

Committee:	Lead Member for Learning and School Effectiveness
Date:	24 March 2014
Title of Report:	Admission arrangements for the 2015/16 school year
By:	Acting Director of Children’s Services
Purpose of Report:	To determine the final admissions arrangements for the 2015/16 school year

Recommendation:

The Lead Member is recommended to:

(1) agree the proposed admissions arrangements for the 2015/16 school year, including the following two changes to the existing policy:

- **the removal of the exceptional social or medical need category;**
- **the inclusion of a final tie-breaker - random allocation;**
- **and to note that co-ordination of admissions to studio schools will not be carried out by the County Council; and**

(2) agree the following:

- **the admissions criteria as shown in Appendix 1**
 - **the admission numbers outlined in Appendix 2**
 - **the co-ordinated admissions schemes in Appendix 3**
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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, provided the relevant admissions authority is not proposing any changes to their admissions arrangements, there is a duty to consult every seven years.

2.2 Consultation on the proposed admissions arrangements as outlined in the appendices was carried out between 24 December 2013 and 28 February 2014. This satisfied the duty to consult for at least eight weeks and end the consultation period by 1 March 2014. There were no comments received on any of the proposed changes or any other aspect of the County Council’s proposed admissions arrangements for community and voluntary controlled schools. The consultation was carried out in accordance with requirements in current Regulations, to parents via all schools in East Sussex (and therefore all other admissions authorities in East Sussex), neighbouring authorities and the Diocesan authorities.

2.3 Appendix 1 shows the current oversubscription criteria for community and voluntary controlled schools and the changes proposed for the 2015/16 school year. It is proposed to remove the exceptional need category as this is not a statutory requirement. Each year, a significant number of applicants state they have an exceptional need for their child to attend a specific school. Almost all of these cases fail to meet the criteria on the grounds that they cannot demonstrate their child’s need to attend the specific school. For the normal years of entry to primary and secondary schools in East Sussex for September 2013, there were approximately 400 applications received in this category, and only approximately five were allocated places on the grounds of exceptional needs. Examples of the type of cases that are raised through this category are asthma, allergies, and childcare arrangements. It is proposed that if parents believe their child has a need for a specific school and they are refused a place, in future decisions on these grounds should be made by the independent appeals panel. Brighton & Hove made this change recently and we understand it has made the admissions process more straightforward for both the Authority and parents.

2.4 It is our view that having an exceptional needs category raises expectations of parents unnecessarily. Parents and quite often other professionals such as GPs are asked to submit information which rarely results in a changed allocation. The Lead Member is recommended to agree to remove this category from the 2015/16 admissions arrangements for community and voluntary controlled schools.

2.5 It was also proposed that random allocation is added to the oversubscription criteria as a final tie-breaker if the situation arose where it was not possible to distinguish between applicants by distance as the Authority’s Geographical Information System (GIS). The Lead Member is advised this is unlikely because the

County Council's software is able to measure in great detail. However, random allocation is considered to be good practice in the unlikely event this situation arose. The addition of this tie-breaker is considered by the DfE to be good practice, and therefore the Lead Member is recommended to agree this addition to the admissions arrangements as outlined in Appendix 1.

2.6 Attached as Appendix 2 are the proposed planned admission numbers (PAN) for each community and voluntary controlled school. The Lead Member is asked to note that in appendix 2 of the previous report which sought approval to consult, there were proposals to expand St Andrew's Church of England Infant School and Tollgate Community Junior School from 90 pupils per year group to 120. The Lead Member is advised that following further investigation, this proposal will not go ahead, and the Authority is currently exploring other possible expansions to ensure sufficient places in the Eastbourne area.

2.7 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. There have been no changes from previous years as the requirements for qualifying schemes for co-ordination remain the same.

2.8 The Lead Member is reminded that due to the age range of the pupils (14-19), there can be no co-ordination of admissions to Rye Studio School or Newhaven UTC which is due to open in September 2016.

