



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, 16 OCTOBER 2023 AT 2.00 PM

REMOTE MEETING VIA MICROSOFT TEAMS

AGENDA

1. Decisions made by the Lead Cabinet Member on 11 September 2023 (*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 voluntary controlled schools 2025-26- permission to consult (*Pages 5 - 42*)
Report by the Director of Children's Services.
5. Any urgent items previously notified under agenda item 3

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6 October 2023

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

DECISIONS made by the Lead Member for Education and Inclusion, Special Educational Needs and Disability, Councillor Bob Standley, on 11 September 2023 at Remote Meeting via Microsoft Teams

20. DECISIONS MADE BY THE LEAD CABINET MEMBER ON 24 JULY 2023

20.1 The Lead Member approved as a correct record the minutes of the meeting held on 24 July 2023.

21. DISCLOSURES OF INTERESTS

21.1 There were none.

22. URGENT ITEMS

22.1 There were none.

23. REPORTS

23.1 A copy of the reports referred to below is included in the minute book.

24. HOLY CROSS CHURCH OF ENGLAND PRIMARY SCHOOL

24.1 The Lead Member considered a report by the Director of Children's Services with regard to publishing a statutory proposal in respect of Holy Cross Church of England Primary School.

DECISIONS

24.2 The Lead Member RESOLVED to:

1) approve publication of a statutory proposal in respect of the proposed closure of Holy Cross Church of England Primary School on 31 December 2023; and

2) delegate authority to the Director of Children's Services to amend the proposal prior to its publication if required.

REASONS

24.3 The majority of respondents to the consultation object to the proposed closure of the school, with concerns being raised about the impact on staff and children's mental health and emotional wellbeing and the sufficiency of school places in the area. However, the challenges the school has faced remain and will be made worse by the reduction of pupil numbers in the last year. No alternative suggestions have been identified through the consultation process that would address these critical issues.

24.4 The consultation responses have not identified any potential solutions or actions to address the issues the school faces. The views of the local authority and the diocese about the viability of the school remain the same. The very low pupil numbers, the challenge of securing appropriate leadership and teaching staff for the school and the concerns over the quality of education that children are receiving leads us to conclude that closing the school at the earliest opportunity is in the best interests of the children and the school community. The local authority would work with local schools to ensure there would be sufficient places available in the local area for children displaced from Holy Cross Church of England Primary School were it to close following the statutory process.

25. HOUSEHOLD SUPPORT FUND (FOURTH ROUND)

25.1 The Lead Member considered a report by the Director of Children's Services with regard to publishing a statutory proposal in respect of the fourth round of the Household Support Fund.

DECISIONS

25.2 The Lead Member RESOLVED to:

1) approve the proposed use of £1,896,000 of the Household Support Fund, to provide support to households with children between 1 October 2023 – 31 March 2024; and

2) delegate to the Director of Children's Services authority to implement the scheme.

REASONS

25.3 The scheme provides a further opportunity to extend support to households with children, households with pensioners, households with a disabled person and other vulnerable households within East Sussex who are experiencing financial challenges.

Report to:	Lead Member for Education, Inclusion, Special Educational Needs and Disability
Date of meeting:	16 October 2023
By:	Director of Children's Services
Title:	Admission arrangements for community and voluntary controlled schools in East Sussex 2025-26: permission to consult
Purpose:	To seek agreement for consultation on proposed admission arrangements for Community and Voluntary Controlled (VC) schools in East Sussex for the 2025-26 academic year and on proposed co-ordinated schemes of admission for the same year as required by the School Admissions Code 2021.

RECOMMENDATIONS

The Lead Member is recommended to:

- 1) agree to consult on the proposed admission arrangements for Community and VC schools for the 2025-26 academic year as set out in appendix 1;**
 - 2) note that there are no proposed changes to the admission arrangements;**
 - 3) To agree to consult on the proposed published admission numbers (PANs) for Community and VC schools for 2025-26, as set out in appendix 2, noting the proposed change to the PAN for Mayfield CE School; and**
 - 4) To agree to consult on the proposed co-ordinated schemes of admissions as set out in appendices 3-5.**
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1 Background

1.1 The School Admissions Code 2021 states that admission authorities must determine (set) their admission arrangements annually. However, provided the relevant admission authority is not proposing any changes to their admission arrangements, there is no requirement to consult annually; where there is no change to arrangements consultation must take place every seven years.

