



**EASTERN EDUCATION GROUP TRUST  
PRIMARY  
SCHOOL ADMISSIONS POLICY**

### School Admission Arrangements for 2025/26 School Year

The Eastern Education Group Trust is committed to operating a fair and transparent admissions process, in accordance with the School Admissions Code, the School Admissions Appeals Code and admissions law as it applies to state funded schools.

### Admissions Arrangements

An application for a place for a pupil starting school for the first time, i.e. Reception, is made through the local authority. For more information, please visit [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions).

An application for a place where a child has already been on roll at any other are managed through Eastern Education Group Trust. Please see the table below for contacts. Each school has a Published Admission Number (PAN). This is the number of pupils the school can take in each year group including Reception.

	<b>PAN</b>	<b>Contact name</b>	<b>Contact number</b>
Exning Primary School	30	Miss Julie Hogg	01638 600123
Stanton Primary School	30	Miss Judi Johnson	01359 250225

Eastern Education Group Trust is a non-selective and inclusive Multi-Academy Trust (MAT). We welcome children regardless of their aptitude or ability. The Eastern Education Group Trust Board is the Admissions Authority and is also responsible for any appeals.

### Documents

Applicants are strongly advised to read the Suffolk County Council’s Admission documents by visiting the website above to ensure that they read and understand the information provided before proceeding with an application. The following information may be of particular interest:

- Suffolk admission procedures
- The Local Authority School Transport policy
- Free School Meal Entitlement
- The Local Authority Fair Access Protocol

### Consideration of Applications

When applications not exceeding the agreed admission number for any relevant year group are received, the schools will offer places to all those who have applied.

Where there are more applications than there are places available, within a relevant year group, the school will consider all applications received against the following oversubscription criteria in the order given, to establish which children should be allocated a place.

All pupils with an Education and Health Care (EHC) plan, where the school is named, will be admitted before other applications are considered.

## Oversubscription Criteria

The priority for places is as follows:

1. Children in care (looked after children) and children who were previously in care (children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order, immediately following having been in care, including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted).
2. Sibling: where the child has a sibling in the school or a sibling has already been offered a place at the school, and where the sibling will still be attending the school at the time of admission but not in a specialist unit or a specialist resource base for Hearing Impaired provision, or in a nursery (Stanton). Priority will be given, where necessary, to applications where there is the smallest age gap. The term 'sibling' includes: natural, half, step, and adopted brothers and sisters; a child of the partner of the parent; and children who are fostered into the family. In all these cases, the child and their sibling will both be living at the same address (that is where the child is ordinarily resident) in a single-family unit. This means that children from different family units, where those separate families are living together at the same address, are not considered siblings under this criterion.
3. Children who are ordinarily resident in the catchment area 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.
4. Children who live outside the school's catchment area. Places will be allocated to the children who live nearest to the school (as in section 3 above).

## Tie Break

If the oversubscription criteria produce a tie between one or more applicants for a single remaining place or for priority on a waiting list, the order of priority will be determined by distance. Priority will be given to the applicants who live nearest the school. If two applicants competing for a single place live the same distance from the school, the place will be offered to one applicant by independent random selection. This will be carried out on the school premises and will be supervised by a person entirely independent of the school and with no current connection to the school. The Chair of the Primary Educational Excellence Committee or a nominated committee member will be in attendance.

## Catchment area schools

Every community and voluntary controlled school serves an area of streets or villages. Catchment area maps are available online at: [www.suffolk.gov.uk/catchmentmaps](http://www.suffolk.gov.uk/catchmentmaps).

If you live near to a boundary line on the map please check your address against the catchment area and/or street lists at: [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions).

You can also obtain a copy of the map or list from the Admissions Team on 0345 600 0981 (local rate).

## Notification of Decision

Applicants will be notified in writing, by email or letter on or before the date specified on the application form or accompanying information.

## Waiting Lists

If you apply for a school place in the normal year of entry and one or more of your preferences are refused, your child's name will automatically be placed on a waiting list for these schools. Names are placed on the waiting list in the priority order set out in our admissions oversubscription criteria.

The order of children does not remain static - as circumstances change a child's place on the waiting list can go up or down, for example due to withdrawals or additional applications. If you change your address while your child is on a waiting list, you must let us know. Please be aware that this may change your child's position on the waiting list. Written evidence of this will be required.

Having your child's name on a waiting list will not affect your right to appeal for any of the schools you have been refused a place at. Late applicants will be added to any waiting lists in oversubscription priority order if their parental preferences cannot be met.

