



LEAD MEMBER FOR EDUCATION AND INCLUSION, SPECIAL EDUCATIONAL NEEDS AND DISABILITY

DECISIONS to be made by the Lead Member for Education and Inclusion, Special Educational Needs and Disability, Councillor Bob Standley.

MONDAY, 22 FEBRUARY 2021 AT 2:00PM

COMMITTEE ROOM, COUNTY HALL, LEWES

++Please note, the Lead Member will not be present in person, but will be taking the decisions remotely++

A G E N D A

- 1 Decisions made by the Lead Cabinet Member on 18 January 2021 (*Pages 3 - 4*)
- 2 Disclosures of interests

Disclosure by all Members present of personal interests in matters on the Agenda, the nature of any interest and whether the Member regards the interest as prejudicial under the terms of the Code of Conduct
- 3 Urgent items

Notification of items which the Lead Member considers to be urgent and propose to take at the end of the appropriate part of the Agenda
- 4 Admission Arrangements for Community and Controlled schools in East Sussex 2022-23 (*Pages 5 - 30*)
- 5 Any urgent items previously notified under agenda item 3

PHILIP BAKER
Assistant Chief Executive
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12 February 2021

Contact

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LEAD MEMBER FOR EDUCATION AND INCLUSION, SPECIAL EDUCATIONAL NEEDS AND DISABILITY

MINUTES of a meeting of the Lead Member for Education and Inclusion, Special Educational Needs and Disability held at County Hall, Lewes on 18 January 2021.

++ The Lead Member was not present in person, but took the decisions remotely ++

Councillors Alan Shuttleworth, Roy Galley, Sylvia Tidy and Kathryn Field spoke on item 4 (see minute 21)

18 DECISIONS MADE BY THE LEAD CABINET MEMBER ON 17 DECEMBER 2020

18.1 The Lead Member approved as a correct record the minutes of the meeting held on 17 December 2020.

19 DISCLOSURES OF INTERESTS

19.1 There were none.

20 URGENT ITEMS

20.1 There were none.

21 UPDATE ON THE DEDICATED SCHOOLS GRANT ALLOCATION FOR 2021/22

21.1 The Lead Member considered a report by the Director of Children's Services which sought approval of the Dedicated Schools Grant budget for 2021/22.

21.2 The Lead Member RESOLVED – to approve the allocation of the Dedicated Schools Grant budget for 2021/22.

Reason

21.3 The report provided the Lead Member with information relating to the use of the four blocks which the Dedicated Schools Grant budget is divided into for 2021/22.

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Agenda Item 4

Report to:	Lead Member for Education and Inclusion, Special Educational Needs and Disability
Date:	22 February 2021
By:	Director of Children's Services
Title of report:	Admission Arrangements for Community and Controlled schools in East Sussex 2022-23
Purpose of report:	To determine the admission arrangements for community and controlled schools for the 2022-23 school year.

RECOMMENDATIONS

The Lead Member is recommended to agree the admission arrangements for community and controlled schools for the 2022-23 school year, as consulted, including:

- 1) The proposed admission priorities (appendix 1)**
 - 2) The proposed published admission numbers (appendix 2)**
 - 3) The proposed changes to the community area for Newhaven primary schools (appendix 3)**
 - 4) The proposed co-ordinated schemes of admission (appendix 4)**
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1. Background

1.1 East Sussex County Council ("the Council") is the Admission Authority responsible for the admission arrangements for Community Schools and Voluntary Controlled Schools within the East Sussex area. The School Admissions Code 2014 states that admission authorities must determine their admission arrangements annually. Provided the relevant admission authority is not proposing any changes to their admission arrangements, there is a duty to consult only every seven years. The Published Admission Number (PAN) for a school is the number of places available in each relevant year group which a school has agreed with the admission authority it can provide. There is no duty for the admissions authority to consult regarding changes to PAN during the intervening seven years so long as there is no proposed reduction in PAN which will affect those in the area surrounding the school.

1.2 Consultation on the proposed admissions arrangements (as set out in Appendix 1) was carried out between 16 November 2020 and 15 January 2021 so as to satisfy the requirement to consult for at least six weeks and to end the consultation period by 31 January 2021, as stated in the School Admissions Code (page 7, section 15.b). Schools were alerted to the consultation and asked to publicise it to parents by circulating the link to the relevant page on the County Council's website.

