



# Apply for a school 2017-2018

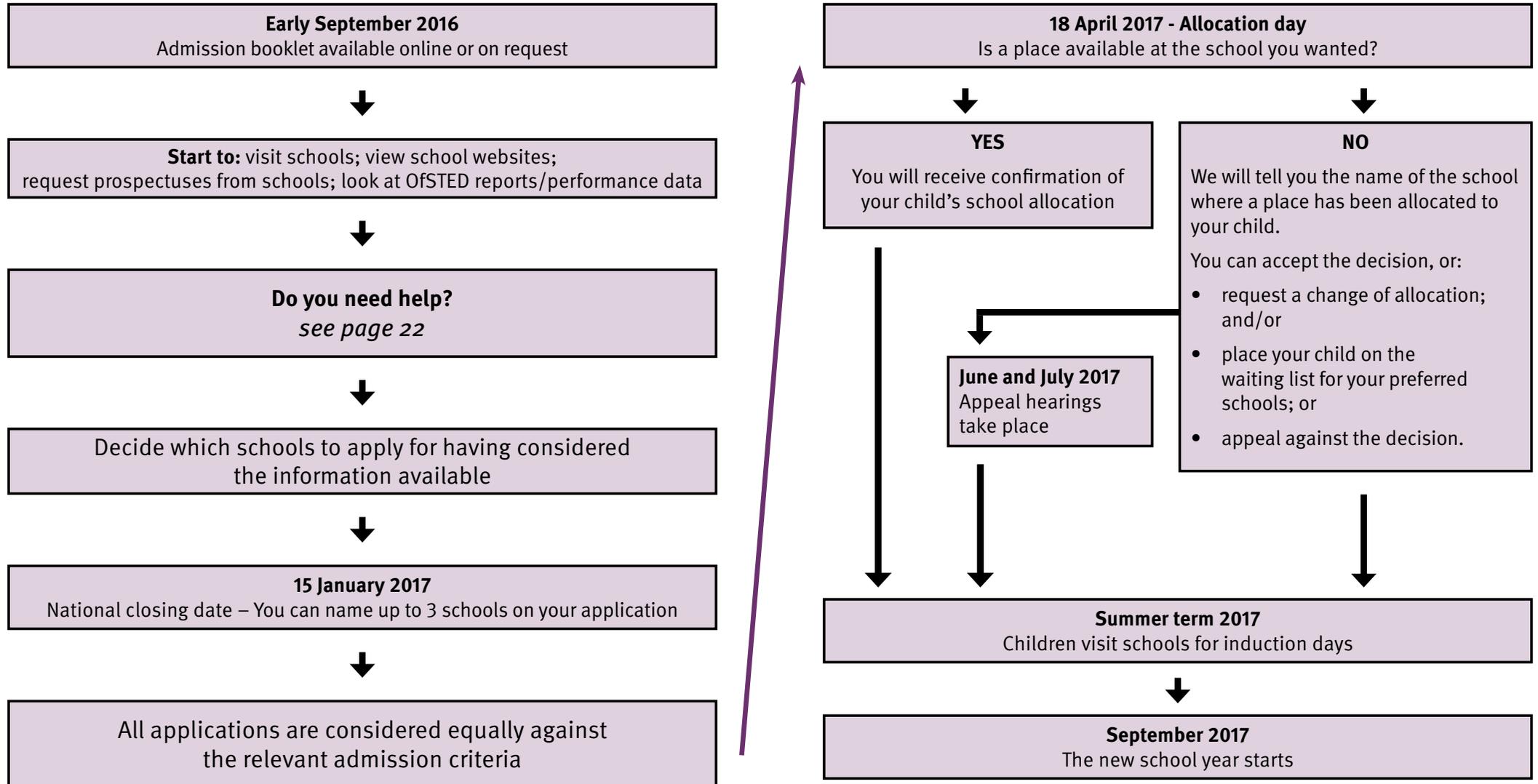


## Important information

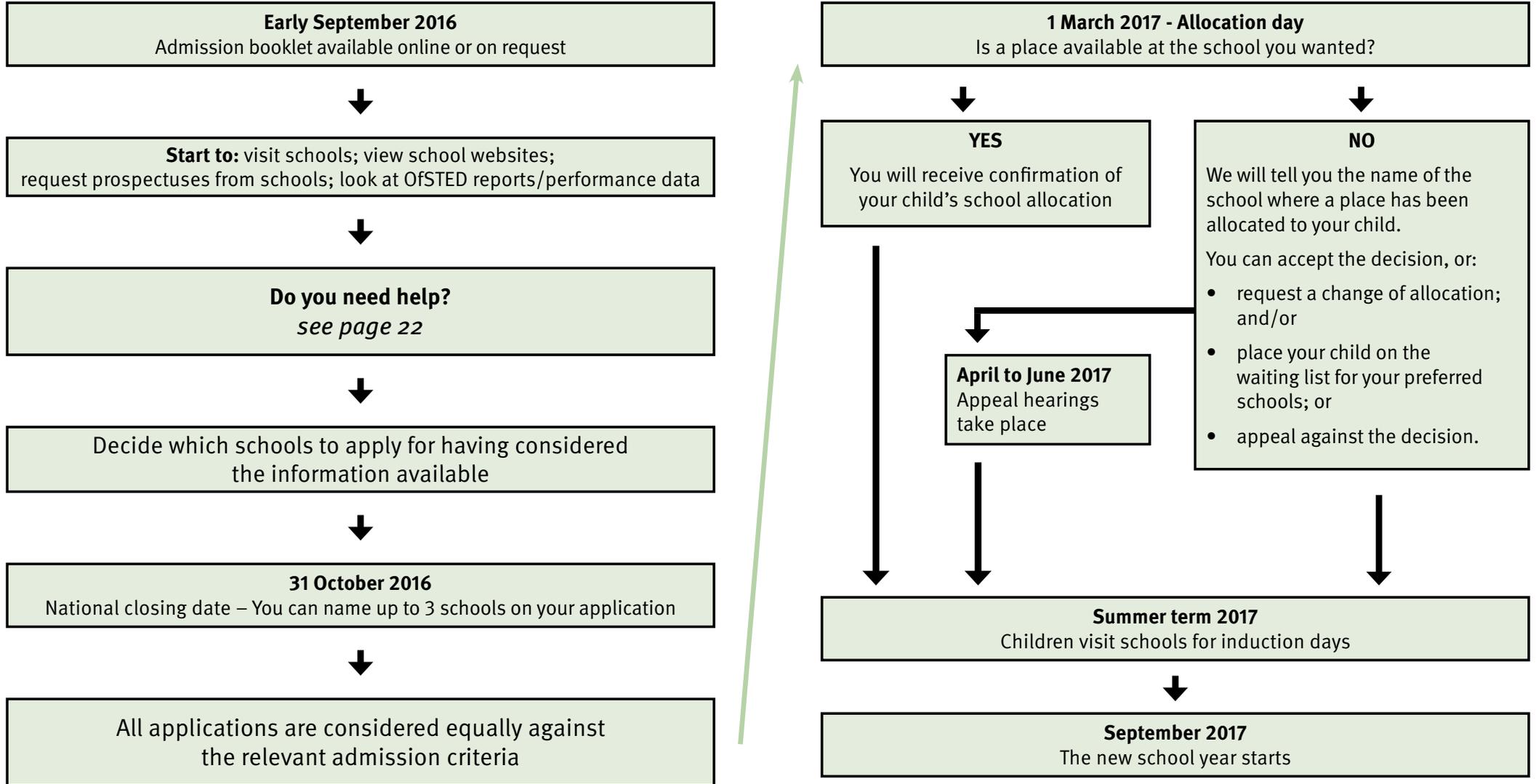
The way the council allocates school places changes from September 2017. Turn to page 64 to find out about the changes and how they might affect you.



