

ADMISSION POLICY FOR SAMUEL WARD ACADEMY ~ 2026/2026

Introduction

Parents should note that for Suffolk Secondary 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 31st October.

Please note that this policy does not apply to sixth form admissions: please see our separate sixth form policy.

Published Admission Number

The Published Admission Number (PAN) for 2025-2026 is 230.

Procedures for admission

Although the Academy will decide its own admissions, the local authority co-ordinates all Normal Year of Entry Admissions in its area, and will communicate all admission decisions to parents. In-year applications should be made directly to the Academy.

Procedures for applying to Samuel Ward are explained in the publication Admission to Schools in Suffolk. Parents should make themselves familiar with this information and take particular note of the definitions provided, dates and deadlines, which apply to Samuel Ward admission arrangements unless stated otherwise in this document.

Applications must be made using the Suffolk Normal Year of Entry Application Form (CAF1), which is available from Suffolk County Council on 0345 600 0981 or Samuel Ward. Applications are also available from www.suffolk.gov.uk/admissions. Applications can also be made online. **No completed forms will be accepted at the school.** There is also the ADM1 for in-year applications.

The deadline for ordinary Year 7 admissions will be that published in the Admission to Suffolk Schools Publication. This date is the 31st October.

Admissions Criteria

Priority Admission Area

Our priority admission area is that comprised of our **Partner Primary Feeder Schools**. This means that pupils attending one of our partner primary feeder schools at the application closing date are considered to 'reside' in our priority admission area.

Our partner primary feeder schools are Westfield, Coupals, Hundon, Kedington, New Cangle, Wickhambrook, Steeple Bumpstead, Thurlow and St Felix

Our PAN is 230. We will admit pupils from our Priority Admission Area using the oversubscription criteria listed below in descending order. Pupils who are not admitted at this point, as well as pupils applying from outside of our priority admission area, will then be ranked according to the criteria listed in the section 'Applications from outside our Priority Admission Area.'

Pupils with Education, Health and Care Plans which name the school must by law be offered a place

- 1 Looked after Children or previously looked after children will then be admitted as the top priority. *Looked after children (children in care) and previously looked after children (children who were looked after, but ceased to be so because they were adopted or become subject to a children arrangements order or special guardianship order, immediately following having been looked after).*

Oversubscription within our Priority Admission Area

- 2 In the event of oversubscription children **within the priority admission area** (from the named feeder partner schools) will be considered next and determined using the following criteria in descending order:
 - a) Children with a brother or sister (sibling) attending Samuel Ward at the time of application with a reasonable expectation they will be attending at the start of the new school year. Attendance at Samuel Ward will include attendance at the Sixth Form.
 - b) Children attending one of the named partner schools who do not have a brother or sister (sibling) attending Samuel Ward.
 - c) Distance - as outlined in the section labelled 'Tie Breaker' below

Applications from outside of our Priority Admission Area

- 3 Applications from children who **do not attend a named partner school that have not been admitted** will be considered and will be determined by the following criteria:
 - a) Children with a brother or sister (sibling) attending Samuel Ward at the time of application with a reasonable expectation they will be attending at the start of the new school year.
 - b) The proximity criteria described below in 'Tie-Breaker'.

The academy reserves the right to refuse entry to applicants who have been permanently excluded from two or more schools. This applies within two years of the second exclusion.

Definitions

“Sibling”

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 living at the same address whose parents are living as partners at this address. We do not include 'cousins' within our definition of sibling.

“Partner Schools”

Our partner primary feeder schools are Westfield, Coupals, Hundon, Kedington, New Cangle, Wickhambrook, Steeple Bumpstead, Thurlow and St Felix

Tie-breaker

In the event of oversubscription, those living nearest the school will be given priority. We measure that 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.

In the unlikely event that two or more applicants competing for a single place at the School live the same distance from the School, the place will be offered to one applicant on the basis of lots drawn by a person who is independent of the School.

