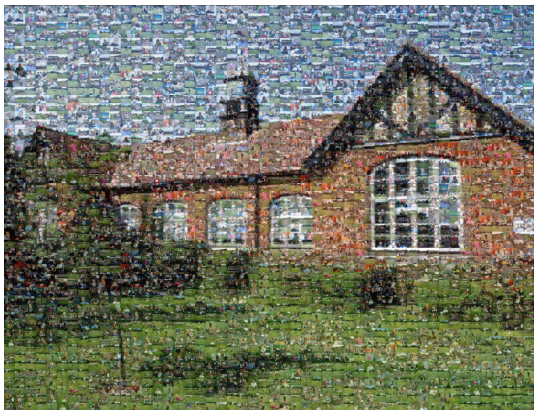
Welcome to
Elveden Church of England Primary Academy
Prospectus 2017-18

We hope this prospectus answers some of the questions you may have about our school, our Christian ethos and how we work. If you do have further questions please feel free to ask either us or class teachers within the school. The school assistants and administrators can also provide help and information about the routines of the Academy.



Mrs Rourke and Mrs Grimes (Joint Headteachers)



From the Chair of Governors

I would like to welcome you and your child to Elveden C. of E. Primary Academy on behalf of the Governing body. We hope that this brochure answers some of your questions. All staff are friendly and approachable and we are always happy to answer any queries you might have.

The Governors are committed to providing the very best experiences for your child so that they do well and are happy. As a church school, our staff promotes the Christian Values for Life and these are evident in the ethos and culture of the school.

We welcome parental involvement on an informal basis and are keen to receive feedback about what you feel works well, or could be improved, in school. We look forward to working in partnership with you.

Gordon Hodgkinson, Chair of Governors

About our school...

Elveden Church of England Primary Academy was built in 1894 as part of the Elveden Estate. It is part of the voluntary aided diocese of St Edmundsbury.

Children start at Elveden in the year in which they turn 5 (Reception) and leave at the age of 11 (Year 6).

The school has a hall used for collective worship, assemblies and indoor P.E. Outside, we have the use of a hard playground as well as a grassed area with climbing frames and a story corner. When dry, the children have the use of the village green for sports and playtimes. As a Christian school, we regularly visit the Elveden church of St. Andrew and St. Patrick, to gather together with our families e.g. Harvest Festival, Christingle and Mothers Day.

Elveden C. of E. Academy work in partnership with Forest Academy in Brandon and both Headteachers and staff work collaboratively across both schools.

Our school day begins at 8.50am (children can enter from 8.40am if they wish) and ends at 3.15pm. Break time is between 10.15am and 10.30am, and lunchtime is between 12.00pm and 1.00pm.

Elveden School Values

Elveden is a Church of England school. It is our aim to help your children access the highest standard of education within a framework and atmosphere which reflects Christian principles. Our core values are those of trust and respect, ensuring that all children receive access to a quality education.

At Elveden we:

- Instill respect for Christian religious and moral values, a respect of other races, religions and ways of life.
- Help pupils to understand the world in which they live and the interdependence of individuals, groups and nations, and to celebrate diversity and achievement.
- Enable all children to have high levels of achievement in Literacy and Mathematics and across the curriculum.
- Help pupils acquire the knowledge and skills in preparation for future learning and choices in an ever- changing world.
- Actively promote children's self-esteem through a stimulating, challenging environment and curriculum.

The success of a child's early formal education depends very much on a good relationship between home and school. Please take the opportunity to visit us so that we can begin to build a successful relationship.

Elveden School Vision



Mission

At Elveden C of E Primary Academy, you can walk into any classroom, at any time, and see and hear all children enjoying their learning and progressing.

Equal Opportunities Statement

Elveden C. of E. positively encourages equality of opportunity with regard to gender, race, disability and class. It opposes any form of discrimination and encourages all pupils to view themselves and each other as unique and special people. The school's organization, curriculum, staffing, pastoral and social responsibilities seek to reflect this statement.

