

Committee: **Lead Member for Learning and School Effectiveness**  
Date: **20 November 2012**  
Title of Report: **Admission arrangements for the 2014/15 school year**  
By: **Director of Children's Services**  
Purpose of Report: **To approve the annual statutory consultation exercise for the school admission arrangements for 2014/15**

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**Recommendation:**

**The Lead Member is recommended to:**

- (1) agree to consult on the attached admissions arrangements for the 2014/15 school year;**
  - (2) agree to consult on whether the central co-ordination of in-year admissions applications should cease from the 2014/15 school year;**
  - (3) approve for consultation:**
    - the proposed admissions criteria as shown in Appendix 1**
    - the proposed admission numbers outlined in Appendix 2**
    - the proposed co-ordinated admissions schemes in Appendix 3**
    - the proposed procedure for in-year admissions from September 2014 in Appendix 4**
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**1. Financial Appraisal**

1.1 There are no direct financial implications associated with this exercise.

**2. Supporting Information**

2.1 The School Admissions Code 2012 states that admissions authorities must determine their admissions arrangements annually. However, there is no longer a duty on the relevant admissions authority to consult every year, provided the relevant admissions authority is not proposing any changes to the admissions arrangements. Following changes to the School Admissions Code in 2012, unless there are proposed changes the relevant admissions authority must consult on their arrangements every seven years.

2.2 Appendix 1 shows the current oversubscription criteria for community and voluntary controlled schools. There is no change proposed for the 2014/15 school year.

2.3 Attached as Appendix 2 are the proposed planned admission numbers (PAN) for each community and voluntary controlled school. There are no proposed changes to current admissions numbers.

2.4 The Lead Member is advised that following consultation on these proposed admissions arrangements, a further report will be submitted in March 2013 with comments received and recommendations for the final (determined) admission arrangements for the 2014/15 school year.

2.5 Appendix 3 outlines the co-ordinated 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.

2.6 Appendix 4 sets out information relating to in-year admissions.

2.7 Comments have been invited from the Admissions Forum. The Forum is no longer a statutory body, but it has been decided that the East Sussex Admissions Forum should remain for discussion, consultation and information relating to admissions matters.

2.8 As part of the consultation process, and in accordance with current statutory requirements, consultation will include parents, schools and neighbouring local authorities and notification of proposed arrangements will be posted on the Council's website.

### **3. In-year admissions**

3.1 The School Admissions Code 2012 removed the duty for local authorities to co-ordinate in-year admissions. These are admissions applications to all year groups other than the normal years of entry (i.e. 4+ for infant and primary schools, 7+ for junior schools, 11+ for secondary schools and 14+ for the Rye Studio School). It was determined in the 2013/14 admissions arrangements that the County Council would retain central co-ordination of in-year admissions for that academic year while new software was rolled out to schools and its effectiveness assessed in minimising delays in allocating school places. All schools now have this software and feedback from schools has been extremely positive.

3.2 However, many schools have indicated that they would welcome in-year admissions being returned to school level. Furthermore, with the possible reorganisation of the Admissions and Transport Team as part of the proposed savings to be made over the next three years, central resources will not be at a level to sustain this procedure. It is therefore proposed that admissions to all year groups except the normal years of entry are managed directly by individual schools. In these circumstances, the School Admissions Code requires schools to notify the local authority of all applications and provide information on the number of places available in each year group. This is to ensure the local authority can provide parents with information on which schools have places available on request.

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

4.1 The proposal to end central co-ordination of in-year admissions will affect all maintained schools (regardless of status) and Academies in East Sussex. The Lead Member is recommended to agree to consult on whether the central co-ordination of in-year admissions should cease from the 2014/15 school year.

4.2 The Lead Member is also recommended to agree to consult on the attached admissions arrangements. Although the Local Authority is not required under the School Admissions Code 2012 to consult on these arrangements because there are no proposed changes, in light of the proposed changes to in-year admissions it is considered appropriate to consult on all aspects of the admission authority's arrangements.

4.3 The results of the consultation will be reported back to the Lead Member in March 2013 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 2013, and subsequently published.

**MATT DUNKLEY**

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 2012
- The School Admissions (Admission Arrangements) (England) Regulations 2012
- The School Information (England) Regulations 2012
- 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.**

Children are 'siblings' if they are full, half, adoptive or foster brother or sister living in the same household. This criterion includes siblings attending school sixth forms.

