SUTTON CoE VA PRIMARY SCHOOL
ADMISSION POLICY 2027/28

Admissions to Sutton CoE VA Primary School are arranged through the co-ordinated scheme operated by the Local Authority's School Admissions Service, however all admission decisions are made by the School Governors as the admission authority.
The school provides for the full-time admission of all successful applicants who have reached their 4th birthday by the beginning of September 2027. However, please note the following:

ADMISSION PROCESS

The school has a published admission number of 15.
Applications for admission to Reception in September 2027 should be made to your home Local Authority in accordance with that Local Authority's co-ordinated scheme. The application form and timescales for the application process for Central Bedfordshire residents can be found on the Central Bedfordshire School Admissions website www.centralbedfordshire.gov.uk/admissions. It is essential that the Local Authority's Application Form is completed and returned by the closing date of 15th January 2027. If the form is not returned by this date your application will be considered in the late allocation, after all on-time applications have been considered. Parents will be notified by their Local Authority's School Admissions Service of the outcome of their application.
All applicants will be admitted if there are sufficient places available at the school. In the unfortunate event of there being more applicants than there are places available, the governors have established that places will be offered to applicants in the order of priority stated below.

OVERSUBSCRIPTION CRITERIA

1. All 'looked after' children or children who were previously 'looked after' but immediately after being 'looked after' became subject to an adoption, child arrangements or special guardianship order. **(See definition 1)** and Children who appear to the Governors to have been in state care outside of England and ceased to be in state care as a result of being adopted. **(See definition 2)**
2. Children living in the Ecclesiastical Parish of Sutton (the catchment area) with siblings at the school. **(See definition 3)**
3. Other children living within the Ecclesiastical Parish of Sutton.
4. Children of permanent staff at the school. **(See definition 4)**
5. Other children with siblings at the school. **(See definition 3)**
6. Children living outside the Parish, one or more of whose parents/guardians are regular worshippers of the Church of England.

(For the purposes of this policy, regular worship is defined as parents/guardians who have, at the time of application, and for a period of six months previously, attended public worship at a Church of England Church at least once in each calendar month. Written verification is required from the relevant member of the clergy. There is a relevant section on the LA's application form for this purpose.)

7. Children living outside the parish, one or more of whose parents/guardians are regular worshippers with any other Christian denomination. **(See above for definition of regular worship.)**
8. Children eligible for Pupil Premium or Service Premium funding. **(See definition 5)**
9. Any other children.

Notes

1. If applying these criteria results in there being more children with an equal right to admission to the school than the number of available places, the tie break will be the distance the pupil lives from the school, measured in a straight line, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority. The distance will be measured from the address point of the pupil's home to the front door of the school. In the event of (a) two or more children living at the same address point (e.g. children resident in a block of flats) or (b) two addresses measuring the same distance from the school, the ultimate tie-breaker will be random selection, using the School Admission Team database to allocate the place.
2. A child's home address for the purposes of this policy means the child's current permanent home address at the time of application. If a child lives at more than one address (for example due to a separation) the address used will be the one where the child lives at for the majority of the time (which we consider to be the address where the child sleeps for most of the school week (Sunday to Thursday)). If a child lives at two addresses equally, parents/carers should make a single joint application naming one address.

   If a child's permanent address is disputed, the application will not be processed until the dispute has been resolved or Court documentation has been provided to evidence the address that should be used for admission allocation purposes.
   Please note that the address provided on a joint application submitted by separated parents will be subject to the same address verification checks as all other applications.
3. The boundaries of the Ecclesiastical Parish of Sutton can be viewed on the website A Church Near You or via the link on the admissions page of the school website.
4. Pupils who have an Education, Health and Care Plan are required to be admitted to the school which is named on the plan, even if the school is full, and before any oversubscription criteria are applied. Pupils identified for admission through the Fair Access Protocol will also be admitted even if the school is full.
5. If an in-year application is made for a place for a child with challenging behaviour the request may be referred to the Fair Access Protocol. Challenging behaviour is described in the Admissions code as being:

   'Where it would be unlikely to be responsive to the usual range of interventions to help prevent and address pupil misbehaviour or is of such severity, frequency or duration that it is beyond the normal range schools can tolerate. We would expect this behaviour to significantly interfere with the pupil's/other pupils' education or jeopardise the right of pupils or staff to a safe and orderly environment'
6. Twins and multiple births: Where a twin or multiple birth sibling has been offered a place under the admissions criteria for example one has an EHCP or has been offered the last available place the other twin or sibling(s) will also be admitted, if necessary as an exception to the infant class size rule.
7. In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admission arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

Definitions

1. The Children's Act 1989 defines a child who is 'looked after' as a child or young person who is accommodated by the local authority (Section 20) or a child or young person who is the subject of a full care order (Section 31) or interim care order (Section 38).
   An 'adoption order' is an order under section 46 of the Adoption and Children Act 2002. A 'child arrangements order' is an order setting out the arrangements to be made as to the person with whom the child is to live as defined in Section 8 of the Children Act 1989 (as amended by Section 12 of the Children and Families Act 2014). Section 14A of the Children Act 1989 defines a 'special

guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians.)