Religious Education and Collective Worship

In this school, collective worship and religious education are in accordance with the Church of England faith. Parents may, if they wish, withdraw their children from the arrangements for worship and religious education, and it would be helpful if such requests were made to the Headteacher in writing. As an Anglican Christian school, two thirds of our RE lessons are Christianity based. We also learn about the other faiths and our curriculum focuses on the spiritual, moral, social and cultural development of the individual.



The Curriculum

At Elveden C of E Primary Academy, we carefully plan the curriculum to ensure that it fully meets the requirements of the new National Curriculum (2014) and that it provides the following:

- Breadth - Children are introduced to a wide range of knowledge, understanding and skills.
- Balance - Each part is given sufficient time.
- Thematic – Topics are planned to enable children to make connections between subjects.
- Relevance - Subjects are taught so that they relate to children's own experiences.
- Differentiation - What is taught is matched to children's abilities.

All children are taught the subjects of the National Curriculum: English, Mathematics, Science, Computing, History, Geography, Art, DT, PE, Music, PSHE and Religious Education.



Children are taught in a variety of groups including ability groups and mixed ability groups.



The Academy emphasises the importance of developing children's skills in literacy and numeracy therefore more curriculum time is given to these subjects. Many subjects are taught through a topic based approach so that links between subjects can be developed.



Policy documents are written by the school and explain in detail various curriculum areas. These can be read by parents/carers and many are available on our website. If you would like one of our policies, please ask at the reception.

Home Learning

Literacy	
Reception	• Daily reading practise • Letters and sounds practise
Key Stage 1	• Daily reading practise • Weekly spellings determined by phase/ability of the child. These should follow a set spelling pattern e.g. 'ai' and be presented in a 'Look, Cover, Say, Write Check' table. Accompanying this should be a spelling activity that allows children to apply their phonic knowledge e.g. completing a crossword with 'ai' spellings. Children to be tested on the six spellings provided and 4 bonus spellings where they apply the rule – score out of 10. In addition: <u>Year 1:</u> • Letter formation <u>Year 2:</u> • Alternate grammar/reading comprehension activity/GCP workbook.
Lower key stage 2	• Daily reading practise – when completing a book (appropriate to their level), children then have the opportunity to complete a quiz using the Accelerated Reader program (Forest). • Weekly spellings determined by level of the child. These should follow a set spelling pattern e.g. 'ful' suffix and be presented in a 'Look, Cover, Say, Write Check' table. Accompanying this should be a spelling activity that allows children to apply their phonic knowledge e.g. completing a link puzzle with 'ful' spellings. Children to be tested on the ten spellings provided and 5 bonus spellings where they apply the rule – score out of 15. • Alternate grammar/comprehension activity/ GCP workbook. • Lexia for those allocated users.
Upper key stage 2	• Daily reading practise - when completing a book (appropriate to their level), children then have the opportunity to complete a quiz using the Accelerated Reader program (Forest). • Weekly spellings determined by level of the child. These should follow a set spelling pattern e.g. 'ful' suffix and be presented in a 'Look, Cover, Say, Write Check' table. Accompanying this should be a spelling activity that allows children to apply their phonic knowledge e.g. completing a link puzzle with 'ful' spellings. Children to be tested on the ten spellings provided and 5 bonus spellings where they apply the rule – score out of 15. • Alternate grammar /comprehension activity/GCP workbook. • Every other week, a piece of quality writing linked to genre being taught in class. • Lexia for those allocated users

Maths	
Reception	• Children to have opportunity to borrow a maths based game. • Number bonds to 10.
Year 1:	• GCP workbook • Times tables; 2,5,10 and Number bonds to 20 – Numicon resources.
Year 2:	• My Maths • GCP work book • Times Tables: 2, 5, 10, 3, 4 and Number bonds to 100.
Year 3:	• My Maths • GCP workbook • Times Tables: 2,5,10,3,4,6 and Number bonds to 100.
Year 4:	• My Maths • GCP workbook • Times Tables: Mixed up to 12 x 12 and Number bonds to 100.
Year 5:	• My Maths • GCP workbook • Times Tables: Mixed up to 12 x 12 and Number bonds to 100.
Year 6:	• My Maths • GCP workbook • Times Tables: Mixed up to 12 x 12 and Number bonds to 100.

