ST. GREGORY CEVC PRIMARY SCHOOL
SCHOOL ADMISSION POLICY

Date of Policy:	**September 2026**
Date of Review:	**September 2027**
Written by:	**Daniel Woodrow (Headteacher)**
Approved by Governing Body:	**Lizanne Ford (Chair of Governors)**
Signed:	
Date Minuted:	

Introduction

The Admissions Authority for St. Gregory CEVC Primary School is Suffolk County Council (LA).

We are committed to considering all applications fairly and equally. This Admissions Policy is subject to a statutory public consultation and conforms to the 2014 Schools Admissions Code and the Schools Standards and Framework Act 1998, as revised by the Education Act of 2002. The policy should be read in conjunction with Suffolk County Council's 'Admission Arrangements '(Determined Admission Arrangements) to Schools in Suffolk for the 2026/2027 School Year.

https://www.suffolk.gov.uk/children-families-and-learning/schools/school-places/apply-for-a-primary-school-place-2026-2027

Aims and Objectives

We are an inclusive school that welcomes children from all backgrounds and abilities. The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we follow the procedure set out below in order to determine whether a child is accepted or not.

Pupil Admission Number (PAN)
The Pupil Admission Number is the number of children the school can accommodate in each year group. In agreement with the Local Authority, the PAN for our school is 30 pupils.

Admissions Procedure

The Local Authority is the 'Admissions Authority' for St. Gregory CEVC Primary School. The regulations for entry to each school are published each year by the LA. Parents can receive a copy of these regulations directly from the LA or to find out more information click the link:
https://www.suffolk.gov.uk/children-families-and-learning/schools/school-places

The LA publishes an admission guide 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 or online and should be completed by the date stipulated on the forms, applications for a primary school place for 2026/2027 need to be submitted by Thursday 15th January 2026. The LA notifies parents when a place has been given in the April each year.

In Suffolk, children enter school in the academic year in which they become five. Therefore, parents who would like their child to be admitted to this school during the year in which their child is five should ensure that the application form is returned to the school or LA (or online) by the January deadline of that year.

Admission Appeals
If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LA. An independent appeal panel then meets to consider all appeals by parents who have been refused a place at St. Gregory CEVC Primary School and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned.

Late Applications
All applications received by the Local Authority after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If you were unable to apply by the closing date, and the Local Authority agree that there are very exceptional reasons for an application being late, it will be considered as on time if it is received by the exceptional late date in the Co-ordinated Admissions Scheme and evidence is provided with your application. This only applies in circumstances outside your control which made it impossible for the application to have been made on time. Further information is available from the Local Authority on 0345 600 0981 or at **www.suffolk.gov.uk/admissions**.

Deferred entry for infants
Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach 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 August, 31 December and 31 March.

SEND Admissions
How you should apply for a school place for your child with SEN varies depending on whether or not they have an Education, Health and Care (EHC) plan or are currently going through an Education, Health and Care Needs Assessment (EHCNA) process.

Applying for a school place if your child has SEN but does not have an EHC plan

You **must** apply for a mainstream school place by visiting one of the following pages:

- Apply for a secondary school place 2026/2027
- Apply for a primary school place 2026/2027

Applying for a school place if your child has SEN and is currently undergoing an EHCNA but has not yet had an EHC plan issued

Until your child's EHCNA is complete, you **must** apply through the mainstream admissions process as outlined above.

If the outcome of the assessment is that an EHC plan is issued, your child's school placement will then be overseen by the Family Services Team and the new school named in their EHC plan when it is finalised.

Applying for a school place if your child has an EHC plan

If your child has an EHC plan, then this will need to be amended to specify the name of their new school.

In order for the Local Authority to consider your preferences and understand what sort of provision might be most suitable to meet your child's needs, a 'Phase Transfer Review' of their EHC plan must occur in the first half term of the year before they transfer (Nursery, Year 6 and Year 11), to allow plenty of time for everyone to plan what support your child will need when they transfer.

The SEN Co-ordinator (SENCo) at your child's current school should invite to you a review meeting. You will have the opportunity to say, at that review meeting, what school you would like your child to transfer to.

After the review meeting, your child's current school will send the review paperwork to the Family Services Team, who will then send you the proposed amendments to your child's EHC plan for your consideration. The Family Services Team will then consider any representations you make, and they might need to consult with different potential schools and other placements.

When all required consultations are complete, the Family Services Team will then finalise and issue the new amended EHC plan.

Please contact your Family Services Team who will be able to advise and support if you have any questions about this process.

Family Services Team	**Email address**	**Telephone Number**
South Suffolk and Ipswich	SENDSS@suffolk.gov.uk	01473 260670
Lowestoft and Waveney	SENDLW@suffolk.gov.uk	01502 521516
West Suffolk, Central Suffolk and Bury St Edmunds	SENDWS@suffolk.gov.uk	01284 741234

Further sources of information and support can also be found at:

- Suffolk SENDIASS
- Suffolk Parent Carer Forum

Review
This policy will be reviewed regularly in line with the Admissions Authority's regulations.