Admissions Policy – Primary Schools

Approved / Reviewed By:	**Trust Board**
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1. Introduction

East Anglian Schools Trust is the admission authority for all schools within the trust. This means that it is the Trustees that set and apply the admissions policy for the schools. 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 and year 7 is co-ordinated by Suffolk Local Authority (LA), which acts on behalf of the Trust to offer places at the schools.

Primary school 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

- Aldeburgh Primary School
- Easton Primary School
- Kyson Primary School
- Leiston Primary School
- Saxmundham Primary School
- Wickham Market Primary School

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 2027/28. 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:

1. Aldeburgh Primary 15
2. Easton Primary 15
3. Kyson Primary School 60
4. Leiston Primary 60
5. Saxmundham Primary 45
6. 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 board 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 board 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 for Primary school or 31st October for Secondary school. 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 7 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 (in section 2 above) 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, the Local Authority will maintain a waiting list on behalf of the Trust until 31 December for primary schools or the first full week of the Spring term for secondary schools, in the initial year of intake. Parents will be contacted immediately if a place becomes available for their child, but should be aware that their child's place on a waiting list may change if an application is subsequently received that meets higher criterion than their own.

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).

All appeals should be heard by the same panel. The Education Appeals Office will endeavour to arrange all late independent appeal panel hearings at the same time. However, if this is not possible, late appeal applications will be heard within 30 school days of the appeal being lodged.

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.

9. Priority Admission Area – 'catchment area'

The schools admission area is their catchment area. Living within a school's catchment area is no longer an absolute guarantee that a place is available at your catchment school. You can obtain a catchment area map for a school from www.suffolk.gov.uk/catchmentmaps or from the Admissions Team at 0345 600 0981

10. Admissions arrangements for students with disabilities

The admission of children with disabilities is considered in the first instance in the same way as non-disabled children. Further considerations are made in the light of need and accessibility and the school would work with parents/carers and other agencies involved to ensure that appropriate provision can be provided and what reasonable adjustments the school could make.

It is the school desire to accommodate children with disabilities should parents wish, and individual needs are planned for to prevent any children with disabilities being treated less favourably than other children.

To support students with disabilities we would plan to have meetings early on with the young person's family and include all professionals relevant to the student's needs. This allows us to explain the offer that we can provide for the student and to see what additional support we would require.
This could take the form of:

- Meeting with the family and relevant stakeholders to see what reasonable adjustments the school could make to meet the need of the pupil.
- Carefully timetable planning to ensure that the young person is able to fully access their curriculum
- If required a risk assessment of the school site, specifically to the students' needs
- Relevant training if required
- Seeking support from Suffolk County Council if larger changes are required to the school site to support accessibility for the student

11. Education, Health and Care Plan (EHCP)

The Trust have a statutory duty to admit applicants with an Education, Health and Care plan where this school is named. This would be carried out in relation to the statutory consultation process in place for any pupil with an EHCP.

12. Looked After Children or Previously Looked After Children

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, including those who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted).

(Note regarding '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.

A child is regarded as having been in state care outside of England if they were in 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.

13. Monitoring and Review

This policy will be reviewed by the trust board on an **annual** basis. Any changes to this policy will be communicated to all staff and other interested parties.

14. Summary of Changes

Document control		
Date	**Section(s)**	**Update(s)**
6/1/2026	2	Added Kyson Primary School
6/1/2026	3	Added information on PAN for Kyson Primary
6/1/2026	4	Updated wording on admission acceptance route
6/1/2026	9	Added section 'Priority Admission Area'
6/1/2026	10	Added section 'Admission Arrangements for students with disabilities'
6/1/2026	11	Added Section 'Education, Health and Care Plan'
6/1/2026	12	Added Section 'Monitoring and review'
6/1/2026	Throughout	Updated formatting in line with EAST Branding