Topic

All Years:	• At the end of each half term, all children will be set a “creative project” in connection with their upcoming topic. This could be make a fabulous 3D fish tank, if learning about Oceans and Seas, recreate a famous building, if your topic is buildings. The purpose is to enthuse children about their topics, enhance creative skills and encourage collaboration with the parents. To be set each half term and completed over the holidays.

Sports

The school teaches PE, dance and swimming in line with the national curriculum. Children in Key Stage 2 go swimming for a term each year, throughout key stage 2. All children will have the opportunity to participate in gymnastics, team games and other sports activities with children from other local schools. A variety of sports clubs also run after school during the year.







The Arts



Your child will experience a range of provisions. Each child is taught Art, Dance and Music as part of the curriculum, and sometimes will be involved in visits to galleries, working with musicians and taking part in concerts and productions. We are particularly proud of the opportunities provided to work with a range of professional artists.



Sex Education

After careful consideration, the Governors of the school have decided that the school should offer a programme of sex education. It will be appropriate to the pupils' age and experience and will be presented within a moral, family-oriented Christian framework. Sex education is addressed in our science, religious education and personal/social education programmes. We aim to help children understand themselves and others, to make friendships and relationships

successfully; to appreciate and respect individuals, regardless of race, colour, creed or gender, and to understand that humans have different beliefs, values and customs. We believe that at the centre of an effective sex education is the development of self-esteem. By exploring these ideas, we hope children will be helped to form meaningful relationships and to make valued judgements in adult life.

Special Educational Needs

We are an inclusive school and our aim is to ensure that all pupils succeed. Drawing from the ethos of the Christian values for life perseverance, respect and compassion, all children are encouraged to play an active part in all aspects of school life. We recognize that some children need more support than others to help them achieve. Some difficulties are short term and some may be long term. In either case, the school will want to work closely with parents and carers to monitor progress and meet the child's needs. Support provided may be by the class teacher planning work at different levels or by a teaching assistant working with the children in a small group or individually. The school has a special educational needs policy and we keep up to date records of special educational needs in school. Please see our school website for further details of what our schools offer and our involvement with the Suffolk SEN hub.

Pupils with Disabilities

The school is accessible for children with disabilities. The school building is on one level and wheelchair accessible. There is an induction loop in the school hall and 1 classroom. If a child has particular needs, we take all necessary steps to meet these and ensure disabled pupils have full access to the curriculum. We have an equality plan, which includes provision for children with disabilities. The accessibility plan is regularly renewed and updated.

Safeguarding

Our school maintains an ethos where our pupils feel secure, are encouraged to talk and are listened to. Children at our school will be able to talk freely to any member of staff, or regular visitor to our school, if they are worried or concerned about something. All staff and regular visitors will either, through training or induction, know how to recognise a disclosure from a child and will know how to manage this. At all times, we will work in partnership and endeavour to establish effective working relationships with parents, carers and colleagues from other agencies. We have a legal responsibility to report suspected abuse of whatever kind and also signs that could be indicators of abuse. This includes keeping children safe online. We take this responsibility seriously even though it can unfortunately cause bad feelings on occasions. Our responsibility is to the children.

Please see our safeguarding and Online-Safety policies.

