

Committee: **Lead Member for Learning and School Effectiveness**  
Date: **15 December 2011**  
Title of Report: **Admission arrangements for the 2013/2014 school year**  
By: **Director of Children's Services**  
Purpose of Report: **To approve the annual statutory consultation exercise for the school admission arrangements for 2013/2014**

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**Recommendation:**

**The Lead Member is recommended to:**

- 1) note the changes to the admission arrangements for community and voluntary controlled schools required by the new School Admissions Code due to come into force in February 2012; and:**
  - 2) approve the admissions criteria proposed as shown in Appendix 1;**
  - 3) approve the admission numbers outlined in Appendix 2;**
  - 4) approve the co-ordinated admissions schemes attached to Appendix 3; and**
  - 5) approve the in-year co-ordinated admission scheme outlined in Appendix 4**
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**1. Financial Appraisal**

1.1 There are no direct financial implications other than the costs of the statutory consultation notices in the local press which will be covered within existing budgets.

**2. Supporting Information**

2.1 Admission arrangements for 2013/14 for community and voluntary controlled schools must be determined by the Local Authority (LA) by 15 April 2012 following consultation, with all maintained schools in the county and by wider consultation with neighbouring authorities and Diocesan authorities from the beginning of January 2012 to the end of February 2012. The LA must also determine coordinated schemes for the admission of pupils to primary and secondary schools in its area. Other admission authorities within East Sussex will also be required to consult on their proposed arrangements unless they fulfil the requirements in current Regulations which allow them to consult every two years. All admission authorities in the County will be required to determine their final arrangements irrespective of whether they consulted or not. The consultation period must last for a period of at least eight weeks and end by 1 March 2012.

2.2 The Department for Education has produced a new mandatory School Admissions Code and associated Regulations which, at the time of writing were in revised draft form and due to be laid before Parliament. The new Code and Regulations are expected to come into force in February 2012.

2.3 Comments will be invited from the Admissions Forum before consultation. The Forum currently a statutory body that must be included in the consultation process.

2.4 In accordance with current regulations, comments will also be invited from parents. Notification of proposed arrangements will be posted on the Council's website and in the local press in January 2012.

2.5 Appendix 1 shows the proposed oversubscription criteria which take account of the new requirements in the draft revised Code.

2.6 Attached as Appendix 2 are the proposed planned admission numbers (PAN) for each school. The Lead Member's attention is drawn particularly to those schools where proposed changes are indicated. These changes reflect the demand for school places in those areas.

2.7 The Lead Member is advised that following consultation on these proposed admission arrangements, a further report will be submitted in March 2012 with comments received and

recommendations for the final (determined) admission arrangements for the 2013/14 school year.

2.8 Appendix 3 outlines the coordinated admission schemes for the 'normal' years of entry, i.e. reception classes, transfer between infant to junior schools and on transfer between primary and secondary school.

2.9 Appendix 4 outlines the in-year coordination scheme, applied to all applications outside the normal year of entry.

### **3. Conclusion and Reason for Recommendations**

3.1 The County Council is required by law to carry out an annual consultation exercise in order to determine the admission arrangements for the following school year. The Lead Member is being asked to approve the proposed arrangements for consultation, the results of which will be reported back to the Lead Member in March 2012 with recommendations for amendments as necessary resulting from comments received. Following the Lead Member's approval, final admission arrangements will be determined by 15 April 2012, and subsequently published.

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Director of Children's Services

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Local Members: All

Background Documents:

- School Standards and Framework Act 1998
- The School Admissions (Co-ordination of Admission Arrangements) (England) Regulations 2009
- The School Admissions (Admission Arrangements) (England) Regulations 2008
- The School Information (England) Regulations 2009
- Revised Draft School Admissions Code 2012

## Appendix 1

**Admissions criteria for community and voluntary controlled schools (with the exception of Frant CE Primary School – please see below).**

- 1. Looked After Children and children who were looked after, but ceased to be so because they were adopted (or subject to residence orders or special guardianship orders) immediately following being looked after.**
- 2. Children with an exceptional medical or social need for whom 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.