3 Equalities considerations

3.1 Due regard to equality was considered when making the proposals. In particular, the recent data shows that only 5 out of 400 applications using the current 'medical needs' categories were accepted, Mitigating plans include ensuring that parents are aware of the appeals process that can still be used to make a special case for their child to attend a particular school.

4 Conclusion and Reason for Recommendations

4.1 The County Council is required by law to carry out consultation on admissions arrangements every seven years or sooner if any changes to those arrangements for the schools where the local authority is the admissions authority. The Lead Member is recommended to determine the attached admissions arrangements for 2015/16 including the following two changes to the existing policy. These are:

- **the removal of the exceptional social or medical need category;**
- **the inclusion of a final tie-breaker - random allocation;**
- **and to note that co-ordination of admissions to studio schools will not be carried out by the County Council.**

4.2 The determined arrangements for voluntary controlled and community schools will be loaded onto the East Sussex website by 1 May 2014 as required under current legislation. Any objections to these admissions arrangements can then be made to the Office of the Schools Adjudicator until 30 June 2014. The final arrangements will be published in the composite prospects both online and in hard copy by 12 September 2014 in accordance with current Regulations.

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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

Appendices:

Appendix 1 - Admissions criteria

Appendix 2 - Admission numbers

Appendix 3 - Co-ordination Admission Schemes – normal year of entry

Appendix 4 – In-Year admissions

Appendix 1

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

- 1. Looked After Children and children who were looked after, but ceased to be so because they were adopted (or subject to residence orders or special guardianship orders) immediately following being looked after.**
- 2. Children 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 foster or step brother or sister living in the same household. This criterion includes siblings attending school sixth forms.

- 3. Children wishing to transfer between a linked infant and junior school (as per schools listed in the admission booklet).**
- 4. Children living within a pre-defined community area.**
- 5. Children living outside the pre-defined area.**

Tiebreaker

In the event of oversubscription within any category, place allocation will be decided by prioritising applications on the basis of the shortest route from home to school using surfaced, passable routes. Using our Geographical Information System (GIS) distances are measured from the child's home to the nearest gate used by pupils at the school. The routes taken for admissions purposes do not include unmade footpaths and there must be a public right of way. For split site schools, we will measure to the site where the child will attend for the majority of lessons.

In the event that applicants cannot be prioritised using the tie-breaker above because the distance measurements are the same, the Authority will use random allocation to decide which children will be offered the remaining places. This will be done electronically using the Authority's admissions software.

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 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

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

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

- 4. 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

- 5. Other children living outside the pre-defined community area.**

Tiebreaker

- In the event of oversubscription within any category, place allocation will be decided by prioritising applications on the basis of the shortest route from home to school using surfaced, passable routes. Using our Geographical Information System (GIS) distances are measured from the child's home to the nearest gate used by pupils at the school. The routes taken for admissions purposes do not include unmade footpaths and there must be a public right of way.
- In the event that applicants cannot be prioritised using the tie-breaker above because the distance measurements are the same, the Authority will use random allocation to decide which children will be offered the remaining places. This will be done electronically using the Authority's admissions software.

**** 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.

Appendix 2

Admission numbers

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

1. Eastbourne area

School	Admission number 2015/16
The Causeway	189
Willingdon Community School	200

2. Hastings/St Leonards area

School	Admission number 2015/16
The Lead Member is advised that the County Council is no longer the admissions authority for any secondary schools in Hastings/St Leonards.	

3. Other areas of the County

School	Admission number 2015/16
Chailey School	162
Claverham Community College	230 (was 224)
Heathfield Community College	240
Peacehaven Community School	180
Priory School	232
Robertsbridge Community College	130
Tideway School (It is proposed Tideway will achieve academy status from April 2014)	150
Uckfield Community Technology College	270
Uplands Community College	168

Primary, Junior and Infant Schools - proposed admissions numbers for the 2015/16 school year.