1.3 Three responses to the consultation were received via the consultation hub during this period. Two respondents made no comment, and the third made a comment about the proposed PAN changes in Lewes. The outcome of the consultation is set out in Appendix 5.

1.4 The consultation was also carried out on behalf of Priory School, Lewes, and Hailsham Community College, whose arrangements mirror those of East Sussex County Council.

2. Proposed Changes to Admissions Arrangements for the Year 2022/2023

Proposed change to the pre-defined community area for primary schools in Newhaven

2.1 The Schools Admissions Code states that any changes to catchment area must be reasonable and clearly defined. A map is attached at Appendix 3 which shows the proposed change.

2.2 Following discussion with the headteachers of the two community schools in Newhaven it is proposed to change the pre-defined community area for primary schools in Newhaven. This would result in Denton Community Primary School having its own community area to include the part of the area to the east of the River Ouse (as shown in Appendix 3). Other schools in Newhaven would continue to serve the rest of the town.

2.3 The reason for the proposed change is that some children living in the Eastern side of Denton have, in recent years, been unable to secure places at Denton Community Primary School due to oversubscription, and have been displaced to schools in the west of Newhaven, while children living immediately west of the river are offered places at Denton, despite the fact that there are other schools more local to their home.

2.4 Should the Lead Member agree this change, children living in the previous pre-defined community area whose older siblings were admitted as in-area before 1 September 2022 will still need to be treated as priority 2. This will apply whichever side of the boundary they live. Siblings of children who had to be directed to an alternative school because the school in their area is full will also be treated as priority 2. A description of priority 2 is included in the proposed admission criteria set out at appendix 1.

2.5 The Lead Member is advised that the community area does not feature in the admission arrangements for the two Academies in Newhaven. Both establishments use home to school distance as the only geographical element in their priorities and so this change would not affect them.

3. Changes to Published Admission Number (PAN)

Proposed change to the PANs at Wallands Community Primary School and Southover CE Primary School

3.1 The headteachers of the above schools in Lewes responded to the consultation for 2021-22 requesting that the PANs for their schools be reduced. Reducing the PAN requires consultation and officers of the County Council have met with the Lewes Headteachers group to consider how the forecast reduction in numbers of children in the Lewes area should be addressed. Both the above schools have experienced falling rolls over the past few years to the point where the 2FE (2 Form Entry) structure has become unsustainable.

3.2 Wallands requested a reduction from 60 to 30 and Southover requested a reduction from 60 to 45.

3.3 Reducing the PANs as set out above would address the number of surplus places in the Lewes area while retaining the flexibility to restore the PAN at either or both schools should the need arise, given that the accommodation at the schools will still be on site. One response to the consultation was received expressing concern about sufficiency of school places, but the PAN can be increased without

consultation, so the recommendation is that this change should go ahead as it can be easily reversed.

Proposed change to the PAN at Motcombe Community Infant School

3.4 Falling rolls at Motcombe Community Infant School and a decrease in the forecast numbers in the Old Town area of Eastbourne have led the school to request a reduction in PAN from 120 to 90 to ensure the future sustainability of this school and others in the surrounding area. Given the forecast decrease in numbers of primary age children in Eastbourne the Lead Member is recommended to agree the reduction in PAN from 120 to 90.

Proposed change to the PAN at Chailey School

3.5 The leadership team at Chailey School has requested that their PAN be increased from 162 to 174 to reflect the increased demand for places at the school, particularly from residents of the new estates to the south of Haywards Heath and to the east of Burgess Hill, parts of which fall within East Sussex. This can be achieved within the school's existing accommodation and organisational structure and without detriment to other East Sussex schools. The Lead Member is therefore recommended to agree this increase.

4. Request for children of staff to be included as a priority - Possible future change

4.1 In responding to a consultation about an own admission authority school's admission arrangement, a number of headteachers of community schools requested that their schools be able to offer priority to children of staff. The response sent by Jo Miles, Admissions and Transport Manager at East Sussex County Council, is attached as appendix 6. No headteachers did, in fact, respond to this consultation to this effect this year but it is likely that this issue may be raised in future years.