- 3. Children who will have a brother or sister at the school (or a linked infant or junior school) at the time of admission.**
- 4. Children wishing to transfer between a linked infant and junior school (as per schools listed in the admission booklet).**
- 5. Children living within a pre-defined community area.**
- 6. Children living outside the pre-defined 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, on the basis of the shortest route from home to school using surfaced, passable routes.

### Admission decisions

Decisions to refuse admission to a voluntary controlled or community school will be made by officers of the Children's Services Authority.

### **Admissions criteria for Frant CE Primary School.**

- 1. Looked after children and children who were looked after, but ceased to be so because they were adopted (or subject to residence orders or special guardianship orders) immediately following being looked after.**
- 2. Children with an exceptional medical or social need for whom 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.

- 3. Children who will have a brother or sister at the school at the time of admission and who live at the same address, within the pre-defined community area\***

The definitions of 'sibling' and community areas are as shown above in the current criteria

- 4. Other children living within the pre-defined community area**

The definition of pre-defined community areas as shown above in the current criteria

- 5. Children who will have a brother or sister at the school (or linked infant or junior school) at the time of admission who live at the same address, outside the pre-defined community area.\***

The definition of sibling is as shown above in the current criteria

**6. Other 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, on the basis of the shortest route from home to school using surfaced, passable routes.

***\* Children who have a brother or sister attending the school prior to 1 September 2012 will be admitted under the previous criteria which gave priority to brothers and sisters regardless of whether they live in the pre-defined community area or not.***

**Twins and children from multiple births.**

**Where the admission of both twins or all siblings from a multiple birth would cause the school to rise above its Planned Admission Number, both twins or all of the siblings will be admitted. Where the admission of the additional child or children from multiple births to an infant class would result in the PAN rising above 30 (or multiples of 30), the additional child/children would be exceptions to the Infant Class Size legislation throughout the infant phase or until the number in the year group reduced to the PAN.**

## Appendix 2

### Admission numbers

The tables below show the schools the proposed planned admission numbers (PANs) for secondary schools where the County Council is the admissions authority.

#### 1. Eastbourne area

School	Admission number 2013/14
The Causeway	189
Cavendish School	200
Willingdon Community School	200

#### 2. Hastings/St Leonards area

School	Admission number 2013/14
Helenswood School	216
William Parker Sports College	232

#### 3. Other areas of the County

School	Admission number 2013/14
Beacon Community College	280
Bexhill High School	330
Chailey School	162
Claverham Community College	224
Heathfield Community College	240
Peacehaven Community School	180
Priory School	232
Robertsbridge Community College	130
Rye College	150
Tideway School	150
Uckfield Community College	270
Uplands Community College	168

**Primary, Junior and Infant Schools - proposed changes for the 2013/14 school year.**

<b>School</b>	<b>Admission number 2012/13</b>	<b>Admission number 2013/14</b>
Hamsey	12	15
Herne Junior School	90	60
Sidley Community Primary School	30	75
Whitehill Infant School	90	60

**Primary Junior and Infant Schools where there are no proposed changes.**

**1. Bexhill area**

<b>School</b>	<b>Admission number 2013/14</b>
All Saints Church of England Primary School	30
Chantry Community Primary School	30
King Offa Primary School	60
Little Common School	90
Pebsham Community Primary School	30

