

Peacehaven Community School

Admissions Policy - Determination For the School Year 2025/26

Introduction

Peacehaven Community School is a Swale Academies Trust Academy, and therefore the Local Governing Body at Peacehaven Community School Swale Academies Trust is the admission authority for the school.

1. Admission Number

There is no proposed change to the admission number. The Local Governing Body intends to admit a maximum of 180 pupils to Year 7 in September 2025.

2. Application process

Main Round Applications, for the September 2025 intake for the Academic year 2025/2026 must be made using the County Council's application procedure. Parents can apply online at www.eastsussex.gov.uk , or a paper form is available from the primary school or the Admissions and Transport Team at the address below.

Completed paper applications should be returned to:

The Admissions and Transport Team,
PO Box 4,
County Hall,
St Anne's Crescent,
Lewes,
East Sussex,
BN7 1SG

The closing date for Year 7 applications is 31 October 2024.

In-Year Applications for in-year admissions for the academic year 2025/2026, should be made via the LA. The coordination of admissions for in-year applications will be determined by Peacehaven Community School.

All Local Authorities are required to have a [Fair Access Protocol \(FAP\)](#) to enable vulnerable unplaced children to be offered a school place quickly. There are several reasons why a child may qualify for admission under the FAP please click on the link for more information

[Fair Access Protocol \(FAP\)](#)

3. Finding a school place for a child with special educational needs or disabilities (SEND)

If your child has special educational needs and or disabilities and has an Education, Health and Care Plan (EHCP) talk to your SEN Caseworker about which school you would like your child to attend and they will explain the next steps.

For more information, [click here](#)

Autistic Spectrum Condition (ASC) and Speech, Language and Communication Needs (SCLN) provision

Peacehaven Community School is commissioned by the local authority to manage a special facility for students who have an EHCP with a primary need of autism and/or speech, language and communication needs. Places are allocated to the facility directly by the local authority, in consultation with the school and the parents/carers. If your child has an EHCP and you are interested in applying for a special facility placement, speak to the APO in the first instance.

4. Late Applications

Any application that arrives after the closing date of 31 October 2024 for entry in September 2025 will be dealt with after the main allocations have been made. These late applications will be placed on the waiting list for Year 7. At this point the oversubscription criterion applies and the applicant at the top of the waiting list will be offered a place should one become available.

5. Oversubscription Criteria.

If there are more applications than places available at the school, the criteria below will be used to determine which children are offered the available spaces, and will be applied in the following order of priority:

1. Looked after children and previously looked after children
2. Children who will have a sibling (children are siblings if they are full/half or adoptive/foster brother or sister living in the same household) at the school at the time of admission
3. Children living within the pre-defined Community area
4. Children living outside the pre-defined Community area.