- 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 who joined the school prior to 1 September 2012 and who is still on roll 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 (all community and voluntary controlled schools and Frant CE Primary School).**

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

**1. Eastbourne area**

<b>School</b>	<b>Admission number 2014/15</b>
The Causeway	189
Willingdon Community School	200

**2. Hastings/St Leonards area**

<b>School</b>	<b>Admission number 2014/15</b>
Helenswood School	216
William Parker Sports College	232

**3. Other areas of the County**

<b>School</b>	<b>Admission number 2014/15</b>
Chailey School	162
Claverham Community College	224
Heathfield Community College	240
Peacehaven Community School	180
Priory School	232
Robertsbridge Community College	130
Tideway School	150
Uckfield Community Technology College	270
Uplands Community College	168

**Primary, Junior and Infant Schools - proposed admissions numbers for the 2014/15 school year.**

**1. Bexhill area**

<b>School</b>	<b>Admission number 2014/15</b>
All Saints Church of England Primary School	30
Chantry Community Primary School	30
Little Common School	90
Pebsham Community Primary School	30

**2. Crowborough area**

<b>School</b>	<b>Admission number 2014/15</b>
Herne Junior School* (for pupils aged 7–11)	60
Jarvis Brook School	30
Whitehill Infant School* (for pupils aged 4–7)	60

**\*At the time, of writing there was a proposal to merge Whitehill Infants and Herne Junior schools.**

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

<b>School</b>	<b>Admission number 2014/15</b>
Bourne Primary School	60
Langney Primary School	60
Motcombe Community School	120
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 2014/15</b>
Hawkes Farm Primary School	60
Hellingly Community Primary School	30

### 5. Hastings/St Leonards area

<b>School</b>	<b>Admission number 2014/15</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

School	Admission number 2014/15
Cross-In-Hand Church of England Primary School	60
Parkside Community Primary School	30

## 7. Lewes area

School	Admission number 2014/15
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 2014/15
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

\*At the time of writing there was a proposal to merge Grays and Southdown Junior schools.

## 9. Peacehaven/Telscombe Cliffs area

School	Admission number 2014/15
Meridian Primary School	60
New Peacehaven Primary School (name to be confirmed)	60
Telscombe Cliffs Community Primary School	80

## 10. Rye area

School	Admission number 2014/15
Rye Community Primary School	45

## 11. Seaford area

School	Admission number 2014/15
Chyngton School	60
Cradle Hill Community Primary School	60
Seaford Primary School	60

## 12. Uckfield area

School	Admission number 2014/15
Harlands Primary School	30



Manor Primary School	60
Rocks Park Primary School	30

## 12. Rural Primary Schools

School	Admission number 2014/15
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	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
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
Fletching Church of England Primary School	15
Forest Row Church of England Primary School	45
Frant Church of England Primary School	15
Hamsey 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

## Co-ordinated Admission Schemes for the 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.

### Introduction

Local Authorities are required each year to draw up a scheme for co-ordinating the normal admissions round to primary and secondary schools. The aim of the scheme is to ensure that all parents receive a single offer of a school place on the national allocation date. If the prescribed date falls on a weekend or bank holiday, offers are sent on the next working day.

The scheme proposed by the Local Authority (LA) will be the subject of consultation with all maintained schools in the county and neighbouring local authorities. The Admissions Forum will also be consulted.

### Secondary scheme 2014/15

#### Key dates

Admissions information made available	September 2013
Closing date for applications	31 October 2013
Exchange of preference data between local authorities	2 December 2013
Admission authorities in East Sussex to advise LA of ranked order	10 January 2014
Finalise allocations	3 February 2014
Letters released to secondary schools	24 February 2014
Letters posted first class by secondary schools	3 March 2014
Closing date for appeals	15 April 2014
'On time' appeals heard	April - June 2014

#### Applications made in the main round

1. The co-ordinated scheme is based on all preferences expressed by parents being treated equally. 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. 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 2013.
3. The LA application form enables parents to name up to three schools (maintained schools or academies), 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 2013.
4. By 2 December 2013, the LA will exchange preference data with any local authority where an application has been received.
5. By 10 January 2014, East Sussex schools that are their own admissions authorities will consider their applications, apply their published admissions criteria and provide the LA with a list of those applicants ranked accordingly.
6. By 20 January 2014, other local authorities will advise the LA of decisions reached on applications for their schools from East Sussex residents. The LA will apply its published admissions criteria to those schools where it is the admissions authority and determine the outcome of each preference expressed.

7. By 3 February 2014, 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.

8. In the period 10 February to 17 February 2014, letters will be prepared. The local authority where the child lives will be responsible for sending letters to parents.

9. In the week ending 21 February 2014 letters for children being allocated places will be released to East Sussex secondary schools for the schools to post on the allocation date. Details of offers will also be made available to East Sussex primary schools.

10. Monday 3 March 2014 – 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 at their preferred school(s). 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 who to contact for further information.

### **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 2013 but by 3 February 2014**

2. If the application form is received after 31 October 2013, it will still be passed to the relevant admissions authority with a note that it has been received after the closing date. It will be for the admissions authority to decide how it wishes to respond to the application. This will continue up until 3 February 2014.

3. Any late applicant will be sent a letter on 3 March 2014 provided the application has been received by 3 February 2014. For applications received after 3 February 2014, we will aim to send a decision letter within 20 school days.

