

Committee:	Lead Member for Education and Inclusion, Special Educational Needs and Disability
Date:	18 October 2018
Title of Report:	Admission arrangements for the 2020/21 school year
By:	Director of Children's Services
Purpose of Report:	To approve the annual statutory consultation exercise for the school admission arrangements for 2020/21

RECOMMENDATION:

The Lead Member is recommended to:

Agree to consult on the proposed admission arrangements for the 2020/21 school year:

- 1. The proposed admission priorities and community areas;**
 - 2. The proposed admissions numbers, including the proposed increase to the PAN (Published Admission Number) for Willingdon Community School;**
 - 3. The proposed co-ordinated admissions schemes with the following changes:**
 - That the primary and secondary scheme be amended slightly to reflect the assumption that it is in the best interests of summer-born children to be admitted to reception at compulsory school age where their parents request it, unless there are clear reasons why this would be inappropriate, and that own admission authority schools in East Sussex should be advised of this assumption and encouraged to adopt it by the County Council;**
 - That parents still be 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;**
 - That the County Council 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.**
 - 4. That with respect to in-year admissions (for example, families moving into the area with a child who has already been deferred in another area or admission authority) that the County Council should work on the same assumption;**
 - 5. That in cases where parents submit in-year applications (or phase transfer applications for junior or secondary school) 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 advise parents of a likely delay and 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; and**
 - 6. That the County Council adopt the recommendation set out in a letter from the Rt Hon Nick Gibb MP, Minister of State for School Standards, that the definition of 'looked after children and previously looked after children' in the glossary of the County Council's 'Apply for a school' guidance be amended to clarify that 'this may include children previously in state care outside of the UK'.**
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1. Background Information

1.1 The School Admissions Code 2014 states that admissions authorities must determine their admissions arrangements annually. However, provided the relevant admissions authority is not proposing any changes to their admissions arrangements, there is a duty to consult every seven years.

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

2. Supporting Information

2.1 The Lead Member is advised that it is proposed to make no change to the admission priorities and community areas from 2019/20.

3. The proposed Changes

3.4 Appendix 2 shows the proposed admissions numbers for community and voluntary controlled schools for the 2020/21 school year. For ease of reference, the proposed admission numbers for own admission authority schools (as far as they are known to the county council) are included in italics. The Lead Member is asked to note that this is for information only and subject to change.

3.5 With reference to Appendix 2, attention is drawn to the proposal to increase the PAN of Willingdon Community School from 200 to 240 (subject to necessary planning consents).

3.6 Appendix 3 outlines the co-ordinated admission schemes for the 'normal' years of entry, i.e. reception classes, transfer between infant to junior schools and on transfer between primary and secondary school. The Lead Member's attention is drawn to a slight change in the primary scheme in the section headed '**Admission of summer born children to Reception classes**', whereby it is proposed that where parents request that their summer-born child be admitted to reception class at compulsory school age, the County Council work on the assumption that this will be in the child's best interests unless there is clear evidence that this is not the case.

3.7 Numbers of applications for this type of admission have grown in recent years as a result of publicity surrounding this issue and, although small in number (we received 15 requests for children to join reception in 2017 instead of 2016, 45 for children to join reception in 2018 rather than 2017, and to date we have received 37 requests for children to join reception in 2019 rather than 2018), these requests are extremely onerous and time-consuming to process due to the requirement to consult the headteachers of up to three preferred schools per child, and also seek advice from relevant professionals where appropriate.

3.8 This is further complicated by the fact that a large (and growing) proportion of schools are now their own admission authority and their governing bodies/trusts are therefore responsible for making the decision. This leads to inconsistencies and delays in the process.

3.9 The waters have been further muddled by guidance from members of the government and the DfE (Department for Education) stating that parental requests for summer born children to start school in reception at compulsory school age should be agreed almost automatically, despite the fact that the legislation has not been amended to require or even allow this, leading to increased parental expectation that their requests will be successful.

3.10 The DfE has indicated (by email from Angela McNulty 26 July 2018) that Ministers intend to amend the Code to 'support summer born children in being admitted to reception at the age of five', and that 'the Department remains committed to doing so as soon as there is a legislative opportunity'. However, no timescale was given in the email, and a similar email was sent in February 2017, since which no 'legislative opportunity' seems to have arisen.

3.11 This leads to a high level of confusion, large numbers of complaints, and negative publicity for the County Council. All of this creates a significant extra workload for members of staff within the Admissions and Transport, ISEND and Complaints services within CSD (Children's Services Department). Nearly every request that is refused is the subject of further correspondence from the parents, often leading to complaints and MP enquiries which are time-consuming to respond to and which leave parents and children with a longer period of uncertainty as to their arrangements for starting school.

