



**Bacton**  
Primary School



**Cedars Park**  
Primary School



**Mendlesham**  
Primary School



**Stowupland**  
High School



**The John Milton**  
**Sixth Form**  
AT STOWUPLAND HIGH SCHOOL



# JOHN MILTON ACADEMY TRUST

Ambition • Aspiration • Excellence

## Admissions Policy 2024-2025

JMAT 002

## History

| Adoption / Review  | Trust Board / Trust Committee  | Lead Personnel  | Details   | Review Date                    |
|--|--------------------------------|---|---|--------------------------------|
| October 2016   | Full Board                     | CEO   |   | Sept 2017                      |
| Version 1: Admissions 2018-19<br>Adopted 27 Feb 2017                               | Full Board                     | CEO   |   | Autumn 2017                    |
| Version 2: Admissions 2019-2020<br>version adopted 23 Feb 2018                     | Business and Risk Committee    | CEO   |   | Autumn 2018                    |
| Version 3: Admissions 2020-2021<br>version adopted 14 Dec 2018                     | Full Board                     | CEO   |   | Autumn 2019                    |
| Version 4: Admissions 2021-2022<br>version adopted 18 Dec 19                       | Full Board                     | CEO   | Increase to PAN for Stowupland and Mendlesham                           | Autumn 2020                    |
| Version 5: Admissions 2022-23<br>version adopted 25 Sept 20<br>(amended 1-Sept-21) | Full Board                     | CEO   | No changes made   | Autumn 2021                    |
|  | n/a                            | 3.3 and 3.4: Inclusion of children adopted from abroad in line with the New Admissions Code Sept 2021 |   |                                |
| Version 6: Admissions 2023-24  | Full Board<br>17-Feb-22        | CEO   | Added to sections for clarity, no changes to procedures or allocations. | Autumn 2022                    |
| Version 7: Admissions 2024-25  | Consultation open: Autumn 2022 | CEO   |   | Consultation ends:<br>xxx date |
| <b>V7 Ratified Date:</b>   |                                | <b>Signed:</b>  |   |                                |

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## 1. Introduction

1.1 The John Milton Academy Trust (JMAT) operates a joint admissions policy, across all JMAT schools: Bacton Primary, Cedars Park Primary, Mendlesham Primary and Stowupland High School.

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

Parents should note that for Suffolk schools there is no automatic right to a place at the local school. It is essential that application forms are completed and returned by the closing date. If you make an application for a school which is not your local school and, subsequently, are not allocated a place, there is no guarantee that a place will be available for your child at the local school.

Please note this does not apply to our sixth form admissions: see our separate sixth form policy (Appendix A).

This policy is based on the following advice from the Department for Education (DfE):

[School Admissions Code 2021](#)

[School Admission Appeals Code](#)

As academies, the schools are required by their funding agreements to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

This policy complies with our funding agreements and articles of association.

## 2. Procedures for Admissions

### 2.1 Normal Admissions Round

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by the Local Authority.

The Local Authority will coordinate all normal year of entry admissions in Suffolk on behalf of all John Milton Academy Trust schools and the Local Authority will communicate all normal year of entry admission decisions to parents.

### 2.2 How to Apply

Procedures for applying to **all** John Milton Academy Trust Schools are explained in the publication 'Admissions to Schools in Suffolk'. Parents and carers should make themselves familiar with this information and take particular note of the definitions provided, dates and deadlines, which apply to John Milton Academy Trust schools.

The 'Admissions to Schools in Suffolk' publication is updated each year and can be found on Suffolk County Council's school places pages of their website: [School places](#)

Please note: a separate application must be made for any transfer from nursery to primary school.

### 2.3 Admissions for normal age group

The John Milton Academy Trust provides for the admission of children, full-time, in the September following their fourth birthday. We strongly believe that this is in the best interest of every child. However, parents can request that the date their child is admitted to primary school is deferred until later in the school year or until the term in which the child reaches compulsory school age.

