



Admissions Policy 2024/25

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At REAch2, our actions and our intentions as school leaders are guided by our Touchstones.

The infographic features seven touchstones arranged in a circular pattern on a blue background. Each touchstone consists of a circular icon, a title, and a descriptive sentence. The touchstones are: Leadership (rocket icon), Learning (books with a plant icon), Inclusion (hands holding a heart icon), Enjoyment (stars and fireworks icon), Integrity (shield with checkmark icon), Inspiration (lightbulb icon), and Responsibility (hands holding a heart icon).

Leadership
Finding the leader in all of us.

Learning
Creating exceptional opportunities for learning.

Inclusion
Realising the greatness in our difference.

Enjoyment
Loving what we do.

Integrity
Being courageously true to our purpose.

Inspiration
Feeling the power of the possible.

Responsibility
Unwavering commitment to seeing things through.

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1. Introduction

Admission arrangements for all mainstream academy schools must comply with [School Admissions Code](#) and the [school admission appeals code](#).

Academies must publish the admission arrangements for their school on their website by 15 March each year and keep them there for the whole of the offer year. This is the school year in which offers for places are made.

They must also set out how in-year applications will be dealt with for their schools by 31 August at the latest each year and publish a timetable for organising and hearing admission appeals for their schools by 28 February each year.

Martlesham Primary Academy (the School) is a primary academy located at Black Tiles Lane, Martlesham, Woodbridge, Suffolk, IP12 4SS and is part of REAch2 Academy Trust (the Trust).

Martlesham Primary Academy is a small, successful primary school (OFSTED Good 2018). The school prides itself on relationships and this is what makes the school a special place to be. We offer an engaging curriculum which provides exceptional learning opportunities for all our pupils.

More information about the school is available on its website www.martleshamacademy.org

The Trust is the 'admission authority' for all its academies and has developed an Admission Policy which is compliant with the School Admissions Code 2014 (the Code) and other guidance/legislation using a Trust-wide approach to admissions, following public consultation. The Trust's aim is to ensure all its academies have simple, consistent admission arrangements that focus on serving the local community and reflect the Trust's vision and values.

More information about the Trust is available on its website www.reach2.org

2. Definitions

The following definitions apply for the purposes of this policy:

EHC Plan: An Education, Health and Care (EHC) Plan is for children and young people aged up to 25 who need more support than is available through special educational needs support. EHC Plans identify educational, health and social needs and set out the additional support to meet those needs.

In-Year Admissions: An in-year admission application is one that is made outside of the normal time of transfer between schools, for example when a family moves house part way through a school year.

Oversubscribed: Having more applications than available places.

PAN: The PAN is the number of pupils the school will admit in to Reception.

Parent: In this policy, the term 'parent' means a natural or adoptive parent of the child, as well as a person who is not the natural or adoptive parent of the child, but who has care of the child, or parental responsibility for the child. This is the legal definition of a 'parent' in education law.

3. Published Admission Number (PAN)

The Published Admission Number (PAN) for Martlesham Primary Academy is 20 pupils.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applications than this are received, the Academy Trust will offer places at the school to all those who have applied.

Applications in the 'normal round' (that is the main cycle of applications for Reception places from the beginning of the school year) are administered on behalf of the Academy Trust by Suffolk County Council in accordance with the local coordinated scheme.

4. Statutory Maximum Infant Class Size

By law, infant classes (i.e., classes in Reception Year, Year 1 and Year 2 class) with a single school teacher are not permitted to contain more than 30 pupils, except in certain circumstances as set out below.

Some children are deemed to be 'excepted pupils', which means that they can be admitted to year group over its PAN and into a class over 30 pupils. These include (but are not limited to) children with an EHC Plan and looked after children and previously looked after children placed outside the 'normal admission round'. Further information is contained in the Code.

5. Equality

The Trust and the School are familiar with, and fully comply with, their duties and responsibilities under the Equality Act 2010 in relation to children with protected characteristics, and this policy has been developed regarding those responsibilities.

6. Home Address

The 'home address' is the address at which the child resides on a permanent basis or is 'ordinarily resident'. This is generally the address of the parent/carer. In some cases, children may be 'ordinarily resident' for the majority of the school week, including overnight, with another relative or carer, such as a grandparent. This may also be the case where a child resides between two parents at different addresses following the breakdown of the parental relationship. Where this is the case, the application may be processed based on that address (where the child resides for the majority of the school week) and proof of address and residence arrangement will be required with the application. The child must be living with the parent, relative or carer 24 hours per day, for the majority of the school week. Arrangements where parents can leave and collect children from another relative or carer on a daily basis will be regarded as childcare arrangements, and the child will not be deemed to be 'ordinarily resident' with that person. In all cases we expect that the adult with whom the child is 'ordinarily resident' receives the child benefit for the child (where eligible).

The exceptions to this rule are the children of UK Armed Forces service personnel with a confirmed posting to their area, or Crown Servants returning from overseas to live in the area, for whom an application for admission may be made in advance of their move where it is accompanied by an official letter that confirms the intended relocation date and a Unit postal address or quartering area address for the child.

7. Children with an Education Health and Care Plan (EHC Plan)

Children with an Education Health and Care Plan (EHC Plan) are admitted to school under separate statutory procedures managed by the child's Local Authority, and not under this policy.