**2. Crowborough area**

<b>School</b>	<b>Admission number 2013/14</b>
Jarvis Brook School	30

**3. Eastbourne area (including Polegate and Willingdon)**

<b>School</b>	<b>Admission number 2013/14</b>
Bourne Primary School	60
Heron Park Community Primary School	60
Langney Primary School	60
Motcombe Community School	120
Oakwood School	60
Ocklynge Junior School (for pupils aged 7-11)	210
Parkland Infant School (for pupils aged 4-7)	60
Parkland Junior School (for pupils aged 7-11)	60
Pashley Down Infant School (for pupils aged 4-7)	90
Polegate School	60
Roselands Infant School (for pupils aged 4-7)	90
St Andrews Church of England Infant School (for pupils aged 4-7)	90
Shinewater Primary School	60
Stafford Junior School (for pupils aged 7-11)	90
Tollgate Community Junior School (for pupils aged 7-11)	90
West Rise Community Infant School (for pupils aged 4-7)	60
West Rise Community Junior School (for pupils aged 7-11)	60
Willingdon Primary School	60

#### 4. Hailsham

<b>School</b>	<b>Admission number 2013/14</b>
Hawkes Farm Primary School	60
Hellingly Community Primary School	30

#### 5. Hastings/St Leonards area

<b>School</b>	<b>Admission number 2013/14</b>
Blacklands Primary School	75
Castledown Community Primary and Nursery School	60
Churchwood Community Primary School	30
Dudley Infant School (for pupils aged 4-7)	60
Elphinstone Community School	60
Hollington Primary School	60
Little Ridge Community Primary School	60
Red Lake Community Primary School	60
Robsack Wood Community Primary School	46
St Leonards Church of England Primary School	60
St Paul's Church of England Primary School	90
Sandown Primary School	60
Silverdale Primary School	90
West St Leonards Community Primary School	60

#### 6. Heathfield

<b>School</b>	<b>Admission number 2013/14</b>
Cross-In-Hand Church of England Primary School	60
Parkside Community Primary School	30

#### 7. Lewes area

<b>School</b>	<b>Admission number 2013/14</b>
Pells Church of England Primary School	20
South Malling Church of England Primary School	30
Southover Church of England Primary School	45
Wallands Community Primary School	60
Western Road Community Primary School	30

#### 8. Newhaven area

<b>School</b>	<b>Admission number 2013/14</b>
Denton Community School	30
Grays School	60
Meeching Valley Primary School	30
Southdown Junior School	60

## 9. Peacehaven/Telscombe Cliffs area

School	Admission number 2013/14
Hodder Junior School (for pupils aged 7-11)*	60
Meridian Primary School	60
Peacehaven Infant School (for pupils aged 4-7)*	60
Telscombe Cliffs Community Primary School	80

*\*At the time of writing, there was a proposal to amalgamate Peacehaven Infants School and Hodder Junior School*

## 10. Rye area

School	Admission number 2013/14
Rye Community Primary School	45

## 11. Seaford area

School	Admission number 2013/14
Chyngton School	60
Cradle Hill Community Primary School	60
Seaford Primary School	60

## 12. Uckfield area

School	Admission number 2013/14
Harlands Primary School	30
Manor Primary School	60
Rocks Park Primary School	30

## 12. Rural Primary Schools

School	Admission number 2013/14
Alfriston School	15
Barcombe Church of England Primary School	20
Battle and Langton Church of England Primary School	60
Beckley Church of England Primary School	15
Bodiam Church of England Primary School	12
Bonners Church of England Primary School	15
Brede Primary School	20
Broad Oak Community Primary School	20
Burwash Church of England Primary School	25
Buxted Church of England Primary School	20
Catsfield Church of England Primary School	15
Chiddingly Primary School	15
Crowhurst Church of England Primary School	15
Dallington Church of England Primary School	15
Danehill Church of England Primary School	12