1.2 For the avoidance of doubt, East Sussex County Council consults annually, whether there is a change or not.

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

1.4 The relevant area for the purpose of consultation is the administrative County of East Sussex, and there are no proposals to change this for 2025-26.

2 Supporting information

2.1 The Lead Member is advised that it is proposed to make no changes to the admission priorities this year. The proposed priorities are set out in appendix 1.

2.2 The proposed changes to the Co-ordinated scheme are to the dates only.

2.3 The consultation will include Priory School, Lewes, whose trust is responsible for admissions to the school. This is because the trust has requested that the Council consults on their behalf as they propose to use the Council's admission arrangements.

Proposed PAN changes

2.4 The governors of Mayfield CE Primary School have requested a reduction in PAN for September 2025 from 30 to 20, due to the number of vacant places in the school. Pupil forecasts indicate that numbers are unlikely to increase in the short to medium term.

2.5 Should numbers increase the expectation is that the school will be able to increase its PAN to enable all children living in the Mayfield community area to be placed in the school, should this be their parents' preference.

3. Conclusion and reasons for recommendations

3.1 The County Council is required by law to consult on its admissions arrangements every seven years, or sooner if any changes to those arrangements are proposed for the schools for which it is the admission authority. The Lead Member is recommended to agree to consult on the attached admissions arrangements for 2025-26 with the proposed changes outlined in section 2 above.

3.2 The results of the consultation will be reported back to the Lead Member after the consultation period closes in January 2024 with recommendations for amendments as necessary resulting from comments received. Final admission arrangements will be determined by 28 February 2024 and published by 15 March 2024 in line with statutory deadlines.

ALISON JEFFERY
Director of Children's Services

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LOCAL MEMBERS
ALL

BACKGROUND DOCUMENTS

None.

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. An explanation of who falls into this criterion can be found in the 'Explanation of words and phrases' set out here: [Apply for a school place 2023 to 2024 | East Sussex County Council](#)

2. Children who will have a brother or sister (sibling) at the school (or linked infant or junior school-see priority 4) at the time of admission and who live at the same address, within the predefined community area*

The definition of 'sibling' can be found in the 'Explanation of words and phrases' set out here: [Apply for a school place 2023 to 2024 | East Sussex County Council](#)

Details of the pre-defined community areas for each school can be found here:
[Find my community area \(secondary\) | East Sussex County Council](#)
[Find my community area \(primary and junior\) | East Sussex County Council](#)

3. Children of staff members contracted to work at the school in question where:

- a) 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

An explanation of who falls into this priority can be found below in the definitions section.

4. Children wishing to transfer between a linked infant and junior school.
Linked infant and junior schools are:

- Motcombe Community School - Ocklynge Junior School
- Parkland Infant School - Parkland Junior School
- Pashley Down Infant School - Ocklynge Junior School
- Roselands Infant School - Stafford Junior School
- St Andrew's CE Infant School - Tollgate Community Junior School
- West Rise Community Infant School - West Rise Junior
- Dudley Infant Academy- All Saints CE Junior Academy

5. 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. Details of the pre-defined community area for each school can be found here:

[Find my community area \(secondary\) | East Sussex County Council](#)

6. Children who will have a brother or sister (sibling) at the school (or linked infant or junior school-see priority 3) at the time of admission who live at the same address, outside the predefined community area.*

The definition of 'sibling' can be found in the 'Explanation of words and phrases' set out here: [Apply for a school place 2023 to 2024 | East Sussex County Council](#)

7. 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 living in the priority areas for Denton Primary School and for Harbour Primary School, whose sibling joined one of these school before 1 September 2022 will continue to be considered under priority 2 for the school their sibling attends.***

****Children living in the Brodricklands and Hamlands Farm estates whose siblings joined Polegate School, Willingdon Primary School or Willingdon Community School prior to 1 September 2024 will continue to be considered under priority 2 for the school their sibling attends.***

Definitions

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 class size rising above 30, the additional child/children would be exceptions to the Infant Class Size legislation throughout the infant phase or until the number in the class reduced to 30.

