



Peacehaven Community **School**

Admissions Policy

This policy has been read and adopted by the Governing Body on:

Date: _____

Signed: _____

For and on behalf of the Governing Body

Signed: _____

Helen Cryer
Headteacher

Determination of admission arrangements for 2011-12

Peacehaven Community School complies fully with the admissions procedures determined by ESCC and outlined below.

The local authority consulted schools, parents, other admission authorities and neighbouring local authorities about the admission arrangements for 2011-12. This consultation took place between 4 December 2009 and 29 January 2010 and complied with current regulations. In addition, a notice has been placed in local newspapers on 23 April 2010 explaining the main changes to the arrangements and where parents can obtain this information.

Any comments that were received during the consultation period have been considered by the Admissions Forum and by the authority. No changes have been made to the proposed arrangements (including the community areas) with the exception of:

Admissions to reception classes from September 2011
Timetable for the primary co-ordinated admissions scheme
Amended admission number for East Hoathly Church of England Primary School

This circular sets out the admission arrangements which will apply in 2011-12 for community and voluntary controlled schools in East Sussex. Voluntary-aided schools are individual admission authorities and their determined arrangements for the 2011-12 school year will be available from the individual schools and the East Sussex County Council website.

1. Co-ordinated admissions schemes

Each local authority must produce co-ordinated admission schemes each year for primary and secondary admissions and in-year admissions. Attached are the final schemes for 2011-12 which have been considered and agreed by the Admissions Forum. The secondary scheme is essentially the same as the current scheme but with new dates. However, the primary scheme has changed so that applicants will apply to the local authority where they live.

Your attention is drawn particularly to the amended timetable in the primary scheme which brings forward the closing date for applications to 15 January. This is now a national deadline for receipt of applications laid down in current regulations.

There is a third scheme for in-year admissions, which is the same as the one previously consulted on, for when this process starts in September 2010. The 'in-year' co-ordinated scheme is a major change in how applications to existing year groups will be managed. All applicants must apply to their home authority who will co-ordinate the admissions and give a start date. Under no circumstances should schools give an indication of the outcome of the application and schools must not admit children direct.

2. Admissions criteria

The current admissions criteria used for determining the allocation of places at community and voluntary controlled schools* is as follows:

- Looked after children.
- Children with an exceptional medical or social need for who attendance at any other school would be inappropriate.
- Parents must submit supporting evidence, such as a letter from a doctor or social worker, which clearly demonstrates that the needs of the child can only be met by attending a particular school. Officers of the Children's Services Authority will decide whether or not the evidence produced is sufficient to allocate a place under this admission criteria. This may include seeking our own professional advice. The evidence must conclusively show that no other school than the preferred school can meet the child's needs.
- Children who will have a brother or sister at the school (or a linked infant or junior school) at the time of admission.
- Children wishing to transfer between a linked infant and junior school (as per schools listed in the admission booklet).
- Children living within a pre-defined community area.
- Children living outside the pre-defined area.

Tie breaker

If there are more children who qualify, under an over-subscription criterion, than places available, place allocation will be determined by prioritising applications within that criterion, on the basis of the shortest route from home to school using surfaced, passable routes.

Distances will be measured using the County Council's geographical information system (GIS), from the child's home to the nearest gate used by children at the school.

These criteria for admissions will apply in 2011-12.

3: Admission numbers

All schools are required to have an admission number which is known as the planned admission number (PAN). This indicates to parents the number of children that can be admitted to each school and the point at which the over-subscription criteria will be applied. It is published in the admissions booklet and admission authorities must respect the PAN, only exceeding it where there are exceptional circumstances. The PAN must reflect the accommodation available at schools by reference to the DCSF formula for assessing the capacity of a school. A lower number can only be adopted through the formal publication of notices. Attached is information about the proposed PAN for each school.

Objections to these admission arrangements can be lodged with the Office of the Schools Adjudicator up to 31 July 2010. Information is available online at www.schoolsadjudicator.gov.uk or by writing to:

Office of the Schools Adjudicator
Mowden Hall
Staindrop Road
Darlington
DL3 9BG

Telephone: 0870 0012468

East Sussex County Council Co-ordinated admissions scheme for secondary schools in 2011 – 2012

Introduction

Local Authorities (LA's) are required each year to draw up a scheme for co-ordinating admissions to secondary schools. The aim of the scheme is to ensure that all parents receive a single offer of a school place on the same day, 1st March being the national allocation date. If 1st March falls on a weekend or bank holiday, offers are sent on the next working day.

This scheme is unchanged from previous years, and will be part of the consultation with all schools in the county (including voluntary aided schools which are their own admissions authorities) and neighbouring LA's (Brighton & Hove, Kent, Surrey and West Sussex). The scheme was considered by the Admissions Forum at their meeting in September 2009. The scheme covers admissions to all schools in East Sussex and cross border applications.