3.12 Headteachers, visited and telephoned by parents on a regular basis, often feel compelled to revise their opinions when faced with large bodies of literature relating to children in general rather than the child in question.

3.13 There are risks inherent in taking this approach, not least of which is that these children are eligible to leave school at the end of year 10, before the end of their GCSE courses, and these are pointed out to parents, who are asked to sign a disclaimer to indicate that they have understood these factors when they make the decision to admit their child to school out of year group. It is thus expected that parents, having made the decision to admit their child to school out of year group, will assume the burden of these risks.

3.14 The Lead Member's attention is also drawn to a corresponding change to the secondary scheme to reflect that the County Council will normally assume that those students who have hitherto been educated out of year group (in schools following the National Curriculum) should continue to be so unless there are clear reasons why this is inappropriate

3.15 The same principle would then apply in respect of in-year admissions, and the following paragraph has been inserted into the admissions guidance for parents to reflect this: 'In cases where the child has already been educated out of year group previously in a school in England and Wales which follows the National Curriculum, we will work on the assumption that this should continue, unless there is a clear reason why it should not. If the child has been educated in a different system, we will take advice from relevant professionals and the Headteachers of the preferred schools in order to make a decision. This could lead to delays in allocating a school place and you should be prepared for this if you move into the area in this situation. It will be for own admission authority schools to reach a decision on your request'.

3.17 The Lead Member is also advised that, further to the letter of 4 December 2017 from the Rt Hon Nick Gibb MP, Minister of State for School Standards, the definition of 'looked after children and previously looked after children' in the glossary of the County Council's 'Apply for a school' guidance has been amended to clarify that 'this may include children previously in state care outside of the UK'.

4. Conclusion and Reason for Recommendations

4.1 The County Council is required by law to carry out consultation on admissions arrangements every seven years or sooner if any changes to those arrangements for the schools where the local authority is the admissions authority. The Lead Member is recommended to agree to consult on the attached admissions arrangements for 2020/21 with the minor proposed changes outlined here:

4.2 That the primary and secondary scheme be amended slightly to reflect the assumption that it is in the best interests of summer-born children to be admitted to reception at compulsory school age where their parents request it, unless there are clear reasons why this would be inappropriate, and that own admission authority schools in East Sussex should be advised of this assumption and encouraged to adopt it by the County Council; that parents still be 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; that the County Council 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.

4.3 That with respect to in-year admissions (for example, families moving into the area with a child who has already been deferred in another area or admission authority) that the County Council should work on the same assumption;

4.4 That in cases where parents submit in-year applications (or phase transfer

applications for junior or secondary school) 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 advise parents of a likely delay and 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;

4.5 That the County Council adopt the recommendation set out in a letter from the Rt Hon Nick Gibb MP, Minister of State for School Standards, that the definition of 'looked after children and previously looked after children' in the glossary of the County Council's 'Apply for a school' guidance be amended to clarify that 'this may include children previously in state care outside of the UK'.

4.6 The results of the consultation will be reported back to the Lead Member after the consultation period closes in January 2019 with recommendations for amendments as necessary resulting from comments received. Final admission arrangements will be determined by 15 March 2019, and subsequently published in line with statutory deadlines.

STUART GALLIMORE

Director of Children's Services

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Local Members: All

Background Documents:

- School Standards and Framework Act 1998
- The School Admissions (Co-ordination of Admission Arrangements) (England) Regulations 2012
- The School Admissions (Admission Arrangements) (England) Regulations 2014
- The School Information (England) Regulations 2012
- School Admissions Code 2014

Appendices:

Appendix 1 – Proposed Admissions criteria

Appendix 2- Admission numbers

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

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 2019-20'

- 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 2019-20'.

- 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 2019-20'

- 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 (1 September 2012 for Frant CE Primary School) 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.

Appendix 2

Admission numbers

The tables below show the schools the proposed planned admission numbers (PANs) for secondary schools where the County Council is the admission authority. (Proposed changes shown in bold). Establishments listed in *italics* are their own admission authorities, and their admission numbers are included for reference only, and may be subject to change.

1. Eastbourne area

School	Admission number 2020/21
The Causeway	189
<i>The Cavendish School (Academy)</i>	180
<i>The Eastbourne Academy</i>	180
<i>Gildredge House</i>	120
<i>Ratton School Academy Trust</i>	243
<i>St Catherine's College (Academy)</i>	208
Willingdon Community School	240 (from 200)

2. Hastings/St Leonards area

School	Admission number 2020/21
Ark St Helen's Academy*	360
<i>The Hastings Academy</i>	180
<i>The St Leonards Academy</i>	300
*The Lead Member is advised that Ark Schools is proposing to bring together its existing two academies (Ark Helenswood and Ark William Parker) as a co-educational academy with a planned admission number of 360 students per year group with effect from September 2019. Consultation on this proposal is underway and a decision is expected from the Secretary of State early in 2019.	