Children of staff definition:

A member of staff will be considered to be a child's parent for the purpose of this criterion if they are living in the same family unit as the child at the same address and are:

- their mother or father;*
- any other person who has parental responsibility, such as an adoptive parent, a special guardian or person named in a child arrangement order;*
- any other person who does not have parental responsibility but otherwise has the care of the child, such as a foster carer.*

For applications made as part of a normal intake, the length of employment will be considered as at the closing date for applications. For in year applications and for the purpose of maintaining a waiting list, the length of employment will be considered as at the date the application is received.

To be considered under this category, applicants must indicate this in the reasons section of the application and supply an official letter/email from the headteacher/Chair of Governors of the school in question verifying that the parent with care qualifies under a) or b).

Applications for admission out of year group

Arrangements for requesting a delayed reception start can be found here:
[Admissions for summer-born children | East Sussex County Council](#)

Arrangements for requesting admission out of year group at other points in a child's education can be found here:
[Apply for a school place 2023 to 2024 | East Sussex County Council](#)

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Published Admission Numbers

The tables below show the schools and the published admission numbers (PANs) where the County Council is the admission authority (any changes from 2024-25 shown in **bold**). School shown in *italics* are their own admission authority (A = Academy, T = Trust, F = Free School, VA = Voluntary Aided (Church)). Their admission numbers are included for reference only and may be subject to change.

Secondary Schools - published admission numbers for year 7 admissions for the 2025-26 school year.

1. Eastbourne area

School	Admission number 2025-26
<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
<i>The Turing School (A)</i>	189
Willingdon Community School	210

2. Hastings/St Leonards area

School	Admission number 2025-26
<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 2025-26
<i>Beacon Academy (A)</i>	250

<i>Bexhill Academy (A)</i>	300
Chailey School	174
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	160
<i>Rye College (A)</i>	150
<i>St Richard's Catholic College (VA)</i>	200
<i>Seaford Head School (A)</i>	232
<i>Seahaven Academy (A)</i>	180
Uckfield College	270
<i>Uplands Academy (A)</i>	150

Primary, Junior and Infant Schools - published admission numbers for the 2025-26 school year.

1. Bexhill area

School	Admission number 2025-26
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
<i>Little Common School (A)</i>	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 2025-26
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 Catholic 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 2025-26
Bourne Primary School	60
<i>The Cavendish School (A)</i>	60
<i>Gildredge House (F)</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
<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
Pashley Down Infant School (for pupils aged 4-7)	90
Polegate School	90
<i>Roselands Infant School (A) (for pupils aged 4-7)</i>	90
<i>Shinewater Primary Academy (A)</i>	60
<i>St Andrews Church of England Infant School (A) (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 (A) (for pupils aged 7-11)</i>	90
<i>The Haven CE Methodist Primary School Primary School (A)</i>	60
<i>Tollgate Community Junior School (A)(for pupils aged 7-11)</i>	90
West Rise Community Infant School (for pupils aged 4-7)	90

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

4. Hailsham

School	Admission number 2025-26
<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 2025-26
<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>	30
<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 2025-26
<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 2025-26
<i>St Pancras Catholic Primary School (VA)*</i>	20
South Malling Church of England Primary School	30
Southover Church of England Primary School	45
Wallands Community Primary School	30
<i>Western Road Community Primary School (T)</i>	30

*this school is proposing to close with effect from 31 August 2024.

Should this go ahead there will not be a reception intake in 2025-26

8. Newhaven area

School	Admission number 2025-26
<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 2025-26
Meridian Primary School	60

<i>Peacehaven Heights Primary Academy (A)</i>	60
<i>Telscombe Cliffs Community Primary Academy (A)</i>	90

10. Rye area

School	Admission number 2025-26
<i>Rye Community Primary School (A)</i>	30

11. Seaford area

School	Admission number 2025-26
<i>Anney Catholic Primary School (A)</i>	30
<i>Chyngton School (A)</i>	60
Cradle Hill Community Primary School	90
Seaford Primary School	60

12. Uckfield area

School	Admission number 2025-26
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

** this school is proposed to close with effect from 31 December 2023. Should this go ahead there will not be a reception intake in 2025-26

