

Committee:	Lead Member for Learning and School Effectiveness
Date:	26 March 2012
Title of Report:	Determination of admission arrangements for the 2013/2014 school year
By:	Director of Children's Services
Purpose of Report:	To approve the proposed school admission arrangements for community and voluntary controlled schools for the 2013/2014 school year.

Recommendation:

The Lead Member is recommended to:

- (1) note the detailed responses to the consultation shown in Appendix 5**
 - (2) approve the changes to the admission arrangements for community and voluntary controlled schools required by the new School Admissions Code which came into force in February 2012 and which have taken into account comments received during the statutory consultation period**
 - (3) approve:**
 - the proposed admissions criteria as shown in Appendix 1**
 - the proposed admission numbers outlined in Appendix 2**
 - the proposed co-ordinated admissions schemes attached to Appendix 3**
 - the proposed in-year co-ordinated admission scheme outlined in Appendix 4**
-

1. Financial Appraisal

1.1 There are no direct financial implications arising from this report.

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 the consultation, which was carried out in accordance with current legislation. All maintained schools in the County, neighbouring authorities and the Diocesan authorities were consulted between 23 December 2011 and 29 February 2012, satisfying the requirement for a consultation period of at least eight weeks. Notices were placed in the local press informing parents and the general public of the consultation exercise and inviting comments.

2.2 The LA must determine coordinated schemes for the admission of pupils to infant, junior, primary and secondary schools in its area for the normal years of entry (i.e. reception, Year 3 for junior schools and Year 7 for transfer from primary to secondary education). Other admission authorities within East Sussex also consulted on their proposed arrangements unless they fulfilled the requirements in Regulations which allowed them to continue with their existing admissions arrangements. All admission authorities in the County are required to determine their final arrangements irrespective of whether they consulted or not.

2.3 The Department for Education produced a new mandatory School Admissions Code, a new mandatory School Admissions Appeals Code and associated Regulations which came into force on 1 February 2012.

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

2.5 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, and in the case of Fletching Church of England Primary School, in response to their request to raise their

PAN from September 2013. Bodiam and Rotherfield schools have requested increases in their PANs. However, the situation for these schools will be reviewed for the 2014/15 school year.

2.6 The new School Admissions Code permits schools that are their own admission authority to increase their PANs without consulting. However, for the normal years of entry, schools must notify the local authority in good time so that the LA can carry out their duty to co-ordinate. Community and voluntary controlled schools can also ask that their PANs are raised. If the Authority refuses, the matter can be referred to the Adjudicator, and the assumption will be that the school will be allowed to raise their admission number.

2.7 **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. In order to help schools, the County Council is proposing to set a deadline for notification of increased PAN for each of the normal years of entry for primary and secondary schools. These will be **11 January 2013** for secondary schools and **25 March 2013** for infant, primary and junior schools.

2.8 **Appendix 4** outlines the in-year coordination scheme, applied to all applications outside the normal year of entry. Under the new School Admissions Code, local authorities are no longer required to co-ordinate admissions outside the normal year of entry. The comments received in **Appendix 5** regarding this issue are mainly concerned with the additional time taken to carry out the co-ordinated process.

2.9 The Authority now has new software in place to minimise any delay, and the feedback from schools that now have this is very positive. The new system was rolled out to schools where the governing body is the admission authority on 13 February 2012. Community and voluntary controlled schools will have received this new software system in time for the primary allocation process in April 2012. As it is too early to assess the impact of the software, and taking into account the many advantages of retaining a co-ordinated system shown in **Appendix 4**, the Lead Member is asked to approve the scheme for the 2013/14 school year on the understanding that the position is reviewed for the 2014/15 school year. If, however, schools that are their own admission authorities decided not to co-ordinate centrally, they could not be compelled to do so. However, this could lead to safeguarding issues, would very likely lead to duplicate offers and uncertainty for schools whether children would take up the places offered.

3. Conclusion and Reason for Recommendations

3.1 The County Council has carried 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, taking into account the comments received. Following the Lead Member's decision, the final admission arrangements will be circulated by 15 April 2012, published on the County Council's website by 1 May 2012 and published in the admissions booklet for 2013/14 in accordance with legal requirements.

MATT DUNKLEY

Director of Children's Services

Contact Officer: Sheila Locke, Head of Admissions and Transport

Tel: 01273 335771

Local Members: All

Background Documents:

- 1 School Standards and Framework Act 1998
- 2 The School Admissions (Co-ordination of Admission Arrangements) (England) Regulations 2012
- 3 The School Admissions (Admission Arrangements) (England) Regulations 2012
- 4 The School Information (England) Regulations 2012
- 5 School Admissions Code 2012

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.