### **Changes of preference**

1. Parents may change their preferences at any stage up to the closing date of 31 October 2013. After 31 October 2013, we will not allow preferences to be changed without an exceptional 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 preferences no longer practical. Parents will be required to put in writing, with supporting evidence, their revised preferences together with the reasons for the change. If the change of preference is accepted, a decision will be conveyed on 3 March 2014 provided it is received by 3 February 2014. 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 right of appeal where the LA does not accept the change of preference.

### **No application form received by 3 February 2014**

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. The relevant admission authority will allocate a place provided that all stated preferences for the school have been met and there are still places available. Such parents will be advised of the school allocation on 3 March 2014.

### **Applications received on or after 3 March 2014**

1. Only preferences stated on the LA application form will be valid. If the preference is for an 'own authority' school, the LA will pass details 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). We will aim to process late applications within twenty school days. Any refused preference will carry the right of appeal.
2. Where the preference is for a school in a neighbouring authority, details 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 by individual schools.

### **Appeals**

1. Parents must be allowed at least twenty 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 within forty 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 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, 2014 for Year 7 admissions.

## Primary scheme 2014/15

### Key dates

Admissions information made available	September 2013
Closing date for applications	15 January 2014
Preferences for each school established	31 January 2014
Exchange of preference data between local authorities	14 February 2014
Admission authorities in East Sussex advise LA of ranked order	21 March 2014
Finalise allocations	28 March 2014
Letters released to primary schools	11 April 2014
Letters posted first class by primary schools	16 April 2014
Closing date for appeals	20 May 2014
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. 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. 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 2013.

3. The LA application form enables parents to name up to three schools (maintained schools or academies), 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 2014.

4. By 31 January 2014 the LA will exchange preference data with any local authority where an application has been received.

5. By 21 March 2014 East Sussex schools that are their own admission authorities will consider all applications for their school, apply their published admissions criteria and provide the LA with a list of those applicants ranked accordingly.

6. By 28 March 2014 other local authorities will advise the LA of decisions reached on applications for their schools from East Sussex residents. East Sussex will apply its published admissions criteria to those schools where it is the admissions authority and determine the outcome of each preference expressed.

7. By 4 April 2014, 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.

8. In the period 4 April 2013 to 11 April 2013 letters will be prepared. The local authority where

the child lives will be responsible for sending letters to parents.

9. On 11 April 2014 letters for children being allocated places will be released to East Sussex primary schools for the schools to post on the allocation date.

10. 16 April 2014 – allocation letters posted first class by allocated primary school. Where a preference is not being met, a detailed statement will be enclosed with the letter explaining how places have been allocated at their preferred school(s). 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 who to contact for further information.

### **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.

### **Applications received after 15 January 2014 but by 28 March 2014**

2. If the application form is received after 15 January 2014, 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 16 April 2014 provided the application has been received by 27 March 2014. 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 27 March 2014 but before 16 April 2014, letters will be released as soon as possible after the date of allocation.

### **Changes of preference**

1. Once parents have made their preferences, we will not allow them to be changed without an exceptional 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, with supporting evidence, their revised preferences together with the reasons for the change. If the change of preference is accepted, a decision will be conveyed on 16 April 2014 provided it is received by 28 March 2014. 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 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 16 April 2014.

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

### **Applications received on or after 16 April 2014**

1. Only 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). We will aim to process late applications within twenty school days. Any refused preference will carry the right of appeal.

2. Where the preference is for a school in a neighbouring authority, the details 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 by individual schools.

### **Appeals**

1. Parents must be allowed at least twenty 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 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 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, 2014.



### In-Year admissions from September 2014

On 1 September 2014, it is proposed that the central co-ordination of in-year admissions will cease. If agreed, applications for all year groups (but **not** the normal year of entry, i.e. 4+, 7+ or 11+ as appropriate) will be dealt with directly by schools. The following points will be necessary

- 1) For consistency, the County Council's application form should be used. Schools with additional admissions criteria (e.g. religious affiliation) will provide parents with their supplementary information forms.
- 2) Application forms will have a short reference to parents' rights.
- 3) All schools must provide roll returns on a fortnightly basis. This is because the Authority is obliged to let parents know where there are places available.
- 4) All schools must offer any available places in strict accordance with their published admission arrangements.
- 5) Schools that are their own admission authority must notify the Authority of all applications they receive and the decisions they have made. These schools will be responsible for notifying parents in writing of the admissions decisions. Where the decision is to refuse admission, parents must be informed in writing of their right to appeal.
- 6) Community and voluntary controlled schools will only send letters to parents where a place can be allocated. If they do not have a place available, they must forward the application to the local authority for a decision.

All schools are asked to note that ending central co-ordination for in-year admissions will inevitably lead to some children being offered more than one school place. Where the Authority is made aware of these duplicate offers, the relevant schools will be notified so that they in turn can contact families for a decision as to which school they will be accepting.