Parental Partnership





We want to work in partnership with all parents and carers so that your child is happy and successful in school. We ask all parents to sign a Home/School agreement when their child starts at Elveden C. of E. Academy. Parents are welcome to chat with class teachers informally at the end of the school day or to make appointments if necessary. In addition, regular meetings are held with parents to discuss their child's progress and keep them informed about the curriculum. If at any time you are worried or concerned about your child's progress, please see the class teacher in the first instance and then either the Senior Teacher (Miss Keeble) or Headteachers, if the problem is unresolved.

We also have a successful 'Parents and Friend association' (PFA) and always welcome new members. If you are interested in supporting the school in this way, please speak to the office. This is an opportunity to raise money for the school, discuss ways to move the school forward and include parent feedback.



Behaviour at Elveden Academy

We expect all children to behave sensibly and to respect adults, each other and the school environment. We keep our rules to a minimum and they are made only to ensure the well-being and safety of all children in our care. Parents are kept informed of problems if they do arise and are asked to cooperate fully in rectifying any difficulties. Our Golden Rules are discussed regularly with the children and linked to Christian values e.g. forgiveness and reconciliation.

Our Golden Rules

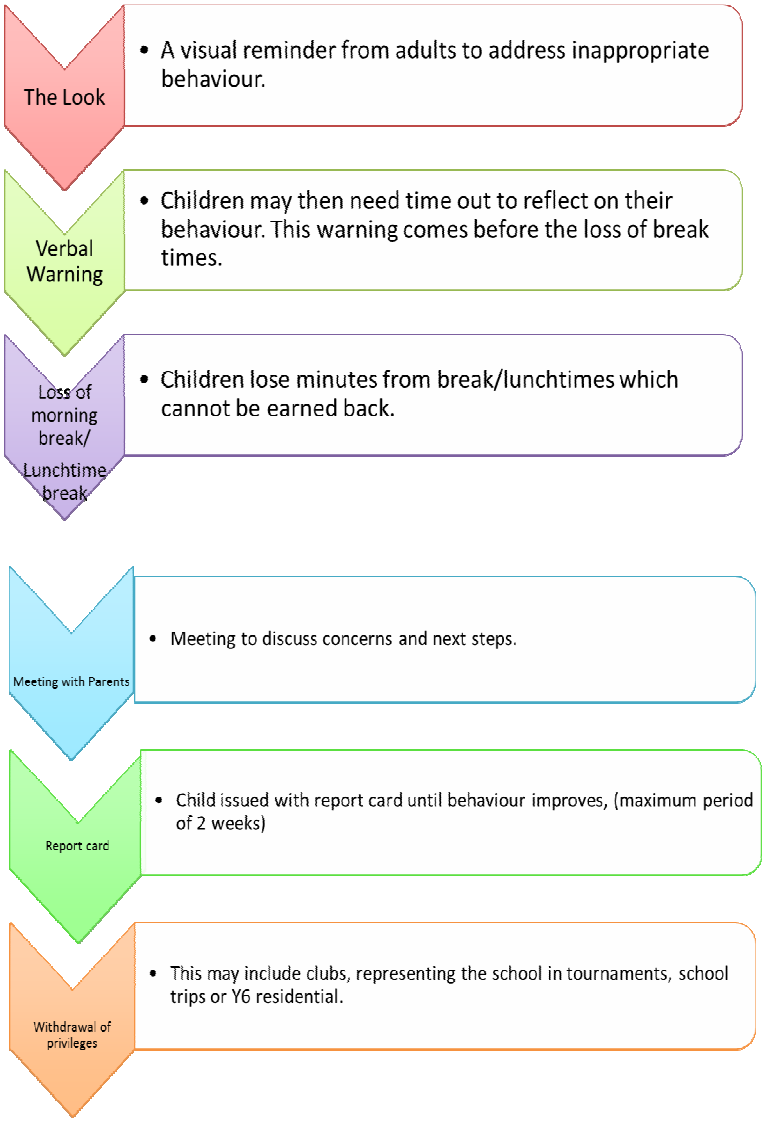
- Listen to others politely.
- Use kind words.
- Be kind and gentle at all times.
- Respect resources, the property of others and the environment.
- Come to school ready to learn and try your best.