If a place becomes available, we will offer it to a child on the waiting list for that school in priority order. We do not offer places on the basis of the date on which names were placed on the list. The waiting lists will cease to operate on 31 December.

We do not hold waiting lists for in-year applicants.

## In-Year Admissions

Applications can be submitted at any time during the school year by completing the in-year application form and returning it to the individual school.

If more applications are received for a year group than there are places available within the agreed admissions number, places will be allocated in accordance with the oversubscription criteria.

The Eastern Education Group Trust may decide to refer a refused application to Suffolk Local Authority in order that this authority's Fair Access Protocol can be applied. This would normally be where a child is deemed to require a higher level of support than can be provided at the school. The Fair Access Protocol will enable a local authority to engage with a family directly and so provide suitable support or an alternative educational placement as soon as possible. Applicants are advised to refer to the Local Authority Fair Access Protocol before completing an in-year application form. A protocol can be accessed on every Local Authority website but may well vary from area to area.

## Admission Appeals

If, following a formal application, a place is refused, parents and carers have a statutory right of appeal to an independent appeal panel.

Appeal forms in connection with starting in Reception for the first time in September, must be completed and submitted by the appeal deadline set out in the Suffolk Admissions Procedure.

Appeals in connection with in-year applications may be submitted directly to the school at any time. Details of the process will be sent out with the refusal letter. This will set out the various stages in the appeals process and the dates by which appeals must be heard.

Appeal hearings will not take place during any school holiday and any appeals received outside term time are not required to be administered until school resumes.

If your application has been refused, we will not process another application for the same school in the same school year, unless there has been a significant change in circumstances of the parent/carer, child or school. If there is no significant change in circumstances, you can make another application for the following school year. However, this will not normally be considered more than one term ahead of the date when you want your child to start at the school.

**Applications for children to enter a year group that does not correspond with their age** The school will consider applications for delayed or accelerated entry when parents or carers would like their child to be admitted in the year group below or above that corresponding to their age.

It is expected that children will normally be educated within their chronological year group. However, when requested to do so by the parent, admission authorities make decisions based on the circumstances of each case and in the best interests of the child concerned in line with School Admissions Code (December 2021).

Parents or carers should make a request to the school in writing. This will need to include, where relevant, any supporting evidence. The academy trust will decide on the request, taking into account the views of the headteacher. 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 should be given. A CAF1 application form must be sent to the LA along with the decision letter(s) from the own admissions authority school(s) and other relevant evidence by the national closing dates. Even if the request is agreed there is no guarantee there will be a place available.

### Deferred Entry

Parents or carers of children who will reach compulsory school age during the school year may request that the date their child is admitted to the school is deferred until the term following that in which the child reaches compulsory school age, however this is not recommended as the child will miss out on key experiences. Any such requests need to be discussed fully with the school so we can explain our concerns.

### Twins, triplets and other 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, Eastern Education Group Trust will offer places to the remaining sibling/s at the same school. The law requires that this will apply even in those primary schools where this would mean that more than 30 pupils would be admitted to an infant class. Where a sibling of a twin, triplet or other multiple birth has a school named on their EHC plan, Eastern Education Group Trust 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. This does not apply to siblings of children in a specialist unit or a specialist resource base for Hearing Impaired provision or a nursery, because they do not meet the sibling definition in the oversubscription criteria.

## Definition of terms used:

**Parents and Carers:** For the purposes of education law, section 576 of the Education Act 1996 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 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.

**Ordinarily resident:** By ordinarily resident we mean the place where your child usually lives. We consider this to be where they sleep overnight. We may need proof of this address. If you use another address to give the impression that your child lives at a different address to where they are ordinarily resident, such as a second home or a grandparent's address, so that you have a higher priority for a place at that 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 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 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 address 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 in order to resolve the matter.

**Sibling:** where the child has a sibling in the school or a sibling has already been offered a place at the school, and where the sibling will still be attending the school at the time of admission. Priority will be given, where necessary, to applications where there is the smallest age gap. The term 'sibling' includes: natural, half, step, and adopted brothers and sisters; a child of the partner of the parent/carers; and children who are fostered into the family. In all these cases, the child and their sibling will both be living at the same address (that is where the child is ordinarily resident) in a single-family unit. This means that children from different family units, where those separate families are living together at the same address, are not considered siblings under this criterion.

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 in order to resolve the matter.

## Withdrawing an Allocated Place

Parents will be expected to confirm by post or email within 21 days their acceptance of any place offered at the school. The child must then be attending school within five weeks of the date of the original offer letter.