1. Bexhill area

School	Admission number 2015/16
All Saints Church of England Primary School	30
Chantry Community Primary School	30
Little Common School	90
Pebsham Community Primary School (It is proposed Pebsham will achieve academy status from January 2014)	30

2. Crowborough area

School	Admission number 2015/16
Herne Junior School (for pupils aged 7–11)	60
Jarvis Brook School	30
Whitehill Infant School (for pupils aged 4–7)	60

3. Eastbourne area (including Polegate and Willingdon)

School	Admission number 2015/16
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)	90 (was 60)
West Rise Community Junior School (for pupils aged 7-11)	90 (was 60)
Willingdon Primary School	60

4. Hailsham

School	Admission number 2015/16
Hawkes Farm Primary School	60
Hellingly Community Primary School	30

5. Hastings/St Leonards area

School	Admission number 2015/16
Blacklands Primary School	75
Castledown Community Primary and Nursery School	60
Churchwood Community Primary School	30
Dudley Infant School (for pupils aged 4-7) (It is proposed Dudley will achieve academy status from November 2013)	60
Elphinstone Community School (It is proposed Elphinstone will achieve academy status from March 2014)	60
Hollington Primary School	60
Little Ridge Community Primary School (It is proposed Little Ridge will achieve academy status from September 2014)	60
Red Lake Community Primary School	60
Robsack Wood Community Primary School	60
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 (It is proposed West St Leonards will achieve academy status from October/November 2013)	60

6. Heathfield

School	Admission number 2015/16
Cross-In-Hand Church of England Primary School	60
Parkside Community Primary School	30

7. Lewes area

School	Admission number 2015/16
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 2015/16
Denton Community School	30
Harbour Primary and Nursery School	60
Meeching Valley Primary School	30

9. Peacehaven/Telscombe Cliffs area

School	Admission number 2015/16
Meridian Primary School	60
Peacehaven Heights Primary School	60
Telscombe Cliffs Community Primary School	90 (was 80)

10. Rye area

School	Admission number 2015/16
Rye Community Primary School	45

11. Seaford area

School	Admission number 2015/16
Chyngton School	60
Cradle Hill Community Primary School	60
Seaford Primary School	60

12. Uckfield area

School	Admission number 2015/16
Harlands Primary School	30
Manor Primary School	60
Rocks Park Primary School	30

13. Rural Primary Schools

School	Admission number 2015/16
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	25 (was 20)
Catsfield Church of England Primary School	15
Chiddingly Primary School	15
Crowhurst Church of England Primary School	15
Dallington Church of England Primary School	15
Danehill Church of England Primary School	12
Ditchling (St Margaret's) Church of England Primary School	20
East Hoathly Church of England Primary School	15
Etchingam Church of England Primary School	15
Firle Church of England Primary School	15
Five Ashes Church of England Primary School	10
Fletching Church of England Primary School	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	30 (was 20)
Maynards Green Community Primary School	30
Mountfield and Whatlington C of E Primary School* This school may close by 31 August 2014	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	45 (was 30)
Rotherfield Primary School	20
St Michaels Church of England Primary School (Playden)	15
St Michaels Primary School (Withyham)	15
St Peter's Church of England Primary School	20
Salehurst Church of England Primary School	30
Sedlescombe Church of England Primary School	30
Staplecross Methodist Primary School	12
Stone Cross School	60
Stonegate Church of England Primary School	15
Ticehurst and Flimwell CE Primary School	30
Wadhurst Church of England Primary School	45
Westfield School	30
Wivelsfield Primary School	20

Appendix 3

Co-ordination 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 (LAs) 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 County Council will be the subject of consultation with all maintained schools in the county and neighbouring local authorities.