Keeping to these rules will ensure each child enjoys periods of Golden time.

We encourage children to behave well in lots of ways, including:

- Through prayer
- Praise from teachers, assistants and other children
- Special stickers – linked to our themes
- Values certificates
- Praise from the Headteachers
- Celebrating positive behaviour and success in our celebration assemblies
- Taking work home to share with their families
- Good news postcards
- Lunchtime awards
- 'Tea at Two'

Children are children and sometimes forget what we expect of them. We remind them in various ways, depending on how serious their actions have been and all staff follow our behavior flowchart (More details can be found in the full behavior policy):



For serious mis-behaviour e.g. fighting, hurting another pupil, being persistently disruptive, the class teacher will talk to you and this may result in a fixed period exclusion. In the rare cases where such a step is necessary we follow The Department for Education exclusion procedures.

If you have worries about your child in school, please come in and talk to the class teacher or make an appointment to see either Headteacher. Don't wait for the worry to become a major concern!

Health and Welfare

The School Nurse advises schools, parents and pupils on health issues. She is the prime link between the school and other health services and has direct access to a Senior Clinical Medical Officer who serves as a School Doctor. School Nurses are responsible for screening children at school entry, when they make sure that children's vision, hearing, height and weight are satisfactory. Parents are asked to complete a questionnaire about their child's health and can request an appointment to see the School Nurse if there are health problems. The School Nurse may ask to see parents if she feels there are health issues she needs to clarify or assess. Parents should take children for regular dental checks.
Please notify the school if your child contracts an infectious disease or head lice.

Staffing and Organisation

We are very lucky to have quite small class sizes and a highly talented team of teachers, assistants, administrators and support staff. A full staffing list can be found on our school website. As the number of children in each year group varies, our class organisation may change from year to year. We currently have mixed aged classes from Y1 to Y6. Teachers plan very carefully to ensure that all children's needs are met. You will be informed in the Summer term of the class organisation for the coming school year.

Policy documents are written by the school and explain in detail various curriculum areas. These are available to view on our website.

Uniform

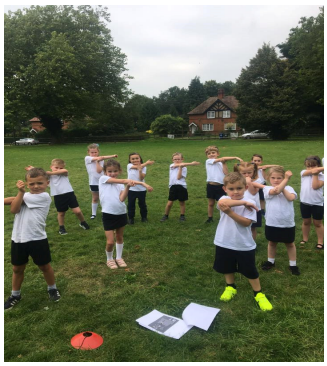
We believe that school uniform looks smart, wears well and contributes to a sense of belonging to the school. Please name all clothing so that, if found, we can reunite it with the child. Our uniform consists of:



EYFS/Key Stage 1 children: Navy blue school sweatshirt, grey or black trousers or skirt, white polo t shirt and sensible flat black shoes (no trainers or boots). Sweatshirts may be purchased at the school or online. Grey/Black trousers and skirts are available from school uniform stockists, and most chain stores.

Key stage 2 children: Navy blue knitted jumper/cardigan, formal white shirt with a collar and a tie. Grey/Black trousers or skirt and sensible flat black shoes (no trainers or boots). Jumpers/Cardigans and ties are available through the school office. Grey/Black trousers and skirts are available from school uniform stockists and most chain stores.

In wet and wintery weather, children can come to school in wellington boots and change into their school shoes, we have storage for their boots during the school day.



Children are required to have a change of clothing for PE. They are expected to wear a plain white t-shirt and black shorts or jogging bottoms.

Earrings must be removed for all physical education in accordance with the recommendations of the Department for Education and Skills. If children wear earrings they must be studs only.