5. Conclusion and reasons for recommendations

5.1 The Council is required by law to consult on admission arrangements every seven years, or sooner if there are any changes to those arrangements for the schools where the local authority is the admission authority. The Lead Member is recommended to:

- determine the attached admission arrangements for 2022/23, including the change to the community area for Newhaven as shown in Appendix 3.
- agree the PANs for community and controlled schools as set out in Appendix 2.
- agree the adoption of the co-ordinated schemes of admission as set out in Appendix 4.

5.2 The determined admission arrangements for community and voluntary controlled schools will be published on the East Sussex County Council website by 15 March 2021 as required under current legislation. Any objection to these arrangements can then be made to the Office of the Schools Adjudicator until 15 May 2021. The final arrangements will be published in the composite prospectus online (and available in hard copy on demand) by 12 September 2021 as required by the School Admissions Code 2014.

STUART GALLIMORE
Director of Children's Services

LOCAL MEMBERS

All

APPENDICES

- Appendix 1- Proposed Admission Priorities 2022-23
- Appendix 2- Proposed Admission Numbers 2022-23
- Appendix 3- Map showing proposed changes to Newhaven community area
- Appendix 4- Proposed Co-ordinated Schemes of Admission 2022-23
- Appendix 5- Consultation Survey results
- Appendix 6- Email response to secondary headteacher in respect of possibility of including children of staff as a priority.

Appendix 1

Proposed Admissions criteria for community and voluntary controlled schools in East Sussex

- 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 linked infant or junior 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 in the admission booklet 'apply for a school 2021-22'

- 3. Children wishing to transfer between a linked infant and junior school (as per schools listed in the admission booklet).**

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

Each home address within the county falls within a community area although living within the community area does not guarantee a place. Maps of the community areas are shown in the admission booklet 'apply for a school 2021-22'.

- 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 in the admission booklet 'apply for a school 2021-22'

- 6. 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 home to school distance measured in a straight line (as the crow flies). For split site schools, we will measure to the site where the child will attend for the majority of lessons at the point of entry.
- 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 2017 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).

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 and the proposed admission numbers (PANs) where the County Council is the admission authority. (Any proposed changes shown in bold). School shown in italics are their own admission authority (A = Academy, T = Trust, F = Free School, VA = Voluntary Aided (Church)), and their admission numbers are included for reference only, and may be subject to change.

1. Eastbourne area

School	Admission number 2022/23
<i>The Causeway (A) - changing to The Turing School 1/9/2021</i>	189
<i>The Cavendish School (A)</i>	120
<i>The Eastbourne Academy (A)</i>	180
<i>Gildredge House (F)</i>	84
<i>Ratton School (A)</i>	243
<i>St Catherine's College (A)</i>	208*
Willingdon Community School	200

* depending on the outcome of consultation. The plan is to reduce from 216 to 208.

2. Hastings/St Leonards area

School	Admission number 2022/23
<i>Ark Alexandra Academy (A)</i>	360
<i>The Hastings Academy (A)</i>	180
<i>The St Leonards Academy (A)</i>	300

3. Other areas of the County

School	Admission number 2022/23
<i>Beacon Academy (A)</i>	250
<i>Bexhill Academy (A)</i>	300
Chailey School	174 (from 162)
Claverham Community College	230
<i>Hailsham Community College Academy Trust (A)</i>	300
Heathfield Community College	240
<i>King's Academy Ringmer (A)</i>	150
<i>Peacehaven Community School (A)</i>	180
<i>Priory School (T)</i>	232
Robertsbridge Community College	145
<i>Rye College (A)</i>	150
<i>St Richard's Catholic College (VA)</i>	200
<i>Seaford Head School (A)</i>	240
<i>Seahaven Academy (A)</i>	180
Uckfield College	270
Uplands Community College	150

Primary, Junior and Infant Schools - proposed admissions numbers for the 2022/23 school year.