Ditchling (St Margaret's) Church of England Primary School	20
East Hoathly Church of England Primary School	15
Etchingam Church of England Primary School	15
Firle Church of England Primary School	15
Five Ashes Church of England Primary School	10
Fletching Church of England Primary School	12
Forest Row Church of England Primary School	45
Frant Church of England Primary School	15
Hankham Primary School	20
Herstmonceux Church of England Primary School	30
High Hurstwood Church of England Primary School	15
Hurst Green Church of England Primary School	20
Icklesham Church of England Primary School	15
Iford and Kingston Church of England Primary School	20
Laughton Community Primary School	15
Mayfield Church of England Primary School	20
Maynards Green Community Primary School	30
Mountfield and Whatlington C of E Primary School	12
Netherfield Church of England Primary School	20
Newick Church of England Primary School	30
Ninfield Church of England Primary School	20
Northiam Church of England Primary School	15
Nutley Church of England Primary School	15
Park Mead Primary School	15
Peasmarsh Church of England Primary School	15
Pevensey and Westham Church of England Primary School	60
Plumpton Primary School	20
Punnetts Town Community Primary School	15
Ringmer Primary School	30
Rotherfield Primary School	20
St Michaels Church of England Primary School (Playden)	15
St Michaels Primary School (Withyham)	15
St Peter's Church of England Primary School	20
Salehurst Church of England Primary School	30
Sedlescombe Church of England Primary School	30
Staplecross Methodist Primary School	12
Stone Cross School	60
Stonegate Church of England Primary School	15
Ticehurst and Flimwell CE Primary School	30
Wadhurst Church of England Primary School	45
Westfield School	30
Wivelsfield Primary School	20

## **Appendix 3**

### **Coordination Admission Scheme – normal year of entry**

Attached are the proposed co-ordinated schemes for primary and secondary admissions at the normal point of entry.

The changes to both schemes are minimal – updating the timetable only.

### **East Sussex County Council Co-ordinated admissions scheme for secondary schools in 2013/14**

#### **Introduction**

Local Authorities (LAs) 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, 1 March being the national allocation date. If 1 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 schools which are their own admissions authorities) and neighbouring LAs (Brighton & Hove, Kent, Surrey and West Sussex). The scheme has also been considered by the Admissions Forum.. 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**

Admissions information made available	September 2012
Closing date for applications	31 October 2012
Exchange of preference data with admissions authorities	3 December 2012
Admission authorities in East Sussex to advise LA of ranked order	11 January 2013
Finalise allocations	4 February 2013
Letters released to secondary schools	25 February 2013
Letters posted first class by secondary schools	1 March 2013
Closing date for appeals	22 March 2013
Appeals heard	May-July 2013

## **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 information on admission arrangements and methods of application being made available early in September 2012. In July 2012, children transferring to secondary school in September 2013 will be identified through primary schools and other admission authorities.
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 submitted to the LA by the closing date of 31 October 2012.
4. By 3 December 2012, 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 2012, 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 2012, the LA will advise East Sussex VA schools, Academies and Trust 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.
7. By 11 January 2013, East Sussex VA schools, Academies and Trusts 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 2013, 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 2013, 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 named schools and the child lives in East Sussex, a place will be allocated at the nearest school to the home with a space.
10. In the period 11 February to 18 February 2013, 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.
  11. In the week ending 22 February 2013 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.
  12. Friday 1 March 2013 – 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.

### **1. Applications made after the closing date but before the allocation date**

1.1 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. Such applications still need a response and this section deals with applications received in these circumstances.

### **2. Applications received after 31 October 2012 but by 4 February 2013**

2.1 If the application form is received after 31 October 2012, 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 1 March 2013.

2.2 Any late applicant will be sent a letter on 1 March 2013 provided the application has been received by 4 February 2013. The school place offered is likely to be at the nearest school to the home with places available (unless unreasonable distance applies). For applications received after 4 February 2013 but before 1 March 2013, letters will be released as soon as possible after the date of allocation.

### **3. Changes of preference**

3.1 Once parents have made their preferences, LA's **should not** allow them to be changed without a genuine reason. The LA will judge each case on its merits but will only usually 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 2013 provided it is received by 4 February 2013. 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.*

3.2 There is no appeal where the LA does not accept the change of preference.

### **No application form received by 4 February 2013**

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 1 March.