# Primary/junior applications: step-by-step guide



# Secondary applications: step-by-step guide



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The information in this booklet is correct as at the time of printing (August 2016)

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# Introduction

## Message from the Director of Children's Services

### Dear parent/carer

Deciding on a school is an exciting and sometimes daunting process for parents and children alike. It is a big step in children's lives and we understand the importance of making a well informed decision about the school you would like your child to attend.

All the information you need is in this booklet. Please read it carefully and keep it for reference as it explains how and when to apply for places and how we will deal with your application. You might also find it helpful to visit your local schools to see what they can offer and talk to the teachers as schools are constantly developing and changing.

All schools produce a prospectus that contains useful information for parents. You can ask the school to send you a copy or you can collect one when you visit. There are an increasingly diverse range of schools to choose from, including Community and Voluntary Controlled schools, Voluntary Aided church schools, Academies, and a Free school. We also have a Studio school and a University Technical College available for students in Year 10 upwards. Whatever the type of school your child attends, the County Council is committed to securing the best possible experience and outcomes for all East Sussex children.



Please bear in mind that you have the right to express a preference for a school which is not the same as choosing the school where your child will attend. Sometimes there are more applications for a school than there are places available. When this happens, places will be offered by referring to the admissions criteria and some applications will be unsuccessful.

Admissions criteria are a set of rules which are used to allocate places when schools have too many requests for places. Criteria changes from school-to-school so you will need to understand the rules for the schools you prefer as it will help you assess how likely it is that your child will get a place. Please be advised that the County Council has changed its rules in respect of siblings and the way we measure home to school distances. Please ensure you fully appreciate the effects before committing to your preferences.

Once you have decided which schools you like, please make sure you apply by the stated closing date to give yourself the best chance of securing a place at a preferred school.

By applying on time, you will know that your application will be considered alongside all other applications for that school. If your application is late, there is a risk that your preferred school would have already been filled.

Finally, I wish your child every success in an East Sussex School.

**Stuart Gallimore**  
Director, Children's Services

# Schooling in East Sussex

## ►Types of schools available in East Sussex

This section lists the various types of schools available. All are subject to inspections by Ofsted and offer education for children of all abilities (apart from special schools). We do not have any grammar schools and no schools select children by academic ability or aptitude.

### Academy schools (A)

Academies are all-ability schools set up by sponsors from business, faith or voluntary groups. They are not maintained by the local authority. They are independent schools funded by central government. The governors set their own admission arrangements and decide how pupils are admitted.

### Community schools (C)

The local authority (East Sussex County Council) is responsible for school admissions and decides how pupils are admitted. Community Schools are managed by the head teacher and governors in partnership with the local authority.

### Free schools (F)

Free schools are non-profit making, independent, state-funded schools for children of all abilities. The governors set their own admission arrangements and decide how pupils are admitted and what they are taught.

### Studio schools (S)

Studio schools cater for 14 to 19 year olds and combine traditional academic and vocational qualifications with work experience to prepare young people for employment within the creative industries. The governors set their own admission arrangements and decide how pupils are admitted.

### Trust schools (T)

Trust schools are run by their own governing body but have formed a charitable trust with an external partner – for example, a business or educational charity – aiming to raise standards. The governors set their own admission arrangements and decide how pupils are admitted.

### University technical colleges (U)

University technical colleges are open to 14-19 year olds and specialise in subjects like engineering and construction. Pupils study academic subjects as well as practical subjects leading to technical qualifications. The curriculum is designed by the university and employers, who also provide work experience for students.

### Voluntary aided church schools (VA)

Voluntary aided church schools are responsible for setting their own admission arrangements and deciding how pupils are admitted. The governing body contributes to building and maintenance costs.

In some cases the governors ask parents to complete a supplementary information form (SIF) in addition to the school application form. This extra information enables schools to rank applications correctly against their admissions criteria.

Priority is normally given where parents can demonstrate a commitment to the religious faith of the school and then to children belonging to, and practising, within another denomination. Please bear this in mind if you decide to name a VA church school as one of your preferences.

### Voluntary controlled schools (VC)

Voluntary controlled schools are managed in the same way as community schools but these schools have historically been linked to a church. The local authority is responsible for school admissions and decides how pupils are admitted.

### Special schools and specialist facilities

There are a number of special schools and special needs facilities for children whose needs are too complex for them to be educated in a mainstream school. **Please see pages 52 and 53 for more information on what types of need are catered for.**

## ► Starting school and compulsory school age

Children reach compulsory school age at the start of the school term following their fifth birthday. However, all children can start school in the September following their fourth birthday.

All children are entitled to attend full-time but there are flexible options for parents who do not feel their child is ready for full-time attendance. Children may attend part-time until they reach compulsory school age or you can defer entry until later in the school year but not beyond compulsory school age and not beyond **16 April 2018**. If your child does not start school by this date you will need to re-apply for a school place. Please discuss your options with the head teacher once the school place has been offered as their advice may ease any concerns you may have.

Guide to when children may attend or must attend school on a full-time basis			
Child's 5 <sup>th</sup> birthday between	Start of Term 1 (Autumn term)	Start of Term 3 (Spring term)	Start of Term 5 (Summer term)
1 September 2017 - 31 December 2017	may attend full or part time	<b>must attend full time</b>	<b>must attend full time</b>
1 January 2018 - 31 March 2018	may attend full or part time	may attend full or part time	<b>must attend full time</b>
1 April 2018 - 31 August 2018	may attend full or part time	may attend full or part time	may attend full or part time

Children whose fifth birthday falls after 31 August 2018 **will not**, under any circumstances, be admitted to school in the 2017-18 school year.

## ► Requests for admission outside normal age group

**Summer born** children (born between 1 April and 31 August) do not reach compulsory school age until the September after their fifth birthday, at which point they would normally join Year 1, even if they have never been to school before. Some parents, however, may request their child be admitted out of their normal age group and start in Reception rather than Year 1 when they reach school age.