3. Other areas of the County

School	Admission number 2020/21
<i>Beacon Academy</i>	220
<i>Bexhill Academy</i>	330
Chailey School	162
Claverham Community College	230
<i>Hailsham Community College Academy Trust</i>	240
Heathfield Community College	240
<i>King's Academy Ringmer</i>	150
<i>Peacehaven Community School (Trust)</i>	180
<i>Priory School (Trust)</i>	232
Robertsbridge Community College	145
<i>Rye College</i>	150
<i>Rye Studio School (closed wef 31/8/18)</i>	<i>nil</i>
<i>St Richard's Catholic College (VA)</i>	200
<i>Seaford Head Academy</i>	240
<i>Seahaven Academy</i>	150
Uckfield Community Technology College	270
Uplands Community College	150

Primary, Junior and Infant Schools - proposed admissions numbers for the 2020/21 school year.

1. Bexhill area

School	Admission number 2020/21
All Saints Church of England Primary School	30
Chantry Community Primary School	30
<i>Glenleigh Park Primary Academy</i>	75
<i>King Offa Primary Academy</i>	60
Little Common School	90
<i>Pebsham Primary Academy</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 2020/21
Ashdown Primary School	60
<i>Jarvis Brook Primary Academy</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</i>	60

3. Eastbourne area (including Polegate and Willingdon)

School	Admission number 2020/21
Bourne Primary School	60
<i>The Cavendish School (Academy)</i>	60
<i>Gildredge House (Free school)</i>	56
<i>Heron Park Primary Academy</i>	60
Langney Primary School	60
Motcombe Community Infant School (for pupils aged 4-7)	120
<i>Oakwood Primary Academy</i>	60
<i>Ocklynge Junior Academy (for pupils aged 7-11)</i>	210
<i>Parkland Infant Academy (for pupils aged 4-7)</i>	60
<i>Parkland Junior Academy (for pupils aged 7-11)</i>	60
Pashley Down Infant School (for pupils aged 4-7)	90
Polegate School	90
Roselands Infant School (for pupils aged 4-7)	90
<i>Shinewater Primary Academy</i>	60
St Andrews Church of England Infant School (4-7)	90
<i>St Johns Meads Church of England Primary School (VA)</i>	30
<i>St Thomas a Becket Catholic Infant school (4-7) (VA)</i>	60
<i>St Thomas a Becket Catholic Junior School (7-11) (VA)</i>	60
Stafford Junior School (for pupils aged 7-11)	90
<i>The Haven Primary School (VA)</i>	60
Tollgate Community Junior School (for pupils aged 7-11)	90

West Rise Community Infant School (for pupils aged 4-7)	90
West Rise Community Junior School (for pupils aged 7-11)	90
Willingdon Primary School	60

4. Hailsham

School	Admission number 2020/21
<i>Grovelands Community School (Trust)</i>	90
<i>Burfield Academy</i>	30
<i>Hailsham Community College Academy Trust</i>	60*
<i>Hawkes Farm Primary Academy</i>	60
Hellingly Community Primary School	30
<i>Phoenix Academy</i>	30
<i>White House Academy</i>	30

***Lead member is advised that the trust proposes to expand the age range of the Academy to provide 60 reception places each year.**

5. Hastings/St Leonards area

School	Admission number 2020/21
<i>All Saints Church of England Junior Academy (7-11)</i>	60
<i>Ark Blacklands Primary Academy</i>	90
<i>Ark Castledown Primary Academy</i>	60
<i>Ark Little Ridge Primary Academy</i>	60
<i>The Baird Primary Academy</i>	60
<i>Christ Church CE Primary School (VA)</i>	60
<i>Churchwood Primary Academy</i>	30
<i>Dudley Infant Academy (4-7)</i>	60
<i>Hollington Primary Academy</i>	60
<i>Ore Village Primary Academy</i>	60
<i>Robsack Wood Primary Academy</i>	60
<i>Sacred Heart Catholic Primary School (VA)</i>	30
<i>St Leonards CE Primary Academy</i>	60
<i>St Mary Star of the Sea Primary School (VA)</i>	30
<i>St Paul's Church of England Primary School (Academy)</i>	90
Sandown Primary School	60
<i>Silverdale Primary Academy</i>	90
<i>West St Leonards Primary Academy</i>	30

6. Heathfield

School	Admission number 2020/21
<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
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	2020/21
<i>St Pancras Catholic Primary School (VA)</i>	20
South Malling Church of England Primary School	30
Southover Church of England Primary School	60
Wallands Community Primary School	60
<i>Western Road Community Primary School</i>	30

