Colneis Junior School
Admission arrangements 2026-27

Introductory statement

Colneis Junior School is a three-form-entry junior school in Felixstowe, Suffolk, welcoming children from Year 3 to Year 6. We provide a welcoming, inclusive environment in which pupils are encouraged to grow in confidence, independence and curiosity. Through a broad curriculum, positive relationships and high expectations, we aim to support every child in developing their abilities, enjoying learning and preparing for the next stage of their education.

Published Admission Number

The school has a Published Admission Number (PAN) of 90 for entry into Year 3.

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.

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.

Oversubscription criteria

When the school is oversubscribed, after the admission of pupils with an Education, Health Care plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. 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 became subject to a child arrangement order or special guardianship order, immediately following having been looked after, including those who appear [to the admission authority] 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 but not in a specialist unit or a specialist resource base for Hearing Impaired provision, a nursery or in the sixth form. 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 and who live nearest to the school. We will measure the 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 coordinates 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.

4. Children who live outside the school's catchment area in the same priority order as set out in criterion 3 above.

Tie-break

It is possible that the PAN of the school will be reached in any one of the categories set out above. For this reason, all applications will be prioritised according to the criteria described. Decisions will be made about the offer of places in accordance with those priorities. 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.

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

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). Where a sibling of a twin, triplet or other multiple birth has a school named on their EHC plan, we will from the date of issue of the EHC plan treat their twin, triplets or other multiple births under the sibling oversubscription criterion for the named school. This does not apply to siblings of children in a specialist unit or a specialist resource base for Hearing Impaired provision or a nursery, because they do not meet the sibling definition in the oversubscription criteria.

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.

Admission of children outside their normal age group

It is expected that children will normally be educated within their chronological year group. However, we 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.

You can make a request to the school in writing. This will need to include, where relevant, any supporting evidence. We will make a decision on the request, taking into account the views of the headteacher. We will write to you with the outcome including the reasons for the decision. If the request is refused, you will be given the details of how to complain to the school.

A CAF1 application form must be sent to Suffolk County Council along with the decision letter from the school and other relevant evidence by the national closing date. Even if the request is agreed there is no guarantee there will be a place available.

Waiting lists

The school will operate a waiting list for Year 3 where the school receives more applications for places than there are places available, the waiting list will operate until 31 December.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Information on how to make an appeal will be provided in the letter refusing your child a school place.

In-year applications

Colneis Junior School manages in-year admissions. The application form ADM1, for in year admissions, is available from the school website. You should complete the form online. We will consider your application and let you know whether we can offer your child a place at the school.

If there are more applications than places available, we will use the admissions oversubscription criteria to see who can and cannot be offered a place. We will write to all successful and unsuccessful applicants within 10 working days of receipt of the application form. We will also let you know how to appeal against the refusal of a place. The school will also inform the local authority admissions team of all decisions made.

We hold waiting lists for in-year applicants. If a place becomes available in a year group that has been full, we will consider all applications for that place, any applications that have been refused in the last 30 working days (excluding weekends and school holidays) and any applicants for whom an appeal has been lodged and is still to be heard. Applications will be priority ordered according to the over-subscription criteria and offered accordingly.

Parents should stay in regular contact with the school to determine whether school places are available or likely to become available in year. If a place has been made available for your child, you must take up that place by the date given in the offer letter. The school will put your child on roll by this date. If you fail to take up that place, it may be withdrawn and may be reallocated.

In-year appeals

If you are unsuccessful in gaining an in-year admittance you have the right to appeal to an independent panel. This process is managed by the Education Appeals Office. Information relating to this process will be sent to you by the school, with the 'refusal of place' letter. Please ensure that appeals papers, when completed, are headed with the school's name and address and are returned to the Clerk of the Education Appeals Office. Dates, venues and panels will be arranged by this office to ensure fair access.

Notes:

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.

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.

Looked after children

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).

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 Childrens 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 2014. 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 organisation, 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.

Catchment area

The catchment area list and/or map are available at www.suffolk.gov.uk/admissions or by calling Suffolk County Council's Admissions Team on 0345 600 0981.