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 will be exceptions to the Infant Class Size legislation throughout the infant phase or until the number in the year group reduced to the PAN.

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.

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. There are no proposed changes for the 2013/14 school year.

Proposals by schools to increase their PANs for the normal year of entry must be received by the Local Authority by **11 January 2013** for secondary schools and **25 March 2013** for primary schools to be in time for the co-ordination process.

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.

School	Admission number 2012/13	Admission number 2013/14
Bodiam Church of England Primary School	12	15
Fletching Church of England Primary School	12	15
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

School	Admission number 2013/14
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

School	Admission number 2013/14
Jarvis Brook School	30

3. Eastbourne area (including Polegate and Willingdon)

School	Admission number 2013/14
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

School	Admission number 2013/14
Willingdon Primary School	60

4. Hailsham

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

5. Hastings/St Leonards area

School	Admission number 2013/14
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

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

7. Lewes area

School	Admission number 2013/14
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

School	Admission number 2013/14
---------------	-------------------------------------

Denton Community School	30
Grays School (for pupils aged 4 – 7)	60
Meeching Valley Primary School	30
Southdown Junior School (for pupils aged 7 – 11)	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
Bonnors 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

School	Admission number 2013/14
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
Etchingham Church of England Primary School	15
Firle Church of England Primary School	15
Five Ashes Church of England Primary School	10
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

School	Admission number 2013/14
Wadhurst Church of England Primary School	45
Westfield School	30
Wivelsfield Primary School	20

Co-ordination 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 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	16 April 2013
'On time' appeals heard	April - June 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.
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 external LAs 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.

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 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.

Applications received after 31 October 2012 but by 4 February 2013

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. 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.

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 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.*

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

No application form received by 4 February 2013

1. 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 twenty (20) 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 (10) school days notice of the date of the appeal. Papers relevant to the appeal will be sent seven (7) 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 within forty (40) school days of the deadline for lodging appeals.. 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 thirty (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 Co-ordinated Scheme). The aim of the Co-ordinated Scheme is to ensure that all parents receive a single offer of a school place.

The Co-ordinated 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 have been consulted on the Co-ordinated Scheme.

The Co-ordinated Scheme is recommended to the Admissions Forum and the County Council. The principles are that the County Council will:

- 1 provide as much information to parents as possible to establish the likely success of their application;
- 2 ensure that preferences for East Sussex primary and infant schools are considered with care and equally with other applications;
- 3 aim to meet as many stated preferences as possible;
- 4 apply the admissions criteria appropriately to all stated preferences
- 5 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	21 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-of-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 the 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 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 twenty (20) 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 (10) school days notice of the date of the appeal. Papers relevant to the appeal will be sent seven (7) working days before the hearing. Appeals must be heard within forty (40) school days of the deadline for lodging appeals. 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 thirty (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.

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

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 have been asked for their views on this matter and the comments received and the responses sent to the respondents are explained below.

If in-year co-ordination is 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 no longer required to formulate schemes for applications made during the academic year for age groups other than the normal year of entry. However, following consultation with the governing bodies of Schools in East Sussex (including those for which the LA is not the Admission Authority) it has been determined that the LA will continue to co-ordinate in year applications in accordance with this Scheme.

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.

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 end of the term in which the application is processed. Any parents wanting their child to remain on waiting lists for schools will need to reapply.

Responses to the consultation on the County Council's proposed admission arrangements for the 2013/14 school year.

A total of twelve responses were received. Eight were received from community and voluntary controlled schools (where the County Council is the admission authority), one from a voluntary aided school, one from an unknown school, one from a member of the public and one from the Diocese of Arundel and Brighton Catholic Schools Service. Not all of the respondents answered all questions. All responses have been acknowledged and responded to.

1. How acceptable or unacceptable are the proposed admission arrangements? Please particularly note the required changes to the admissions arrangements with regard to priority for children who were previously in care as well as those who are currently in care, and the admission of twins and children from multiple births.

Response 1. (Tollgate Junior School)

As was the case last year in order to help meet the current increase in required places in the Eastbourne area, governors at our school would accept an increase in admissions to 32 – 34 per class. This would have no detrimental effect on the education of our children and could help ease the pressure on school places.