Eastern Education Group Trust reserves the right to withdraw the offer of a place if these conditions are not met and to reallocate the place to the highest ranked child on a waiting list, or to a new applicant where no waiting list exists.

Eastern Education Group Trust may also withdraw the offer of a place if the child's home address is subsequently found not to be as stated on the application form

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## Stanton Primary School Nursery

### **Operating Days and Times**

Our Nursery is available from 9am to 3.30pm, Monday to Fridays (with the exception of Bank Holidays and staff Professional Development Days) during term times only. Wrap around care is available from 7.50am to 6pm

### **Admissions, Sessions and Fees**

#### **Admissions criteria**

It is our intention to make our Nursery accessible to children and families from the local community through transparent, fair and clearly communicated procedures.

In order to achieve the above, we will endeavour to ensure that the existence of the Nursery is widely advertised in places accessible to all sections of the community.

We will ensure that information about our Nursery is accessible in written and spoken form and where necessary we will assist in providing information in adapted formats. We are happy to communicate via text relay.

As we are led by Eastern Education Group Trust in our Nursery, we are not obliged to offer places in any specific order but, if the number of applications exceed the number of places for any session, we will allocate spaces giving priority in the following order:

- Looked after children.
- Children with a particular educational, social or medical need (as referred by a professional e.g. paediatrician, health visitor, speech therapist, social worker).
- Children requesting at least 15 hours.
- Children due to start school in the following year.
- Children with a sibling or half-sibling at the school.
- Children living within the school's catchment area.

If spaces become available during the year, we will allocate them using the same criteria.

We welcome children regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English. We also accept children into Nursery, whether they are toilet trained or not. We will liaise fully with parents and professionals to ensure that it would be in the child's best interests to attend our Nursery.

Parents and carers are encouraged to visit with their child shortly before admission and should be prepared to stay with their child if necessary for the first session or two. We operate a fully admissions procedure and where appropriate a child may attend for brief periods at first; gradually building up to a full session.

**Please note that admission to our Nursery does not in any way constitute a promise of a place in our school or any other local primary school.**

- All three and four-year-olds are entitled to 15 hours per week of funded early education (Universal funded hours). To receive 30 hours of funded childcare parents/carers can sign up online, via [childcarechoices.gov.uk](http://childcarechoices.gov.uk). This will generate a code, which must be verified by the school before the funded hours can be authorised our Nursery.
- All sessions (funded and paid) are to be booked at the beginning of each term using the Parent Authorisation Form (PAF form) and our Nursery application form. Funded sessions booked are not interchangeable with a paid session if a child does not attend a funded session.
- At the beginning of each term additional paid sessions will be offered, after all eligible three and four year-olds have been offered their funded sessions.
- At the start of each school term, eligible children who were attending our Nursery in the previous term will be offered the opportunity to increase or decrease their sessions for the forthcoming term and we will aim to accommodate these changes providing there is sufficient space and adequate staffing.
- Remaining sessions will be offered to children on the waiting list.
- All Nursery sessions are only available to eligible children aged three and above.
- Nursery runs for 38 weeks per year, during term time.
- Nursery has provision for up to 52 children; 26 in the morning session and 26 in the afternoon session.
- The number of children that can be admitted to our nursery will depend on a number of things including how many children already attend our nursery, their ages, and the staffing ratios we must have.

Our Nursery will admit pupils from the term after their third birthday, when they become eligible for Early Years Education Funding.

<b>Birthday</b>	<b>Free early education from beginning of</b>
1st September to 31st December	Spring Term (after Christmas holiday)
1st January to 31st March	Summer Term (after Easter holiday)
1st April to 31st August	Autumn Term (after Summer holiday)

## Home Visits

As part of our admissions process at our Nursery a home visit will be arranged to meet the child and family in their home setting before they start at our school. Home visits are an important part of our transition and pastoral care approach. They are designed to:

- Support children and families during the transition into school.
- Build positive relationships between staff, parents/carers, and children.
- Gain a holistic understanding of each child's needs, interests, and background.
- Provide parents/carers with an opportunity to share information in a comfortable environment.

**Scheduling:** Home visits are arranged in advance at a mutually convenient time. Parents/carers will be contacted with available dates.

**Staffing:** Visits will always be conducted by at least two members of staff (e.g. class teacher and teaching assistant).

