Sapientia EDUCATION TRUST

Ixworth High School

Admission Policy 2028

Document Owner:	Headteacher
Responsible Trust Committee:	Sapientia Education Trust Board
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Introductory Statement

Ixworth High School is a member of Sapientia Education Trust (SET), which is the Admissions Authority. The school administer the policy on behalf of SET. Admission to Ixworth High School is regulated by this Admissions Policy which has been determined in accordance with the statutory School Admissions Code issued under section 84 of the School Standards and Framework Act 1998. Suffolk County Council, the Local Authority, have responsibility for co-ordinating Year 7 admissions for the normal point of entry in September.

Admission number

The School has an admission number of 90 for entry in Year 7 in September 2028.

The School will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number for the relevant year group are received, the Academy Trust will offer places at the School to all those who have applied.

The School also operates a Special Educational Needs Unit (SEN Unit) in Y7 to Y11 for up to 18 pupils with Interaction and Communication needs. This pupil number is addition to the PAN. All of the Pupils in the SEN unit will have an Education and Health Care Plan(EHCP). Children with a EHCP are admitted under separate statutory procedures which are managed by the child's home local authority.

Application process

Suffolk County Council will process applications to join the School in Year 7 through their co-ordinated admissions process.

This means you will need to complete the LA common application form available at

School places - Suffolk County Council

The closing date for applications is 31 October 2027. Offers of places at the School will be made on 1 March 2028.

Applications for entry other than at Year 7

Places may be available in other year groups where a pupil has withdrawn from the School. There is no guarantee that such places will be available in any particular year. In-year admission applications should be made through the School office in the first instance by contacting on 01359 234050.

Over Subscription criteria

When the School is oversubscribed, after the admission of pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs naming

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the School, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order in accordance with paragraph 1.7 of the Schools Admission Code 2021.

2. Children who are due to transfer and have an older brother or sister attending the School at the time of admission. For the purposes of this criterion, siblings are defined as a brother or sister sharing at least one parent and who is normally resident at the same address. This includes adopted children and those living in the same home under a recognised fostering.

3. Children of members of staff at the School at the opening of the admission round and in accordance with paragraph 1.39 of the School's Admissions Code 2021

4. All other children, with the highest priority given the children living nearest the School. Student distance will be measured on a straight line by the Local Authority Schools' Admissions Office.

Tie-break

It is possible that the PAN of the school will be reached in any one of the categories set out above. For this reason, all applications will be prioritised according to the criteria described. Decisions will be made about the offer of places in accordance with those priorities. If it is necessary to use a tie-breaker to distinguish between two or more applications, a distance criterion will be used. We will give priority to the applicants who live nearest to the school as measured by a straight line.

In the unlikely event that two applicants competing for a single place at a school live the same distance from the school, the place will be offered to one applicant on the basis of lots drawn by someone independent of the school not involved with admissions.

Multiple Births

If the final place available at a school is offered to a twin, triplet or other multiple birth and the remaining sibling/s would ordinarily be refused, the Board of Trustees will offer places to the remaining sibling/s at the same school. Where a sibling of a twin, triplet or other multiple birth has a school named on their EHC plan, Board of Trustees will from the date of issue of the EHC plan treat their twin, triplets or other multiple births under the sibling oversubscription criterion for the named school.

Late applications

All applications for entry into Year 7 received by the LA after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants, the School is

oversubscribed, parents may request that their child is placed on the School's waiting list.

Admission of children outside their normal age group

Out of Normal Age Group Requests

It is expected that children will normally be educated within their normal age group (chronological year group). However, we 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 Admissions Code.

You can make a request to the school in writing. This will need to include, where relevant, any supporting information about why the child should be admitted out of their normal age group.

When considering the request this will include, but is not limited to, taking account of the parent's views; information about the child's academic, social, and emotional development; whether the child has previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. Any evidence in respect of these or any other reasons can be submitted. Where relevant, consideration can be given to the child's medical history and any evidence from a medical professional involved with the child's care or treatment such as:

- a speech and language therapist
- an occupational therapist
- a social worker
- a paediatrician
- the child's nursery, childminder or current school.