Response 2. (West St Leonards Community Primary School)

I agree with the criteria re LAC children whilst in care and after. Re multiple births, these siblings need to stay together but should not be allocated if this takes the school over the PAN.

Response 3. (Hoddern Junior School)

Schools need to be aware of appeals procedures in the case of multiple birth siblings and looked after pupils.

2. If the admissions criteria are not acceptable to you, what changes do you wish to see and why?

Response 1. (West St Leonards Community Primary School)

Omit re multiple births.

Response 2. (Priory School)

The numbers should reflect the number of students in a cohort (for secondary this should match as closely as possible to numbers in the Y6). If a school increases its PAN this should not occur where the number of students is stable or decreasing – this will avoid there being spaces in schools.

Response 3. (Rotherfield Primary School)

Ability to accept increased numbers/year groups.

3. If the admissions numbers are not acceptable to you please tell us what you think the admissions numbers should be and why. (Individual schools can propose a higher admission number for their school than those shown in the consultation document)

Response 1. (Priory)

This should be avoided where there are already surplus places in the area.

Response 2. (Bodiam Church of England Primary School)

I believe that the Published admission number for Bodiam Church of England Primary School should be increased from 12 to 15. This is because:

- Bodiam has operated as a four class school for a number of years already;
- For sustainability, a four class school would ideally operate with around 100 pupils on roll whereas the current PAN of 12 implies the school is full at 84;
- A PAN of 12 bears no correlation to class size regulations. A PAN of 15 is ideal in a four class school as the school can be arranged as a Reception class of 15 followed by three mixed year group classes of 30;
- The school recently fund a major extension to provide a fourth full size classroom and modern school kitchen. This has increased the school's net capacity which was formerly limited due to one severely undersized classroom. This is no longer an issue and the school now has four full size classrooms;
- Bodiam was deemed to be 'rapidly improving' and having 'good capacity for sustained improvement' by its Ofsted report in 2011. This may result in increased demand for places at the school.

Response 3. (Rotherfield Primary School)

Rotherfield Primary has had enquiries for 41 pupils this year for 4+. We have had enquiries for in-year admissions for pupils. Due to our intake numbers of 20 we have limited space for families interested in our school. We propose an increase to our PAN to 30 in September 2013.

4. There is no requirement for local authorities to continue co-ordinating in-year admissions from September 2013. (In-year admissions are those which take place at any stage other than at 4+, 7+ and 11+). Do you think that all applicants should continue to apply to the County Council or should applications be made directly to schools? Please give reasons. (Please note that if central co-ordination ends, all schools must notify the local authority of the outcome of all applications and provide details of the number of places available in each year group on a regular basis).

Response 1. (Frant Church of England Primary School)

I feel that it would be far better to go back to the system whereby the school dealt with in-year admissions. Local knowledge is often very relevant to these casual changes and although none of us would wish to deny parents their right to choose, headteachers can often be in a position to give relevant advice that may affect the decision to change school. Also, contacting schools directly is likely to result in a decision being made much more quickly than is possible when the county considers applications.

Response 2. (Unknown school)

In-year applications should be made directly to the school. We can process the applications quicker therefore ensure that children moving schools do not miss time off school. We then need only contact admissions if there are no spaces at our school.

Response 3. (West St Leonards Community Primary School)

Applications should be made to schools as in the past. This would be much quicker often children are out of school for 3+ weeks whilst this is dealt with centrally. East Sussex have been slow to process forms at peak times and we have no contact tel no once places are allocated centrally which also leads to delay.

Response 4. (Burwash CEP School)

I would prefer to see schools co-ordinating their own admissions. The scheme for schools to do this that was previously in place worked well and meant that children were allocated a place more quickly. The schools also knew more about the pupil they were taking in as parents had to make direct contact with the school. With parents going direct to the LA it can mean that the first schools know about it is once the place has been granted.

Response 5. (Tollgate Junior School)

I feel that in-year admissions should be dealt with directly by the school – this avoids unnecessary delays in placing children.

Response 6. (Priory School)

I agree the CC would be best placed to co-ordinate this as they have a better strategic overview of applications and allocations. There needs to be a more 'balanced' allocation of in-year admissions and more done to reduce 'hopping' between schools.

Response 7. (Bodiam Church of England Primary School)

I have concerns that the co-ordinated in-year admissions scheme has had a negative impact on some smaller schools where they are less than one form entry (PAN of less than 30).

