Primary School Admissions Policy

Approved / Reviewed By:	**DCEO**
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1. Introduction

East Anglian Schools Trust is the admission authority for the school. This means that it is the Trustees that set and apply the admissions policy for the school. All Policy decisions regarding the admission of children into the school are made by the Trust Board.

2. How to Apply (Refer to the guide Admissions to Schools in Suffolk)

The application process for admissions into the Reception year is co-ordinated by Suffolk Local Authority (LA), which acts on behalf of the Trust to offer places at the schools.

Parents/Carers should apply online at www.suffolk.gov.uk/admissions or submit a Normal year of entry Application Form (CAF1), available from the LA Admissions Team, no later than the national closing date of 15 January.

Offer letters will be issued by the LA on the National Offer Date of 16 April or first working day after. Late applications (those submitted after the national closing date) will be handled by the Admissions Team. (For further information and specific dates, please refer to the full scheme for co-ordination, available from the LA Admissions team or from the website www.suffolk.gov.uk/admissions).

To apply for a place after the start of term or in any other year group, please complete an ADM1 In-Year Application Form which is available on the school's website

- www.aldeburghprimary.org.uk
- www.eastonprimary.org
- www.leistonprimary.org
- www.saxmundhamprimary.org.uk
- www.wickhammarketprimary.org.uk

Parents/Carers wishing to visit the school prior to submitting an application are welcome to do so. Visits are not interviews and do not affect any decision regarding the availability of a place. Please contact the school office to make arrangements.

Further information is available by contacting mail@eastmat.org

3. How places are offered

(Refer to the guide 'Admissions to Schools in Suffolk' and the 'Directory of Schools in Suffolk')

The school has adopted Suffolk County Council's Admissions Policy and oversubscription criteria, which is set out in the Admissions to Schools in Suffolk Booklet 2026/27. It is also available at www.suffolk.gov.uk/admissions or contact the LA Admissions Team on 0345 600 0981.

For admission into the reception year each September, the LA, on behalf of the Schools's Local Governing Board (LGB), will offer places to children according to the school pupil admission number (PAN.) The PAN for our schools is published on our website and is currently:

- Aldeburgh Primary 15
- Easton Primary 15
- Leiston Primary 60
- Saxmundham Primary 45
- Wickham Market Primary 30

In the event that more applications are received, the oversubscription criteria will be applied to determine priority for places.

4. Admission arrangements for students outside of their normal age group

It is expected that children will normally be educated within their chronological year group. However, the Trust will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned in line with the school's Admissions Code. Requests to educate a child outside of their normal age group have to be made in writing, to the school, including any supporting evidence. The Trust will make a decision on the request, taking into account the views of the head of school. 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 to the school will be given. For the normal admissions round, a CAF1 application form must be sent to the LA along with the decision letter from the school and other relevant evidence by the national closing date of 15 January. Even if the request is agreed, there is no guarantee that there will be a place available.

East Anglian Schools Trust has no control over which year group subsequent schools will educate a child in.

5. How to apply for places in all other year groups or the reception year after the beginning of the School Year

These applications should be made directly to the school, the application forms can be found on our websites along with more detailed information. Further information can be found at www.suffolk.gov.uk/admissions

6. Waiting Lists

(Refer to the guide Admissions to Schools in Suffolk)

As part of the co-ordinated scheme for admissions, a waiting list on behalf of the Trust until 31 December in the initial year of intake only. Waiting lists are not held at any other time or for any other year group.

7. Appeals

(Refer to the guide Admissions to Schools in Suffolk booklet)

The parents of any child who is refused a place at the school has a right of appeal to an independent Appeals Panel. The appeal process is an opportunity for parents to explain their reasons for seeking a place at the school to the panel. The admission authority will provide parents with details of how to appeal. The panel consists of three people who are independent of the school's LGB and the LA. The panel will consider the circumstances of the case put before them. Both the School's LGB and the parents must abide by the decision they make. Appeals for the school are currently arranged by the Education Appeals Office on behalf of the Schools LGB. Advice on appeals is also given by the Advisory Centre for Education (ACE).

8. Deferred Entry

Children normally attend school full-time in the reception year group in the September following their fourth birthday. All children offered a place at primary school must be offered a full-time place at the start of the Autumn term in September. However, legally they don't have to start full-time education until the term after their fifth birthday.

When you receive your offer of a place you will be asked whether you want your child to start school full-time, part-time, or whether you want them to start the term after their fifth birthday. If you choose to defer entry for your child they must start school not beyond the beginning of the final term of the school year, during which they turn five i.e. they must start school in the reception year.