We will make a decision on the request, taking into account the views of the headteacher.

Parents and carers are not expected to get evidence that they do not already have.

We will write to you with the outcome including the reasons for the decision. If the request is refused, you we be given the details of how to complain to the school.

A CAF1 application form must be sent to Suffolk County Council along with the decision letter from the school and other relevant evidence by the national closing date. Even if the request is agreed there is no guarantee there will be a place available.

Waiting lists

As part of the co-ordinated scheme for primary admissions, the LA Admissions Team manage the waiting list for Year 7 on behalf of the school until 1st September. After this time the waiting list is held by the school. Parents will be contacted immediately if a

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place becomes available for their child but should be aware that their child's place on the waiting list can go up or down if an application is subsequently received that meets a higher criterion than their own. If you change your address while your child is on a waiting list, you must let us know. Please be aware that this might change your child's position on the waiting list. Written evidence of this will be required. The waiting list will close on 31 December 2028.

Where an in-year application is received, the child's details will be held on the waiting list by the school for a minimum period of one term following the term of application. Applications will be ordered on the list according to the over-subscription criteria and when places become available, they will be offered accordingly. Parents should be aware that their place on the waiting list may vary if applications are subsequently received which meet a criterion higher than their own. Parents wishing to remain on the list after one term should contact the school.

Appeals
All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Appellants will be advised of the appeal details on the letter that refuses a place at the school.

Before you complete an application form you should read the following note:

Note 1a – Children in Care (looked after children)
A 'child in care' or 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).

Note 1b – Children previously in Care (previously looked after children)

Children previously in care (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 1c – Children adopted from state care outside of England
A child is regarded as having been in state care outside of England if they were in the 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.

Note 1d – Parent
For the purposes of education law, Section 576 of the Education Act 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 any 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.
- A person has care of a child or young person if they are a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child.

Note 2 – Sibling Tie Breaker

Priority will be given, where necessary, to applications where there is the smallest age gap in calendar years between the child's date of birth and the date of birth of any sibling already attending the school, or who has been offered a place at the time of application.

In the unlikely event that two applicants competing for a single place at a school have the same number of days difference in age from their closest aged sibling, 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.

Note 3 Distance Tie Breaker

It is possible that the PAN of the school will be reached in any of the categories set out above. For this reason, all applicants will be prioritised according to the criteria described. Decisions will be made about the offer of places in accordance with those priorities. If it is necessary to use a tie-breaker to distinguish between two or more applicants, a distance criterion will be used. We will give priority to the applicants who live nearest to the school measured by a straight line.

In the unlikely event that two applicants completing for a single space at the school live the same distance from the school, 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.

Note 4 – Making another application for a place at the same school

A parent or carer can apply fr a place for their child at any time to any school outside of the normal admissions round. If your application for a school place is refused, we will not determine a further application for a place in the same year unless there has been a significant change in the circumstances of the parent/carer or child.

If there is no change of circumstance you may make another application for the following school year. This will not normally be considered more than one term ahead of the date when you want your child to start at the school.

Note 5 – Ordinarily Resident

By ordinarily resident we mean the place where your child normally lives. We consider this to be where they sleep overnight. We may need proof of this address. If you want to use another address to give the impression that your child lives at different address to where they are ordinarily resident, such as a second home or a grandparents address so that you might have a higher priority for a place at the 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 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 the 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 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 to resolve the matter.

Note 6 – Child's Current Address/Moving Address

Please give your child's current address. If you are planning to move house and you want your future address to be the one considered as part of your application, please provide evidence of the new address such as a tenancy agreement or solicitors letter confirming the new address relevant to the school application.

Note 7 – Private Fostering

If you are caring for someone else's child for more than 28 days, you do not have parental responsibility for them and you are not a relative such as a grandparent, brother, sister, uncle or aunt (whether full blood, half blood or by marriage or civil partnership) or step-parent; you may be private fostering. It is a legal requirement that you contact Suffolk County Council on: 0800 800 4005 or email: customer.first@suffolk.gov.uk