1. Bexhill area

School	Admission number 2022/23
All Saints Church of England Primary School	30
Chantry Community Primary School	30
<i>Glenleigh Park Primary Academy (A)</i>	60
<i>King Offa Primary Academy (A)</i>	60
Little Common School	90
<i>Pebsham Primary Academy (A)</i>	30
<i>St Mary Magdalene Catholic Primary School (VA)</i>	30
<i>St Peter and St Paul CE Primary School (VA)</i>	60

2. Crowborough area

School	Admission number 2022/23
Ashdown Primary School	60
<i>Jarvis Brook School (A)</i>	30
<i>St John's CE Primary School (VA)</i>	30
<i>St Mary's RC Primary School (VA)</i>	30
<i>Sir Henry Fermor CE Primary Academy (A)</i>	60

3. Eastbourne area (including Polegate and Willingdon)

School	Admission number 2022/23
Bourne Primary School	60
<i>The Cavendish School (A)</i>	60
<i>Gildredge House (Free)</i>	56
<i>Heron Park Primary Academy (A)</i>	60
<i>Langney Primary Academy (A)</i>	60
Motcombe Community School (for pupils aged 4-7)	90 (from 120)
<i>Oakwood Primary Academy (A)</i>	60
<i>Ocklynge Junior School (A) (for pupils aged 7-11)</i>	210
<i>Parkland Infant School (A) (for pupils aged 4-7)</i>	60
<i>Parkland Junior School (A) (for pupils aged 7-11)</i>	60
<i>Pashley Down Infant School (for pupils aged 4-7)</i>	90
<i>Polegate School</i>	90
<i>Roselands Infant School (for pupils aged 4-7)</i>	90
<i>Shinewater Primary Academy (A)</i>	60
<i>St Andrews Church of England Infant School (4-7)</i>	90
<i>St Johns Meads Church of England Primary School (A)</i>	30
<i>St Thomas a Becket Catholic Primary School (VA)</i>	60
<i>Stafford Junior School (for pupils aged 7-11)</i>	90
<i>The Haven Voluntary Aided CE/Methodist Primary School (VA)</i>	60
<i>Tollgate Community Junior School (for pupils aged 7-11)</i>	90
<i>West Rise Community Infant School (for pupils aged 4-7)</i>	90

West Rise Junior School (for pupils aged 7-11)	90
Willingdon Primary School	60

4. Hailsham

School	Admission number 2022/23
<i>Burfield Academy (A)</i>	30
<i>Grovelands Community School (T)</i>	90
<i>Hailsham Community College Primary Academy (A)</i>	60
<i>Hawkes Farm Academy (A)</i>	60
Hellingly Community Primary School	30
<i>Phoenix Academy (A)</i>	30
<i>White House Academy(A)</i>	30

5. Hastings/St Leonards area

School	Admission number 2022/23
<i>All Saints CE Junior Academy (A) (for pupils aged 7-11)</i>	60
<i>Ark Blacklands Primary Academy (A)</i>	90
<i>Ark Castledown Primary Academy (A)</i>	60
<i>Ark Little Ridge Primary Academy (A)</i>	60
<i>The Baird Primary Academy (A)</i>	60
<i>Christ Church CE Primary and Nursery Academy(A)</i>	60
<i>Churchwood Community Primary Academy(A)</i>	30
<i>Dudley Infant Academy (A) (for pupils aged 4-7)</i>	60
<i>Hollington Primary Academy (A)</i>	60
<i>Ore Village Primary Academy (A)</i>	60
<i>Robsack Wood Primary Academy (A)</i>	60
<i>Sacred Heart Catholic Primary School (VA)</i>	30
<i>St Leonards CE Primary Academy (A)</i>	60
<i>St Mary Star of the Sea Primary School (VA)</i>	30
<i>St Paul's Church of England Primary Academy (A)</i>	90
Sandown Primary School	60
<i>Silverdale Primary Academy (A)</i>	90
<i>West St Leonards Primary Academy (A)</i>	60

6. Heathfield

School	Admission number 2022/23
<i>All Saints and St Richard's CE Primary School (VA)</i>	20
Cross-In-Hand Church of England Primary School	60
Parkside Community Primary School	30

7. Lewes area

School	Admission number 2022/23
<i>St Pancras Catholic Primary School (VA)</i>	20

South Malling Church of England Primary School	30
Southover Church of England Primary School	45 (from 60)
Wallands Community Primary School	30 (from 60)
<i>Western Road Community Primary School (T)</i>	30

8. Newhaven area

School	Admission number 2022/23
<i>Breakwater Academy (A)</i>	30
Denton Community Primary School	30
Harbour Primary and Nursery School	60
<i>High Cliff Academy (A)</i>	30