### **Applications received after 1 March 2013**

1. Applications will continue to be received after the allocation date. Only those preferences stated on the LA application form will be valid. If the preference is for an 'own authority' school, the LA will pass the form to the 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. Where the preference is for a community or voluntary controlled school, the LA will determine the outcome. If there are no places available at one of the preferred schools a place will be allocated at the nearest school with a place available (if the identified school is its own admissions authority the LA will ask the school whether a place can be allocated). Any

refused preference will carry the right of appeal.

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.

3. The Co-ordinated Scheme will end on 31st August each year. Applications received after this date will be processed in accordance with the In-Year Co-ordinated Scheme.

### **Appeals**

1. Parents **must** be allowed at least ten 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 submitting an appeal will be entitled to at least ten school days notice of the date of the appeal. Papers relevant to the appeal will be sent seven working days before the hearing. Appeals must be heard within the timescale laid down in the recommendations of the School Admission Appeals Code; for Secondary Admissions – appeals for on-time applications must be heard by 6 July or the next working day if this date falls at a weekend. Appeals for late applications will be included with those being heard for the same admission round. If this is not possible, it must be heard within 30 school days of the appeal being lodged.

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 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 not.

2. Waiting lists will operate until the end of Term 2, 2013 for Year 7 admissions.

## **East Sussex County Council Co-ordinated admissions scheme for primary schools in 2013/14**

### **Introduction**

Local Authorities (LAs) are required each year to draw up a scheme for co-ordinating admissions to primary schools. The aim of the scheme is to ensure that all parents receive a single offer of a school place.

This scheme is proposed for adoption by the County Council and will be the subject of consultation with all maintained schools in the county and neighbouring LAs (Brighton & Hove, Kent, Surrey and West Sussex). The Admissions Forum were also consulted on the scheme in October 2011.

The scheme is recommended to the Admissions Forum and the County Council. The principles 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 for East Sussex primary and infant schools 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**

Admissions information made available	September 2012
Closing date for applications	15 January 2013
Preferences for each school established	1 February 2013
Exchange of preference data with admissions authorities	15 February 2013
Admission authorities in East Sussex advise LA of ranked order	25 March 2013
Finalise allocations	28 March 2013
Letters released to primary schools	15 April 2013
Letters posted first class by primary schools	19 April 2013
Closing date for appeals	6 May 2013
Appeals heard	June/July

### **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 schools against the published admissions criteria. The only valid preferences are those stated on the home authority LA Application Form. Other admission authorities should note that they should not use any other application form and that a separate, supplementary information form should 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. Applicants living outside East Sussex must use the common application form that is supplied by their home local authority.

2. The process will begin with the information on admission arrangements and methods of application being made available early in September 2012.

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 submitted to the LA by the closing date of 15 January 2013.

4. By 1 February 2013 the Authority will have received preferences from other authorities and therefore the LA will have established the level of preferences for each school.
5. By 15 February 2013, the LA will advise other admission authorities in East Sussex and other LAs of details of all applications (both from applicants within and outside East Sussex) for their schools to allow them to apply their admissions criteria.
6. By 25 March 2013 admission authorities in East Sussex (other than the LA) and other LAs will consider all applications for their school, apply the school's admissions criteria (if appropriate) and provide the LA with a list of those applicants ranked according to the school's admissions criteria.
7. By 25 March 2013 the LA will apply the admissions criteria (if appropriate) to applications for community and voluntary controlled schools and rank each applicant accordingly.
8. By 28 March 2013 the LA will have received information from other LAs regarding East Sussex residents applying for out-county schools. ESCC will also have notified other LAs of decisions regarding children living in their areas. 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 named schools and the child lives in East

Sussex, a place will be allocated at the nearest school to the home with a space.

9. In the period 28 March to 15 April 2013 letters will be prepared. The LA where the child lives will be responsible for sending letters to the parent.

10. On 15 April 2013 letters and lists of children being allocated places will be released to primary schools (where appropriate) for the schools to post on the allocation date.

11. 19 April 2013 – allocation letters released. 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**

1. It is recognised that applications will be received after the closing date, parents might not complete applications by the closing date (or not at all) or parents will wish to change their preference. Such applications still need a response and this section deals with applications received in these circumstances.

