Trinity CEVAP School

Admissions Policy 2026- 2027

November 2024

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Approved by:	*WGB*
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Our Mission - Luke 1.37 For nothing is impossible

At Trinity CEVAP School we believe that through kindness, trust and respect we can all grow and achieve great things. Within our community, all are welcome and valued as unique individuals, knowing that together we can change lives and create a better world, where we cherish each other and the amazing creation we have been given, seeing God's greatness in ourselves and others.

By setting high expectations in all that we do, we strive to help everyone be their best, and to develop into well rounded, individuals who "live life in all its fullness", confident to embrace new challenges, experiences and learning both now and into the future knowing, "Nothing is impossible with God".

Introduction

Trinity CEVAP is a Voluntary Aided Church of England School and the Governing Body is the Admissions Authority for the school. We are committed to considering all applications fairly and equally. This Admissions Policy is subject to a statutory public consultation and conforms to the Schools Admissions Code and the Schools Standards and Framework Act 1998, as revised by the Education Act of 2002. The policy should be read in conjunction with the *Admissions to Schools in Suffolk* booklet – published by Suffolk County Council

Policy principles

We seek to be an inclusive school, welcoming children from all backgrounds and abilities. A child's level of achievement or special needs are not relevant to consideration for admission to the school, although if the school is named on a child's Education, Health and Care Plan then the Governors are obliged by law to admit.

We believe that ideally each child should be admitted to the school of their parents' choice, however the school buildings cannot accommodate an unlimited number of children and excessive class sizes are detrimental to the education of the children in the class. The Published Admissions Number for this school is 45 and we aim to organise the school so that there are classes of no more than 30 pupils.

In this area, children enter school at the start of the school year in which they become five. There is one preferred admission date per year, early in September (i.e. when the autumn term begins). For admission to the 2026 -2027 school year all children will be eligible for admission to Trinity CEVAP School full time in the September following their fourth birthday. Where parents are offered a place for their child in the Reception Year of Trinity CEVAP School they may decide either to take up the offer full time in September, or take up the offer part-time or defer entry. If a parent wishes to defer entry to later in the year the place at Trinity CEVAP School will be held open until the child starts school. However, parents must take up the full-time place no later than the beginning of the term after the child's fifth birthday, and must in any case take up the place before the end of the school year for which the original application was accepted.

It is expected that children will be admitted at the beginning of Autumn term unless there are exceptional circumstances.

How parents can apply for their child to be admitted to the Reception Classes of our school

Copies of the school's Admission Policy can be viewed on the school's website – http://trinityprimaryschool.com/

Parents can complete a paper application form (CAF1 – to be returned to The Admissions Team, Endeavour House, 8 Russell Road, Ipswich IP1 2BX) or apply on-line at

www.suffolk.gov.uk/admissions Further information is also available at this web address Applications for Reception Class admission September 2026 to August 2027 (i.e. for children born 1st September 2021 to 31st August 2022 must be received by Suffolk County Council by 15th January 2026 Second and late applications will be considered according to the Co- ordinated Admissions Scheme published in the *Admissions to Schools in Suffolk* booklet.

In order that the Governors can make fair and open decisions, parents are invited to complete a Supplementary Application Form (SIF) which is also available from Suffolk County Council. This is particularly important with reference to application for any of the 30 Foundation places. Please note that a SIF is an opportunity to provide more information as you are applying to a Church School – it is not compulsory and on its own it does not constitute a valid application.SIFs should be returned **direct to the School by the 15th January 2026**

Applications are processed by Suffolk County Council on behalf of the Governors and decision letters are sent to all applicants on The National Offer day – the 16th of April or the next working day.

All applications are considered conscientiously by an Admissions Committee of Governors. Where there are more applications than available places, admissions are made according to the oversubscription criteria in this policy. In the event of a tie within any of the oversubscription criteria, i.e. the Published Admissions Number (PAN) of 45 is reached within a group of applicants in any of the criteria, then all the applicants under that criterion will be ranked according to their distance from school and places will be offered (until the PAN of 45 is reached) to those living nearest to the school. We will measure the distance by a straight line ('as the crow flies'). All straight line distances are calculated electronically by the LA 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 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.
In the unlikely event of two or more applicants living the same distance and competing for a single place, lots will be drawn by someone independent of the school to determine the successful applicant.

Unsuccessful applicants have the right to Appeal against the decision of the Governors (see below). All unsuccessful applicants are placed on a waiting list that is maintained in the rank order of the oversubscription criteria (taking into account the distance tie-breaker if appropriate). Late applications for the Reception year-group will also be ranked according to the oversubscription criteria. This does mean that the position of applicants on the list could change during the lifetime of the waiting list. If, at any time, the number of pupils to be admitted falls below 45 then the available place(s) will be offered to the applicant(s) at the top of the waiting list. The waiting list ceases to be valid at the end of the first full week of the Autumn term 2026

For admission to the 2026/2027 school year, and subsequent years, 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 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 applications and applications to other year-groups.