9. Peacehaven/Telscombe Cliffs area

School	Admission number 2022/23
Meridian Primary School	60
Peacehaven Heights Primary School	60
Telscombe Cliffs Community Primary School	90

10. Rye area

School	Admission number 2022/23
<i>Rye Community Primary School (A)</i>	45**

** depending on the outcome of consultation. The plan is to reduce from 60 to 45.

11. Seaford area

School	Admission number 2022/23
<i>Annecy Catholic Primary School (A)</i>	30
Chyngton School	60
Cradle Hill Community Primary School	90
Seaford Primary School	60

12. Uckfield area

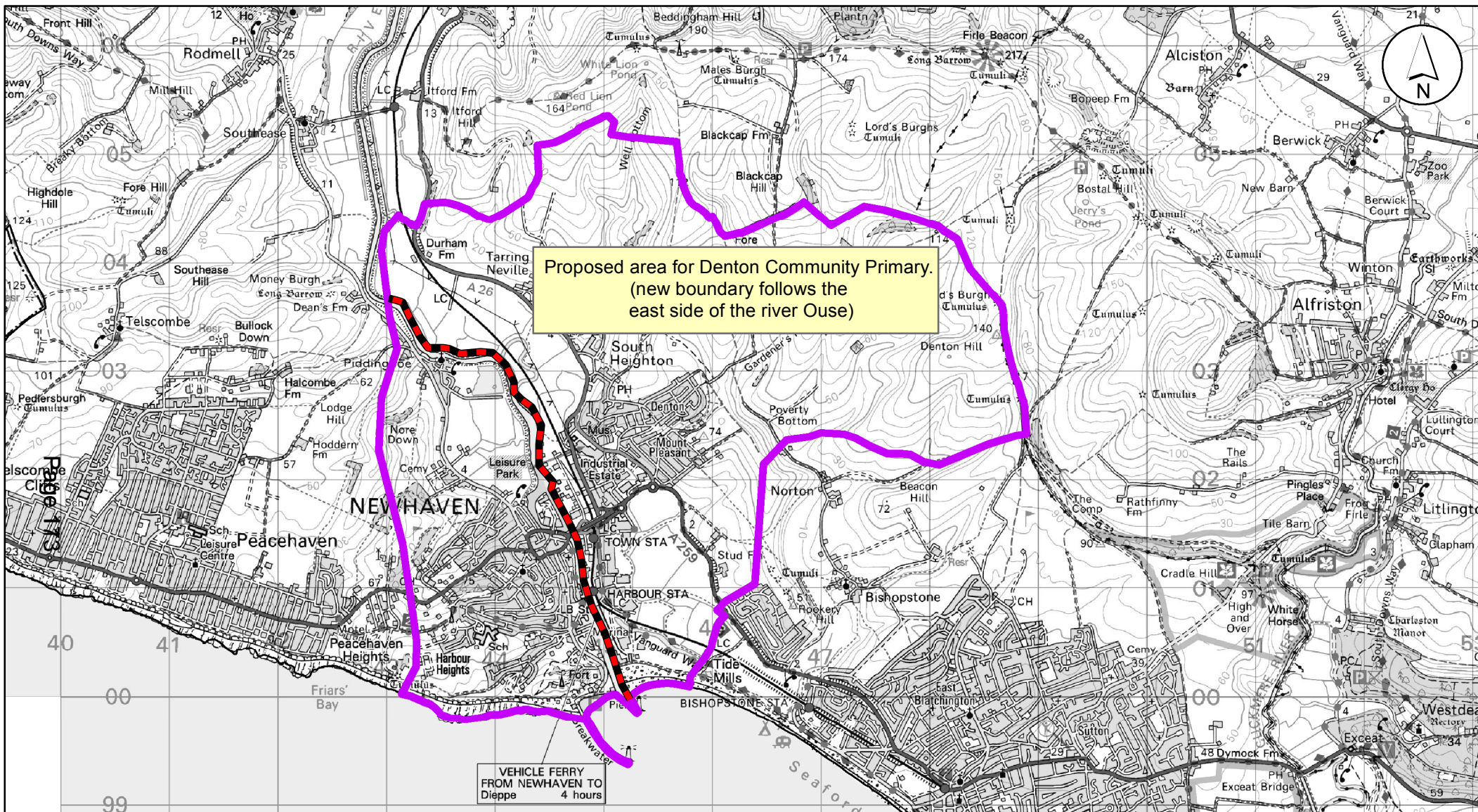
School	Admission number 2022/23
Harlands Primary School	30
<i>Holy Cross CE Primary School (VA)</i>	30
<i>Little Horsted CE Primary School (VA)</i>	15
Manor Primary School	60
Rocks Park Primary School	30
<i>St Philip's Catholic Primary School (VA)</i>	30