The scheme is based on the principles about admissions that have been agreed by both the Admissions Forum and the County Council. These are that the County Council:

- Will provide as much information to parents as possible to establish the likely success of their application
- Will ensure that preferences are considered with care and equally with other applications
- Aim to meet as many stated preferences as possible
- Will apply the admissions criteria appropriately to all stated preferences
- Will ensure parents are informed of their rights if their preference(s) cannot be met

Key dates

Distribution of admissions booklets	September 2010
Closing date for applications	31 October 2010*
Final deadline for applications	15 November 2010
Exchange of preference data with admissions authorities	3 December 2010
Admission authorities in East Sussex to advise LA of ranked order	7 January 2011
Finalise allocations	4 February 2011
Letters released to secondary schools	25 February 2011
Letters posted first class by secondary schools	1 March 2011

Closing date for appeals
Appeals heard

15 March 2011
April/May 2011

- *The closing date stipulated in Regulations is 31 October, and the date consulted on was 1 November 2010 as this was the next working day. However, DCSF have now confirmed the date must be published as 31 October regardless of whether this is a working day or not.*

Applications made in the main round

1. The co-ordinated scheme is based on all preferences expressed by parents being treated equally but where more than one school can be offered, the school ranked highest by the parent will be allocated. It will be for individual admission authorities to prioritise all preferences expressed for their schools against the published admissions criteria, which they have consulted on and determined. The only valid preferences are those stated on the LA common application form. Other admission authorities should note that they must not **use** any other application form. A separate, supplementary information form can only be used where additional information is required to determine admission within their criteria. This form will be obtainable from and returnable to that admissions authority (voluntary aided (VA) schools). A supplementary information form on its own is not a valid application.

2. The process will begin with the distribution of admissions booklets and application forms early in September 2010. In July 2010, children transferring to secondary school in September 2011 will be identified through primary schools. This will include any out of area children. Neighbouring authorities will be asked to supply names and addresses of East Sussex children attending schools in those authorities so that the East Sussex application form can be sent to the parents. Those parents will also be advised that details about the admission arrangements in that authority can be obtained direct from that authority. Similarly, East Sussex will advise neighbouring authorities of children who attend East Sussex primary schools but are not resident in the county.

3. The LA application form enables parents to name up to three maintained schools stated in order of preference regardless of where the schools are situated. The form should be completed and returned to the LA by the closing date of 31 October 2010.

4. By 3 December 2010, the LA will send Brighton & Hove, Kent and West Sussex (and any other LA) by electronic transfer, details of the applications for places at schools in those areas for consideration.

5. By 3 December 2010, the LA will receive details of the applications for places at schools in East Sussex from Brighton & Hove, Kent and West Sussex (and any other LA) by electronic transfer. This will allow the LA to establish the level of preferences for each school.

6. By 3 December 2010, the LA will advise East Sussex VA schools, by electronic transfer, of the total number of preferences made for their schools. All relevant details from the application form will be forwarded to allow them to apply their admissions criteria. This will include applications covered in Section B1 of this document.

7. By 7 January 2011, East Sussex VA schools will consider applications for their individual school, apply their admissions criteria (if appropriate) and provide the LA with a list of those applicants ranked accordingly.

8. By 21 January 2011, other LAs will advise East Sussex LA of decisions reached on applications for their schools from East Sussex residents. Additionally, East Sussex LA will apply the admissions criteria (where applicable) and determine the outcome of each preference expressed.

9. By 4 February 2011, the LA will match the ranked lists against the parental preferences to ensure only one place is allocated per child.

Where a child is –

- Eligible for a place at only one school given on the application form, that school will be allocated
- Eligible for two or three schools, a place will be allocated at the highest-ranking school
- Not eligible for a place at any of the stated schools and the child lives in East Sussex, a place will be allocated at the nearest school to the home with a space.

10. If an application form is not returned and the child lives in East Sussex and attends a maintained primary school a place will be allocated at the nearest school to the home with a vacancy.

11. In the period 10 February to 18 February 2011, letters and lists will be prepared. The LA in which the school is situated and where a place is allocated will be responsible for sending letters to the parent unless determined otherwise. Any out of county applicant whose preference for an East Sussex school is being refused will be sent details of the appeals procedure.

12. In the week commencing 21 February 2011 letters and lists of children being allocated places will be released to secondary schools (where appropriate) for the schools to post on the allocation date. Primary schools will also be sent lists of the allocations being made under strict confidential cover.

13. Tuesday 1 March 2011 – allocation letters posted first class by allocated secondary school. Where a preference is not being met, a detailed statement will be enclosed with the letter explaining how places have been allocated. The letter will also advise parents of the right of appeal – where this is for a school for which the LA is not responsible for admissions, parents will be advised to contact that admissions authority direct to arrange an appeal if they wish to do so.