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 considered to 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 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 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.

Previously looked after children

Previously looked after children includes children who were adopted under the Adoption Act 1976 (section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (section 46 adoption orders). Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

Children adopted from state care outside of England

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organization, or any other provider of care whose sole or main purpose is to benefit society and ceased to be in state care as a result of being adopted

Admission of children out of their normal age group

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 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 Admissions Code. This will entail establishing

- The applicant's academic standards
- The social-emotional impact of out of year admission on the individual pupil
- The year group that the pupil has been educated in to date
- Other reasons put forward by the child's parents

The Academy will have two decisions to make:

- Which year group, if any, to place the child if there are sufficient places in that year
- To apply its oversubscription criteria for the year in which any place is offered to see whether a place can be offered in the identified year group

We are expecting further guidance or a change to the School Admissions Code regarding this and would comply with new legislation.

Parents or carers should make a request to the Academy in writing. This will need to include, where relevant, any supporting evidence. The governing body or academy trust 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. Even if the request is agreed there is no guarantee there will be a place available.

Parents that are applying for places for year 5 pupils that wish to enter year 7 a year early, should contact the school in the first instance and will also need to provide the following information:

- Evidence of the readiness of their child to access the secondary curriculum. This includes their emotional readiness.
- Evidence of the rate of progress made by their child over at least the previous year. This is because applications will need to be made a year in advance of

their normal year of entry, and there will be a need to establish the likely level of attainment that will be achieved by the end of year 5

- Evidence that their child is likely to meet or exceed the levels of attainment expected of pupils at the end of KS2.
- Their reasons for applying for early entry into year 7 on behalf of their child

Each case will be reviewed on the basis of circumstances and in the best interests of the child.

Parents applying for places on behalf of pupils in year 5 and who wish their child to enter year 7 one year in advance of their normal year of transfer to secondary school will need to inform the Academy of their wishes by **30th September**. The Academy will then review the case and respond to parents by **15th October**. This will enable parents to then submit their application for a place with other pupils as part of the Normal Year of Entry Process, the closing date for which is the **31st October**. Once a decision has been made, out of year admissions will be processed with Normal Year of Entry Admissions for that school year. They will not be given a lower priority than other Normal Year of Entry Admissions.

Applications for entry into year 7 will not be considered for pupils who are younger than pupils in that school year unless they are made by the date above.

In all cases, the Academy will explain to parents the reasons as to whether it has agreed to admit the pupil or not in writing.

In the event of an application being turned down, the, parents have the right to complain to the Academy. Parents can only appeal if they have not been offered a place in another year group in the School.

Multiple births

If the final place available at the academy is offered to a twin, triplet or other multiple birth and the remaining siblings would ordinarily be refused, the academy will offer places to the remaining sibling.

Waiting Lists and in year admissions

The Academy will automatically maintain a waiting list in the event that oversubscription occurs until the 31 December after the September in the normal year of admissions (Year 7). Pupils will be ranked in order against the oversubscription criteria.

The Academy will not keep any other waiting list. Pupils will be admitted to the Academy in year when and if a space becomes available and parents should keep in contact with the school for assistance with their applications.

In-Year Admissions to Samuel Ward Academy

Sometimes parents or carers apply for their child to go to a new school during the school year, or at the start of the school year but in a different age group from the school's normal entry year. We call these **in-year applications**.

To find out more about the admissions process and the schools you are interested in:

- Read the In-Year Admissions to Schools in Suffolk 2023/2024 guide for details of the application process

RIGHT TO APPEAL

When an applicant is unsuccessful there is an automatic right of appeal to an Independent Appeal Panel. Information regarding how to do this will be send in the letter outlining the reasons for refusal.

Academy staff were consulted on this document and it was accepted by the Full Governing Body Meeting on:	05/03/2024
It was ratified by the Governing Body on:	05/03/2024