

 <p>The <b>TILIAN PARTNERSHIP</b></p> <p><i>Inspiring to Achieve and Aspiring to Excel</i></p>	<p><b>Policy Document</b></p> <p>Agreed: Dec 24</p>
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Links to previous admissions policies:

[Admissions Policy 24/25](#)

[Admissions Policy 25/26](#)

## ADMISSIONS POLICY

### School Admission Arrangements for 2026/27 School Year

The Tilian Partnership is committed to operating a fair and transparent admissions process, in accordance with the School Admissions Code, the School Admissions Appeals Code and admissions law as it applies to state funded schools.

### Admissions Arrangements

An application for a place for a pupil starting school for the first time, ie Reception, is made through the local authority. For more information please visit [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions)

An application for a place where a child has already been on roll at any other are managed through the Tilian Partnership. Please see the table below for contacts

Each school has a Published Admission Number (PAN). This is the number of pupils the school can take in each year group including Reception.

	PAN	Contact name	Contact number
Bardwell CE Primary	15	Ms Sarah Allman	01359 250854
Crawford's CE Primary	15	Mrs Natasha Faiers	01449 673253
Gislingham CE Primary	15	Mrs Mika Ellis	01379 783283
Kersey CE Primary	11	Mrs Rosey Kennedy	01473 823397
Old Newton CE Primary	15	Mrs Leanne Lambourne	01449 673257
Orford CE Primary	15	Mrs Linda Scarce	01394 450281
Palgrave CE Primary	9	Mrs Elizabeth Lawson	01379 642507
Ixworth CE primary	30	Mrs Ros Ashton	01359 230228
Rougham CE Primary	30	Mrs Caroline Gray	01359 270288
Wilby CE Primary	14	Mrs Jane Balls	01379 384708

The Tilian Partnership is a non-selective and inclusive Multi-Academy Trust (MAT). We welcome children regardless of their aptitude or ability. The Tilian Partnership Trust Board is the Admissions Authority and is also responsible for any appeals.

### Documents

Applicants are strongly advised to read the Suffolk County Council's Admission documents by visiting the website above to ensure that they read and understand the information

provided before proceeding with an application.

The following information may be of particular interest:

- Suffolk admission procedures;
- The Local Authority School Transport policy;
- Free School Meal Entitlement;
- The Local Authority Fair Access Protocol

### Consideration of Applications

When applications not exceeding the agreed admission number for any relevant year group are received, the schools will offer places to all those who have applied.

Where there are more applications than there are places available within a relevant year group the school will consider all applications received against the following oversubscription criteria in the order given, to establish which children should be allocated a place. If the school is named on an Education and Health Care Plan then the school is required by law to admit the child

### Oversubscription Criteria (all schools other than Orford CE Primary School)

The priority for places is as follows:

1. A 'looked after child' (defined as a child in Local Authority care<sup>1</sup>, all 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 (PLAC), including 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 - internationally adopted previously looked after children (IAPLAC)).
2. 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/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.
3. Children whose main residence is within the catchment area of the school. Places will be allocated to the children 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 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.

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<sup>1</sup> (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. Section 22(1) of the Children Act 1989 applies

4. Children who live outside the school's catchment area. Places will be allocated to the children who live nearest to the school (as in section 3 above).

### Oversubscription Criteria (Orford CE Primary School)

The priority for places is as follows:

1. A 'looked after child' (defined as a child in Local Authority care, all 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 (PLAC), including 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 - internationally adopted previously looked after children (IAPLAC)).
2. Children with confirmed refugee status
3. Children who have a sibling who is attending Orford School at the time of their admission. If necessary, priority will be given to those with the smallest age difference.
4. Children who are ordinarily resident in the Orford catchment area
5. Children who themselves or their families regularly worship at an Anglican church. This information is confirmed by the completion of a [Supplementary Information Form](#) (SIF).
6. Children who themselves or their families regularly worship at churches that are members of Churches Together in Britain and Northern Ireland. This information is confirmed by the completion of a [Supplementary Information Form](#).
7. Applicants who wish to be considered as committed adherents of other recognised Faiths will be required to show that they attend their Worship place at least monthly and provide a [SIF](#) completed and signed by their local Faith Leader. Recognised Faiths are: Islam, Judaism, Hinduism, Buddhism, Sikhism and Jainism. The arrangements refer to worship at least monthly and this means worship at least monthly for a period of a year before the deadline for applications.

NB: In the event that during the period specified for attendance at worship the church or, in relation to those of other faiths, relevant place of worship has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or in relation to those of other faiths, relevant place of worship or alternative premises have been available for public worship.

