are committed to considering all applications fairly and equally. This Admissions Policy is subject to a statutory public consultation and conforms to the Schools Admissions Code and the law relating to school admissions. This policy should be read in conjunction with the Admissions to Schools in Suffolk booklet – published by Suffolk County Council https://www.suffolk.gov.uk/children-families-and-learning/schools/school-places

Policy principles

We seek to be an inclusive school, welcoming children from all backgrounds and abilities. A child's level of achievement or special needs are not relevant to consideration for admission to the school. If the school is named on a child's Education, Health and Care Plan (EHCP) then the school is required by law to admit the child.

We believe that ideally each child should be admitted to the school of their parents' choice, however the school buildings cannot accommodate an unlimited number of children. Excessive class sizes are detrimental to the education of all children. The law sets a limit of 30 for infant classes, with only a few specific exceptions. The Published Admissions Number for this school is 30 and we aim to organise the school so that there are classes of no more than 30 pupils.

How parents can apply for their child to be admitted to the Reception Class of our school

Copies of this Admissions Policy can be viewed on the school's website.

Parents can complete a paper application form (CAF1 – to be returned to The Admissions Team, Endeavour House, 8 Russell Road, Ipswich IP1 2BX) or complete the form on-line at https://www.suffolk.gov.uk/children-families-and-learning/schools/school-places

Applications for Reception Class admission **September 2026 to August 2027** (i.e. for children born **1st September 2021 to 31st August 2022**) must be received by Suffolk County Council by **15th January 2026**. Second and late applications will be considered according to the Co-ordinated Admissions Scheme published in the Admissions to Schools in Suffolk booklet.

Applications are administered by Suffolk County Council on behalf of the Academy Trust.

Where there are more applications than available places, admissions are made according to the oversubscription criteria set out below. An Admissions Committee of the Local Governing Body will consider applications and apply the oversubscription criteria (if there are more applicants than available places) ranking applicants accordingly and providing a ranked list to Suffolk County Council.

Decision letters are sent by Suffolk County Council to all applicants on **16th April or the next working day.**

Children will be eligible for admission to the school full time in the September following their fourth birthday. Parents and carers offered a place in the Reception Year for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made. Children reach compulsory school age on the prescribed day following their fifth birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

For summer born children whose parent or carer wishes them to start in Reception Year in the September following their fifth birthday (out of their chronological age group) see the section on **Children out of year group** below.

Waiting list

Unsuccessful applicants have the right to Appeal against the decision of the Governors (see below). All unsuccessful applicants are placed on a waiting list (see notes). The waiting list ceases to be valid on 31 December 2026.

In-year applications and applications to other year-groups

The Governors follow the accepted procedures agreed with Suffolk County Council in considering applicants at all other times of the year. The PAN of **30** for Reception Year is maintained (as far as possible) for all subsequent year groups. Governors apply the oversubscription criteria set out below. No waiting lists are maintained for year groups other than the Reception Year (see notes).

In-year admissions.

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

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.

Parents who wish to make an in-year application for a place at the school should contact the school office for an application form or download a copy from the school website.

We will, on receipt of an in-year application, notify Suffolk County Council of both the application and its outcome, to allow them to keep up-to-date figures on the availability of places in the area.

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.

All in-year 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 date the offer was made.

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.

Where an applicant is offered a school place following an in-year application, and the offer is accepted, arrangements should be made for the child to start school as soon as possible, particularly where the child is out of school.

Children out of year group

It is expected that children will normally be educated within their chronological year group. However, sometimes parents may wish to request that a child is educated in a lower or higher year group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

When this is the case a parent must request that the school allow the child to be educated outside their chronological age group. The Admissions authority will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned, taking into account the views of the headteacher, in line with paragraphs 2.18 to 2.2 of the School Admissions Code 2021. Parents or carers should make a request to the school in writing in good time, prior to the closing date for applications for the year in question. This will need to include, where relevant, any supporting evidence.

The school will write to the parent or carer with the outcome including the reasons for the decision. If the request is refused, details of how to complain will be given.

If a parent requests to delay their summer born (1 April to 31 August) child's entry to full-time education in Reception Year until the following school year, when they have reached statutory school age, and so would fall chronologically into Year 1 and the request to start in Reception in the September after the child's 5th birthday is agreed there is no guarantee there will be a place available. An application should be made in the normal admissions round for that year of entry using the usual application form, which must be sent to the LA, along with the decision letter(s) from the school, and other relevant evidence by the national closing date.

For more information on admissions of summer born children see Department for Education Advice on the Admission of Summer Born Children, which is accessible by following these links:
https://www.gov.uk/government/publications/summer-born-children-school-admission/summer-born-children-starting-school-advice-for-parents
https://www.gov.uk/government/publications/summer-born-children-school-admission/making-a-request-for-admission-out-of-the-normal-age-group

Any decision made by an admission authority about a change to the chronological year 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.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Information on how to make an appeal will be provided in the letter refusing your child a school place.

Making another application for a place at the same school

A parent or carer can apply for a place for their child at any time outside of the normal admissions round. However, if your application for a school place is refused, we will not determine a further application for a place in the same year, unless there has been a significant change in the circumstances of the parent/carer, 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 school 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.

Monitoring and review

This policy will be reviewed by the Local Governing Body and the MAT Directors annually but, in accordance with the School Admissions Code, will only be subject to public consultation every seven years unless changes are proposed (other than the correction of closing dates and definitions of academic years or to ensure compliance with the School Admissions Code and the law relating to school admissions).