I believe the scheme works for a 7, 14 or 21 class school as the classes are 30 strong in each year group. Where a school has a PAN of less than 30 and has mixed year classes, I have experienced problems. In a school with a PAN of 15 we have had a significant fall in roll over two years because the LA has looked at year groups of a maximum of 15 rather than allowing the school to determine how it organises its classes and year groups to meet class size limits. In an ideal world, 15 per group is fine but in the real world, small schools need to maintain numbers for financial viability and rarely do prospective pupils come along in the year groups with the lowest numbers.

If the in-year scheme continues to be co-ordinated by the LA, there needs to be more flexibility for schools with a PAN of less than a full class size of 30, to acknowledge the fact that these schools need to operate with flexibility on year group numbers and that the schools organise their year groups within the class structures to ensure that the class sizes do not exceed 30.

Response 8. (Hoddern Junior School)

I definitely think it is a good idea that the admissions team will no longer be responsible for casual admissions. I think parents prefer to deal directly with the school and as the admissions department have been a little disorganised this year, this would definitely work better.

If a year group is at the County limit of 30, we need to be made aware about the appeals procedure.

Response 9. (Rotherfield Primary School).

If our admissions numbers changed we would have more places. The applications should be made direct to the school and with increased PAN we could manage our own admissions.

Increase to 1 form entry: Increase across year group.

Response 10. (St Richards Catholic College)

With ESCC co-ordinating in-year admission applications there is a considerable amount of time wasted in dealing with the applications as, if I receive a SIF, the Governors cannot consider/respond to the application until I receive confirmation from ESCC that an application has been made on the CAF. Once I received this confirmation the Governors can consider the application. I then have to advise ESCC of the decision so that they can send out the appropriate decision letter which again takes time as they are dealing with in-year applications for the whole county. I often have parents/carers contacting me to see if a decision has been made as they have not received a letter after several weeks (this is not a complaint about the Admissions Department at ESCC but an observation re the length of time it takes for them to process all the in-year applications due to the large volume they receive). I am then in the awkward position of knowing the decision but am unable to advise the parents/carers as official decision letters must come from ESCC.

The system was far more efficient and turn-around time much shorter when in-year admissions were received by us on our SIF, considered by the Governors, a decision letter sent by us to the parents/carers and the decision emailed to Admissions at ESCC advising them of the application details and the Governors' decision.

Response 11. (Diocese of Arundel and Brighton Catholic Schools Service).

This response has been attached.

5. Do you have any other comments on any other aspect of the proposed admission arrangements for the 2013/14 school year?

Response 1. (Member of public)

I believe the LA needs to give further consideration to the catchment area for Stone Cross School. At present a substantial number of children are admitted from Langney and Shinewater area. This means that children living within 300 yards of Stone Cross are unable to obtain a place as their designated school is at present Hankham. Bearing in mind current and probable future building alongside the present unsatisfactory arrangement it is vital that the LA looks at the catchment area for Stone Cross.

I also believe the LA should be more stringent in its methodology for allowing Statemented children to move schools where there is no problem in a current school. This should not lead automatically to sibling transfer in the same academic year

Diocese of Arundel & Brighton Catholic Schools Service

4 Southgate Drive, Crawley, West Sussex RH10 6RP

Telephone: (01293) 511130 **Fax:** (01293) 616945

E-mail: schools@dabnet.org

Mrs Mary Reynolds MA – Director
Catholic Schools Service

Sheila Locke
Head of Admissions and Transport
East Sussex County Council
PO Box 4
County Hall
St Anne's Crescent
Lewes BN7 1SG

28 February 2012

Dear Sheila

Response to the Consultation on In-year Admissions for 2013-14

I have now had a chance to review the East Sussex proposed In-Year Co-ordinated Admissions Scheme. Our response to the consultation is as follows:

As you are aware, the new Code said that there is now no requirement for local authorities to co-ordinate in-year applications. This statement left some ambiguity as to whether this means that in-year admissions now revert back to schools. As a result, East Sussex has proposed continuing with co-ordinated in-year admissions whereas neighbouring authorities such as Surrey and West Sussex are not proposing to continue with it.

For a steer on intent, I have referred back to the written ministerial statement (1 December 2011) on the new Codes. In that statement, it clearly says that one of the changes of the new Code is *“allowing schools to take direct applications from parents for in-year applications”*.

I have also undertaken a survey of our schools in East Sussex as to how the coordinated process works at present. There were strong views that the process should revert back to schools. Since co-ordinated in-year admissions were introduced a year or so ago, the process has been taking too long and pupils are unnecessarily out of school with consequent 'lost-learning'. Another problem has been that applications are submitted together in two week 'bursts'. In such situations, if applications meet the same criteria, then the date of application can become an important and relevant factor. In addition, if pupils leave East Sussex schools with the process taking a couple of weeks, the pupils remain on the school register which can have a negative effect on attendance figures.