If you are requesting an admission outside of your child's normal age group you **must**:

- Make an application for the normal age group by the closing date of **15 January 2017**.
- At the same time, make a request in writing to **admissions@eastsussex.gov.uk** explaining why your child should be taught out of age group. You can provide evidence if you wish.
- Make clear if the out of age group request is for each of your preferred schools as it is for each admission authority to reach a decision on your request. At local authority controlled schools, a decision will be made on the information provided in consultation with the relevant head teacher.

A response will be sent to you on or before **18 April 2017**.

If there are exceptional reasons why you cannot make your request by 15 January 2017, any late requests will be considered up until 31 March 2017 but this is the final deadline.

If the out of age group request is **agreed**, the application for starting school in September 2017 to the normal age group will be withdrawn and a new application **must** be made as part of the admissions process next year.

If the out of age group request is **refused**, you will need to decide whether to accept the offer of a place for the normal age group or decline it. If you decline the offer, an In-year application will have to be made by you in time for your child to join Year 1 for the start of the next school year. **(See page 16)**. Whichever year group your child enters, he or she will need to start full-time straightaway as they will have reached compulsory school age.

**Other age groups** – Once a child has been admitted to a school it is a matter for the Head teacher as to how best to educate them. Any decision to move to a different age group should be based on educational reasons and Head teachers will need to be satisfied that an appropriate curriculum cannot be offered in the normal age group.

# Special Educational Needs (SEN)

## ► What is SEN?

Your child may have learning difficulties, physical or sensory difficulties or emotional, social or behavioural difficulties. These difficulties might make it harder for them to learn and make progress at school.

Your child's educational development will be monitored by their school. The school will assess your child and, if necessary, will arrange support to meet your child's needs. Our schools have the skills and funding to meet the requirements of children with special educational needs.

## ► What extra support is available?

There are different types of support in schools which might benefit your child. For example, it might be necessary for your child to be taught in a particular way. Your child may use different books or equipment or do small group work or follow a specific programme of learning. Your child may have support from a teaching assistant in class. Schools should involve you in planning and reviewing your child's special educational support.

Most children's needs are met by the school providing additional support using school resources. There are also a range of support services available for children, for example, for children whose first language is not English or for children who are too unwell to attend school. Schools will be able to offer you guidance or put you in touch with the relevant service.

Each child will have a plan which sets out what the specific needs are and how those needs will be met in school. Some children with special educational needs and/or a disability may require more support and may have an Education, Health and Care Plan.

## ► Selecting schools

Most children with special educational needs go to a mainstream school. Some are supported by specialist facilities in mainstream schools and some go to special schools.

If your child has special educational needs, ask your child's current school or pre-school to help you plan the move to their new school. You can also visit the Special Educational Needs Co-ordinator (SENCO) at the schools you are interested in. You can explain your child's needs and ask what support they will receive.

## ► Application process

If your child has special educational needs but does not have a Statement or an Education, Health and Care Plan, you will need to follow the application process as set out in this booklet. Schools should admit children according to the published criteria only. They should not consider a child's special educational needs when deciding whether to offer a place to a child.

Different arrangements apply for children with a Statement of Special Educational Needs or an Education, Health and Care Plan. You should tell your Assessment and Planning Officer which school you would like your child to attend and they will then explain the next steps.

## ► Need more information?

You can get more information on SEN and admissions from the Assessment and Planning Team at [senteam@eastsussex.gov.uk](mailto:senteam@eastsussex.gov.uk) or from Information for Families whose details can be found on **page 22**.



# Find out about schools

## ► Information gathering

You will probably have an idea of some of the things about a school that are going to be important to you and your child. You may have talked to other parents whose children already attend a particular school. Their ideas and opinions may be helpful, but you should always base a decision about schools on your own judgement. It is important, therefore, to find out as much as you can about individual schools and you may wish to consider the points in this section when deciding which school you would like your child to attend.

## ► School visits

We suggest you look round schools to see what they have to offer and get a general impression. Schools organise open days or arrange visits for parents to view schools and meet staff. Before you go, it might be useful to think of some questions to ask during your visit.

Please contact the schools of interest to you for more information. Contact details start on **page 30**.

## ► School prospectus

Every school produces a prospectus each year containing information about the school, such as school policies, after-school activities, curriculum matters and performance related results. A prospectus can also give you an idea of a school's character and aims. Prospectuses are available at all schools, free of charge.

## ► Inspection reports

The Office for Standards in Education (Ofsted) regularly inspects schools. You can get a copy of a school's most recent inspection report from the school on request. Alternatively, inspection reports are available online at [ofsted.gov.uk](http://ofsted.gov.uk) where you can find more information about the inspection process.

## ► Performance data

Schools provide results of their own National Curriculum testing in their prospectus. The Department for Education (DfE) publishes national achievement and attainment tables each year and these can be found online at [education.gov.uk](http://education.gov.uk)

A variety of factors need taking into account when comparing results between schools as pupils differ in terms of ability, background etc. Test results are only a 'snapshot' of a given age group and should not be seen in isolation from other strengths a school has to offer.

## ► School websites

Many schools have their own website and individual web addresses are listed in the school details later in the booklet. You can also search for school details on our website at [eastsussex.gov.uk/findaschool](http://eastsussex.gov.uk/findaschool)

For your convenience, our website contains links to the websites for Ofsted and the Department for Education (DfE).



# Understand the admissions process

Once you have visited schools and decided which ones to apply for, you will need to consider a number of other factors which will have a bearing on whether your application will be successful. We recommend you read this section with care.

## ► Co-ordinated admissions at the normal age of transfer

We are required to operate co-ordinated admission schemes for primary and secondary admissions. The schemes ensure the sharing of information between all admissions authorities in the county, as well as close liaison with neighbouring authorities. Co-ordination means that all applications are treated fairly and ensures that each child is only allocated one school place.

## ► A preference, not a choice

You do not have the right to choose your child's school. You have the right to state a preference for the school you would like your child to attend. The ability to meet with your wishes will depend on demand for places at individual schools. If a school receives more applications than it has places, the admissions criteria for the school will decide which children will be offered places.

## ► The allocation procedure

Each school has a set of rules (known as the admission criteria) to decide which children will be offered places if a school attracts too many applications. As all preferences have to be treated equally, this could mean that some places are allocated to second and third preference applicants, whilst first preferences are refused because they have a lower priority in the criteria.

It is essential that you take a look at the admission criteria for the schools you prefer as it will help you assess how likely it is that your child will get a place. The admission criteria differ between schools and are set out in separate sections at the back of this booklet.

The relevant criteria are applied individually to each of your preferences.

If your child meets the criteria for a place at more than one of the schools named on your application, we will offer the highest ranked preference we can.

If your child meets the criteria for a place at only one of your preferred schools then that school will be allocated. If none of the schools named on your application can be offered, we will allocate a place for your child at the nearest school to your home with a place available. Only one school place will be offered on the allocation day.

