



Benhall St Mary's C of E Primary School

Be the best you can be.

Let your light shine before others; that they may see your good works and glorify your Father who is in heaven.' - Matthew 5:16

Admissions Policy

2026-2027

Admissions Policy

1. 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.

2. Published Admission Number (PAN)

The school has a Published Admission Number (PAN) of 15 for entry in to the Reception Year. The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number for the relevant year group are received, the Academy Trust will offer places at the school to all those who have applied. This is reviewed annually by the governing body.

3. Application Process

Suffolk County Council will process applications as part of the normal local authority process for coordinating school offers.

Applications for this school can be made online at www.suffolk.gov.uk/admissions or by filling in a paper application form (CAF1) available from the Local Authority Admissions Team on 0345 600 0981 (local rate) or from www.suffolk.gov.uk/admissions. Paper applications should be sent to the Admissions Team, Endeavour House, 8 Russell Road, Ipswich, IP1 2BX.

The closing date for applications is 15 January. Offers will be made on 16 April or the next working day.

4. Admissions

For admission to the 2026-27 school year, and subsequent years, all children will be eligible for admission to Benhall St. Mary's C of E Primary School full-time in the September following their fourth birthday. Where parents are offered a place for their child in the Reception Year they may decide either to take up the offer full time in September, or take up the offer part-time or defer entry. If a parent wishes to defer entry to later in the year the place at Benhall St. Mary's C of E Primary School will be held open until the child starts school. However, parents must take up the full-time place no later than the beginning of the term after the child's fifth birthday and must in any case take up the place before the end of the school year for which the original application was accepted. It would normally be expected that parents will take up the offer of a primary school place (be that full or part-time) at the beginning of a school term, unless there is agreement with the school that a place could be taken up at another time in the year.

4.1 Admissions and Oversubscription Criteria

Children who have an Education, Health and Care plan (EHC plan) which names the school must by law be offered a place at the school.

Children will get priority for admission on the following basis:

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 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. Priority will be given, where necessary, to applications where there is the smallest age gap.
3. Children who are ordinarily resident in the catchment area: Children who live nearest to the school. The council will measure the distance by a straight line ('as the crow flies'). All straight line distances are calculated electronically by the 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) the council will measure to a single point within that building irrespective of where those homes are located. Children who live outside the school's catchment area in the same priority order as set out above.
4. Children who live outside the school's catchment area in the same priority order as set out in criterion 3 above.

Sibling

The term 'sibling' includes: natural, half, step, and adopted brothers and sisters; a child of the partner of the parent/carer; 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.

Children in Care (Looked after children)

A 'Child in care' or a 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

Distance Tie-Breaker

If it is necessary to use a tie-breaker to distinguish between two or more applications, a distance criterion will be used. We will give priority to the applicants who live nearest to the school as measured by a straight line.

Multiple Births

If the final place available is offered to a twin, triplet or other multiple birth and the remaining sibling(s) would ordinarily be refused, we will offer places to the remaining sibling(s).

Late Applications

All applications received by the Local Authority after the deadline will be considered to be late applications.

Catchment Area

Catchment area maps are available online at www.suffolk.gov.uk/catchmentmaps.

4.2 Application for Admission to Other Classes or an In-Year Application

1. Applications are not normally considered more than one term ahead of the date the place is required.
2. Parents wishing to transfer their children from one Suffolk school to another where there is no change of address should, in the first instance, discuss the matter with the Head Teacher of their current school before applying for another school.
3. Parents who wish to make an in-year application for a place at this school should contact the School Office for an application form - ADMI.
4. All applications will be processed by the school within 5 school days and the decision communicated in writing.
5. If the number of applications exceeds the number of places available the Governors will use their published oversubscription criteria to determine the offer of places.

More information about the in-year application process is available online at www.suffolk.gov.uk/admissions or by contacting Suffolk County Council Admissions Team on 0345 600 0981 (local rate) or the school on 01284 386 203.