A child reaches compulsory school age on the prescribed day following their fifth birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

Full-time reception places are offered and parents may decide that their child will be part-time in the autumn and spring terms, unless they reach compulsory school age as they would then have to be full time. However, your child must be full-time in the reception class by the beginning of the summer term at the latest.

Our schools are experienced in educating and caring for children with different abilities and social and emotional needs and will be able to provide a suitable education. It is expected, therefore, that children will normally be educated within their chronological year group. At Stowupland, entry to the chronological year group is deemed essential.

#### 2.4 Applications for a place outside the chronological year group

Where a parent wishes to make an application for a pupil of primary school age to be admitted to a school earlier or later than normal, to stay longer with a younger year group or to be taught ahead will be considered carefully. This may apply when a parent wishes to delay their summer born (April to August) child entry to full-time education until the following school year. When a parent does not wish to take up a full-time place in their child's chronological school year then an application for delayed entry would need to be made.

This could lead to:

- a) The parent making an application for a reception place for the following school year and providing written evidence from the relevant admissions authority school to agree a delayed entry with the application; or
- b) making an in-year application for a Year 1 place in the child's chronological year group, effectively missing out on the reception year.

The decision will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parent or carers' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Parents or carers should make a request to the school(s) in writing. Requests will be considered with the supporting evidence provided. The academy trust will make a decision on the request and the school(s) 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(s) will be given.

For requests for admission outside a child's normal age group a CAF1 application form must be submitted to the Local Authority, along with the decision letter(s) from the school and other relevant evidence, by the national closing dates.

Please note that even if the request is agreed, there is no guarantee there will be a place available.

#### 2.5 Application Forms and Deadlines

Applications for the normal year of entry should be made using the Suffolk normal year of entry application form (CAF 1), which is available from Suffolk County Council at [School places](#).

Parents/carers are encouraged to apply online. Completed forms should be submitted directly to the Local Authority.

The annual closing dates for submitting application forms are:

- 15 January for transfer to the Foundation Stage at Bacton Primary, Cedars Park Primary and Mendlesham Primary School
- 31 October for transfer to Year 7 at Stowupland High School

## 2.6 National Offer Day (for Normal Admissions Round)

The day each year on which Local Authorities are required to send the offer of a school place to all parents in their area. For Suffolk parents/carers, those who applied online will receive an email with the offer of a school place and those who applied, by the closing date, using the CAF1 paper application form will be posted an offer of a school place on the relevant National Offer Day. The National Offer Days for 2024/25 are as follows:

|                   |   |                           |
|-------------------|---|---------------------------|
| Primary schools   | - | Wednesday 17th April 2024 |
| Secondary schools | - | Friday 1st March 2024     |

## 3. Details and Definitions for Admissions

### 3.1 Priority Admissions

*EHC Plans (All Schools in the JMAT)*

The first priority admission group to all schools is children whose Education, Health and Care (EHC) plan names the school. All those in this group must be admitted and this applies to all schools in the John Milton Academy Trust.

### 3.2 Definitions Used in Oversubscription Criteria

*Looked after children* are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

*Previously looked after children* are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order. This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

*Family of Schools (Stowupland High School)*

The fourth priority admission group for Stowupland High School is our Family of Schools, defined for this purpose as our named partner feeder primary schools:

- Bacton Primary
- Cedars Park
- Mendlesham
- Freeman
- Haughley Crawfords
- Old Newton

We have strong strategic and curriculum links with our feeder schools. This means that pupils attending one of our named partner feeder primary schools at the application closing date will be considered to 'reside' in our priority admissions area and will be given priority.