Secondary scheme 2015/16

Key dates

Admissions information made available	September 2014
Closing date for applications	31 October 2014
Exchange of preference data between local authorities	1 December 2014
Admission authorities in East Sussex to advise LA of ranked order	9 January 2015
Finalise allocations	2 February 2015
Letters released to secondary schools	23 February 2015
Letters posted first class by secondary schools	2 March 2015
Closing date for appeals	14 April 2015
'On time' appeals heard	April - June 2015

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 highest possible school named 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. Individual academies can agree that the Authority ranks applicants on the academy's behalf. This would be a traded service. The only valid preferences are those stated on the LA common application form which is available online or in hard copy. Other admission authorities in East Sussex 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 published 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 2014.
3. The LA application form enables parents to name up to any three maintained schools stated in order of preference.. The form should be completed and submitted to the LA by the closing date of 31 October 2014.
4. By 1 December 2014, East Sussex will exchange preference data with any local authority where an application has been received.
5. By 9 January 2015, 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 19 January 2015, other local authorities will advise East Sussex 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 2 February 2015, 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 9 February to 16 February 2015, letters will be prepared. The LA where the child lives will be responsible for sending letters to parents.

9. In the week commencing 23 February 2015 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 2 March 2015 – allocation letters posted by first class mail by the allocated secondary school. Where a preference is not being met, information will be enclosed with the letter explaining to parents how places have been allocated at their preferred school(s). The letter will also advise parents of the right of appeal.

Applications received after 31 October 2014 but by 2 February 2015

1. If an application form is received after 31 October 2014, 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 2 February 2015.

2. Applicants whose forms are received between these dates will be sent a letter on 2 March 2015. For applications received after 2 February 2015, 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 2014. After 31 October 2014, 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 their reasons for changing their preferences in writing, and in all cases, supporting evidence will be required. . If the change of preference is agreed, a decision will be sent on 2 March 2015 provided the request was received by 2 February 2015. Such applicants will be advised that they 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 2 February 2015

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 2 March 2015.

Applications received on or after 2 March 2015

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 31st 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 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 wherever possible. If this is not possible, they 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. Until co-ordination ends, 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, 2015 for Year 7 admissions.

Primary scheme 2015/16

Key dates

Admissions information made available	September 2014
Closing date for applications	15 January 2015
Preferences for each school established	30 January 2015
Exchange of preference data between local authorities	13 February 2015
Admission authorities in East Sussex advise LA of ranked order	20 March 2015
Finalise allocations	27 March 2015
Letters released to primary schools	13 April 2015
Letters posted first class by primary schools	16 April 2015
Closing date for appeals	20 May 2015
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 highest possible school named 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. Individual academies can agree that the Authority ranks applicants on the academy's behalf. This would be a traded service. The only valid preferences are those stated on the LA common application form which is available online or in hard copy. Other admission authorities in East Sussex 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 published 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 2014.

3. The LA application form enables parents to name up to any three maintained schools stated in order of preference. The form should be completed and submitted to the LA by the closing date of 15 January 2015.

4. By 30 January 2015 East Sussex will exchange preference data with any local authority where an application has been received.

5. By 20 March 2015 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 27 March 2015 other local authorities will advise East Sussex 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 2 April 2015, 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 2 April 2015 to 10 April 2015 letters will be prepared. The LA where the child lives will be responsible for sending letters to parents.

9. On 13 April 2015 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 2015 – allocation letters posted by first class mail by the allocated primary school. Where a preference is not being met, information 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.

Applications received after 15 January 2015 but by 27 March 2015

1. If an application form is received after 15 January 2015, 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 27 March 2015.

2. Applicants whose forms are received between these dates will be sent a letter on 16 April 2015. For applications received after 27 March 2015, 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 15 January 2015. After 15 January 2015, 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 their reasons for changing their preferences in writing, and in all cases, supporting evidence will be required. . If the change of preference is agreed, a decision will be sent on 16 April 2015 provided the request was received by 27 March 2015. Such applicants will be advised that they 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 2015.

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

Applications received on or after 27 March 2015

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, 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 wherever possible. If this is not possible, they 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 so that it is clear 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. Until co-ordination ends, 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.

Waiting lists will operate until the end of Term 2, 2015.

Appendix 4

In-Year admissions

The administration of in-year admissions passed to schools on 1 September 2014. Parents wanting their child to start or move schools outside the normal year of entry must approach schools directly in the first instance.

- 1) The County Council will provide the application form to be used by all schools as required by paragraph 2.21 of the School Admissions Code. 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 can admit children 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.

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