*Here's an imaginary example to describe how the process might work.*

Hector lives in the area served by School Y. His parents prefer him to attend School X. They fill in the application form as follows:

- Preference 1 - School X
- Preference 2 - School Y
- Preference 3 - School Z

School X receives more applications than places and the admissions criteria has to be applied. The school is filled with brothers and sisters and then by children living inside the school's area. Hector's address falls outside of the school's area so a place cannot be offered as he falls into a lower priority. However, Hector meets the criteria for a place at both School Y and School Z. A place will be offered at School Y because it was listed as a higher preference.



### ► Compelling reasons

Although community and controlled schools do **not** have criteria which refer to a child's exceptional medical or social needs, many admissions authorities do.

Parents applying under such a criterion must be supported by documentary evidence (such as a letter from a doctor or social worker). Any evidence must conclusively show that only the preferred school can meet the child's needs and that other schools are unsuitable.

Decisions can only be based on the information you supply. It is important, therefore, that you provide the information you want to be considered *before* decisions are reached. If you supply additional information after schools have been filled, it will be left for an appeals panel to decide the outcome (*see School admission appeals on page 15*).

Please note that a child's ability or aptitude in a particular subject does not represent a compelling reason.

### ► Other relevant information

- **The admission number**

The number of places available at each school is known as the 'admission number'. Admission numbers are linked to a school's accommodation and its organisation. Keeping to admission numbers ensures that children receive an effective education and correct levels of support.

Normally, it is only possible to refuse an application if the number of applications exceed the admission number. The admission number is therefore an important factor in the process. The proposed admission number for each school is given in the school details later in this booklet.

We are committed to meeting parents' wishes but places at schools are limited. We will not overcrowd a school if there are vacancies at other schools and we will not create additional places unless there is a shortage of school places to meet a local need.

- **Children with Statements of SEN or Education, Health and Care Plan**

Children with Statements of Special Educational Needs or an Education, Health and Care Plan have priority for school places. Once a school is named in the Statement or Plan, that school must admit the child. This will reduce the number of places available for other children.

- **The infant class size law**

The law requires children aged 5, 6 and 7 to be taught in classes of no more than 30 pupils to one school teacher. Admission numbers at the majority of schools admitting Reception age pupils have been set to ensure compliance with the class size law (*see Appeals and the infant class size law on page 15*).

- **Twins and children from multiple births**

Where the admission of both twins or all siblings from a multiple birth would cause a school to rise above its admission number, both twins or all the siblings will be admitted. Where the admission of the additional child or children from multiple births would result in the admission number rising above 30 (or multiples of 30), the additional child/children will be exceptions to the Infant Class Size legislation throughout the infant phase or until the number in the year group reduces to the admission number.



## Apply for a school 2017-2018

### ►The importance of where you live

Each East Sussex address will fall into an area served by a certain school or set of schools. Where you live can make a difference to the outcome of your application. Generally speaking, the closer you live to your preferred school, the better your chances of getting a place. However, living in a community area does not guarantee a place at a particular school. Sometimes your 'community area' school may not actually be your nearest school.

Maps showing the community areas are included in this booklet starting on **page 24 for primary school areas** and **page 45 for the secondary sector**.

If you are unclear which community area your address falls into, please contact the Admissions Team.

You must state your child's home address which should be a residential property that is your child's only or main residence and not an address at which he or she might sometimes stay or sleep.

If your child regularly stays with another parent or relative and therefore has more than one address, the school place will be allocated based on the address at which your child spends the majority of weekday nights during term time.

If you give two addresses, we will decide which address should be used as the main residence for the purpose of processing your application because we only accept one current address. Evidence may be required to confirm the address given and we reserve the right to check the information you supply.

If you have any questions about addresses please contact the Admissions Team who will be happy to discuss this with you **before** you fill in your application.

#### • **Moving house**

We are not able to hold back places at any schools for children moving house after the allocation of places. So if you move locally or into East Sussex late on in the process, your child will be allocated a place at the nearest school with spaces if your preferred school is full.

We will only use a new address for the purpose of allocating a school place when contracts have been exchanged or when a tenancy agreement (usually of 12 months) has been signed. Until such evidence can be provided, we will process your application based on your existing address.

We may also ask for additional evidence to confirm a move has taken place. This may include getting you to provide a copy of a council tax or utility bill for your new address and/or evidence that you will not be returning to your previous address.

### ►Demand in the previous school year

To help you assess your chances of getting your preferred school we have given details about the number of preferences stated for each school last year. **For community and voluntary controlled schools**, we have given details of how the places were allocated against the admission criteria that applied at the time.

If we had to restrict entry to a school by distance, we have given the distance (in metres) of the last child gaining a place. This information is given in the sections on **primary** and **secondary** schools. Please note: distances in 2016 were measured using shortest, passable routes from home to school. For admissions from September 2017 onwards, distances will be measured in a straight line from home to school. As a result last year's information must be treated with caution and should only be used as a guide.

For schools where decisions are made by the governors, you will need to obtain this information from the school.

### ►Getting to and from school

In most cases, it is for you to decide how your child gets to and from school so it is important that you consider the journey when applying for schools. If it is not possible to walk to school because of the distance involved, you may wish to consider using public transport or car sharing. Most schools have school travel plans and are working with parents to reduce the use of the car.

We recommend you read the section on school transport (**pages 18-20**) which explains the circumstances where help with transport may be given. Our full transport policy and Sustainable School Travel Strategy can be found online at [eastsussex.gov.uk/schooltransport](http://eastsussex.gov.uk/schooltransport)

# How to apply

We are sure you will have given careful thought to which schools you name on the application. Whilst we cannot give a guarantee, if you want your child to attend the same or linked school as their sibling, or at your local community area school, you must name the school as one of your preferences. If you do not do this, your child might be offered a place at another school. This may be some distance away, as we have to give priority to those who state a preference for a school over those who do not.

When you apply, you **must** tell us about any brothers or sisters and give us their full name and date of birth. If you fail to do this, your application will only be considered on the basis of the other information you provide.

Sometimes it is not possible to offer a place at any of your preferred schools. If this happens, your child will be allocated a place at the nearest school to your home with a place available.

## ► You have three preferences so use them!

You are able to state up to three preferences for the school you would like your child to attend. Although you do not have to give more than one preference, we recommend that you do in case that single preference cannot be offered. Giving second and third preferences will not affect your first preference and it will increase your chances of being allocated a place at a school you will be happy with. We can only consider a school for your child if it is named on your form.

## ► Apply online

To make an online application go to [eastsussex.gov.uk/admissions](http://eastsussex.gov.uk/admissions). Step-by-step instructions will guide you through the process. After you have checked the details you have entered, please remember to **submit** your application.

Applying online means:

- your application is safe;
- you can apply 24 hours a day, seven days a week;
- you can be sure your application has been received; and
- a decision can be emailed to you.

You can apply online from **12 September 2016**. Once you have registered with the system you can 'sign in' to view your account at a later date.