*Sibling of students already on roll at the school (All Schools)*

By sibling we mean:

- Children living at the same address who have one or both natural parents in common
- Children living at the same address who are related by a parent's marriage.
- Children who are living at the same address whose parents are living as partners at this address. We do not include 'cousins' within our definition of sibling

## 4. Allocation of Places

### 4.1 Published Admissions Number

The agreed Published Admissions Number (PAN) for the normal year of entry is:

|                        |     |  |
|------------------------|-----|--|
| Bacton Primary School  | 30  |  |
| Cedars Park            | 60  |  |
| Mendlesham Primary     | 15  |  |
| Stowupland High School | 210 | for Year 7 and subsequent Year 7 intakes |

### 4.2 Admissions Oversubscriptions Criteria (Secondary)

All children whose education, health and care (EHC) plans name the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

The following details the order of priority for places in the case of oversubscription:

1. Looked after children (children in care), previously looked after children (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 looked after) 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. Children from the named local partner feeder primary schools; the Family of Schools, with a brother or sister (sibling) attending Stowupland High School at the time of application, with a reasonable expectation they will be attending at the start of the new school year. Attendance at Stowupland High School will also include the sixth form. Priority will be given, where necessary, to applications where there is the smallest age gap between siblings. If you have more than one child at the High School, please name the youngest one;
3. Children attending one of the named local partner feeder schools identified as the Family of Schools, who do not have a brother or sister (sibling) attending Stowupland High School. Applications in this category will be ranked using the distance criteria described in the tie-breaker (section 4.4);
4. Children of staff employed by the school in the following circumstances:
  - a. Where the member of staff has been employed at the school for two or more years at the time at which application for admission to the school is made, or
  - b. The member of staff is recruited to the school to fill a vacant post for which there is a demonstrable skill shortage;
5. Children who do not attend a named local partner feeder primary school with a brother or sister (sibling) attending one of the schools in the Academy Trust at the time of application, with a reasonable expectation they will be attending at the start of the new school year. Priority will be given, where necessary, to applications where there is the smallest age gap between siblings. If you have more than one child in the Academy Trust, please name the youngest one;
6. All other applicants will be ranked using the distance criteria described in the tie-breaker (section 4.4).

### 4.3 Admissions Oversubscriptions Criteria (Primary)

All children whose education, health and care (EHC) plans name the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

The following details the order of priority for places in the case of oversubscription for Bacton Primary, Cedars Park Primary and Mendlesham Primary:

1. Looked after children (children in care), previously looked after children (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 looked after) 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. Children with a brother or sister (sibling) attending one of the schools in the Academy Trust at the time of application, with a reasonable expectation they will be attending at the start of the new school year. Priority will be given, where necessary, to applications where there is the smallest age gap between siblings. If you have more than one child in the Academy Trust, please name the youngest one;
3. Children of staff employed by the school in the following circumstances:
  - a. Where the member of staff has been employed at the school for two or more years at the time at which application for admission to the school is made, or
  - b. The member of staff is recruited to the school to fill a vacant post for which there is a demonstrable skill shortage;
4. All other applicants will be ranked using the distance criteria described in the tie-breaker (section 4.4).

### 4.4 Tie-Breaker

In the event of oversubscription, having applied the criteria outlined above, priority will be determined by the distance of the child's home from the school they have applied to. This will be done by measuring 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 coordinates of each property and provides the address-point between which 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.

If after the distance tie-breaker, with two or more applications ranked at the same distance, and there are more applications than places, a further tie-breaker of Random Allocation will be used for the applications from this group. Lots will be drawn. This process will be independently verified.

### 4.5 Home Address

As part of the tie-breaker process, proof of residence, such as a lease agreement, may be required by the co-ordinated scheme. The Local Authority will investigate allegations of false addresses or other false information given on the online application/CAF1 and will liaise with the school to seek agreement to withdraw places if the details are found to be deliberately false or misleading.

Where a child lives with separated parents who have shared responsibility, each for part of the week, the address at which the child is ordinarily resident will be considered to be the address that

the child lives at for most of the week (excluding weekends and school holidays). Both parents must provide evidence in writing to confirm the child's living arrangements at the time of the application.

#### 4.6 Multiple Births

The John Milton Academy Trust's policy is not to separate 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, the academy trust will offer places to the remaining sibling/s.