8. Newhaven area

School	Admission number 2020/21
<i>Breakwater Academy</i>	30
Denton Community School	30
Harbour Primary and Nursery School	60
<i>High Cliff Academy</i>	30

9. Peacehaven/Telscombe Cliffs area

School	Admission number 2020/21
Meridian Primary School	60
Peacehaven Heights Primary School	60
Telscombe Cliffs Community Primary School	90

10. Rye area

School	Admission number 2020/21
<i>Rye Primary Academy</i>	60

11. Seaford area

School	Admission number 2020/21
<i>Annecy Catholic Primary School (VA)</i>	30
Chyngton School	60
Cradle Hill Community Primary School	90
Seaford Primary School	60

12. Uckfield area

School	Admission number 2020/21
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 2020/21
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>	15
Bodiam Church of England Primary School	15
Bonners Church of England Primary School	15
Brede Primary School	20
Broad Oak Community Primary School	20
Burwash Church of England Primary School	25
Buxted Church of England Primary School	25
Catsfield Church of England Primary School	15
Chiddingly Primary School	15
Crowhurst Church of England Primary School	15
Dallington Church of England Primary School	15
Danehill Church of England Primary School	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 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 School	45

Rotherfield Primary School	30
<i>St Mark's Church of England Primary School (VA)</i>	13
<i>St Mary the Virgin Church of England Primary School (VA)</i>	15 (20)
St Michaels Church of England Primary School (Playden)	15
St Michaels Primary School (Withyham)	15
St Peter's Church of England Primary School (Chailey)	20
<i>St Thomas' Church of England Primary School (Winchelsea) (VA)</i>	20
Salehurst Church of England Primary School	30
Sedlescombe Church of England Primary School	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

Appendix 3- 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 but are highlighted in bold for ease of reference.

Introduction

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

The scheme proposed by the County Council will be the subject of consultation with all maintained schools in the county and neighbouring local authorities.

Secondary scheme 2020/21

Key dates

Admissions information made available	September 2019
Closing date for applications	31 October 2019
Exchange of preference data between local authorities	25 November 2019
Admission authorities in East Sussex to advise LA of ranked order	3 January 2020
Finalise allocations	7 February 2020
Allocations confirmed to secondary schools	24 February 2020
Decisions conveyed to parents by email	2 March 2020
Closing date for appeals	15 April 2020
'On time' appeals heard	April - June 2020

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 2019.
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 2019.
4. By 25 November 2019, East Sussex will exchange preference data with any local authority where an application has been received.

5. By 3 January 2020, 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 17 January 2020, 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 7 February 2020, 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 7 February to 24 February 2020, 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 2 March 2020.
 10. Monday 2 March 2020 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 2019 but by 31 January 2020

1. If an application form is received after 31 October 2019, 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 2020.
2. If an application is received after 31 October 2019 but before 31 January 2020, 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 2 March 2020. For applications received after 1 February 2020, 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 2019. After 31 October 2019, 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 2 March 2020 provided the request was received by 31 January 2020. 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 2020

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

Applications received on or after 2 March 2020

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, 2020 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 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 advises all parents whose request for admission out of year group is agreed of the potential difficulties this could cause later on, and requires 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 2020/21

Key dates

Admissions information made available	September 2019
Closing date for applications	15 January 2020
Preferences for each school established	27 January 2020
Exchange of preference data between local authorities	7 February 2020
Admission authorities in East Sussex advise LA of ranked order	16 March 2020
Finalise allocations	30 March 2020
Allocations confirmed to primary schools	16 April 2020
Decisions conveyed to parents by email	16 April 2020
Closing date for appeals	17 May 2020
Appeals heard	June/July 2020

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 2019.
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 2020.
4. By 27 January 2020 East Sussex will exchange preference data with any local authority where an application has been received.
5. By 7 February 2020 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 16 March 2020 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 30 March 2020, 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 16 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 31 March 2020 to 13 April 2020 decision notifications will be prepared. The LA where the child lives will be responsible for sending these to parents.
9. On 16 April 2020 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 2020 – 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 2020 but by 16 March 2020

1. If an application form is received after 15 January 2020, 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 16 March 2020.
2. If an application is received after 15 January 2020 but before 16 March 2020, 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 2020. For applications received after 16 March 2020, 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 2020. After 15 January 2020, 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 2020 provided the request was received by 16 March 2020. 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 17 March 2020

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, 2020.

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

The County Council will base its decision-making on the assumption that it is in the best interests of summer born children (ie 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 advises all parents whose request for admission out of year group is agreed of the potential difficulties this could cause later on, and requires 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.