13. Rural Primary Schools

School	Admission number 2022/23
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
<i>Blackboys Church of England Primary School (VA)</i>	20
Bodiam Church of England Primary School	15
Bonnors Church of England Primary School	15
Brede Primary School	20
Burwash Church of England Primary School	25
Buxted Church of England Primary School	30
Catsfield Church of England Primary School	15
Chailey St Peter's Church of England Primary School	20
Chiddingly Primary School	15
Crowhurst Church of England Primary School	15
Dallington Church of England Primary School	15
Danehill Church of England Primary School	15
Ditchling (St Margaret's) Church of England Primary School	24
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	30
<i>Framfield Church of England Primary School (VA)</i>	15
Frant Church of England Primary School	15
<i>Groombridge St Thomas Church of England Primary School (VA)</i>	30
<i>Guestling-Bradshaw Church of England Primary School (VA)</i>	30
Hamsey Community 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	30
Laughton Community Primary School	15
<i>Mark Cross Church of England Primary School (VA)</i>	15
Mayfield Church of England Primary School	30
Maynards Green Community Primary School	30
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 and Nursery School	45
Rotherfield Primary School	30
<i>St Mark's Church of England Primary School (VA)</i>	15

<i>St Mary the Virgin Church of England Primary School (VA)</i>	15
St Michaels Church of England Primary School (Playden)	15
St Michaels Primary School (Withyham)	15
<i>St Thomas' Church of England Primary School (Winchelsea) (VA)</i>	20
Salehurst Church of England Primary School	30
<i>Sedlescombe Church of England Primary Academy</i>	30
Staplecross Methodist Primary School	15
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	30



East Sussex County Council

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Map showing current community area for Newhaven Schools and the proposed split which will leave Denton Community Primary School with its own discrete area.

Date: October 2020

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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 (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.

The co-ordinated schemes apply only to admissions to Reception, year 3 and year 7 at the start of term 1. The County Council has delegated responsibility for admission to year 12 of community schools with sixth forms to the relevant governing bodies and each school displays its own admission procedures and external PANs for this year group on its website, together with any requirements for entry to particular courses.

Secondary scheme 2022/23

Key dates

Admissions information made available	September 2021
Closing date for applications	31 October 2021
Exchange of preference data between local authorities	26 November 2021
Admission authorities in East Sussex to advise LA of ranked order	7 January 2022
Finalise allocations	11 February 2022
Allocations confirmed to secondary schools	25 February 2022
Decisions conveyed to parents by email	1 March 2022
Closing date for appeals	15 April 2022
'On time' appeals heard	April - June 2022

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 admission 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 2021.
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 2021.

4. By 26 November 2021, East Sussex will exchange preference data with any local authority where an application has been received.
5. By 7 January 2022, 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 21 January 2022, 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 11 February 2022, the LA will match the ranked lists against the parental preferences to ensure only one place is allocated per child. Qualifying late applications received up to 31 January will be included in this process.

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 11 February to 25 February 2022, decision notifications will be prepared. The LA where the child lives will be responsible for sending these to parents.
 9. From this point on secondary schools will be able to see their allocations in SAM. Primary schools will be able to view destination schools for their year 6 leavers in SAM with effect from 1 March 2022.
 10. On Tuesday 1 March 2022 allocation decisions will be notified to parents by email. Letters will only be sent where specifically requested, or where the application has been made on a paper form. Where a preference is not being met, the notification email will signpost parents to the East Sussex County Council website where information can be found explaining to parents how places have been allocated at their preferred school(s), and advising parents of the right of appeal.