The Governors follow the accepted procedures agreed with Suffolk County Council in considering applicants at all other times of the year. The PAN of 45 per year group is maintained (as far as possible) throughout the school. Governors apply the oversubscription criteria as published at the end of this document. No waiting lists are maintained for year groups other than the Reception year.

In-year admissions. (Please read this guidance in conjunction with the Admissions to Suffolk School document)

1. Applications are not normally considered more than one term ahead of the date the place is required.

2. Parents wishing to transfer their children from one Suffolk school to another where there is no change of address should, in the first instance, discuss the matter with the Head teacher of their current school before applying for another school. (see also paragraph 8 below)

3. Parents who wish to make an in-year application for a place at Trinity CEVAP School should contact the school office for an application form – ADM1.

4. We will, on receipt of an in-year application, notify the Local Authority (LA) of both the application and its outcome, to allow the LA to keep up-to-date figures on the availability of places in the area.

5. When a place becomes available in a year group that has been full at this school, any applicant refused a place for that school year in the last 15 school days and any applicant for whom an appeal has been lodged and is still to be heard, will be considered alongside any new applications. The place will be offered to the pupil ranked highest in accordance with the oversubscription criteria.

6. All applications will be processed by the school within 5 school-days and the decision communicated in writing. An emailed decision will always be confirmed by letter. Acceptance of offers can be made by email or letter but, in all cases, within two weeks of the offer date.

7. If the number of applications exceeds the number of places available the Governors will use their published oversubscription criteria to determine the offer of places. Any unsuccessful applicant has the right to appeal the decision to an independent panel and details of how to do this will be included in the decision letter.

Where an applicant is offered a school place following an in-year application, and the offer is accepted arrangements should be made for the child to start school as soon as possible, particularly when the child is out of 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.

Appeals

If the Governing Body's decision is not to grant a place for your child, you have the right to appeal against its decision. You will be sent information on how to appeal. There is no deadline for the submission of appeals which are independently administered by the Education Appeals Office, PO Box 579, Ipswich, IP1 2BX.
Unsuccessful applicants and appellants who are still unable to secure a place at Trinity CEVAP school may only submit a fresh application if, there has been a significant change in the circumstances of the parent, child or school. Such circumstances might be a house move or a place becoming available at the school.
If there is no significant change in circumstances, you can make another application for the following School Year but this will not normally be considered more than one term ahead of the date when you want your child to start at the school.

Monitoring and review

This policy will be reviewed by the Governing body annually but, in accordance with the School's Admissions Code, will only be subject to public consultation every seven years unless changes are proposed (other than the correction of closing dates and definitions of academic years). This consultation allows for Parents, other Schools and Academies, the Diocese, Local Authority and the local community to raise any concerns about the proposed admission arrangements.

Further information: Applicants seeking clarification on any aspect of this policy are invited to consult: *The Head Teacher – Mrs L. Curran-Spain Trinity CEVAP School, Lavenham Way, Stowmarket, Suffolk. IP14 2BZ*

TRINITY CHURCH OF ENGLAND VA PRIMARY SCHOOL – STOWMARKET

ADMISSIONS OVERSUBSCRIPTION CRITERIA 2026 -2026

Children who have a statement of Special Educational Needs (SEN) or an Education, Health and Care plan (EHC plan) which names the school must by law be offered a place at this school.

Places are then allocated as either Foundation Places (30 places) or Community Places (15 places) Any unallocated places in either category will be added to the other category.

Foundation Places (30 of the 45):

Priority 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's Arrangements Order special guardianship order, immediately following having been looked after (PLAC), including those children who appear(to the admissions authority)to have been in state care outside of England and ceased to be in state care as a result of being adopted – internationally, previously looked after children (IAPLAC)

Previously Looked After Children *- This includes children who were adopted under the Adoption Act 1976 (section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (section 46 adoption orders). Child arrangement orders are defined in section 8 of the Children's Act 1989, as amended by section 12 of the Children's and Families Act 2014. Child arrangement Orders replace residence orders and any residence order in force prior to 22nd of April 2014 is deemed to be a Child Arrangements Order.*

Priority 2: Children who have a sibling[1] who will be attending the school at the time of admission.

Priority 3: Children of applicants[2] who reside[3] within the designated area[4] at the time of application and who are committed members[5] of the Church of England for whom this is the closest Church of England school to their home[6]

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 which is 15 January 2026 .

In the event that during the period specified for attendance at worship, the church (or in relation to those of other faith, relevant place of worship) has been closed for public worship, and has not provided it to 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.

