



Part of **GIPPEWYK COMMUNITY
EDUCATIONAL TRUST**

Achieving success together

Admissions Policy

Date Approved: By Governing Body: 01.09.19

Reviewed: 01.05.20

Updated: 19.05.20

1. Introduction

The Governing Body of Rose Hill School is the admission authority for the school. This means that it is the Governing Body that sets and applies the admissions policy for the school.

2. Admission to Primary School (Refer to the "Admissions to Schools in Suffolk" booklet)

The application process for admissions into Reception is co-ordinated by Suffolk Local Authority (LA), which acts on behalf of the governing body to offer places at the school. Parents/Carers should apply online at www.suffolk.gov.uk/onlineadmissions. Offer letters will be issued by the LA. Our published admissions number for each year is 45 children. Children normally attend school full-time in the reception year group in the September following their fourth birthday. (For further information and specific dates, please refer to the full scheme for co-ordination, available from the LA Admissions team or from the website www.suffolk.gov.uk/admissions). To apply for a place after the start of term or in any other year group, please complete an ADM1 In-Year Application Form which is available on the school's website www.rosehillprimary.net

Parents/Carers wishing to visit the school prior to submitting an application are welcome to do so. Please contact the school office on 01473 727552 to make arrangements.

3. Admission Criteria (Refer the "Admissions to Schools in Suffolk" booklet)

The school has adopted Suffolk County Council's Admissions Policy and oversubscription criteria, which is set out in the Admissions to Schools in Suffolk Booklet (Available on www.suffolk.gov.uk/admissions or contact the LA Admissions Team on 0345 600 0981).

For admission into Reception each September, the LA, on behalf of the Governing Body, will offer places to 45 children. This is the Published Admission Number (PAN) for that year group. In the event that more than 45 applications are received, the oversubscription criteria will be applied to determine priority for places.

To apply for a place after the start of term or in any other year group, please complete an ADM1 In-Year Application Form which is available on the school's website www.rosehillprimary.net

Waiting Lists (Refer to the "Admissions to Schools in Suffolk" booklet)

If you apply for a school place in the normal year of entry and are refused, your child's name will automatically be placed on the waiting list for that school. Names are placed on that waiting list in priority order set out in the admissions oversubscription criteria which can be found in 'Admissions to Schools in Suffolk Booklet' 2017/2018. Waiting lists are not held at any other time or for any other year group.

4. How to apply for places in all other year groups or Reception **after** the beginning of the School Year (Please refer to the "In-Year Admissions to Schools in Suffolk" booklet.)

A parent must contact Rose Hill School directly to make enquiries about making in-year applications.

The parents will be asked to visit the school to meet the Principal to help inform them of what the school can offer. The school will advise the parent to make an application on a form ADM1 which can be found on the school website or at www.suffolk.gov.uk/admissions. The form ADM1 can also be

found on the school website at www.rosehillprimary.net. The school will inform the parent in writing of the outcome of the application.

4. Admission arrangements for students outside of their normal age group

It is expected that children will normally be educated within their chronological year group. However, the Governing Body 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's Admissions Code. The School Admission Code can be found at <https://www.gov.uk/government/publications/school-admissions-appeals-appeals-code>. Requests to educate a child outside of their normal age group have to be made in writing, to the school, including any supporting evidence. The governing body will make a decision on the request, taking into account the views of the Principal. 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 to the school will be given. For the normal admissions round, a CAF1 application form must be sent to the LA along with the decision letter from the school and other relevant evidence. Even if the request is agreed there is no guarantee there will be a place available.

5. Appeals (Refer to the "Admissions to Schools in Suffolk booklet")

The parent of any child who is refused a place at the school has a right of appeal to an independent Appeals Panel. The appeal process is an opportunity for parents to explain their reasons for seeking a place at the school to the panel. The admission authority will provide parents with details of how to appeal. The panel consists of three people who are independent of the school's Governing Body and the LA. The panel will consider the circumstances of the case put before them. Both the Governing Body and the parents must abide by the decision it makes. Appeals for the school are currently arranged by the Education Appeals Office on behalf of the Governing Body. Advice on appeals is also given by the Advisory Centre for Education (ACE). Further information and appeal forms are available from the Education Appeals Office.

Admissions Appeal Addendum April 2020

Our Admissions Policy has been amended to manage appeals during the coronavirus (COVID-19) outbreak. The temporary regulations will commence on the 24th April 2020 and will cease to apply in most respects on 31 January 2021 when the requirements relating to appeals will revert to the rules under the Appeals Code and 2012 Regulations (without amendment). To ensure that the expiry of the temporary regulations does not prejudice appeals that are already in progress on 31 January 2021, the temporary regulations will continue to apply to

1. Any appeals lodged between that date and 31 January 2021
2. Appeals that have already been lodged before 24 April but have not yet been decided

The main considerations for appeals during these temporary regulations are

- Any appeal panel that has been constituted as a panel of 2 can conclude the appeal on this basis or where an appeal panel has started to consider an appeal on the basis of the written information only, it may continue to decide the appeal on that basis.
- Face-to-face appeal hearings will not take place until the government guidelines on social distancing indicate it is safe to do so. Hearings will be conducted by telephone or video conference if possible or by written submissions.
- Appeals will be determined as soon as is reasonably practicable and in accordance with the deadlines set by the temporary regulations. Rose Hill Primary School will determine appeals lodged as part of the main admissions round before the start of the September term, wherever possible.
- Where a panel member needs to withdraw part way through the appeals process and it is not reasonably practicable for the panel to be reconstituted in the normal way for a reason related to the incidence or transmission of coronavirus (COVID-19), a panel made up of at least 2 members may continue to consider and determine the appeal.

The Local Authority (LA) remains responsible for making arrangements for appeals against the refusal of a place at Rose Hill Primary School.

Rose Hill Primary School will work with the LA to clearly set out for all parties to an appeal how the appeals process will be carried out, including how appeals will be conducted and the expected timescales for each part of the process.