**Duration:** Each visit will last approximately 20 - 30 minutes.

**Content:** During the visit, staff will:

- Introduce themselves and explain the school's approach to transition.
- Engage with the child in play or conversation.
- Discuss with parents/carers the child's routines, interests, strengths, and any concerns.
- Share information about starting school (e.g. timetable, uniform, settling-in arrangements).

**Confidentiality:** Information gathered will be treated confidentially and stored according to the school's Data Protection Policy.

### Charges

#### 30 hours funding

Eligible parents/carers can apply for up to 30 hours funding from <https://www.gov.uk/free-childcare-if-working>, we accept payment via this but must receive the code each term by the following dates:

- Autumn term: Last day of August
- Spring term: Last day of December
- Summer term: Last day of March

If the claim is not made by these dates the code issued will not be valid when we attempt to make the claim. If no code is received, sessions will be charged as below.

#### Our Nursery session timings and fees

Funded sessions

Morning session	8.40am to 11.40am	3 hours
Afternoon session	12.30pm to 3.30pm	3 hours

Additional sessions to funded hours

Lunch session	11.40am to 12.30pm	£3.00
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Morning session	8.40am to 11.40am	£15.00
Afternoon session	12.30pm to 3.30pm	£15.00

#### Charges/Late Collections

Our Nursery operates a strict 'on time' collection policy. If a parent/carer fails to collect their child/ren at the end of a booked session and has not contacted the school, their child/ren will be placed into the lunchtime session (at the end of morning nursery) or be supervised by staff (at the end of afternoon nursery). We reserve the right to charge a £10 admin fee and £2 per half-hour supervision fee.

Frequent late collection could impact on access to attend agreed sessions.

#### Lunches

There is the option for a child to extend their session by staying for lunch following a morning session. Lunchtime is subject to separate charges. Children staying for a full day (8.40am to 3.30pm) will be required to pay the additional 50 minute lunch session fee. If you do not wish to pay for lunchtime supervision, you

can collect your child at 11.40am and return them for 12.30pm, where appropriate.

Any parents booking their child in for a lunchtime session will have the option to buy a cooked school meal or to provide a healthy packed lunch, along the same lines as those suggested for school children. Water will be available. Lunchtime is supervised by Nursery staff who encourage healthy eating and provide fun learning opportunities.

If your child is eligible for Free School Meals and stays for a full nursery day, your child will receive a school hot lunch, if applied for by the parent/carer. This then needs to be booked through our school system – Arbor.

To check your eligibility for free school meals please click here: <https://www.gov.uk/apply-free-school-meals>

### **Wrap Around Care**

Children attending our Nursery have access to the school's Wrap Around Care.

Breakfast and after school sessions can be booked and paid for on Arbor.

Breakfast Club	7.50am to 8.40am	£5.50	includes a healthy breakfast and drinks
After School club	3.20 to 4.30pm	£6.60	includes a snack and drinks
After School Club	3.20pm to 6pm	£11.00	includes a snack and drinks

Full details can be found on the school website.

### **Payment**

- Bookings and payments need to be made through the schools payment system – Arbor. This needs to be booked and paid for in advance of your child attending the session.

### **Unpaid Accounts**

If an emergency session is booked by a member of staff then payment needs to be made within 24hrs. Please note that if a parent/carer fails to pay within 14 days of the due date, the school has the right to refuse to accept further bookings for additional paid for sessions. Should you experience any difficulties in paying Nursery fees and wrap around care fees, please arrange to speak to the School Office Manager in confidence at the earliest opportunity.

- Fees are reviewed annually.
- Paid sessions need to be booked and paid in advance
- Booking should be made via the schools' Arbor system

### **Collecting Your Child**

You must provide us with the names and contact details of any adults authorised to collect your child/ren. We cannot release children to anyone under the age of 18 unless there are exceptional circumstances. If this situation should arise, please let the school know. If a situation arises in which your child/ren have to be collected by an adult who is not on your authorised adult list a password system will operate. To ensure the safety of all children, Stanton Primary School Nursery staff will not release children into the care of anyone who is not on your authorised adult list without the correct password without gaining confirmation from you first.

**Conditions of Admission**

- 1) Stanton Primary School Nursery reserves the right to require the removal of a child/ren from the Nursery due to breach of these terms and conditions.
- 2) All other Stanton Primary School policies apply.

**All nursery sessions are only available to eligible children aged three and above.**

**Contacts**

Email: [stanton-office@easterneducationgroup.ac.uk](mailto:stanton-office@easterneducationgroup.ac.uk)

For all Nursery bookings or invoice enquiries please contact 01359 250225