13. Rural Primary Schools

School	Admission number 2025-26
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
<i>Ditchling (St Margaret's) Church of England Primary Academy (A)</i>	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
<i>Hurst Green Church of England Primary Academy (A)</i>	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	20 (from 30)
Maynards Green Community Primary School	30
Netherfield Church of England Primary School	20
Newick Church of England Primary School	30
<i>Ninfield Church of England Primary School(A)</i>	20
<i>Northiam Church of England Primary Academy (A)</i>	15
Nutley Church of England Primary School	15
Park Mead Primary School	15
Peasmarsh Church of England Primary School	15
Pevensy 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)</i> (VA)	20
Salehurst Church of England Primary School	30
<i>Sedlescombe Church of England Primary Academy (A)</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

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Co-ordinated Admission Scheme for reception and year 3 (of junior schools) entry September 2025-26

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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, and year 3 of junior schools at the start of term 1.

Primary scheme 2025-26

Key dates

September 2024: Admissions information made available

15 January 2025: Closing date for applications

24 January 2025: Preferences for each school established

7 February 2025: Exchange of preference data between local authorities

14 March 2025: Admission authorities in East Sussex advise LA of ranked order

28 March 2025: Finalise allocations

16 April 2025: Allocations confirmed to primary schools

16 April 2025: Decisions conveyed to parents by email

May 2025: (to be confirmed): Closing date for appeals

June to July 2025: Appeals heard

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 preference 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 County Council 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 2024.
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 2025.
4. By 7 February 2025 East Sussex County Council (“the County Council”) will exchange preference data with any local authority where an application has been received.
5. By 14 March 2025 East Sussex schools that are their own admission authorities will consider all applications for their school, apply their published admissions criteria and provide the County Council with a list of those applicants ranked accordingly.
6. By 14 March 2025 other local authorities will advise the County Council of decisions reached on applications for their schools from East Sussex residents. The County Council 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 28 March 2025, the County Council will match the ranked lists against the parental preferences to ensure only one place is allocated per child. Qualifying late applications received before 14 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 preference 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 31 March 2025 to 15 April 2025 decision notifications will be prepared. The LA where the child lives will be responsible for sending these to parents.
9. On 16 April 2025 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 2025 - 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 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 2025 but by 14 March 2025

1. If an application form is received after 15 January 2025, 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 14 March 2025.
2. If an application is received after 15 January 2025 but before 14 March 2025, 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 County Council, 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 16 April 2025. For applications received after 14 March 2025, we will aim to send a decision email within 20 school days.

Changes of preference

1. Parents may change their preferences at any stage up to the closing date of 15 January 2025. After 15 January 2025, 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 2025 provided the request was received by 14 March 2025. 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 15 March 2025

1. Only preferences stated on the LA application form will be valid. If the preference is for an 'own admission authority' school, the County Council will pass details to the school for a decision. The school must then advise the County Council within fourteen days as to whether a place can be allocated so the County Council can formally advise the parent of the decision. Where the preference is for a community or voluntary controlled school, the County Council 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 County Council will ask the school whether a place can be allocated). We will aim to

process late applications within 20 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 as in year applications.

Appeals

1. Parents must be allowed at least 20 school days from the date of notification that their application was unsuccessful to prepare and submit their written appeal. The appeal must be against any refused preference, thus if a parent puts on the appeal form a school which did not feature as a preference on the original application form an appeal hearing will not be arranged.
2. Parents submitting an appeal will be entitled to at least 10 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 30 school days of the appeal being lodged.
3. The County Council must be advised of the outcome of all appeals to other admission authorities.

Waiting lists

1. The County Council 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 County Council 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 County Council to offer places to parents when places become available and are allocated from the waiting list whether the admissions authority is the County Council or not.

2. Waiting lists will operate until the end of Term 2, 2025.

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 County Council 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.

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 (e.g. 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.

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Co-ordinated Admission Schemes for the normal year of entry for secondary schools

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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 national offer day. If the prescribed date (1 March or 16 April) 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. This co-ordinated scheme applies only to admissions to 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 published admission

numbers (PANs) for this year group on its website, together with any requirements for entry to particular courses.