If you need to send us additional information such as a signed tenancy agreement, please indicate in the 'other reasons' section that evidence is on its way. You should clearly mark your child's name and date of birth on the top of the supporting documentation before sending it to us.

## ► Paper application forms

If you prefer, you may use the application form at the back of this booklet. Notes to help you fill in the form are also at the back. Your completed form should be returned to the address specified.

If we receive more than one application for the same child before the closing date, we will use the latest application submitted.

Please do not name the same school more than once as only different preferences count.

Scan the QR code and go to our  
online admissions webpage



## Apply for a school 2017-2018

### ► Applications from inside East Sussex

If you live in East Sussex you must apply through us as your 'home' authority. This rule applies whichever type of school you prefer including schools outside of the county. Applications that include schools in two or even three other admission authorities outside of East Sussex are allowed.

Once you've applied we will pass the details of your application to the appropriate admissions authority for them to apply their own admissions criteria. You must not apply direct to schools (unless it is to join an existing age group) and any applications made in this way are invalid.

Many VA church schools require the completion of a supplementary information form. This will help them to rank your application correctly.

The VA church schools information starts on **page 72**. We have indicated those schools where the governors require a supplementary information form although we suggest that you check this requirement with the school in question. A supplementary information form on its own is not a valid application.

Details of neighbouring local authorities are given on **page 17**.

### ► Applications from outside of East Sussex

If you live outside East Sussex and are interested in your child attending a school in East Sussex, you must apply through the local authority in which you live. Your authority will then pass us details of your application for us to consider. Your 'home' authority will be responsible for letting you know the outcome of your application.



# When to apply

## ► National closing dates

Parents/carers are responsible for making sure that the application form is returned by these dates.

- **Secondary – Monday 31 October 2016**
- **Primary/Junior – Sunday 15 January 2017**

## ► Late applications

If you apply after the above national closing dates without a good reason it will be dealt with after the 'on time' applications have been processed. If schools are filled by those who applied on time, it is most likely that we will have to offer another school which still has places. This may not be your community area school nor the same school as a brother or sister. Not knowing about the closing date or forgetting to submit your online application are not good reasons for being late.

If you have a good reason for applying late (e.g. you move house) your case will be considered as on time provided you supply independent supporting evidence as to why you applied late. In the case of a house move we will require a solicitor's letter confirming exchange of contracts, or a signed tenancy agreement clearly showing the move took place after the closing date. If there is no proof, or we do 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.

The above applies to community and voluntary controlled schools and own authority schools may consider late applications differently.

All applications received by **1 February 2017 (secondary)** and by **31 March 2017 (primary)** you will get a decision at the same time as those who applied on time (*see National offer dates on page 14*).

## ► Requests for a change of preference after the closing date

We do not have to agree to a change of preference(s) from those given on the original application. However, a change of circumstances may mean your original preferences are impractical. A new stated preference will not necessarily enable a place to be allocated because that school may already be oversubscribed by 'on time' applications. If a change of preference is accepted but turned down, you can appeal and/or ask for your child's name to be placed on the waiting list (*see pages 14-15 for more details*).

If you wish to add a preference or revise your preference order, please put your request in an email to [admissions@eastsussex.gov.uk](mailto:admissions@eastsussex.gov.uk) explaining the basis for the change. We are not obliged to accept your request and will not do so without a good reason. By this we mean a situation which could not have been foreseen.

Each request will be carefully considered and we will let you know if we agree to your request.

## ► Parents not completing applications

The responsibility for finding out about schools and applying for places rests with parents/carers. If you do not apply for a school your child will not be allocated a place.

# Decision dates

## ► National offer dates

- Secondary - Wednesday 1 March 2017
- Primary/Junior - Tuesday 18 April 2017

Please do not contact the Admissions Team for an early decision as it will not be made available under any circumstances.

## ► Letting you know

Decisions are sent by email on the offer day. If we are unable to email you, we will post you the decision letter. Online applicants have the ability to view the decision online.

## ► Next steps

### • Accept the place allocated

If you want to accept your child's place you should complete and return the admission form (available online or by request) to the head teacher of the allocated school.

If you do not accept the place within 14 days, schools may send you a reminder to fill in the admission form. If you no longer wish to send your child to the school allocated (for example, because you are moving away) please let us or the school know in writing.

### • Request a change of school

We can look into changing your child's allocated school provided the alternative school has vacancies. Please put your request in an email to [allocationchange@eastsussex.gov.uk](mailto:allocationchange@eastsussex.gov.uk) giving the reasons and naming the school you wish to be considered. Such requests do not carry a right of appeal. If we are able to meet with your wishes, the original placement will be withdrawn as children can only have one school place at any one time.

### • Place your child on a waiting list

Children can be placed on a waiting list for any school that has not been offered but was named on the application form. At community and voluntary controlled schools, waiting lists are held by the Admissions Team. At schools where the governors are responsible for making the school offer, lists are maintained at school level.

Waiting lists for children starting or transferring school in September 2017 will be maintained until Christmas 2017. Waiting lists to join an existing year group run until the end of the term in which the application is processed. Waiting list requests must be renewed at three points during the school year (at Christmas, Easter and summer holiday) otherwise names will be removed.

Waiting lists must follow a school's admissions priorities and cannot be run on a 'first come, first served' basis. As a result, a child's position can change as other pupils join or leave the list. If a vacancy occurs you will be notified in writing and your child's original allocation will automatically be withdrawn as children can only have one school place at one time. This will only apply until children start school. During term time you will be given 10 school days to accept or refuse the place offered.

You should therefore consider carefully before requesting to go on the waiting list or submitting a change of allocation request. If you subsequently wish to withdraw from a waiting list, or a change of allocation request then you must do so in writing to [admissions@eastsussex.gov.uk](mailto:admissions@eastsussex.gov.uk) the moment you no longer wish to pursue a place at an alternative school to the school offered to your child.

### • Appeal for your preferred school (*see page 15*)

## ► Withdrawing places

If our decision to allocate a place at a school is based on incorrect information (for example, a wrong address or date of birth has been given) the place may be withdrawn.

# School admission appeals

## ► Considering making a school appeal?

If you did not get the school place you want for your child, you can appeal to an independent appeal panel. Before making an appeal you may wish to consider the other options open to you. These include adding your child to the waiting list for your preferred school and requesting a change of allocated school (*see page 14*). If you are considering appealing for a place for your child at an infant school, we recommend you read the 'Appeals and infant class size law' paragraph (opposite) as more than 97% of appeals for Reception classes (where the infant class size limit applied) were unsuccessful in the county in the 2015/16 school year.

## ► The appeals process

Appeal Panels can overturn the decision of an admission authority to refuse your child a place at your preferred school. If having considered your options you decide to make an appeal, the school place already allocated to your child will not be affected.

Please note:

- You can only appeal for a school named on your application. Appeals for schools not named on your original application will not be heard.
- You will need to put in writing the reasons why you are appealing and supply any additional supporting evidence you would like the panel to take into account.
- You will also be given the opportunity to explain in person to the panel the reasons for your appeal.

