



1839 + Bures School

Admissions Policy

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Approved by:	Full Governing Body
Status and review cycle:	Every 3 years
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Review date:	Autumn 2026

Bures CEVC Primary School Governing Body have agreed and adopted this policy as part of their on-going commitment in ensuring excellence and best practice is employed throughout the school.

This policy should be read in conjunction with the latest “Admissions to Schools in Suffolk Guide” or “Primary Education in Essex” documents which can be accessed via the following websites www.suffolk.gov.uk/admissionstoschools and www.essex.gov.uk/admissions.

All children are entitled to full time early education in the September following their fourth birthday. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year. A child reaches compulsory school age at the beginning of the term following their fifth birthday.

BEFORE YOUR CHILD COMES TO SCHOOL

If you would like to view the school and talk to the Headteacher, please telephone for an appointment and a member of the senior leadership team will be happy to show you around. Open Mornings are also held in the Autumn Term for parents who may be thinking about applying for a place for their child. The dates and times of these are advertised on the school website.

ADMISSIONS

In Reception the pupil admission number (PAN) for our school is 30, it being against the law for children in infant classes to be taught in a class exceeding that number with one qualified teacher. The PAN number is kept under review by the Governing Body.

The Governors of the school are required to admit into Reception any pupil who has a Statement of Special Educational Need(s) or Education Health Care Plan (EHCP) who names this school as able to provide the most appropriate educational provision for the child.

Children in public care will be considered a priority within each category.

Parents should apply for Reception places online via their Local Education Authority’s admissions website at www.suffolk.gov.uk/admissionstoschools for Suffolk residents and www.essex.gov.uk/admissions for Essex residents. If a parent is unable to access the online application system they can contact the School Office on 01787 227446 and our Office Team will be happy to help. Applicants will be notified of the results of their application directly by the Admissions Office.

CRITERIA FOR THE OFFER OF PLACES

Reception

Places will be offered on the following basis for the Reception class and in the following order of priority:

- Children who have a Statement of Special Educational Needs or Education Health Care Plan, their parents or guardians have named the school as their preferred choice and who name the school as being the most appropriate to meet their child’s educational needs.
- Children in care (looked after children) or previously looked after children.
- Siblings: children who are brothers and sisters of, or who live as a family at the same address as, pupils who are already at the school or who have already been offered a place and who will still be there at the time of admission. Priority will be given, where necessary, to applications where there is the smallest age gap.
- Children who are ordinarily resident in the catchment area (the following link illustrates the current catchment area for the School):
https://search3.openobjects.com/mediamanager/suffolk/enterprise/files/schoolcatchment-bures_cevcp_school.pdf .)

Places will be allocated in the following priority order:

- i. Children whose parents/carers are applying on the grounds that the child and/or the family have been practising members of the Church of England (or other church within the Worldwide Anglican Communion) for a minimum period of one year before the relevant closing date. A letter must be provided by a priest or minister stating that the child and/or family are practising members of the Church of England that they go to church regularly (that is to say, at least once a month). In the event that regular attendance has not been possible because the church has been closed for public worship, and has not provided alternative premises for worship, the requirements of the admission arrangements in relation to regular attendance will only apply to a period when the church or alternative premises have been available for public worship. The arrangements refer to regular worship and this means worshipping at least monthly for a period of a year before the deadline for the submission of an application for a place.
 - ii. Children who live nearest to the school.
- Children who live outside the school's catchment area in the same priority order as set out in (i) and (ii) above.

Where necessary, decisions will be made on the basis of direct linear distance from the school, i.e. front door of home to front gate of the school.

The home address of an applicant who spends time with both parents (Shared Responsibility) will be taken as the home address that is nearer to the school using the measuring system as described above.

To facilitate a successful induction into Bures CEVC Primary School, the School may, at the direction of its Governors, undertake an in-depth review of the pupil's needs and/or require that the pupil is visited in their current setting for at least four half-day sessions before being accepted into Bures CEVC Primary School; thereby ensuring that all necessary aspects of their education can be given due consideration, planning and time for implementation.

APPLYING AT OTHER TIMES OF THE YEAR

All in-year applications for Reception-aged children and above are dealt with through the Admissions Team at Suffolk County Council. To apply for a school place in-year, a **Common Admissions Form 2 (CAF2)** should be completed and returned to the area office. The form can be downloaded from www.suffolk.gov.uk/admissionstoschools. Once again, if a parent is unable to access the form they can contact the School Office on 01787 227446 and our Office Team will download the form for them.

APPEALS

If you have not been successful in securing a place for your child at your preferred school, you will receive a letter from the County Council informing you and offering you the right of appeal.

The letter will include guidance on how you can appeal to an independent panel and how you can obtain an appeal application form. If you wish to appeal, your appeal must be heard within 40 school days of the date that the Education Appeals Office receives your appeal form or before the end of the summer term, whichever is the sooner. Appeals should be sent to the Education Appeals Office. Details of how to appeal can be found on the Suffolk or Essex admissions websites highlighted above.

REVIEW

This policy will be reviewed annually in accordance with admissions information given to the school by Suffolk County Council and in the light of any changed circumstances in our School or the local area.