Applications made after the closing date but before the allocation date

It is recognised that applications will be received after the closing date; parents might not complete application forms by the closing date (or not at all) or parents will wish to change their preference. This is particularly true of 2011/12 and subsequent years where the national closing date has been moved to the half term break. Such applications still need a response and this section deals with applications received in these circumstances.

1. Applications received after 31 October but by 15 November 2010

1.1 Applications for places that are received in this period will be taken into account in the main round of applications provided the application form is received by 15 November 2010.

2. Applications received after 15 November 2010 but by 7 February 2011

2.1 If the application form is received after 15 November 2010, it will still be passed to the relevant admissions authority with a note that it has been received after that date. It will be for the admissions authority to decide how it wishes to respond to the application. This will continue up until 1st March 2011.

2.2 It is expected that any application received after 15 November 2010 will be allocated a place at a school with vacancies unless that is an unreasonable distance from the home. In this situation, the LA reserves the right to withdraw an allocated place and replace with an application received after the closing date.

2.3 Any late applicant will be sent a letter on 1st March 2011 provided the application has been received by 7 February 2011. The LA will ensure that any late application received between 16 November 2010 and 7 February 2011 is allocated a place but this is likely to be at the nearest school to the home with places available (unless unreasonable distance applies). For applications received after 7 February 2011 but before 1st March 2011, letters will be released as soon as possible after the date of allocation.

3. Changes of preference

Once parents have made their preferences, LA's must not allow them to be changed without a genuine reason. The LA will judge each case on its merits but can only accept a change of preference where there has been a significant change of circumstances (such as a house move*) thus making the original preference no longer practical. Parents will be required to put in writing their revised preferences together with the reasons for the change. If the change of preference is accepted, a decision will be conveyed on 1 March 2011 provided it is received by 7 February 2011. Such applicants will be advised that they do have the right of appeal if the revised preference cannot be met.

**In the case of house moves, proof of ownership or tenancy on an East Sussex property (such as exchange of contracts or signed tenancy agreement of one year) is required if an address is to be used for the purpose of allocating a school place. If an applicant cannot provide evidence, the application cannot be accepted.*

4. No application form received by 7 February 2011

It is recognised that for some children an application form will not be submitted. Such children will normally be allocated a place at the nearest school where a place is available provided the child resides in East Sussex. If the nearest school is not one where the LA is the admissions authority it is expected that the appropriate

admissions authority will allocate a place provided that all stated preferences for the school have been determined. Such parents will be advised of the school allocation on 1st March.

Applications received after 1st March 2011

1. Applications will continue to be received after the allocation date. Only those preferences stated on the LA application form will be valid. Where the preference is for a community or voluntary controlled school, the LA will determine the outcome but if all places are allocated a place will be allocated at the nearest school with a place available unless the school is an unreasonable distance from home (if that is a VA school the LA will ask the school whether a place can be allocated). Any refused preference will carry the right of appeal. If the preference is for a VA school, the LA will pass the form to the aided school for a decision. The school must then advise the LA within fourteen days as to whether a place can be allocated so the LA can formally advise the parent of the decision.

2. Where the stated preference is for a school in a neighbouring authority, the application form will be passed to that authority for a decision to be made. Any authority refusing an application should advise the LA of the decision so the LA can consider allocating an alternative school. The admissions authority should, at the same time, notify the parent of the decision, provide details of the appeals procedure and advise the parent that the form has been passed to the LA so a school place can be allocated.

3. Where applications are received after the commencement of the school year it will be for the admissions authority to handle the application and to inform the parent of the decision. The Co-ordinated Scheme will end on 31st August each year (see section F – In-year admissions).

Appeals

1. Parents must be allowed at least 10 school days from the date of notification that their application was unsuccessful to prepare and submit their written appeal. The appeal must be against any refused preference, thus if a parent puts on the appeal form a school which did not feature as a preference on the original application form an appeal will not be arranged.

2. Parents requesting an appeal will be entitled to fourteen days notice of the date of the appeal. Papers relevant to the appeal will be sent seven working days before the hearing. The LA will endeavour to ensure that appeals should be heard within the timescale laid down in the recommendations of the School Admission Appeals Code.

3. The LA must be advised of the outcome of all appeals.

Waiting lists

1. The LA will operate waiting lists for community and voluntary controlled schools (and recommends that voluntary aided schools do the same) so that it is clear as to which child will be offered any place which becomes vacant. Such waiting

lists will be operational after the closing date for appeals to be lodged. The waiting list must reflect the admissions criteria. The LA must be notified by admissions authorities of any places that are subsequently allocated from the waiting list. It remains for the LA to offer places to parents when places become available and are allocated from the waiting list whether the admissions authority is the LA or a voluntary aided school in East Sussex.

2. Waiting lists will operate until the end of the autumn term 2011 for Year 7 admissions.