Secondary scheme 2025-26

Key dates

September 2024: Admissions information made available

31 October 2024: Closing date for applications

29 November 2024: Exchange of preference data between local authorities

10 January 2025: Admission authorities in East Sussex to advise LA of ranked order

14 February 2025: Finalise allocations

26 February 2025: Allocations confirmed to secondary schools

3 March 2025: Decisions conveyed to parents by email

April 2025 (to be confirmed): Closing date for appeals

April to June 2025: 'On time' appeals heard

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 preference 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 County Council 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

(c/o the school or academy). 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 2024.
3. The LA application form enables parents to name up to three maintained schools stated in order of preference. The form should be completed and submitted to the County Council by the closing date of 31 October 2024.
4. By 29 November 2024, East Sussex will exchange preference data with any local authority where an application has been received.
5. By 10 January 2025, East Sussex schools that are their own admissions authorities will consider their applications, apply their published admissions criteria and provide the County Council with a list of those applicants ranked accordingly.
6. By 10 January 2025, other local authorities will advise the County Council of decisions reached on applications for their schools from East Sussex residents. The County Council 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 14 February 2025, the County Council 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 preference 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 15 February to 25 February 2024, 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 3 March 2025.
10. On 3 March 2025 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 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 2024 but by 31 January 2025

1. If an application form is received after 31 October 2024, 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 2025.
2. If an application is received after 31 October 2024 but before 31 January 2025, 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 3 March 2025. For applications received on or after 1 February 2025, 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 2024. After 31 October 2024, we will not allow preferences to be changed without good reason. The County Council 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 3 March 2025 provided the request was received by 31 January 2025. 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 2025

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

Applications received on or after 3 March 2025

1. Only preferences stated on the LA application form will be valid. If the preference is for an 'own admission authority' school, the County Council will pass details to the school for a decision. The school must then advise the County Council within fourteen days as to whether a place can be allocated so the County Council can formally advise the parent of the decision. Where the preference is for a community or voluntary controlled school, the County Council 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 County Council will ask the school whether a place can be allocated). We will aim to process late applications within 20 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 as in-year applications.

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 a 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, 2025 for Year 7 admissions.

Applications for children to be educated out of chronological year group

The School Admissions Code 2021 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 that has been the case for the child 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 (e.g. 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).

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East Sussex County Council Co-ordinated scheme for in-year admissions in 2024-25

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Introduction

The School Admissions Code 2021 requires that Local Authorities co-ordinate in-year admissions to schools for which they are the admission authority (Community and Voluntary Controlled Schools). Own Admission Authority (OAA) schools and Academies may opt in to the scheme.

In-year admissions are those relating to children whose parents are seeking admission outside the normal timescale, which means after the first day of the first term of reception, year 3 (of a junior school) or year 7.

Admissions to years 12 and 13 of those community schools with sixth forms are not co-ordinated by the Local Authority and do not form part of this scheme.

OAA schools and Academies may also require Supplementary Information forms to be completed to enable applications to be ranked in order of admission priorities, but an application will be valid even if this is not done.

OAA schools and Academies opting into the scheme may additionally request in year management of applications and waiting lists as a traded service via the webshop.

Fee-paying schools will not be included in this scheme.

Applications are received throughout the year and therefore no timetable applies to this scheme. Decision outcomes will be issued to parents within ten school days, or as soon as possible thereafter.

This scheme will be administered by the Admissions and Transport Service of East Sussex County Council.

In-year admissions scheme 2024-25

Application process

1. Parents or carers may name up to three preferences on the application and all preferences expressed by parents will be treated equally. This means that each preference will be measured against the published oversubscription criteria only, without reference to the order stated by the parent. Only one school place will be offered, and this will be the highest possible preference expressed by the parent that can be agreed.
2. Details of current applications will be shared with schools electronically via SAM and schools are asked to confirm within two school days whether a place is available in the relevant year group. If the Admissions and Transport Service already has this information it will offer or refuse the place ahead of this timescale unless by prior agreement with the school.
3. OAA schools or Academies are then asked to confirm within a further three school days whether the available place can be offered to the applicant.
4. To make a valid application for a school participating in the scheme, parents or carers must complete an in-year application via the parent portal or the form supplied by East Sussex County Council. The East Sussex in-year application form is available in paper form on request or applications can be made online through the East Sussex Council website.