For swimming lessons, children will require a one-piece swimsuit and towel in a waterproof bag. No hair gel, talcum powder or money is permitted. Please make sure your child has a warm coat on swimming days in the colder months. Swimming is part of the curriculum and therefore, if children are fit enough to come to school, they must also swim. If, however, there is a medical reason to the contrary, a letter from your doctor should be sent to school. In such cases children will remain at school.

Timekeeping and attendance

At Elveden C. of E. Primary Academy we want all children to learn the value of good time keeping. The children have full days of activities. If they are late, they miss part of the curriculum and this is recorded as an unauthorised absence. This time is never made up and persistent lateness will affect your child's progress in school. Help your child to learn the useful habit of arriving on time. This will help them in school and later on in life.
We need your child to come to school every day unless they are ill. If they are too ill to come to school, please telephone us and send a note with them when they return. If we do not have any explanation of a child's absence, we mark this as unauthorised, which is known as truancy and can result in a penalty notice. Please also let us know if your child has a medical or dental appointment

Collecting children

Please collect your child at the end of the day from the teacher in the playground. Always contact us if you are unavoidably delayed or if someone else will be collecting your child. Children who are not collected on time may become frightened or upset.

Severe Weather/emergency closure

We will use our school facebook page, Parent mail and our school website which will be updated to show if the school is closed. Suffolk county council also lists any school closures on their website but please be aware that this is not always updated straight away.

School Meals

School dinners cost £2.35. All children in YR, Y1 and Y2 are entitled to a free hot school meal. For KS2 please put your child's dinner money in a sealed envelope clearly marked with his/her name and give to class teacher or the school office on the days your child wants a school meal. Please see the school administrator if you wish to apply for free school meals. If you prefer to provide a packed lunch please ensure that the meal does not contain sweets or chocolates. If possible drinks should be fresh juice, water or milk. Fresh fruit or vegetables are available free of charge each day at playtime for EYFS/Key Stage 1. Let us know if for any reason your child cannot eat certain foods. We are a nut free schools so any food containing nuts is strictly forbidden. We thank you for your consideration in this.

Charging Policy

During their time in school, your child will be involved in a range of outside activities during the school day. These may involve visits to a museum or theatre. In such circumstances we will inform you first and seek your permission, we may also ask for a contribution from you to support us in paying for the visit. In doing so, we will not seek to disqualify anyone from taking part.

Walking visits

Children are sometimes taken on walking visits within Elveden as part of the curriculum. We ask that all parents sign the allocated permission slip when their child starts at the school.

Photography



There may be times when children are photographed or videoed as part of normal school activities. Any parent who does not wish their child to be photographed in this way is asked to make their wishes known to the school office in writing.

Complaints

We hope that you will never need to complain but if you do, please follow the link on our website to the complaints procedure, speaking to the class teacher in the first instance.
A full copy of the complaints procedure is available in school and on our website.

Admissions Policy 2017/18
Elveden Church of England Primary Academy

Mission Statement: Our underlying ethos is based on a Christian perspective that is warm, open, generous and inclusive. We care for and value people, and respect their integrity, regardless of background, race of beliefs. Our primary aim is to ensure that children learn happily in an atmosphere of mutual love, trust and respect. We believe that education is a partnership between staff, children, parents and Governors - as together we encourage each individual to grow and develop - intellectually, spiritually, personally and physically into mature and responsible adults, able to take up valued places in society.

Our policy is one of inclusion and we welcome all applications. We do not disadvantage, either directly or indirectly, any child from a particular social or racial group, nor any child with a disability or special educational needs. We do not give priority to children on the basis of their Parents being members of staff or Governors. Elveden Academy is part of the Diocese of St Edmundsbury.

This **Admissions Policy** refers to all applications for admission to the School in the period September 2017 to August 2018; ie children born between 1/9/2012 and 31/8/2013. The Governing Body of the School is the admissions authority.