2. If the application form is received after 15 January 2013, 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.

3. Any late applicant will be sent a decision letter on 19 April 2013 provided the application has been received by 28 March 2013. If the preferred school has been filled by on-time applicants, an alternative place will be allocated. This is likely to be at the nearest school to the home with places available (unless unreasonable distance applies). For applications received after 28 March 2013 but before 19 April 2013, letters will be released as soon as possible after the date of allocation.

### **Changes of preference**

1. Once parents have made their preferences, LA's **should not** allow them to be changed without a genuine reason. The LA will judge each case on its merits but we will generally 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.

2 Parents will be required to put in writing their revised preferences together with the reasons for change. If the change of preference is accepted, a decision will be conveyed in the letter sent on 19 April 2013 provided it is received by 28 March 2013. 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.*

3. There is no right of appeal where the LA does not accept the change of preference.

### **No application form received**

1. Junior transfer – 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 not the admission 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 19 April 2013.

2. No Reception places will be allocated unless a completed application form has been received.

### **Applications received after 19 April 2013**

1. Applications will continue to be received after the allocation date. Only those preferences stated on the LA application form will be valid. If the preference is for an 'own authority' school, the LA will pass the form to the 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. Where the preference is for a community or voluntary controlled school, the LA will determine the outcome. If there are no places available at one of the preferred schools a place will be allocated at the nearest school with a place available (if the identified school is its own admissions authority the LA will ask the school whether a place can be allocated). Any refused preference will carry the right of appeal.

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.

3. The Co-ordinated Scheme will end on 31 August each year. Applications received after this date will be processed in accordance with the In-Year Co-ordinated Scheme.

### **Appeals**

1. Parents **must** be allowed at least ten 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 hearing will not be arranged.

2. Parents submitting an appeal will be entitled to at least ten school days notice of the date of the appeal. Papers relevant to the appeal will be sent seven working days before the hearing. Appeals must be heard within forty days of the appeal being lodged, or before the end of the summer term, whichever is sooner Appeals for late applications will be included with those being heard for the same admission round. If this is not possible, it must be heard within 30 school days of the appeal being lodged.

3. The LA must be advised of the outcome of all appeals to other admission authorities.

### **Waiting lists**

1. The LA will operate waiting lists for all community and voluntary controlled primary, infant and junior schools in the area so that it is clear which child will be offered any place which becomes vacant. Such waiting lists will be operational on the closing date for appeals to be lodged. The waiting list must reflect the admissions criteria. It remains for the LA under the co-



ordination arrangements to offer places to parents when places become available and are allocated from the waiting list whether the admissions authority is the LA or not.

Waiting lists will operate until the end of Term 2 2013.

## Appendix 4

**The Lead Member is asked to note that there is no requirement for Local Authorities to continue to co-ordinate in-year admissions from the 2013/14 school year. Schools in East Sussex will be asked for their views on this matter and the results and recommendations will be reported to the Lead Member in March 2012.**

**If in-year co-ordinations to continue, the following scheme is proposed:**

### **East Sussex County Council Co-ordinated scheme for in-year admissions in 2013/14**

#### **Introduction**

Local Authorities are required to formulate schemes for applications made during the academic year for age groups other than the normal year of entry.

The requirements of the scheme are laid down in Schedule 4 of The School Admissions (Co-ordination of Admission Arrangements) (England) Regulations 2008 and Chapter 3 of the School Admissions Code.

Residents of East Sussex applying to any maintained schools, whether situated in East Sussex or not, including voluntary aided, foundation, grammar schools and academies will apply through the Admissions and Transport Section in East Sussex County Council. The scheme does not apply to private (fee-paying) schools.

Applications to East Sussex schools from non – East Sussex residents must be made through their 'home' authority using the 'home' authority's application form.