Appeals for community and voluntary controlled schools are arranged by East Sussex County Council and you can appeal online by visiting [eastsussex.gov.uk/schoolappeals](http://eastsussex.gov.uk/schoolappeals)

Appeals for faith (VA) church schools and foundation trust schools are administered by the governing body of the school concerned and you will need to contact the relevant school for details. For appeals to academy and Free schools, please contact us or the school concerned to find out how to appeal.

## ► Appeals and the infant class size law

Classes containing infant aged children are limited by law to a maximum of 30 pupils. Because of this, the grounds upon which a panel can uphold an appeal where the legal limit has been reached are restricted.

These restrictions mean the panel can only uphold an appeal where:

- a) it finds that the admission of additional children would not breach the infant class size limit; or
- b) it finds that the admission arrangements did not comply with admissions law or were not correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied; or
- c) it decides that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

For more information on appeal panel decisions and general appeal advice, please go to [eastsussex.gov.uk/schoolappeals](http://eastsussex.gov.uk/schoolappeals)

## ► Appeal panel decisions

If your appeal is successful, the decision is binding on the admission authority and the school concerned. If your appeal is unsuccessful, you do not have a right to a second appeal for the same school in the same school year.

# Apply during the school year

## ► In-year admissions

An in-year admission is defined as *the admission of a pupil to a school which takes place outside of the normal entry times*. This includes pupils changing schools, pupils coming from a different country or from other parts of the UK, pupils returning to a school from living elsewhere or those who have not been in school. You can ask for your child to change schools at any stage in your child's education.

## ► Process for newcomers to the area

You can apply online at [www.eastsussex.gov.uk/admissions](http://www.eastsussex.gov.uk/admissions)

When applications are received online we will forward them to your preferred school(s).

If you wish to know if there are places in the schools in the area you are moving to, please contact the Admissions Team.

If you want to apply before you move, you are able to do so but you will probably need to give evidence of your move such as a signed tenancy agreement or a copy of exchange of contracts.

If you apply online, you will be asked to provide the name of your child's current school or the school he/she last attended. If you can't find the details of that school, skip to the next part of the application by leaving the field blank.

We aim to process requests within 15 school days of receipt. If you apply too far in advance of needing a place, we will not process your request until nearer to your preferred start date. If a place cannot be offered at one of your preferred schools, we will allocate the closest school to your home with a place.

Applications for September 2017 for places outside the normal entry times should not be submitted under any circumstances before 1 June 2017. If such applications are submitted they will not be processed.

## ► Making an appeal

You have the right to appeal for any of the schools named on your application. We will let you know all about the process for appeals for community and voluntary controlled schools should it be necessary. If you are refused admission to a school where the governors are responsible for admission, they will tell you about your appeal rights

For more information visit [eastsussex.gov.uk/schoolappeals](http://eastsussex.gov.uk/schoolappeals)

## ► Changing schools

You may be thinking of changing schools because your child is not getting on at their current school. Before you apply, we strongly recommend that you discuss the matter with the headteacher and staff of your child's current school to try and improve things. Changing school can have a negative impact on learning and friendship groups.

Information for Families (**see page 22**) can give you impartial advice on your options and may be able to help you talk to schools.

The application process is the same as *for newcomers to the area*. If your child's year group is full or if there are other legal reasons for refusing your request, we will allocate a place at another school or we may suggest that your child remain at their present school if this is reasonable.



### ► Fair Access Protocol

We are legally required to operate a **Fair Access Protocol (FAP)** to ensure that all vulnerable children who are without a school place are offered a place as quickly as possible.

The FAP aims to ensure that all schools admit a proportionate number of children deemed vulnerable. To achieve this aim, it may be necessary to admit such children to schools that are already full and ahead of other pupils on a waiting list. The FAP only applies to in-year admissions.

A full copy of the FAP operating in East Sussex can be obtained by contacting the Admissions Team.

### ► Applications to VA church schools

Many VA church schools require the completion of a supplementary information form, which will help them to rank your application correctly.

We have indicated those schools where the governors require a supplementary information form (SIF) in the section on VA school criteria although we suggest that you check this requirement with the school in question.

Supplementary information forms can be obtained from the school direct.

### ► Applications for schools outside East Sussex

You will need to check the in-year admissions arrangements and apply direct to the local authority where the school is situated.

They will consider your request and let you know the decision.

### Contact details for neighbouring local authorities:

<b>Kent</b> Admissions and Transport Team Sessions House County Hall Maidstone Kent ME14 1XQ Phone: 03000 412121 <a href="http://www.kent.gov.uk">www.kent.gov.uk</a>	<b>Brighton &amp; Hove</b> School Admissions Team Hove Town Hall Norton Road Hove BN3 4AH Phone: 01273 293653 <a href="http://www.brighton-hove.gov.uk">www.brighton-hove.gov.uk</a>
<b>Surrey</b> Contact Centre County Hall Penrhyn Road Kingston upon Thames KT1 2DN Phone: 0300 200 1004 <a href="http://www.surreycc.gov.uk">www.surreycc.gov.uk</a>	<b>West Sussex</b> Pupil Admissions Office County Hall North Chart Way Horsham West Sussex RH12 1XH Phone: 03330 142903 <a href="http://www.westsussex.gov.uk">www.westsussex.gov.uk</a>



# School transport

In general, most children do not qualify for help with home to school transport and parents are responsible for making the travel arrangements and meeting the cost. However, some children will be entitled to free home to school transport.

This section gives useful travel information to those who have to make their own arrangements and it explains when support is available.

## ► Planning the journey to school

To help you make decisions about the school journey we have developed a *Sustainable School Travel Strategy*. The full *Sustainable School Travel Strategy* can be viewed online at [eastsussex.gov.uk/schoolstransport](http://eastsussex.gov.uk/schoolstransport)

We have also produced the following helpful leaflets:

**Travelling to primary school** – provides useful information about walking, cycling and using public transport for the school journey, along with guidance on the seat belt law, parking enforcement and car sharing.

**Travelling to secondary school** – provides useful information about school transport, travelling by public transport and the concessionary fares available along with information about walking and cycling, and the road safety training available.

You can order the above leaflets by phoning 01273 336515 or by sending an email to [schooltravelplans@eastsussex.gov.uk](mailto:schooltravelplans@eastsussex.gov.uk)

Additional public transport information regarding bus and rail routes, timetables and a journey planner can be found at [eastsussex.gov.uk/roadsandtransport/public](http://eastsussex.gov.uk/roadsandtransport/public)

## ► Vacant Seats Scheme

Requests are sometimes received from parents who wish their children to use a particular school coach. If places exist, a travel permit may be purchased. The charges are as follows:

**Secondary school children** – The cost from September 2016 is £126.50 per term (based on the six term year). A second or subsequent child from the same family is charged £94.88 for the same period.