Application - Parents apply using the Local Authority's Normal Year of Entry Application Form (CAF1), and the blue Supplementary Information Form (SIF) – these are available on demand. Applications may be on a paper form or the LA on line form naming this School as one of the preferences. The SIF is an opportunity to provide more details about reasons for applying to a church school; it is not compulsory and on its own does not constitute a valid application form

The application (CAF) needs to be returned to the Local Authority (LA) Admissions Team. **The Admissions Team, Endeavour House, 8 Russell Road, Ipswich, IP1 2BX or online via www.suffolk.gov.uk/admissionstoschools**.The SIF and any letters of support should be returned to the school by 15th January 2017. Places will be allocated for the following school year, all children being admitted at the start of the autumn term in September 2017. Forms received by 15th January are given equal consideration regardless of the date of receipt.

For admission to the 2017/18 school year, and subsequent years, all children will be eligible for admission to Elveden CE Primary Academy full time in the September following their fourth birthday.

Where parents are offered a place for their child in the Reception Year of Elveden CE Primary Academy 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 Elveden CE Primary Academy 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 academic 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.

Children who have a statement of Special Educational needs (SEN) or an education, Health and Care plan (EHC plan) which names the school must by law be offered a place at this school.

Places are then offered (up to the schools published admissions number [PAN] which is 12) in the following priority order

1. Children who have a brother or sister[3] who will be attending Elveden School at the time of their admission. If necessary priority will be given to those with the smallest age difference, if more than 6 applicants, applications will be considered under the tie breaking criteria below.
2. Children who are ordinarily resident[1] in the School's catchment area[2] – up to a maximum of 6 children (ie 50% of the PAN)
3. Children who themselves or one or both Parents[4] are regular[5] attenders at St Andrew and St Patrick Church Elveden
4. Children who themselves or one or both Parents[4] are regular[5] attenders at other Anglican churches in the Brandon & Santon Downham with Elveden and Lakenheath Benefice[6]
5. Children who themselves or one or both Parents[4] are regular[5] attenders at other churches which are members of Churches Together in Britain and Ireland or the Evangelical Alliance
6. Children who are ordinarily resident[1] in the School's catchment area[2] beyond those admitted under criterion 3
7. Children with a particular or exceptional social, educational or medical need which makes attendance at Elveden School particularly appropriate. Parents must accompany the application form with supporting professional evidence from a GP. Health Visitor, Social Worker or the like.
8. All other applicants

- Notes: [1] Ordinarily resident means permanently resident for a settled purpose. It does not include residence taken up solely to qualify as living in the catchment area for the purpose of gaining a place at the school, nor does it apply if you own a second home in the catchment area.
- House moves: If evidence of a house move is received as described in the booklet the new address will be used. The Local Authority Admissions Team confirms the address which is used for the whole application.

  If your child is resident in the UK we can offer him or her a school place before you have moved into Suffolk, but you must give us written evidence that you are legally committed

to the move. This could be a solicitor's letter confirming exchange of contracts, a signed letting/tenancy agreement or a letter from your commanding officer confirming your new address or, for returning UK Service/Crown Servant families, proof of the posting.

[2] Details and maps of the catchment area agreed with the Local Authority can be obtained from the School or from West Suffolk House, Bury St Edmunds IP33 3YU

[3] Brother or sister includes half or step-siblings and other children of the same immediate household

[4] Parents in this context means either or both Parents or Guardians

[5] Regular in this context means at least once a month

[6] Maps showing the boundaries of the Benefice are available at the School

[7] Parents should make clear if they wish their application to be considered under this criterion

IN CASE OF ANY TIE – If the published admission number of 12 is reached when considering any the above categories the applicant(s) living nearest to School will be offered the place(s). The distance will be measured by a straight line ('as the crow flies'). All straight 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 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) they will measure to a single point within that building irrespective of where the homes are located.

SHARED RESPONSIBILITY:

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.

In cases where the child spends an equal proportion of the school week with both parents, evidence of the main contact address will be required to support the application. Both parents must agree, in writing, 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.