5. OAA schools or Academies may require additional information to apply their oversubscription criteria and will provide a supplementary information form on the school's website. Where the parent or carer fails to complete the supplementary form, the admission authority will rank the application according to the information given on the application form only. Where the parent or carer completes the supplementary form but fails to complete the LA application form, this will not constitute a valid application.
6. Completed supplementary information forms will be returned to the individual schools, and not the Admissions and Transport Service.

Notifying parents of the outcome of their applications

1. The Admissions and Transport Service will notify parents and carers of the outcome of their applications, where the County Council is the admission authority.
2. OAA schools and Academies must notify all applicants of the outcome of their application within fifteen school days, giving reasons and appeal rights in writing if the application is unsuccessful.
3. If it is not possible to offer a place at any of the preferred schools, the Admissions and Transport Service will notify the parents of this and suggest the child remain in their current provision, if feasible, or offer the nearest available school place if not, assuming the child lives in East Sussex. Where the child qualifies for inclusion in the Fair Access Protocol, this will be invoked to place the child in a suitable school.

Refusing an application to a school where places exist in the child's year group

1. An admission authority may only refuse an application in a year group where places exist if the child's behaviour is challenging as defined in the Code, and the preferred school has a disproportionate number of challenging pupils already on roll. The County Council will only do this in exceptional circumstances and parents will still have the right of appeal.

2. Any such cases will be referred for placement via the Fair Access Protocol, where the child is unplaced. The protocol may place the child in the preferred school even though a place has initially been refused.
3. This provision cannot be used in the normal year of entry, so that it is not possible to refuse a place (if there is one available) in reception, year 3 (of a junior school) or year 7 at any point during the school year.

Admission to school outside the child's normal age group

1. In England and Wales, children are entitled to attend school from the September following their fourth birthday. However, formal education is not compulsory until the child is five. The vast majority of children start in reception as soon as they are entitled to and remain with the same age group until they leave school at the age of sixteen, or eighteen if they continue in the sixth form provision.
2. It is recognised that this arrangement will not suit every child and there is flexibility within every admission authority's arrangements to allow children to be admitted to the year below their chronological age, or, more exceptionally, to the year above.
3. Parents who believe it to be in their child's best interests to be placed out of year group, are asked to complete a request form available on request from the Admissions and Transport Service to enable the County Council to reach a decision on whether or not the child should be offered a place out of year group.
4. For schools where the County Council is the admission authority, this will normally be agreed where the child has applied to move from another school in England and Wales which follows the National Curriculum and has been educated out of year group up until the point of applying for an East Sussex school.
5. Where this is not the case, the County Council may need more information to enable a decision to be reached.

6. If an admission authority offers a place at the preferred school, but not in the preferred year group, there is no right of appeal against this decision.

School offered

1. Where a place is offered, schools should return a notification of the start date via SAM to confirm that the place has been accepted.
2. If the place is not accepted within ten school days, schools must contact the parent or carer to establish whether or not the place is still required. If the parent or carer declines, or cannot be contacted, the current school should be contacted to establish whether the child is still on roll.
3. If the child is still on roll and the parent no longer requires the place, a SAM notification should be issued to this effect.
4. If the child is not still on roll, a CME referral must be made if efforts to contact the family are unsuccessful. A SAM notification should be issued to advise and the place held for the child until the CME procedure is completed.

Appeals

1. Parents and carers will be informed of their statutory right of appeal when they receive the outcome of their applications. Parents can appeal for any preference expressed but not allocated, even if it was a lower preference than the one offered.
2. Parents will be allowed at least 20 school days from the date of the notification to submit an appeal via East Sussex County Council's School Appeals Team.
3. Links to the East Sussex County Council's School Appeals online process will be included in the notification. Appeal details for OAA schools and academies will be available on the individual school or Academy's website.

Waiting lists

1. Waiting lists for all East Sussex schools where the County Council is the admission authority will be held by the County Council.

2. OAA schools and academies will be responsible for maintaining their own waiting list in accordance with their published oversubscription criteria.
3. The County Council requires parents and carers to renew their waiting list application after every two terms (at Christmas, Easter and for the new academic year). Parents and carers not doing so are assumed no longer to require the place.

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