Previously looked after children are 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). All references to previously looked after children in this Code mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children 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. A child is regarded as having been in state care in a place 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.
3. A sibling refers to a brother or sister, half brother or sister, adopted brother or sister, stepbrother or sister or the child of the parent/carer's partner, foster brother or sister, and in every case, the child should be living at the same address. The sibling must be in the school at the time of application and be likely to remain in the school at the proposed date of admission.
4. Definition of staff:

   A member of staff who has had a permanent contract of employment with the school on either a full-time or part-time basis for two or more years at the time at which the application for admission to the school is made, and/or a member of staff who is recruited to fill a vacant post for which there is a demonstrable skill shortage, either full-time or part-time. (Staff members will have been notified on appointment if they have been appointed to fill a role for which there is a demonstrable skill shortage **OR** A list of roles for which the Governors have determined there to be a demonstrable skill shortage is available from the Clerk to the Governors)
5. 'Children eligible for Pupil Premium or Service Pupil Premium'

   Pupil Premium is additional funding given to state funded schools in England to raise the attainment of disadvantaged pupils and close the gap between them and their peers. As at the date of this policy it was paid to schools according to the number of pupils who had been:
   - Recorded as eligible for free school meals at any point in the last 6 years
   - Looked after by the local authority (in care) for one day or more
   - Those who have left local authority care or other state care through adoption, or via a Special Guardianship or Child Arrangements Order, including children adopted from state care or equivalent from outside England and Wales

   SPP is extra funding for schools to support children and young people with parents in the armed forces. Pupils attract the SPP if they meet one of the following criteria:
   - one of their parents is serving in the regular armed forces (including pupils with a parent who is on full commitment as part of the full-time reserve – this includes pupils with a parent who is in the armed forces of another nation and is stationed in England)
   - one of their parents died whilst serving in the armed forces and the pupil receives a pension under the Armed Forces Compensation Scheme or the War Pensions Scheme
   - they have been registered as a 'service child' on the January school census at any point in the past 6 years.

Note: Eligibility requirements for Pupil Premium and/or Service Premium can change over time. Parents are advised to check current eligibility criteria at the time of application by visiting the Department for Education website: https://www.gov.uk/government/publications/pupil-premium/pupil-premium .

IN-YEAR ADMISSIONS

Children will be admitted at other ages where there are vacancies. Requests for admission into other year groups should be made via the Central Bedfordshire School Admission Team. Further information can be

found:
https://www.centralbedfordshire.gov.uk/info/5/school_admissions/508/applying_during_the_school_year

ADMISSION OUT OF YEAR GROUP

Parents who wish their child to be admitted outside his or her chronological year group should make a formal request in writing to the Governors (for in-year applicants, this should be made at the same time as their in-year application for a place in the child's normal age group). These applications will be considered by the Governors on the basis of the circumstances of each case and in the best interests of the child concerned. Applications should include evidence explaining why the child's needs cannot be met in the chronological year group. Governors will take account of the parents' views; information about the child's academic, social and emotional development; where relevant, the child's medical history and the views of a medical professional; whether the child has previously been educated out of year group; and whether the child might naturally have fallen into a lower age group if not for being born prematurely. Governors will also take account of the views of the Headteacher. The statutory right to appeal does not apply if a child is offered a place in the school but not in the child's parents' preferred age group.

Continuing interest (waiting) lists

Central Bedfordshire Council will maintain a continuing interest list on behalf of any unsuccessful applicants. Lists will be maintained for each year group until the end of the academic year of intended entry. Continuing interest lists are prioritised according to the school's oversubscription criteria and are re-ranked each time a new name is added to or removed from the list; a child's position on the list can change as other children join or leave it.

RIGHT OF APPEAL

Parents who have been refused a place for their child have the right of appeal to an independent Appeals Panel. Information about the appeals process will be given to all unsuccessful applicants in the decision letter or email.

DEFERRED ENTRY TO RECEPTION

The school encourages parents/carers to contact the school at the earliest stage, to discuss their child's individual needs.

• Parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made. Summer born children (born 1 April – 31 August) do not reach compulsory school age until 31st August following their 5th birthday but must still take up any offer of a Reception place by the start of the summer term.

• Where parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age

DELAYED ENTRY FOR SUMMER-BORN CHILDREN

• Parents of a summer-born child (1 April - 31 August) child may choose not to send that child to school until the September following their fifth birthday, in which case a new, in-year application will be required for a place in year 1. However, they may instead request that their child is admitted out of their normal age group to Reception rather than Year 1. Such requests must be made in writing to the Governors. Parents are advised to contact the headteacher to discuss their child's needs at the earliest opportunity and to submit their request for admission out of the normal age group at the same time as making an on-time application for a Reception place in the child's normal age group.

• The Governors must make their decision on the basis of the circumstances of each case and in the best interests of the child concerned.

• The Governors must also take into account the views of the head teacher.

• When informing parents of their decision on the year group to which the child should be admitted, the Governors must set out clearly the reasons for their decision.

• Where the Governors agree to a parent's request for the child to be admitted out of their normal group, then any application for a place for the child in the child's normal age group can be withdrawn and parents must make a new, paper application for a reception place in the following year's main admissions round. Please note that there is no guarantee that a place will be available in that year group.
• The statutory right to appeal does not apply if the parents are offered a place at the school but not in their preferred age group. Please note that the Governors' decision will not bind other admission authorities.

Signed: Darren Brooker	**Signed Lucy Chapman**
Chair of Governors	**Headteacher**
Date 24.10.2025	**Date 24.10.2025**