Applications received after 31 October 2021 but by 31 January 2022

1. If an application form is received after 31 October 2021, 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 31 January 2021.
2. If an application is received after 31 October 2021 but before 31 January 2022, together with proof of a change of address* since the closing date, or proof of another good reason why it was not possible for the family to apply on time, it will be treated as on time in respect of community and voluntary controlled schools. If there is no proof, or the reason is not considered valid by the LA, the application will be treated as late. There is no separate right of appeal against the decision as to whether the application is treated as on time or late.
3. Applicants whose forms are received between these dates will be sent a decision on 1 March 2022. For applications received after 1 February 2022, 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 2021. After 31 October 2021, we will not allow preferences to be changed without good 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 1 March 2022 provided the request was received by 31 January 2022. 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 31 January 2022

No secondary transfer places will be allocated unless a completed application form has been received.

Applications received on or after 1 March 2022

1. Only preferences stated on the LA application 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, 2022 for Year 7 admissions.

Applications for children to be educated out of chronological year group

The School Admissions Code 2014 specifies that parents applying for a school place have a right to request that their child be educated outside their chronological age group. It further specifies that the admission authority for the school in question should make a decision as to whether to agree this 'on the basis of the circumstances of the case and in the best interests of the child concerned'. The admission authority is required to take into account various factors including the views of the Headteacher.

The County Council, having sought all relevant advice, will work on the assumption that it is in the best interests of children to continue to be educated out of year group if the child has been the case hitherto, where they have been in a school which follows the National Curriculum, unless there are clear reasons why this is inappropriate.

Where parents submit applications for their children to be educated out of year group where this has not happened before, or where they have come from provision that does not follow the National Curriculum (eg private provision or overseas) the County Council will make a decision in the best interests of the child in consultation with the Headteacher of the relevant school as in the case of summer-born children applying at reception entry (see primary scheme).

These arrangements will apply to schools where the County Council is the admission authority- schools in the co-ordinated scheme which are their own admission authority are encouraged to work in the same way but the decision is for each admission authority to make in these cases.

The County Council will continue to advise all parents whose request for admission out of year group is agreed of the potential difficulties this could cause later on, and continue to require parents to agree that they have understood this and take responsibility for this decision before the child is admitted to school in East Sussex (although admission should not be held up if the parent refuses to sign- in this case it would need to be clearly documented that the parent had been advised of the risks but had refused or otherwise failed to sign the disclaimer).

Primary scheme 2022/23

Key dates

Admissions information made available	September 2021
Closing date for applications	15 January 2022
Preferences for each school established	28 January 2022
Exchange of preference data between local authorities	11 February 2022
Admission authorities in East Sussex advise LA of ranked order	18 March 2022
Finalise allocations	1 April 2022
Allocations confirmed to primary schools	16 April 2022
Decisions conveyed to parents by email	16 April 2022
Closing date for appeals	18 May 2022
Appeals heard	June/July 2022

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 2021.
3. The LA application form enables parents to name up to any three maintained schools stated in order of preference. It should be completed and submitted to the LA by the closing date of 15 January 2022.
4. By 28 January 2022 East Sussex will exchange preference data with any local authority where an application has been received.
5. By 11 February 2022 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 18 March 2022 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 1 April 2022, the LA will match the ranked lists against the parental preferences to ensure only one place is allocated per child. Qualifying late applications received before 18 March will be included in this process.

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 1 April 2022 to 15 April 2022 decision notifications will be prepared. The LA where the child lives will be responsible for sending these to parents.
- 9. On 16 April 2022 lists will be prepared of children allocated places at each primary school in East Sussex, and these will be sent to the schools in question.
- 10. 16 April 2022 – allocation decisions will be notified to parents by email. Letters will only be sent where specifically requested, or where the application has been made on a paper form. Where a preference is not being met, the notification email will signpost parents to the East Sussex County Council website where information can be found explaining to parents how places have been allocated at their preferred school(s), and advising parents of the right of appeal.

Applications received after 15 January 2022 but by 18 March 2022

1. If an application form is received after 15 January 2022, 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 18 March 2022.
2. If an application is received after 15 January 2022 but before 18 March 2022, together with proof of a change of address* since the closing date, or proof of another good reason why it was not possible for the family to apply on time, it will be treated as on time in respect of community and voluntary controlled schools. If there is no proof, or the reason is not considered valid by the LA, the application will be treated as late. There is no separate right of appeal against the decision as to whether the application is treated as on time or late.
3. Applicants whose forms are received between these dates will be sent a letter on 16 April 2022. For applications received after 18 March 2022, 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 2022. After 15 January 2022, 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 2022 provided the request was received by 18 March 2022. 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. No Reception or junior transfer places will be allocated unless a completed application form has been received.