Tiebreaker

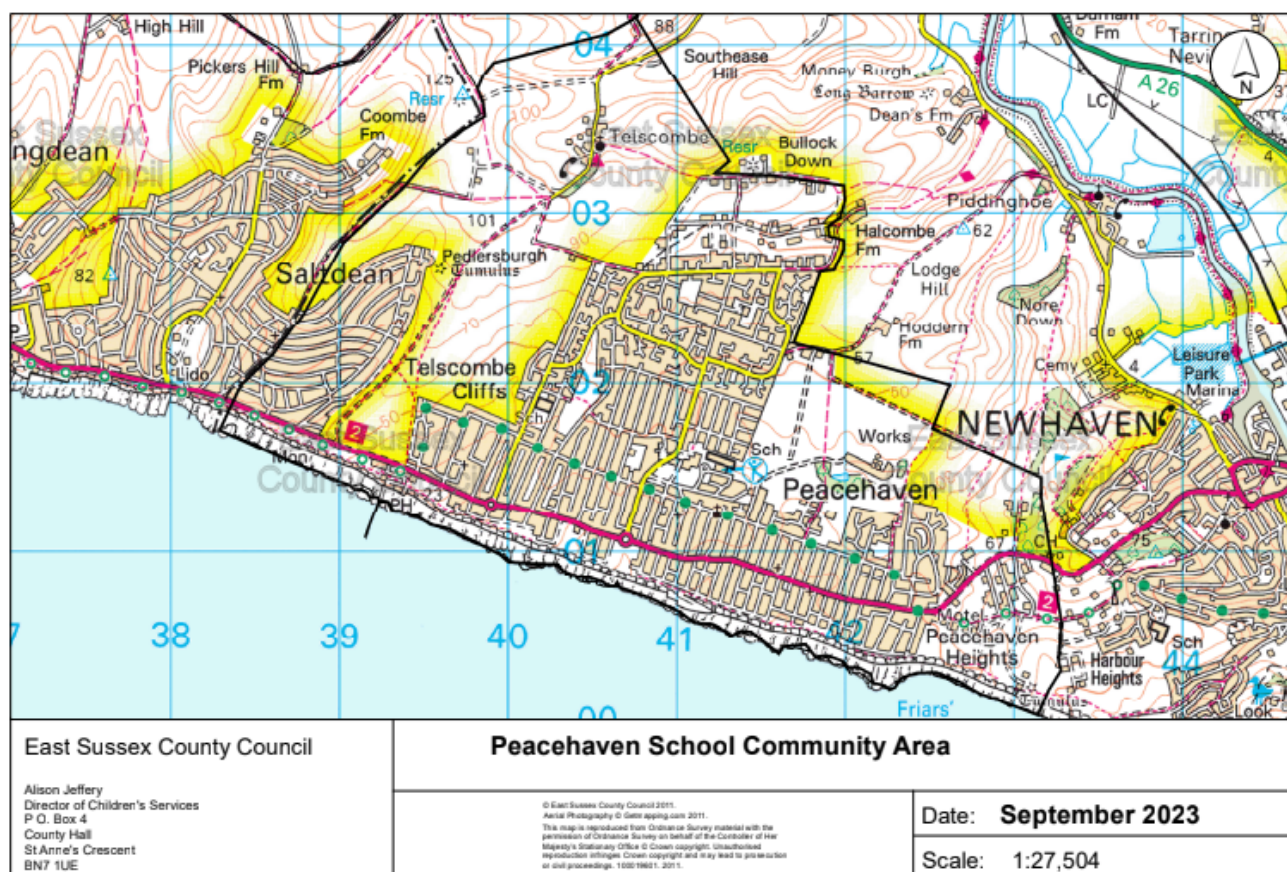
If there are more children who qualify under an oversubscription criterion than places available, place allocation will be determined by prioritising applications within that criterion by the distance measured by the shortest walking route from home to school using the Authority's Geographical Information System (GIS). Distances are measured from the child's home to the nearest gate used by pupils at the school.

Twins/Children from Multiple Births.

Where the admission of twins, or all siblings from a multiple birth would cause the school to rise above its Planned Admission Number, these twins or all of the siblings will be admitted.

5. Defined Community Area.

The current priority area for the school is attached and will be used to prioritise children who do not qualify under criteria 1-2 shown above. There are no proposed changes to the community area.



6. Waiting Lists.

Details of any unsuccessful applicants will be held on a waiting list which will be kept in the order of the oversubscription criteria above. This will be held until the end of the Autumn Term, when the list will be cleared. After this time, any applicant wishing to join a waiting list will need to reapply.

7. Right of Appeal

There is a right of appeal to an Independent Appeals Panel for unsuccessful applicants relating to school admissions at age 5 (statutory school age) or above. Details on Admissions Appeals can be found in the Admission Appeals Code

<https://www.gov.uk/government/publications/school-admissions-appeals-code>

8. Applications Out-of-Chronological Age Group

In rare circumstances, parents/carers may choose to seek a place for their child outside of their chronological age group for a variety of reasons (e.g. the child is summer-born, is considered gifted and talented, has experienced problems such as ill health, or has had an interrupted education through residency abroad).

The decision to admit a child out-of-year group is rare. It will always be made on the basis of the unique circumstances for each specific case and what is best for that individual child. The decision will be made by the Executive Headteacher of the school and will take into account the following:

- parents'/carers' views;
- expert advice from relevant social, educational and medical professionals;
- whether the child has previously been educated out of their normal age group;
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- the long-term impact of the decision on the child.

Applications for a child to be admitted to a year group outside of their chronological age group should be made through the same process set out in this policy for both 'normal round' and 'in-year' applications. However, in addition to the standard application form, further documentation should be provided to support the request for a place out of the chronological year group. This applies regardless of whether it is for a higher or lower year group.

The Executive Headteacher may request additional information after the submission of an application for an out-of-year group place, if necessary.

Each application will be considered on the individual circumstances of each case. Applicants will be notified in writing of the decision, including the reasons for it.

Unsuccessful applicants have the right to appeal if they are refused a place at the school. However, this right does not apply if they are offered a place at the school, but it is not in their preferred age group.