

# Sexton's Manor Primary School

## Admissions Policy 2026-27



**DATE ADOPTED / REVIEWED: February 2026**

**PRINT NAME**

**SIGNED**

**DATE**

**DUE FOR NEXT REVIEW: Autumn term 2027**

**COMMITTEE TO APPROVE: FGB**

## **Aims and Objectives**

We are an inclusive school that welcomes children from all backgrounds and abilities. The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we follow the procedure set out below in order to determine whether a child is accepted or not.

## **Published Admission Number**

The school has a Published Admission Number (PAN) of 30 for entry into the Reception Year. 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. This is reviewed annually by the governing body.

## **Application Process**

Suffolk County Council will process applications as part of the normal local authority process for coordinating school offers. Applications for this school can be made online at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions) or by filling in a CAF1 paper application form available from:

the Local Authority Admissions Team on 0345 600 0981.

Applications should be sent to the:

Admissions Team, Endeavour House, 8 Russell Road, Ipswich, IP1 2BX.

The closing date for applications is 15 January. Offers will be made on 16 April or the next working day.

## **Oversubscription Criteria**

When the school is oversubscribed, after admitting pupils with an Education, Health and Care Plan naming the school, priority for admission will be given in this order:

1. Looked after and previously looked after children.
2. Siblings attending or offered a place at the school.
3. Children ordinarily resident in the catchment area, prioritised by distance.
4. Children outside the catchment area using the same distance criterion.

## **Tie-break Procedures**

Where necessary, applications will be distinguished using either a sibling age-gap criterion or a straight-line distance measurement. If two applicants remain tied, allocation will be decided by lot drawn by an independent officer.

## **Twins, Triplets and Multiple Births**

If the final available place is offered to one child of a multiple birth group, the remaining siblings will also be offered a place.

## **Late Applications**

Applications received after the deadline will be treated as late unless exceptional reasons are agreed by the Local Authority. Exceptional late applications must include evidence.

### **Deferred Entry for Infants**

Parents offered a place may defer entry or request part-time attendance until their child reaches compulsory school age, but not beyond the start of the final term of the school year.

### **Admission of Children Outside Their Normal Age Group**

Decisions will be made on a case-by-case basis considering the child's development, medical information, and professional evidence. Agreement does not guarantee future availability of places.

### **Waiting Lists**

A waiting list will operate until 31 December. Places will be allocated based on oversubscription criteria and the list will be reordered whenever a child joins or leaves it.

### **Appeals**

All applicants refused a place have the right to appeal to an independent panel. Details will be provided in the refusal letter.

### **In-Year Admissions**

Applications are normally only considered one term ahead. Parents should discuss transfers with their current Headteacher. Applications must be submitted using the ADM1 form and will be processed within 5 school days. If oversubscribed, the published criteria will be applied. These can be made direct to the school rather than to the Local Authority.

### **Notes**

Sibling definitions, ordinarily resident criteria, definitions for looked-after and previously looked-after children, and catchment area information follow the guidance provided by Suffolk County Council.