



**Joint Admissions Policy for Castle Hill  
Infant School and Castle Hill Junior  
School 2019-2020**



## Policy Review Audit

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<b>Authorised By</b>	Bright Tribe Trust
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## 1. Mission Statement

Bright Tribe Trust brings a new energy and approach to providing the best education for our pupils. Through proven practices, Bright Tribe will transform the learning of pupils, raise standards and provide the highest quality learning environments, enabling pupils and teaching staff to thrive and be the best. Bright Tribe's aim is to break down the barriers that limit educational progress. We do this through adopting a personal learning pathway for every child – one that takes account of individual needs, aspirations and talents.

Bright Tribe's values:

### Learn

Provide the best education for every pupil.

Ensure the highest quality teaching and learning.

Work with the family, parent or carer.

### Grow

Grow our pupils' futures.

Develop the best teaching staff.

Provide the best learning environment and supporting technology.

### Prosper

Lead the way in education.

Realise the opportunities.

Be connected to the community.

## 2. Introduction

Castle Hill Infant School and Castle Hill Junior School (the Academies) are paired, fully inclusive academies in Ipswich. They are part of Bright Tribe, a multi-academy trust set up to raise the standards of education across England. The Academies' aim is to provide the best education for our children; one that recognises their individual needs and supports them to achieve the very best from their education; praising and challenging; building confidence, self-worth and life skills and equipping them for their secondary education and life beyond school.

Bright Tribe (the Trust) is the overall admissions authority for the Academies with local decision making for admissions delegated to the Academies' regional ARC group.

The Academies are part of the co-ordinated admissions arrangements operated by Suffolk County Council (the Local Authority) and the Local Fair Access Protocol. The Local Authority co-ordinates admissions, allocates places to the Academies for the normal admissions point and informs families.

The Academies will comply with School Admissions Code (DfE Dec 2014) and the School Admission Appeal Code (the Codes). This policy is based on the current codes but will be reviewed in the light of any future changes in the law.

An Independent Appeals Panel hears any appeals from parents whose child has not been allocated a place at Castle Hill Infant School and Castle Hill Junior School.

## 3. Admission Points

### 3.1. Infant School Admission Point

This is children who will be starting primary education in Reception in September 2019. It applies to children whose 4th birthday falls between 1st September 2018 and 31st August 2019.

### **3.2. Junior School Admission Point**

This is children who will be starting their Year 3 education in September 2019. It applies to children who are currently in Year 2 and whose birth date falls between 1st September 2011 and 31st August 2012.

### **3.3. IMPORTANT – Admission Point Applications**

Parents must make separate applications:

- For entry into the Infant School
- For transfer from the Infant School to the Junior School.

## **4. Admission Numbers**

Castle Hill Infant School's admission number for entry in Reception in September 2019 and subsequent entry in Year 1 to Year 2 will be 90.

Castle Hill Junior School's admission number for entry into Year 3 in September 2019 and subsequent entry to in Year 4 to Year 6 will be 90.

## **5. Procedure for Admission into Reception and into Year 3 (Local Authority Co-ordinated Admission Scheme)**

Admissions to Castle Hill Infant School and transfer to Castle Hill Junior School at Year 3 will be administered by the Local Authority according to its coordinated admissions scheme. Parents and carers should apply for their child's place at the respective academy using the Local Authority's Common Application Form. These forms are available from the Admissions Team at Suffolk County Council or alternatively online: <https://www.suffolk.gov.uk/admissions>.

Parents' and carers' children resident in other authorities must submit an application to their home authority on the application form provided by that authority.

### **Allocation of Places**

Children will be admitted without reference to ability or aptitude.

Children who have an Education, Health and Care Plan which names Castle Hill Infant School or Castle Hill Junior School will be allocated a place.

If the number of applications does not exceed the number of places available all applicants will be granted a place at the respective academy.

## **6. Oversubscription Criteria**

For entry to all year groups in each school where applications for admission exceed the number of places available, the following criteria will be applied (please see the explanatory notes at Appendix 1 of this policy) in the order set out below.

Where Castle Hill Infant School or Castle Hill Junior School Primary School is named on a child's Education, Health and Care Plan that child will be admitted by the Academy.

### **Criterion 1**

Looked after children (children in care) and previously looked after children (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 looked after). Please see Appendix 1 Note 1.

### **Criterion 2**

Siblings: 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. Please see Appendix 1 Note 2. The term 'sibling' includes: natural, half, step, and adopted brothers and sisters; a child of the partner of the parent/carer; 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.

As Castle Hill Infant School and Castle Hill Junior Schools are paired schools. This means applicants are treated as siblings when:

- The older child is already attending Castle Hill Junior School or will be offered a Castle Hill Junior School place in the normal year of entry.
- The younger child is about to start in the reception year group in Castle Hill Infant School and the older child is due to transfer to the Castle Hill Junior School, in which case both children will be treated as siblings.
- Applicants to Castle Hill Junior School if the younger child is already attending or has been offered a place at Castle Hill Infant school.

### **Criterion 3**

Children who are ordinarily resident in the catchment area and who live nearest to the schools. Distance will be measured by a straight line ('as the crow flies') as calculated electronically by Suffolk County Council. Please see Appendix 1 Notes 3 and 4.

### **Criterion 4**

Children who live outside the school's catchment area and who live nearest to the school. Distance will be measured by a straight line ('as the crow flies') as calculated electronically by Suffolk County Council. Please see Appendix 1 Notes 3 and 4.