8. Other children.

### Tie Break

In the event that the oversubscription criteria produce a tie between one or more applicants for a single remaining place or for priority on a waiting list, the order of priority will be determined by distance. Priority will be given to the applicants who live nearest the school. If two applicants competing for a single place live the same distance from the school, the place will be offered to one applicant by independent random selection. This will be carried out on

the school premises and will be supervised by a person entirely independent of the school and with no current connection to the school. The Chair of Governors or a nominated governor will be in attendance.

### Catchment area schools

Every 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 on 0345 600 0981 (local rate).

### Notification of Decision

Applicants will be notified in writing, by email or letter on or before the date specified on the application form or accompanying information.

### Waiting Lists

If you apply for a school place in the normal year of entry and one or more of your preferences are refused, your child's name will automatically be placed on a waiting list for these schools. Names are placed on the waiting list in the priority order set out in our admissions oversubscription criteria.

The order of children does not remain static - as circumstances change a child's place on the waiting list can go up or down, for example due to withdrawals or additional 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 for any of the schools you have been refused a place at. Late applicants will be added to any waiting lists in oversubscription priority order if their parental preferences cannot be met.

If a place becomes available, we will offer it to a child on the waiting list for that school in priority order. We do not offer places on the basis of the date on which names were placed on the list. The waiting lists will cease to operate on 31 December.

We do not hold waiting lists for in-year applicants.

### Admissions on entry

All children will be eligible for admission to the school full time in the September following their fourth birthday. Where parents are offered a place for their child in Reception Year, they may decide either to take up the offer full time in September or take up the offer part-time (but not beyond the point at which they reach compulsory school age) or defer entry. If a parent wishes to defer entry to later in the school year the place at the school will be held open until the child starts school. However, parents must take up the place no later than the beginning of the term after the child's fifth birthday and must in any case take up the offer of a place by the beginning of the final term of the school year for which it was made. It would normally be expected that parents will take up the offer of a primary school place (be that full- or part-time) at the beginning of a school term, unless there is agreement with the school that a place could be taken up at another time in the term.

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.

### In-Year Admissions

Applications can be submitted at any time during the school year by completing the Tilian Partnership in-year application form and returning it to the individual school.

If more applications are received for a year group than there are places available within the agreed admissions number, places will be allocated in accordance with the oversubscription criteria.

The Tilian Trust Board may decide to refer a refused application to Suffolk Local Authority in order that this authority's Fair Access Protocol can be applied. This would normally be where a child is deemed to require a higher level of support than can be provided at the school. The Fair Access Protocol will enable a local authority to engage with a family directly and so provide suitable support or an alternative educational placement as soon as possible. Applicants are advised to refer to the Local Authority Fair Access Protocol before completing an in-year application form. A protocol can be accessed on every Local Authority website, but may well vary from area to area.

### Admission Appeals

If, following a formal application, a place is refused, parents and carers have a statutory right of appeal to an independent appeal panel.

Appeal forms in connection with starting in Reception for the first time in September, must be completed and submitted by the appeal deadline set out in the Suffolk Admissions Procedure.

Appeals in connection with in-year applications may be submitted directly to the school at any time. Details of the process will be sent out with the refusal letter. This will set out the various stages in the appeals process and the dates by which appeals must be heard.

Appeal hearings will not take place during any school holiday other than by agreement between the Tilian Partnership and the appellants, and any appeals received outside term time are not required to be administered until school resumes.

If your application has been refused, we will not process another application for the same school in the same school year, unless there has been a significant change in circumstances of the parent/carers, child or school. If there is no significant change in circumstances, you can make another application for the following school year. However, this will not normally be considered more than one term ahead of the date when you want your child to start at the 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 must 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.

### Deferred Entry

Parents or carers of children who will reach compulsory school age during the course of the school year may request that the date their child is admitted to the school is deferred until the term following that in which the child reaches compulsory school age, however this is not recommended as the child will miss out on key experiences. Any such requests need to be discussed fully with the school so we can explain our concerns.

### Children from Overseas

The following advice is available from the government in relation to admissions to children from overseas

<https://www.gov.uk/guidance/schools-admissions-applications-from-overseas-children>



### Definition of terms used:

**Parents and Carers:** 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.

**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 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. 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.

**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 but not in the sixth form. 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/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.

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.

### Withdrawing an Allocated Place

Parents will be expected to confirm by post or email within 21 days their acceptance of any



place offered at the school. The child must then be attending school within five weeks of the date of the original offer letter.

The Tilian Partnership reserves the right to withdraw the offer of a place if these conditions are not met and to reallocate the place to the highest ranked child on a waiting list, or to a new applicant where no waiting list exists.

The Tilian Partnership may also withdraw the offer of a place if the child's home address is subsequently found not to be as stated on the application form