The proposed scheme must be considered by the Admissions Forum and is subject to consultation with the governing bodies of all schools in the County, as well as neighbouring authorities (i.e. Brighton & Hove, Kent, Surrey and West Sussex).

Common application forms will be provided by East Sussex County Council for use when applying to all maintained schools.

Those schools in East Sussex that require information additional to the application form will provide a supplementary information form on request from the parent, but this form alone does not constitute a valid application for a place at the school.

Applications are received throughout the year and therefore no timetable applies to this scheme. Decision letters will be sent to parents within fifteen school days. Applications may take longer to process during school holidays.

#### **Application Process.**

1. Parents may name up to three preferences on the application form and all preferences expressed by parents will be treated equally. This means that each preference will be measured against the published oversubscription criteria only, without reference to the order stated by the parent. Only one school place will be offered, and this will be the highest possible preference expressed by the parent that can be agreed.
2. Where it is not possible to offer any of the named preferences, the applicant will remain at their current school if possible, or an alternative school place will be offered. This will normally be the nearest school with a place available.
3. In order to make a valid application, parents must complete a common application form provided by East Sussex County Council, regardless of where the school(s) they want to apply for are situated. The East Sussex application form is available in paper form on request or applications can be made online through the East Sussex County Council website.

4. Schools where the governing body is the admission authority may require additional information in order to apply their oversubscription criteria and will provide a supplementary information form for the parent (if applicable). Where the parent fails to complete the supplementary form, the governing body will rank the application according to the information given on the application form only. Where the parent completes the supplementary form but fails to complete the LA application form, this will not constitute a valid application.
5. Completed supplementary information forms will be returned to the individual schools, and not the Admissions and Transport Section.
6. Parents may not complete a second application form until the outcome of the first application is known. This means that parents must await the outcome of their application and may not submit another form in the meantime. Where parents do complete a second form, the additional preferences will be judged to be outside the scope of this scheme, and therefore not valid.
7. Parents will generally only be able to change their preferences where there is genuine reason – e.g. change of address.

### **Preferences for schools where East Sussex County Council is not the admission authority.**

1. Where the parent names any school, whether in East Sussex or not, where the County Council is not the admission authority, the child's details, (i.e. name, address, date of birth and any supporting documents) will be sent to the relevant admission authority, or in the case of voluntary aided schools trust schools or academies in East Sussex, the governing body. They will rank the preferences according to their published admission criteria and confirm with the County Council, no later than five school days after receipt of the form, whether it would be possible to offer a place.
2. The County Council will have a reciprocal arrangement with other authorities so that the relevant admission authority (or if the school is outside East Sussex, the maintaining authority) is notified within five school days regarding any application for a place at a school maintained by East Sussex County Council.
3. Any applications submitted to schools in error must be forwarded to the relevant home authority.

### **Notifying parents of the outcome of their applications.**

1. The County Council will notify parents of children living in the area the outcome of their applications. This is regardless of whether the County Council is the admission authority. Notification letters will not be sent by individual schools, as only the home authority can make an official offer. Letters will include an admission date and this will normally be within ten school days.

### **Appeals**

1. Parents will be informed of their statutory right of appeal when they receive the outcome of their applications. Parents can appeal for any preference expressed but not allocated, even if it was a lower preference than the one offered.
2. Parents will be allowed at least ten school days from the date of the notification letter to submit a written appeal. Appeal forms will be available from individual admission authorities.
3. Paper appeal forms for East Sussex community and voluntary controlled primary and secondary schools will not automatically be sent with the notification letter, but will be available on request. Parents can appeal online at the East Sussex County Council website. Appeal details for 'own authority' schools will be available from the individual governing bodies.

### **Waiting lists**

1. Waiting lists for all East Sussex community and voluntary controlled primary and secondary schools will be held by the County Council, but schools where the governing body is the admission authority will advise on the ranking of these lists in accordance with their published

oversubscription criteria.

2. All waiting lists will be cleared at the term in which the application is processed. Any parents wanting their child to remain on waiting lists for schools will need to reapply.