**Primary school children** – The cost from September 2016 is £63.25 per term (based on the six term year). A second or subsequent child from the same family is charged £47.44 for the same period.

These charges are subject to review and may increase from September 2017. Payment must be made in advance of travel. Please be aware that vacant seats cannot be guaranteed and parents should not rely on places always being available as priority is given to children who qualify for free transport. **Details of the Vacant Seats Scheme are available from the Client Transport Services Team on 01273 335088.**



## Apply for a school 2017-2018

### ► Qualifying for free home to school transport

The following paragraphs explain when transport support can be given. If you are in any doubt the easiest and quickest way to view our policy is online at [eastsussex.gov.uk/schooltransport](http://eastsussex.gov.uk/schooltransport)

#### Statutory walking distance

We will provide free transport between home and school if your child is eight years of age or over and lives more than three miles (4828 metres) from the **designated\*** school, or two miles (3218 metres) if your child is under eight years of age. Distances are measured by the shortest available walking route using our Geographical Information System (GIS).

**\* The designated school is the school suitable to your child which serves your area, or if there is more than one school, the nearest suitable school to your home where a place is available.**

The maps on pages *24, 26, 28 (primary) and 45 (secondary)* show the community areas across the county.

#### Route safety

Assessments do not determine whether a route is “safe” or “dangerous”. All roads may be thought of as presenting some element of road safety risk, whether they are heavily trafficked urban routes, or more lightly trafficked rural routes. Instead, the assessment determines whether transport should be provided because a child’s **only** walking route presents particular road safety hazards.

Where the suitability of a route is questioned, the Road Safety Team will look at the relationship between pedestrians and traffic and will make a formal assessment based on national guidance. Issues surrounding personal security do not form part of the assessment and it is assumed the child is accompanied by a responsible adult. There is no requirement for a route to be lit and temporary closures such as road works or flooding are not taken into account. If alternative routes are available within the statutory walking distance then assistance will not be granted.

Parents are responsible for ensuring their child has suitable clothes and equipment for the journey (for example, boots, wet weather clothes, reflective bands, torch, etc) and national guidance is quite clear that conditions such as muddy footpaths or lack of street lighting do not mean that a route is not available.

Indeed, the following will normally be considered available at all times for the home to school journey; crossing fields, wooded areas, bridleways, public footpaths and public rights of way.

#### Low income groups

Children from low income groups are defined as those who are entitled to free school meals or those whose families are entitled to the maximum level of Working Tax Credit (WTC). You will be in receipt of maximum WTC if your assessed income is lower than £6,420 in the previous tax year.

- **Primary age pupils** – Children who qualify for assistance until age eight because their **designated\*** school is more than two miles but less than three miles from their home, will continue to receive transport help if they are from a low income family.
- **Secondary age pupils** – Children from low income families will qualify for free transport to one of their three nearest schools from where they live, provided the school attended is more than two miles but less than six miles from home. Distances up to two miles are measured by using the shortest available walking route whereas the six mile upper limit uses roads only.
- **Attendance at VA church schools (secondary)** – Children from low income families attending the nearest church school on grounds of religion or belief **qualify** for free transport to that school if it is more than 2 miles but less than 15 miles from home. Confirmation of baptismal status or support from the parish priest/minister is required.
- **Attendance at VA church schools (primary)** – There is **no** transport assistance if you choose to attend for religious reasons.

If you believe that your child is entitled to free transport on low income grounds, download an application from [eastsussex.gov.uk/schooltransport](http://eastsussex.gov.uk/schooltransport)

## Apply for a school 2017-2018

### Pupils unable to walk to school

Some children with SEN and/or a disability may not be able to walk even relatively short distances to school. Similarly, children with a mobility problem (including temporary medical conditions) may also be unable to walk to school.

To qualify for help, your child must be attending the **designated\*** school. We will need to see medical evidence from a consultant or GP who must confirm your child's medical condition and that your child cannot walk the statutory distance. Please note that a fee may be charged for supplying the medical evidence and you would need to pay any costs. We will also need to know how long transport assistance is required and an indication of what type of travel is appropriate. If transport assistance is agreed, your case will be reviewed regularly.

For more advice email [sen.transport@eastsussex.gov.uk](mailto:sen.transport@eastsussex.gov.uk)

### Disabled parents/carers of primary school children

If you are prevented from walking or accompanying your children because of a disability, we may be able to assist with travel costs.

To receive help, your child/children must be attending the **designated\*** school and, in deciding whether to assist, account will be taken of the distance to school. Where the distance is relatively short, assistance may not be agreed, especially for a child in Year 5 or 6.

You will need to complete an application form and attach medical evidence from a consultant or doctor which must not be older than three months from the date of application. Please note that a fee may be charged for supplying the medical evidence and you would need to pay any costs. Transport cannot be arranged until the medical evidence is provided. If transport assistance is agreed, your case will be reviewed regularly.

Transport assistance is not provided when parents are not available to accompany their child to school for other reasons. For more advice email [sen.transport@eastsussex.gov.uk](mailto:sen.transport@eastsussex.gov.uk)

### ► Travel assistance for eligible children

In most cases, we provide transport to get pupils between home and school at the beginning and end of the school day. This is done by supplying a ticket for use on public services or by allocating a seat on a hired vehicle.

If there is no suitable public service or hired vehicle, parents willing to make their own arrangements receive help with the cost of **two** return journeys per day. This is based on the distance between home and school. Payment is made on a family basis at the rate of 25p per mile since the cost will be the same whether a parent takes one child or more.

Mileage payments are not given to parents who prefer to make their own arrangements where there is a suitable public service or hired vehicle.

We may offer a personal travel budget for qualifying children and young people with Statements of Special Educational Needs or an Education, Health and Care Plan. These are offered at the Council's discretion when they represent a cost-effective alternative to the provision of transport.

Find more details at [eastsussex.gov.uk/SENDtravel](http://eastsussex.gov.uk/SENDtravel)

### ► When transport is not supplied

It is the responsibility of parents/carers to arrange and pay for transport outside the normal school day. For example, we do not provide transport for:

- Breakfast or after school clubs
- Parents evenings
- Fixed term exclusions
- School trips/educational visits
- Specific exam timetables
- Extra curricular activities
- Pre course visits or 'taster' days
- Off site educational placements
- Work experience/work placement

**It is our policy to withdraw any transport that has been issued in error.**

### ► How to appeal

Where applications for transport are refused, parents may appeal to the Transport and Student Support Panel. This panel comprises a small group of elected County Councillors who consider applications that fall outside of the stated policy. Assistance is only agreed in the most exceptional circumstances. The panel's decision is final and there is no further appeal locally.

Parents will need to fill in an application form and supply any supporting evidence. Visit [eastsussex.gov.uk](http://eastsussex.gov.uk) for more details.

## Support in further education

### ► Financial support from schools and colleges

There is a national bursary scheme to help the most vulnerable 16-19 year-olds continue in full-time education. There are two types of bursary.