Applications received on or after 19 March 2022

1. Only preferences stated on the LA application 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 admission 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, 2022.

Admission of summer born children to Reception classes.

Parents of summer born children who are due to start in reception can request that their child starts on a part-time basis or joins Reception later during the school year. However, parents can also request that their child starts in Reception in the September following their fifth birthday (i.e. when they would normally be starting Year 1). Parents making such a request should do so during the normal admission round.

The Authority will consider these requests on a case-by-case basis, taking into consideration the child's academic, social and emotional development together with the Headteacher and parent's views. If the request is refused but the child is offered a place in the school (but not the preferred year group) the parent would not have the right of appeal.

If the request is agreed, parents will need to be clear that this does not mean the child will remain in the year below their chronological age group for all of their school career, particularly on transfer to secondary school.

That the County Council will base its decision-making on the assumption that it is in the best interests of summer born children (i.e. those born between 1 April and 31

August) to be admitted to reception at compulsory school age where their parents request it, unless there are clear reasons why this is inappropriate (eg safeguarding or the pupil has an EHCP or is undergoing statutory assessment).

Parents are, however, required to make a case for this so that it can be demonstrated that the County Council has considered the rationale behind the request and made the decision in the child's best interests. Parents also need to be clear that own admission authority schools in East Sussex will not necessarily work on the same assumption, although they are encouraged to do so by the County Council.

The County Council will, however, advise all parents whose request for admission out of year group is agreed of the potential difficulties this could cause later on, and will require parents to agree that they have understood this and take responsibility for this decision before the child is admitted to school in East Sussex by signing a disclaimer to this effect. Should the parent refuse to sign, admission will not be held up if the child is already compulsory school age, but it will be clearly documented that the parent has been advised of the risks but has refused or otherwise failed to sign the disclaimer.

Responses to consultation on East Sussex County Council's proposed admission arrangements for 2022/2023

Views were sought on the following:-

1. The admissions criteria for local authority controlled schools
2. Proposed Admission Numbers
3. Proposed Co-ordinated schemes
4. Proposed change to the community area for Newhaven primary schools
5. Any other aspect of the proposed admission arrangements

There were three responses to the consultation. Not all respondents answered every question. The results are as follows:

1. Are the proposed admissions criteria acceptable?

Yes – 3 (100%)

No – 0 (0%)

Comments received (0)

2. Comments on Proposed Admission Numbers at any school (1)

- Ongoing concern to ensure there are sufficient school spaces for primary school children in Lewes if numbers at Southover and/Wallands change and the impact that would have on other local school and expectation of going over PAN.

3. Comments on the draft co-ordinated schemes (0)

There were no comments made about the co-ordinated admission schemes.

4. Proposed change to the Newhaven primary community area

Is the proposed area change acceptable?

Yes – 3 (100%)

No – 0 (0%)

Comments received (0)

5. Any other comments about the admission arrangements (0)

There were no comments left about any other aspect of the local authority's proposed admission arrangements.

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Appendix 6 (response to headteacher re: children of staff)

The admission authority for each school is responsible for deciding, and publishing, their admission arrangements every year. Where a change is proposed, relevant parties must be consulted and given the opportunity to comment, as the Aquinas Trust is doing in respect of Rye College. The School Admissions Code 2014 allows admission authorities to prioritise children of staff 'a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage'.

Priority can also be given to pupil premium , early years premium and forces premium children.

What I advised you, and other headteachers who have raised this in the past, was that we would not be able to introduce this priority for one school only as this would be impossible to justify to parents and other schools. However if it is something that large numbers of schools wish to pursue, with agreement from the Lead Member for EISEND, the County Council could consult on it in the next consultation round (it is too late now for 2022-23 admissions, this would need to be for 2023-24 now as consultation for 2022-23 is already in progress).

In order to make this alteration to the policy we would need a clear rationale for so doing and evidence that it would not disadvantage other families. We would also need to decide which staff members would be included and how this would be evidenced. This would need to be the same for every school using the County Council's admissions criteria (although it could be different for primary and secondary).

I hope this makes sense. You may wish to respond to [our current consultation](#), which closes on 15 January 2021.

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