Priority 4: Children of applicants[2] who reside[3] within the designated area[4] at the time of application and who are committed members of recognised Churches[7] other than the Church of England

In the event that during the period specified for attendance at worship, the church (or in relation to those of other faith, relevant place of worship) has been closed for public worship, and has not provided it to 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.

Priority5: Children of applicants[2] who reside[3] within the designated area[4] at the time of application and who are committed adherents of a recognised Faith[8] other than Christian and who wish their child to attend a Church of England school.

In the event that during the period specified for attendance at worship, the church (or in relation to those of other faith, relevant place of worship) has been closed for public worship, and has not provided it to 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.

Priority6: Children of applicants[2] who reside[3] outside the designated area[4] at the time of application.

CommunityPlaces(15 of the 45):

Priority 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's Arrangements Order special guardianship order, immediately following having been looked after (PLAC), including those children who appear(to the admissions authority)to have been in state care outside of England and ceased to be in state care as a result of being adopted – internationally, previously looked after children (IAPLAC)

Previously Looked After Children *- This includes children who were adopted under the Adoption Act 1976 (section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (section 46 adoption orders). Child arrangement orders are defined in section 8 of the Children's Act 1989, as amended by section 12 of the Children's and Families Act 2014. Child arrangement Orders replace residence orders and any residence order in force prior to 22nd of April 2014 is deemed to be a Child Arrangements Order.*

Priority 2: Children who have a sibling[1] who will be attending the school at the time of admission.

Priority3: Children of applicants[2] who reside[3] within the designated area[4] at the time of application.

Priority4: Children of applicants[2] who reside[3] outside the designated area[4] at the time of application.

NB: In the event of the PAN of 45 being reached within any of the above criteria then all the applicants under that criterion will be ranked according to their distance from school and places will be offered (until the PAN of 45 is reached) to those living nearest to the school. We will measure the distance by a straight line ('as the crow flies'). All straight line distances are calculated electronically by the Local Authority 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 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.

In the unlikely event of two or more applicants living the same distance and competing for a single place, lots will be drawn by someone independent of the school to determine the successful applicant.

Definitions:

[1] 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. 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.

[2] The applicant must be the parent or legal guardian of the child for whom admission is sought.

[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.

We will consider Gypsy, Roma and Traveller children moving into an area as 'Resident' in that area when they apply for a school place.

[4] The designated area is defined as: the ecclesiastical parishes of St Mary's Combs; St Mary's, Little Finborough; and St Peter and St Mary, Stowmarket. **Maps are available at the school showing the designated area.**

[5] The Governors define a committed Church member as one who attends worship at least monthly – and this means worship at least monthly for a period of a year before the deadline for applications which is 15 January 2026.

A Supplementary Information Form (SIF) will be provided on request to applicants seeking consideration under the criterion of committed Church members. Completion of this form is optional and a SIF in itself does not constitute a valid application. All applications must be made on the standard Suffolk County Council CAF1 form (hard-copy or on-line). The SIF must be completed and signed by the Parish Priest, or where there is no Priest, another authorised representative of the Church, in a sealed envelope and returned to the school. Where the parent of a child is a committed Church member, but not themselves the applicant, the commitment of that parent will be considered in relation to the admission of the child.

[6] We will measure the distance by a straight line ('as the crow flies'). All straight line distances are calculated electronically by the LA 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 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.

In the unlikely event of two or more applicants living the same distance and competing for a single place, lots will be drawn by someone independent of the school to determine the successful applicant.

[7] Other recognised Churches are those in full membership of Churches Together in England (or in full membership of a federation of Churches that is in full membership of Churches Together in England.) or the Evangelical Alliance

[8] Applicants who wish to be considered as committed adherents of other recognised faiths, will be required to show an equivalent level of commitment to that described for Christian applicants and provide a SIF completed and signed by their local Faith Leader. Recognised Faiths are: Islam, Judaism, Hinduism, Buddhism, Sikhism and Jainism.

Multiple births – if the final place at the School is offered to a twin/triplet etc. and the remaining sibling(s) would ordinarily be refused a place, the Governors will offer places to the remaining sibling(s). It is not the Governors policy to separate twins/triplets etc. even when their admission would breach infant class size legislation.

Shared Responsibility: Where a child lives with separated parents who have shared responsibility, 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). Both parents must provide evidence in writing to confirm the child's living arrangements at the time of the application.

In cases where the child spends an equal proportion of the school week with both parents, evidence of the main contact address will be required to support the application. Both parents must agree in writing 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.

This policy was ratified by Governors on 2nd of February 2016 and determined by them on the 10th of November 2016 and following review in 2020 remains unchanged for 2021- 2022, 2022 – 2023, 2023 – 2024, 2024 - 2025, 2025 – 2026 and 2026 – 2027 admissions.