Gypsy, Roma or Travellers: We regard Gypsy, Roma or Travellers who move into the catchment of a school as ordinarily resident in that area when considering applications for a school place.

Ultimate tie break – in the unlikely event of two or more applicants living the same distance and competing for a single place, a random allocation process will be supervised by someone independent of the school

Multiple births – if the final place at the School is offered to a twin/triplet etc. And the remaining sibling(s) would ordinarily be refused a place, the Governors will offer places to the remaining sibling(s).

Waiting Lists: A waiting list will be maintained by the school of those unsuccessful in their initial application. Names are placed on the waiting list in the priority order set out in our admissions

oversubscription criteria. This list will be maintained until the end of the first full week of the Spring term 2018. The order of children on a waiting list 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, particularly if you move into or out of the school's catchment area. Having your child's name on a waiting list will not affect your right to appeal for a school place in any of the schools you have applied for.

If a place becomes available, we will offer it to children 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. Where a school is over-subscribed, late applications will be placed on the waiting list. The order will be determined in accordance with the admissions over-subscription criteria, not the date on which the application is received.

Waiting List (In-Year): We do not hold waiting lists for school places for in-year applications.

An offer of a school place will be posted from the Local Authority (LA) Admissions team in April 2017.

APPEALS.

If the Local Authority informs you that the Governing Body is unable to grant a place for your child, you have the right to appeal against their decision. You will be sent information on how to appeal.

All appeals against the Governing Body's decision not to admit pupils are processed by the Education Appeals Office, PO Box 579, Ipswich IP1 2BX and heard by an independent appeal panel.

If your application for a school place is refused, we will not determine a further application for a place in the same school in the same school year unless there has been a significant change in the circumstances of the parent, child or school. Such circumstances might be a house move or a place becoming available at the school.

If there is no significant change in circumstances, you can make another application for the following academic year but this will not normally be considered more than one term ahead of the date when you want your child to start at the school. In normal circumstances the Governors will not consider repeat applications in a single school year.

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(see also paragraph 8 below).

3. Parents who wish to make an in-year application for a place at this school should contact the school officer for an application – ADM1.

4. We will, on receipt of an in-year application, notify the local Authority (LA) of both the application and its outcome, to allow the LA to keep up-to-date figures on the availability of places in the area.

5. When a place becomes available in a year group that has been full at this school, any applicant refused a place for that school year in the last 15 school days and any applicant for whom an appeal has been lodged and is still to be heard, will be considered alongside any new applications. The place will be offered to the pupil ranked highest in accordance with the oversubscription criteria.

6. All applications will be processed by the school within 5 school days and the decision communicated in writing. An emailed decision will always be confirmed by letter. Acceptance of offers can be made by email or letter but, in all cases, within two weeks of the offer date.

7. 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. Any unsuccessful applicant has the right to appeal the decision to an independent panel and details of how to do this will be included in the decision letter.

8. When an offer of a place is made and the child already has a place in a local mainstream school, the Governors will offer the place from the start of the following half term. The child will remain on roll at the previous school until they take up the place at this school.

Policy Review – takes place annually in line with the School Admissions Code. Consultation takes place locally with our parents and, more formally, with the Diocesan authorities and the Local Authority. The LA undertakes the statutory consultation in line with the School Admissions Code.

If you have any queries about this application policy please contact the School Secretary in the first instance.

Finally

Thank you for reading this booklet. All the staff at Elveden C. of E. Primary Academy hopes that your child will enjoy and benefit from their time at school.
We look forward to working in close cooperation with you to make your child's time at Elveden Academy happy and successful.

The information and particulars contained in this prospectus relate to the school year indicated on the front cover and are correct at the time of publication. It should not be assumed that there will be no change affecting the relevant arrangements or some matters particularised-

a) Before the start of, or during, the school year in question,
or
b) In relation to the subsequent school year.





