



Proposed Admissions Arrangements – September 2022

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Sedlescombe CE Primary School

I. Introduction

These admission arrangements are based on:

- The school admissions code 2021
- The school admission appeals code 2012

The school is required by its funding agreement to comply with these codes and with the law relating to admissions as set out in the Schools Standards and Framework Act, 1988.

The arrangements for admissions comply with the trust's funding agreement and articles of association.

Sedlescombe CE Primary School is part of the Diocese of Chichester Academy Trust (DCAT). The trust is the admission authority for the school, responsible for all decisions in connection with admitting pupils and for the review and publication of admission arrangements which explain how the admissions process will be applied. The responsibility for admissions are delegated by the trust to the local governing body (LGB) of the school according to the scheme of delegation between the trust and the school LGB.

Sedlescombe Church of England Primary School is a one form entry (one class per year group) village school. The school was originally founded in 1723, but has been on the existing site since September 1980.

We believe that children thrive in a happy and caring atmosphere which is why we believe that our school is family in which we all support each other to learn and grow as individuals in a loving environment. Our school is also part of the DCAT family of schools which also support and encourage each other.

Everything we do is built on our school values and vision which are shared below. In addition to this we have six key learning behaviours that we also encourage children to develop in their learning which we believe will support children to become life-long learners:

- Courage
- Creativity
- Curiosity
- Cooperation
- Aspiration
- Independence

We want to work in partnership with parents and carers to ensure each child achieves their God given potential.

Sedlescombe Vision and Values



Motto:

Learning, Loving and Growing Together with God

Values:

| | | |
|-------------------|---------------------|--------------------|
| Aspiration | Honesty | Forgiveness |
| Courage | Thankfulness | Kindness |

Vision:

**Our school is a family with God at its heart.
Christian values guide and inform all that we do.**

We aim to:

- Provide a welcoming, safe and nurturing environment where everyone is able to learn and grow as a unique individual.
- Encourage and support each other to be ambitious, resilient and independent lifelong learners.
- Develop enquiring minds and a love of learning.
- Value everyone and celebrate their beliefs, achievements, skills and contributions.
- Provide a curriculum that is creative, exciting, challenging and takes learning beyond the classroom.
- Reach the highest standards in achievement and attainment.
- Create a learning community where everyone is nurtured and challenged to develop academically, personally, morally and spiritually.
- Support each other to develop the skills, attitudes and values to grow into responsible members of our global community and God's world.

2. How to apply for a place

Applications must be made using the County Council's application procedure. Parents can apply online <https://www.eastsussex.gov.uk/educationandlearning/schools/admissions/admissions-and-transport-team/>, or a paper form is available from the Admissions and Transport Team at the address below. Completed paper applications should be returned to:

Admissions and Transport Team
County Hall
St Anne's Crescent
Lewes
East Sussex BN7 1UE

Late applications

Late applications, i.e. those submitted after the closing date, without good reason, will be ranked using the oversubscription criteria but follow those submitted on time.

If an application is submitted late but

- i. it is submitted before 12th February 2022 and
- ii. there is a good reason (e.g. an application from a family who have moved into the area)

the application will be considered as if on time assuming independent supporting evidence (e.g. in the case of a house move, a solicitor's letter confirming exchange of contracts, or a signed tenancy agreement clearly showing the move took place after the closing date) is provided to show why the application was submitted late. If there is no proof, or the admissions panel does not consider the reason valid, the application will be treated as late. There is no separate right of appeal against a decision which deems an application as on time or late.

3. Allocation of places

Planned Admission Number

The school has an agreed and published admission number (PAN) of 30 pupils for entry in Reception.

Oversubscription criteria

A place will be provided for a child who has an Education Health and Care Plan (EHCP) (agreed at the time of application, which names Sedlescombe CE Primary School as the education provider. This place will be allocated within the PAN before the consideration of any other applications, or above the PAN if places have already been offered at that time.

If a child is the subject of an EHCP, which names a particular school, his/her parents should consult the local authority that issued the EHCP before applying for the child to change school.

When the school receives more applications than there are places available, we will admit pupils according to the following criteria, which are listed in order of priority below:

- 1) A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

- 2) Children who will have a sibling attending the school at the time of admission living within the community area that has been designated to the school. (The term sibling means a full, step, half, adopted or foster brother or sister).
- 3) Children of staff who are employed at Sedlescombe CE Primary School for
 - i. two or more years at the time at which the application for admission to the school is made, or
 - ii. have been recruited to fill a vacant post for which there is a demonstrable skill shortage.
- 4) Children living within the community area that has been designated to the school
- 5) Children who will have a sibling attending the school at the time of admission living outside the community area.
- 6) Exceptional social or medical need. The trust defines serious medical and social needs as any social need or serious medical condition which can only be met by attendance at Sedlescombe CE Primary School, such as loss of a parent, carer responsibilities, disability of parent or child impacting on travel to school. Supporting evidence, from professionals independent of the family, must be provided which provided a reasoned and unequivocal opinion that the child would suffer a significant detriment specifically by not being admitted to the school.
- 7) Children living outside the community area.