Where the child with an EHC Plan which names the school will be admitted in the 'normal admission round', they will be allocated places in Reception Year before other applications are processed, which will reduce the number of available places within the published admission number (PAN). At all other times, the child will be admitted even where this means exceeding the PAN.

8. Oversubscription Criteria

When the school is oversubscribed (that is, there are more applications than places available), after the admission of pupils with an Education, Health and Care Plan that names the school, priority for admission will be given to those children based on the criteria set out below, in the order shown:

1. Looked after children and previously looked after children.
2. Children with siblings in the school.
3. Children of school staff fulfilling a skills shortage role.
4. All other children.

9. Definitions Relating to the Criteria

- a) A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear to Suffolk County Council to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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).

Children will be regarded as having been in state care outside England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Applicants under this criterion will also need to fill in a Supplementary Information Form (SIF) evidencing state care outside of England. The SIF is available from the school website or school office.

- b) 'Siblings' for applications made in the normal admission round a relevant sibling is a child who has a brother or sister, adopted brother or sister, stepbrother or stepsister, foster brother or sister, or the child of a parent's co-habiting partner; living in the same family unit in the same family household and address who attends the school in any year group excluding the final year.

Biological and adopted siblings who attend the preferred school in any year group excluding the final year will also be treated as siblings irrespective of place of residence.

Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

For mid-year applications a sibling is a child who has a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit in the same family household and address as a child who attends or has been offered a place at the preferred school at the time of application and determination and with a reasonable expectation that the sibling will be attending at the time of admission.

- c) This option is only available for all staff with a permanent contract to work at the school (and not employees in REAch2 cluster or central teams); it will be subject to confirmation by an independent REAch2 non-executive that, on the evidence available, the member of staff is recruited to fill a post where there is a demonstrable skills shortage. Staff must contact the school Head Teacher when applying for a place under this criterion. The Head Teacher will provide a letter to the Admission Authority and Local Authority Admissions Team confirming the staff members full time employment.
- d) 'All other children' refers to all applicants who do not fall into any of the categories above.

10. Tie Breaker

Where the number of applications exceeds the number of places available within any of the categories above, the order in which places will be allocated will be determined by reference to the distance between the child's home address (as defined by this policy) and the school, with those living nearer receiving higher priority.

Children who live 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 Suffolk County Council 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 the 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.

Where it is not possible to separate two or more applications because the children concerned live an equal distance from the School, the order in which places are allocated will be determined by the drawing of lots in front of an independent witness.

Where multiple birth siblings (twins and triplets etc.) from the same family are tied for the final place, we will admit them all, as permitted by the infant class size rules and exceed our PAN.

11. Late Applications

All applications received on or by the closing date will be considered equally. Late applications can be accepted for good reason. All applications received by the Local Authority after the deadline will be considered to be late applications. These will be considered after those received on time.

If all available places are allocated to children whose applications were received on time, parents or carers who have made a late application may request that their child is placed on the school's waiting list.

12. Deferred Entry for Reception Places

Parents/carers offered a place in Reception for their child have a right to defer the date their child takes up the place, or to take the place up part-time, until the child reaches compulsory school age. Children reach compulsory school age on 31 August, 31 December or 31 March, whichever of those three dates follows (or falls on) the child's 5th birthday.

Places cannot be deferred beyond the beginning of the summer term of the school year for which the offer was made.

13. Admission of children outside their normal age group, including for 'summer-born' children

Parents or carers may request that their child is admitted outside their normal age group. To do so, they should include a written request with their application, setting out the year group in which they wish their child to be allocated a place and the reasons for their request.

When such a request is made, the Head Teacher will make a decision on the basis of the circumstances of the case, based on their professional judgement of what is in the best interest of the child, taking account of the evidence and rationale provided by the parents/carers.

14. Waiting Lists

Where the school receives more applications for Reception places than there are places available, a waiting list will operate to the end of the school year, after which parents/carers must re-apply for a place in Year 1. The waiting list will be maintained by the school, and it will be open to any parent or carer to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria (not by date in which the child's name was added).

Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be re-ordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

15. Appeals

Parents have a statutory right of appeal to an Independent Admission Appeal Panel against the refusal of a place at the school for their child.

Admission Appeal Panel Hearings are conducted strictly in accordance with procedure and criteria set out in the School Admission Appeals Code 2012, which is accessible on the Department for Education's website: <https://www.gov.uk/government/publications/school-admissions-appeals-code>

Details of the appeals process, which is managed locally by Suffolk County Council, can be found at <https://www.suffolk.gov.uk/children-families-and-learning/schools/school-places/education-admission-appeals-and-permanent-exclusion-reviews/>

16. In Year Admissions

In year school admissions relate to a child changing school outside of the usual transfer cycle. The school manages its own in year admissions and applications should be made directly to the school. Parents or carers interested in transferring a child in year to Martlesham Primary Academy should contact the school office for further information. The school will consider all such applications and if the year group applied for has a place available the parents or carers will be asked to complete an ADM1 Form and an Admissions Pack.

17. Fair Access Protocol

Martlesham Primary Academy participates in Suffolk County Council's fair access protocol. For a copy of Suffolk's County Council's fair access protocol, please visit [Suffolk's Fair Access Protocol | Suffolk County Council](#)