

# ADMISSIONS POLICY

Lakenheath Community Primary School



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Date of Policy	July 2025
Review Date	March 2026
Head Teacher's Signature	
Chair of Governors' Signature	

## Document Change History

Version	Date	Change Details
1	January 2017	N/A
2	January 2018	Format update and content review.
3	January 2019	Content review
4	February 2020	No changes required
5	April 2021	No changes required
6	March 2022	No changes required
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9	July 2025	No changes required

## 1. Introduction

The governing body of Lakenheath Community Primary School applies the regulations on admissions fairly and equally to all those who wish to attend this school. This policy conforms to the regulations that are set out in the Suffolk Protocol.

## 2. Aims and objectives

- i. We are an inclusive school that welcomes children from all backgrounds and abilities.
- ii. This admissions policy sets out how the admissions process works in Suffolk and at our school, ensuring that all applications are dealt with in a fair and transparent manner and without prejudice.

## 3. How parents can apply for their child to be admitted to our school

- i. As our school is a community school, the school determines the admission arrangements in agreement with the LA. The LA is therefore the 'Admissions Authority' for our school. The regulations for entry to each school, where the Admissions Authority is the LA, are published each year by the LA. Parents can receive a copy of these regulations directly from the LA.
- ii. The LA publishes a composite admissions prospectus each year, which gives information about how parents can apply for a place in the school of their choice. Parents have a right to express a preference for the school of their choice and they should do so on the application form. Expressing a preference does not, in itself, guarantee a place at this school. Application forms can be obtained from the Education Department of the LA and should be completed by the date stipulated on the forms. Parents may also apply online. Parents will be notified about the school place as soon as all the applications have been considered.
- iii. All applications are dealt with by Suffolk LA according to the published admissions criteria.
- iv. The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.

### Admissions criteria in order of significance:

- a - Children with an Education Health Care Plan (statement)
- b- Looked After Children (Children in care)
- c - Children with siblings at the school
- d- Children who live in the catchment area
- e- Children who live outside the catchment area

(for a full description of this criteria please see the Directory of Schools in Suffolk which can be found at:  
<http://www.suffolk.gov.uk/education-and-careers/schools-and-support-in-education/applying-for-a-school-place/admissions-applying-for-a-school-place-for-2014-2015-current-school-year/> )

- v. The level of ability of a child or any special needs that s/he may have plays no part in the admissions policy of this school.
- vi. We encourage all children to start school full time in the September of the academic year they become five. However, parents have the legal right to decide that their child does not need to start school until the term after they become five.

## 4. Admission Appeals

- i. If the Local Authority do not offer a child a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children in the school to increase too much.
- ii. If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LA. An independent appeals panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned. If the appeals panel decides that we

should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school. (Details of appeal arrangements are set out in the Suffolk fair Access Protocol).

## 5. The Standard Number

- i. The standard number is the number of children the school can accommodate. The standard number for our school is 315. We keep this number under review and the governors will apply to change the number if circumstances allow.

### Infant Class Size

- ii. We plan to teach infant children (aged five to seven) in classes that have a maximum number of 30 children.

## 6. Review

- iii. This policy will be reviewed annually with the Admissions Authority in the light of any changed circumstances in our school or the local area. Up to date information on Admissions can be accessed through the schoolsurf:-

[www.schoolsurf.suffolkcc.gov.uk/docs/unrestricted/School\\_Admissions/index.aspx](http://www.schoolsurf.suffolkcc.gov.uk/docs/unrestricted/School_Admissions/index.aspx)