Both schools and parents are frustrated and confused with the current system. Schools are spending considerable extra time in chasing up applications for parents and there are also delays in advising parents of the outcome as the offer letter has to come from East Sussex.

We therefore strongly believe that the process for in-year admissions should, as the Government intend, revert to schools. I cannot see any reason why there cannot be a Local Authority in-year application form that, in the case of Catholic schools, the parent must complete and return to the school along with the Supplementary Information Form that the governors require. This is also seen as the optimum route as the Code specifies that any parent can apply for a place at any time to any school outside the normal admissions round.

The Code is also clear that any admission authority school must notify the LA of both the application and its outcome. Through this process not only will the entry to school be drastically speeded up but the communication between school and LA will be clear so that there will not be any duplicate offers and the LA will retain a centralised overview of places.

I trust that following closure of the consultation, the above can and will be incorporated into the in-year admission process for 2013. As there is not an Admissions Forum meeting between now and when the schemes need to be finalised, I will copy this letter as an attachment to members of the Forum.

Yours sincerely

Simon Parr
Education Officer

Mr S Parr, Education Officer
Diocese of Arundel and Brighton Catholic Schools Service
4 Southgate Drive
Crawley
West Sussex
RH10 6RP

Date 5 March 2012

when responding please contact
Sheila Locke
01273 335771

our ref
A&T/SL

your ref

Dear Mr Parr,

Arrangements for In-Year admissions for the 2013/14 school year.

Thank you for your letter dated 28 February 2012.

The duty to co-ordinate in-year admissions centrally has been removed from the 2013/14 school year. There would not appear to be any ambiguity as to whether applications would revert to schools as paragraphs 2.21 and 2.22 of the Admissions Code state that:

‘.....Any parent can apply for a place for their child at any time to any school outside the normal admissions round’.

and

‘Own admission authority schools must, on receipt of an in-year application, notify the local authority of both the application and its outcome, to allow the local authority.....’

With regard to your survey, I would be grateful if you could let me know which schools were canvassed and expressed strong views. This is not reflected in the number of responses received during the consultation, despite both your reminder and mine.

I have received eleven responses to the consultation on the admission arrangements. Of these, nine were from schools, and of those, only one was from a voluntary aided school – St Richards Catholic College. As you will be aware as you were copied into my response to the school that St Richards had previously been administering their in-year admissions incorrectly which is another consideration should schools process admissions applications directly.

The responses show that the overriding concern about central co-ordination is to do with the increased time it takes to carry out the process. However, but delays can be minimised by faster communication about applications between the Authority and schools. To this end, the Authority has purchased new software which allows schools to see applications in real time, rank the applications and download them to the Authority. This software was rolled out to own authority schools two weeks ago and will be rolled out to community and voluntary controlled schools in time for the primary notifications in April. Offer letters are sent as soon as outcomes

are known and notifying parents of their right to appeal.

It cannot be said that the Government intend schools to manage in-year admissions. The DfE have

merely removed the duty to do so and it will be for individual area to make the decision as to whether they intend to continue to co-ordinate and what form this co-ordination will take.

Although the Code says own authority schools notifying the local authority of applications and their outcome, experience has shown that this is unlikely to happen in all cases. Where it does happen, the information can be out of date within hours, so the Authority will not have a accurate centralised overview of places. Duplicate offers will be unavoidable because parents will apply to as many schools on as many forms as they wish, and each school will have no idea that multiple applications have been made to other schools. This in turn will adversely affect the accuracy of information on availability of places.

The advantages of co-ordination far outweigh the additional time it takes to co-ordinate for both the schools and parents. These are namely:

- Avoiding duplicate offers;
- Enhancing safeguarding of children;
- Parents making one central application;
- More certainty for schools that successful applicants will take up the place

In the circumstances, it would seem sensible to retain central co-ordination for the 2013/14 school year in order to assess the impact of the new software and review the situation later this year when considering admission arrangements for the 2014/15 school year. I hope you would agree that this proposal is reasonable and it is our intention to recommend it to the Lead Member for Learning and School Effectiveness on 26 March 2012 when he will determine the admissions arrangements for the 2013/14 school year.

Yours sincerely,

Sheila Locke
Head of Admissions and Transport
East Sussex County Council