#### 4.7 Parents and Guardians

A parent can apply for a school place. The John Milton Academy Trust reserves the right to carry out necessary checks as to the legal guardianship of an adult making an application for admission for a child whether as an in-year admission or as part of the normal admissions round. It is recognised that this can relate to safeguarding issues and is therefore of the highest priority.

For the purposes of education law, section 576 of the Education Act 1996 defines 'parent' as:

- all natural (biological) parents, whether married or not;
- any person who, although not a natural parent, has parental responsibility for the 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.

A person has care of a child or young person if they are the person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child.

#### 4.8 Challenging Behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol.

We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the school.

#### 4.9 Fair Access Protocol

We participate in Suffolk County Council's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

## 5. Waiting Lists

If you apply for a school place in the normal year of entry and one (or more) of your preferences is 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. Please note:

- 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 for which you have been refused a place.



- 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<sup>st</sup> December in each year. For details of how to make an in-year application, please see the section on this below.

## 6. In-Year Admissions Applications

All in-year admissions are processed by the individual schools of the John Milton Academy Trust. You should apply using the In-Year Application Form (available on school websites) and submit this directly to the relevant school.

The school will then consider the application. If the year group has vacancies, i.e. has fewer students than the published PAN (pupil admission number), the application will normally be accepted. Where the school does not have sufficient places for every child who has applied for one, the oversubscription criteria will be used.

Our policy relating to admissions outside the chronological year group remain the same for both in-year admissions and standard entry points (see paragraph 2.4).

Parents / carers will be notified, by the school, of the outcome within 15 school days of receiving the application form.

## 7. Right of Appeal

When an applicant is unsuccessful, there is an automatic right of appeal to an Independent Appeal Panel. Details of how to appeal will be sent with the letter of refusal. This information will be sent by the Local Authority for standard entry points and by the Trust for in-year admissions.

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address:

Education Appeals Office  
PO Box 579  
Ipswich  
Suffolk  
IP1 2BX

Telephone: **01473 264218**  
Email: [statutory.appealsoffice@suffolk.gov.uk](mailto:statutory.appealsoffice@suffolk.gov.uk)

You can find details of the appeals timetable within the 'A Guide to Education Admission Appeals' document on the following webpage: [Education Admission Appeals and Permanent Exclusion Reviews | Suffolk County Council](#)

## 8. Monitoring arrangements

This policy will be reviewed and approved by the trust board every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the trust board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every seven years.

## APPENDIX A

### John Milton Sixth Form at Stowupland High School Admissions Policy



**The John Milton  
Sixth Form**

AT STOWUPLAND HIGH SCHOOL

**The Sixth Form capacity is 200 students.**

#### Internal students

The John Milton Academy Trust welcomes applications for entry to John Milton's Sixth Form from students who have attended Stowupland High school in Year 11 and wish to progress onto Key Stage 5.

#### External students

The John Milton Academy Trust also accepts applications for entry to the Sixth Form from external candidates who attended another school or who are school leavers.

The Sixth Form PAN (Published Admissions Number) is 20: This is the number of students who can be admitted from outside the school to Year 12 (that is to say, not including those students who transfer from Year 11 itself).

#### Applications

Students applying to join the John Milton Sixth Form after the internal deadline for applications (i.e. the end of the first full week in March) should note that admission will be subject to the specific entry requirements for the courses. If a place is offered it is not an offer of a particular combination of courses and course combination options will be provided to students before they take up their places. Applicants seeking a place during the run up to and after the start of the school year will be invited in to discuss the available course combinations at their requested time of entry.

#### Entry requirements

Entry requirements for both internal and external students to the John Milton Sixth Form is subject to a student having achieved the entry requirements for the course they wish to pursue. Students should refer to the Sixth Form prospectus and the course information sheets for further details on individual subjects; individual subjects may be limited in the number of students they are able to accommodate. The prospectus and course information sheets are available both electronically and in hard copy. The method for application is through the submission of a John Milton Sixth Form at Stowupland High School application form. These are available online through the Stowupland High School website.

#### Oversubscription Criteria

The oversubscription criteria for the John Milton Sixth Form are the same as those operating for the main school.