### **Distance Tie-breaker**

Decisions will be made about the offer of places in accordance with above priorities. If it is necessary to use a tie-breaker to distinguish between two or more applications, a distance criterion will be used. Priority will be given to the applicants who live nearest to the schools as measured by a straight line. See Appendix 1 Note 3.

In the unlikely event that two applicants competing for a single place at the schools live the same distance from the schools, the place will be offered to one applicant on the basis of lots drawn by an officer of Suffolk County Council not involved with admissions.

## 7. Part-time or Deferred Entry and Admission outside of the Normal Age Group

All children are entitled to start school full-time in the September following their fourth birthday. However, parents may choose deferred or part-time entry to the reception year for their child, bearing in mind that by law, children have to be in full-time education by the start of the term following their fifth birthday – when they reach ‘compulsory school age’ and by the beginning of the final term of the school year in which the offer of a place was made.

Exceptionally, parents may also seek a place for their child outside of their normal age group i.e. entry to reception a year later than normal, for example if the child may naturally have fallen into a lower age group if it were not for being born prematurely; or as in the case of gifted and talented children or where a child has experienced problems through ill-health. Such applications should be made as part of the normal admissions round (i.e. the age group to which pupils are normally admitted to the school).

Applications for children to be admitted to the schools earlier or later than normal, to stay longer with a younger year group or to be taught ahead will be considered carefully and the decision will be made on the basis of the circumstances of each case and evidence provided. This may apply when a parent wishes to delay their summer born (April to August) child entry to full-time education in the Infants School’s reception year group until the following school year.

Each case will be considered on its own merits however cases will not normally be agreed without a consensus that to do so would be in the pupil’s interests between the parents, any previous school and relevant professionals asked for their opinion by Castle Hill Infant and Junior Schools School’s regional ARC group. Those refused places outside the normal age group will be informed of their right to complain.

If they have been allocated or hope to be allocated Castle Hill Infant School, parents choosing part-time or deferred entry must contact the school. Those wishing to delay entry to the reception year should contact the School Admissions Team at Suffolk County Council. Guidance on these decisions and the process for requesting part-time, deferred or delayed entry to school can be found at <https://www.suffolk.gov.uk/admissions> or on request from the Council’s School Admissions Team.

## 8. Waiting Lists

A waiting list will be maintained for each Academy for the normal year of entry where necessary for children not offered an academy place. Position on this list will be determined by applying the over-subscription criteria. Waiting lists will be held until the 31<sup>st</sup> December. Names will be removed from the lists if requested or if the offer of a place that becomes available is not accepted. Positions on waiting lists may change due to new applications or revised applications and precedence is given to those subject to a direction or an admission in accordance with the In-Year Fair Access Protocol. The waiting list will be adjusted to take account of late, or in-year, applications.

## 9. Late Applications

Late applications are considered as detailed in the Local Authority’s co-ordinated admissions scheme <https://www.suffolk.gov.uk/admissions>.

## 10. In-year Applications

### 10.1. In-year Applications

There will be cases where parents wish to make an application outside the normal point of entry (referred to as 'in-year' applications) because for example:

- During the school year (because, for example, they are moving house or moving to Suffolk from outside the area)
- For the start of the school year but in a different age group from the schools' normal year of entry
- For the schools' normal year of entry on or after 1 September in the school year in which the child is to be admitted to the school.

### 10.2. How to apply for In-year Applications

As the Local Authority no longer manages 'in-year' applications on behalf of academies in Suffolk, parents must apply directly to the relevant academy for an admissions form.

## 11. Appeals Procedure

Any parent/carer whose child is not offered a place at Castle Hill Infant School or Castle Hill Junior School has the right of appeal to an Independent Appeals Panel.

Information on how to appeal will be provided in the refusal letter.

## 12. Management of Applications

Applications will align to the Local Authority's timetable for applications each year. Arrangements will include:

- Publication of a prospectus by September each year containing information for parents wishing their child to join the Academy the following September, including admissions arrangements and details of open evening and opportunities to visit the Academy
- These details will also be made available for inclusion in the combined information published by the Local Authority
- Application forms will be provided for return by 15<sup>th</sup> January 2019 to the Local Authority.
- Decisions on applications made to the Local Authority will be made during March and notified to parents on 16<sup>th</sup> April 2019.

The application and notification dates may vary in line with any timetable variations to application processes made by the Local Authority.

All applications received after the deadline will be considered late applications and will be considered after those received on time, in the order in which they are received.

## Appendices

## Appendix 1 Explanatory Notes

These notes form part of this policy.

### **Note 1**

#### **Looked after children**

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).

#### **Previously looked after children**

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).

### **Note 2 - Twins, triplets and other multiple births**

If the final place available at the Academy is offered to a twin, triplet or other multiple birth and the remaining sibling/s would ordinarily be refused, the Academy will offer places to the remaining sibling/s. 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.

### **Note 3 - 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 that 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 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 will be required to state which address is to be used as the ordinarily resident address. This address will then be used when processing all school preferences expressed. It is not acceptable to use one address for one school preference and another address for another school preference.

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.

### **Note 4 – Catchment areas**

Every community and voluntary controlled school serves an area of streets or villages.

Catchment area maps are available online at: [www.suffolk.gov.uk/catchmentmaps](http://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](http://www.suffolk.gov.uk/admissions).

You can also obtain a copy of the map or list from the Admissions Team.

**Note 5 - Distance**

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 co-ordinates 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) the Council will measure to a single point within that building irrespective of where those homes are located.



# Castle Hill

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