Further information

Applicants seeking clarification on any aspect of this policy are invited to contact LONG MELFORD30 at the school ADD CONTACT DETAILS.

Admissions Oversubscription Criteria 2026-2027

If the number of applications for a school is greater than its Published Admission Number (PAN), we use our admissions oversubscription criteria to decide who gets a place. (Please note that Children who have an Education, Health and Care plan which names the school must by law be offered a place at that school).

The following admissions oversubscription criteria show the order of priority for places at Long Melfordx school.

For applications to the normal year of entry at a school, these criteria will be applied according to the evidence provided to show the circumstances existing before midnight at the end of the closing date.

For in-year applications, these criteria will be applied according to the evidence provided to show the circumstances existing at the time of application.

1.	Children in care (looked after children) and children who were previously in care (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 in care, including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted).
2.	Sibling: where the child has a sibling in the school or a sibling has already been offered a place at the school, and where the sibling will still be attending the school at the time of admission. Priority will be given, where necessary, to applications where there is the smallest age gap.

	The term 'sibling' includes: natural, half, step, and adopted brothers and sisters; a child of the partner of the parent; and children who are fostered into the family. In all these cases, the child and their sibling will both be living at the same address (that is where the child is ordinarily resident) in a single family unit. This means that children from different family units, where those separate families are living together at the same address, are not considered siblings under this criterion.
3.	Children who are ordinarily resident in the catchment area who live nearest to the school. We will measure the distance by a straight line ('as the crow flies'). All straight line distances are calculated electronically by Suffolk County Council using data provided jointly by the Post Office and Ordnance Survey. The data plots the coordinates of each property and provides the address-point between which the 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) we will measure to a single point within that building irrespective of where those homes are located.
4.	Children who live outside the school's catchment area who live nearest to the school. We will measure the distance by a straight line ('as the crow flies') as set out in criterion 3 above.

Notes:

Parent
For the purposes of education law, Section 576 of the Education Act 1996 defines a 'parent' as:
▪ all natural (biological) parents, whether they are married or not;
▪ any person who, although not a natural parent, has parental responsibility for a child or young person (this could be a step-parent, guardian or other relative);
▪ any person who, although not a natural parent, has care of a child or young person.
A person has care of a child or young person if they are the person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child.

Children in care (looked after children)
A 'child in care' or a 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
Children previously in care (previously looked after children)
Children previously in care (previously looked after children) includes children who were adopted under the Adoption Act 1976 (Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (Section 46 adoption orders). Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

Children adopted from state care outside of England
A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society and ceased to be in state care as a result of being adopted.

Catchment area
Catchment area maps are available online at www.suffolk.gov.uk/catchmentmaps. If you live near to a boundary line on the map, please check your address against the catchment area and/or street lists at www.suffolk.gov.uk/admissions. A list or copy of a map can also be obtained from contacting the Admissions Team on 0345 600 0981.

Distance tie-breaker
It is possible that the PAN of the school will be reached in any one of the categories set out above. For this reason, all applications will be prioritised according to the criteria described. Decisions will be made about the offer of places in accordance with those priorities. If it is necessary to use a tie-breaker to distinguish between two or more applications, a distance criterion will be used. We will give priority to the applicants who live nearest to the school as measured by a straight line. In the unlikely event that two applicants competing for a single place at a school live the same distance from the school, the place will be offered to one applicant on the basis of lots drawn by the Schools' Administrator, supervised by a member of Diocesan staff.

Twins, triplets and other multiple births
If the final place available at a school is offered to a twin, triplet or other multiple birth and the remaining sibling/s would ordinarily be refused, Long Melford school will offer places to the remaining sibling/s at the same school. The law requires that this will apply even in those primary schools where this would mean that more than 30 pupils would be admitted to an infant class. Where a sibling of a twin, triplet or other multiple birth has a school named on their EHC plan, Long Melford school will from the date of issue of the EHC plan treat their twin, triplets or other multiple births under the sibling oversubscription criterion for the named school. This does not apply to siblings of children in a specialist unit or a specialist resource base for Hearing Impaired provision or a nursery, because they do not meet the sibling definition in the oversubscription criteria.

Ordinarily resident
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 the 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 or carer 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/carers will be required to state which address is to be used as the ordinarily resident address. 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.

Moving House
If you are moving to a new address and you want to use that address as your child's ordinarily resident address for your application, you must provide written evidence that you are legally committed to the move. The evidence must be one of the following: proof of exchange of contracts

for your new address, or a signed letting/tenancy agreement confirming your new address. For on entry applications evidence should be received by the relevant closing date and confirm that the move it will happen before the start of the school year you have applied for. For in year applications written evidence should be provided with the completed application form and show that the move will take place before the start of the term that you are applying for.

Waiting list (on entry applications to Reception only)
Names are placed on the waiting list in the priority order set out in our admissions oversubscription criteria.
The order of the waiting list can change each time a child's name is added or the circumstances of a child already on the list changes. As a result, a child's place on the list can go up or down (for example due to withdrawals or late 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. Written evidence of this will be required.
Having your child's name on a waiting list will not affect your right to appeal. Late applicants will be added to any waiting lists in oversubscription priority order.
If a place becomes available at a school, it will be offered to the child who is ranked highest on the waiting list. Places are not offered based on the date on which names were placed on the list. The waiting lists will close on 31 December 2026.

The school does not hold a waiting list for in-year applicants.