When deciding between applicants who have equal entitlement under the above criteria, the following priorities will be used:

- Children who live nearest to the school in a straight line. This will be measured from the school to home address using Ordnance Survey address data. Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

4. Definitions

Note 1: The normal admissions round is the period during which parents can apply for state-funded schoolplaces at the school's normal point of entry, using the common application form provided by their home local authority.

Note 2: A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

Note 3: An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Note 4: Reference to parents includes legal guardians and applies to either or both parents, or a sole parent. Where only one parent/guardian satisfies a criterion, the application will be treated equally with one where the requirement is met by two parents.

Note 5: The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between

both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school.

If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. Any other evidence provided by parents will also be considered in reaching a decision on the home address for admissions purposes. This may be necessary, for instance, where parents don't agree on the child's home address. Parents are urged to reach agreement or seek a Specific Issues Order from a court to decide which parent should or should not pursue an application. Where they do not, the admissions authority will determine the home address. If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week.

Note 6: A "sibling" refers to brother or sister, half brother or sister, adopted or fostered brother or sister, step brother or sister, or the child of a parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling

Note 7: This includes all staff (teaching and non-teaching) appointed by the school, including part-time staff with a continuous employment record and any short-term contract staff with a continuous employment record covering at least term time employment, for the 2 years or more prior to admission.

Note 8: Families of service personnel with a confirmed posting, or crown servants returning from overseas, will be allocated a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. Where the family do not yet have an intended address, or do not yet live in the area, the school will use the address at which the child will live when applying their oversubscription criteria, as long as the parents provide some evidence of their intended address. Parents may request that a Unit or quartering address be used as the child's home address when considering the application against their oversubscription criteria.

5. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing. You are entitled to appeal to an independent Admission Panel under the provision of the Academy Standards and Framework Act (amended by the Education Act 2002). Appeals in writing should be sent to: - Clerk to the Appeal, via the school, within 21 days from the notification of the decision not to admit.

You can find details of the school's appeals timetable on the school website which is published by 28 February each year.

6. Full or part time attendance

A parent may apply for his/her child to start school for the first time in the September following the fourth birthday and, where a place is offered, may choose for the child to start full time from day one, or to attend on a part time basis until statutory school age, which will occur during the term following the child's fifth birthday. If a parent wishes their child to attend on a part time basis they must meet first with the Headteacher to discuss their choice.

7. Deferred entry

While a child is below statutory school age, the parent may choose to defer his/her child's entry to school until later in the school year. However, parents cannot defer beyond the point at which the child reaches statutory school age, or beyond the start of the last term in the school year. The school operates on the basis of a three-term year.

Applications submitted on behalf of summer born children (born 1 April – 31 August)

A parent of a 'summer born' child entitled to start school in September 2022, may choose to delay his/her entry to school until September 2023, where the parent considers this arrangement to be in the best educational interests of the child. The parent may also choose to apply for the reception year in September 2023 rather than year 1. This will require the parent to make an application to the home local authority during the 2022 'normal admission round' and a request to the school for delayed entry, which if agreed, the child will not be considered for September 2021 place.

Please note: Although the Admission Authority may agree to a 'delayed entry' application being submitted for a reception place in September 2023, there can be no indication given as to whether a place will be available until the 2023 local authority 'normal admissions round' allocation exercise is complete. Parents are strongly advised to contact the school and their home local authority for further information if a delayed admission is being considered.

8. In-year applications

Requests for admission to reception, made after the normal admission round, i.e. after August 31 2022, and requests for places in other year groups, should be made direct to the school.

The in-year form may be submitted at any time but children will only be admitted during school term time and within six weeks of the place being required.

Applications for children from Service families or Crown servants returning from overseas will be considered further in advance if an official letter is provided with the application which confirms a relocation date and a unit postal or quartering area address.

9. Waiting List

The school maintains waiting lists for each oversubscribed year. Children who are refused admission can, at their parents' request, be placed on a waiting list, which will be maintained and ranked in order according to the oversubscription criteria. Each time a name is added, the waiting list will be re-ranked. If a place becomes available, it will be offered to the highest ranked child at that time. Waiting lists will be shut down at the end of the academic year, parents need to notify the school if they wish their child's name to be included on the waiting list for the following academic year.

10. Children with Special Educational Needs and Disabilities

We request that parents inform the school of any known educational, physical, medical or social needs when expressing a preference for their child to attend Sedlescombe CE Primary School. This will help staff to plan a smooth transition to the school where a place can be offered.

11. Contact for further information

If you need any further information or want to ask any questions about the Admissions Policy and arrangements please contact the headteacher, Mrs Harvey using the following details:

- Telephone: 01424 870585
- Email: office@sedlescombecep.e-sussex.sch.uk

12. Monitoring arrangements

This policy will be reviewed and approved by the Local Governing Body every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the Local Governing Body will publicly consult on these changes.