Vulnerable young people, such as those in care, care leavers, young people in receipt of Income Support and disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance will be eligible to receive £1,200 a year (correct at time of print).

Providers may also use their discretion to make awards to young people in ways that best meet the needs and circumstances of their students. Bursaries should be targeted towards young people facing financial barriers to participation, such as the costs of transport, meals, books and equipment.

### ► Help with travel for young people with special educational needs and disabilities (SEND)

In exceptional cases, students with learning difficulties or disabilities, or their parents or carers may apply for travel assistance. Each case will be considered by the council's Post 16 Travel Panel, and travel support will usually only be considered further if all the following criteria are satisfied:

1. The student must be attending an appropriate funded, full time course at the nearest or most accessible school or college to their home. If an alternative suitable course is offered by an FE provider nearer to their home, the student will not be eligible for support.
2. The Council will fund transport to a college placement up to the academic year in which a young person reaches a maximum of 21 years of age.
3. The student must be travelling over three miles to their nearest appropriate provider, unless their learning difficulties or disability means they are unable to travel this distance either walking or on public transport (specific and up to date evidence from relevant health and/or educational appropriate professionals supporting the student will be required to assist the decision) and there is not a parent/carer who could make themselves available to take them.

Other factors the Council will take into account when determining whether a student is eligible for assistance may include, but are not limited to, the following:

1. The student is unable to travel to their placement by public transport, either unaccompanied or accompanied by a responsible adult (specific and up to date evidence from relevant health and/or educational appropriate professionals supporting the student will be required).
2. The family does not have a suitable vehicle, which may include a Motability vehicle, for their transport to school or college.
3. The length or complexity of the journey and whether parents or carers could reasonably be expected to provide transport or act as a chaperone themselves. If parents/carers or other family members are not available this should be fully explained in the application.
4. The student has been assessed by the Authority as requiring an escort, or as a 'high needs' case.
5. Other circumstances relevant to each case.

In all cases where assistance is agreed, a contribution towards to the cost of travel is required. The charge in 2016/2017 is £608 and payment can be made in instalments. Transport will not be arranged until payment in advance is made. If subsequent payments are late, transport will be suspended or even cancelled.

Low income families will be asked to contribute £304 per academic year. (Low income is defined on **page 19**). The annual contribution level will be reviewed each year.

The type of travel assistance provided will be the most cost-effective available to the Council at the time, appropriate to the student's needs. This may be one of the following:

- a) A free place on a contract or school bus
- b) A Personal Travel Budget (PTB)
- c) A taxi (only in the most exceptional cases)

Travel assistance is reviewed annually or sooner following a house move, change in placement or course, or a change in the student's needs. For more information and how to apply, visit [eastsussex.gov.uk/SENDtravel](http://eastsussex.gov.uk/SENDtravel)

# Need help?

All the information you need is in this booklet and online at [eastsussex.gov.uk](http://eastsussex.gov.uk)  
If you need further advice contact Information for Families for general advice or the Admissions Team for more in depth queries.

## ► Information for Families can:

- help you understand school admissions;
- help you get information in another language or format such as large print;
- help you find schools;
- find someone to help you apply for schools; and
- give you impartial special educational needs advice.

Email: [informationforfamilies@eastsussex.gov.uk](mailto:informationforfamilies@eastsussex.gov.uk)



Information  
for Families

## ► The Admissions Team can:

- answer detailed enquiries on the admissions process;
- discuss your application; and
- let you know about transport and free school meals eligibility.

Phone: 0300 33 09 472

Email: [admissions@eastsussex.gov.uk](mailto:admissions@eastsussex.gov.uk)

Post:

The Admissions Team  
Children's Services  
PO Box 4  
County Hall  
St Anne's Crescent  
Lewes BN7 1UE

## Want to give us feedback?

Did you find this booklet easy to read and understand?

Did you find information in this booklet easy to find?

Did this booklet help with your school application(s)?

Was there any information that could have been included in this booklet that would have helped with your application?

Any other comments about this booklet... drop us an email  
[admissions@eastsussex.gov.uk](mailto:admissions@eastsussex.gov.uk)

## ► Independent advice on state education

Ace Education Advice

Website: [www.ace-ed.org.uk](http://www.ace-ed.org.uk)

Phone: 0300 0115 142

সাহায্য চান? পরিবারদের জন্য তথ্য বিভাগকে ফোন করুন এ নাম্বারে: 0345 60 80 192  
Potrzebujesz pomocy? Skontaktuj się Infolinią Pomocy Rodzinie 0345 60 80 192  
یارمەتیت پێویستە؟ پەڕیوەندی بکە بە بەشی زانیاری بۆ بنەماڵەکان لەسەر ژمارە تەلەفونی ٠٣٤٥ ٨٠ ١٩٢  
بحاجة الى مساعدة؟ اتصل بخدمة الاستعلامات للأسر على الرقم: 0345 60 80 192  
Precisa de ajuda? Ligue para o Serviço de Informações para Famílias através do número 0345 60 80 192  
您需要幫助嗎？請致電家庭信息處 0345 60 80 192 以獲取幫助。  
آیا نیاز به کمک دارید؟ با مرکز اطلاع رسانی برای خانواده ها با شماره تلفن 0345 60 80 192 تماس بگیرید.



# Data protection

The Children's Services Department and schools hold personal information provided by parents/carers on computers and paper.

## ► How personal information about pupils is used

The Children's Services Department and schools use personal information given by parents or guardians to:

- provide and maintain school places for pupils;
- provide transport to school, if pupils are entitled to it;
- allocate pupils to classes, monitor progress with studies and to administer examinations;
- inform parents about the progress of pupils; and
- to inform parents about the arrangements for running particular schools and colleges.

The Children's Services Department keeps a database of personal information about pupils to support a number of services, such as:

- providing free school meals, if pupils are entitled to them;
- providing special education, including inter-authority re-charges;
- providing educational psychology, welfare and other support services; and
- planning for future school places and services.

## ► Sharing personal information about pupils

The Children's Services Department and schools share pupil information with the Department for Education (DfE). The DfE uses this information for research and statistical purposes, to inform, influence and improve education policy and to monitor the performance of the education service as a whole.

The Children's Services Department and schools also share pupil information with partner organisations to help them administer their services. For example, data may be passed to organisations such as Ofsted, the Department of Health and Primary Care Trusts.

## ► Security of personal information

Sensitive and confidential information is treated with appropriate security by all who handle it. There are minimum standards set out for all members, employees and service delivery partners for handling sensitive and confidential information. The Council's Information Security Policy covers the creation, acquisition, retention, transit, use, and disposal of all forms of information.

## ► Pupils' rights under the Data Protection Act 1998

Pupils or their parents/carers can ask to see the personal information schools and the Children's Services Department hold about them.

If you wish to see the personal information about you or your child held *by a school*, please contact the school concerned.

If you wish to see the personal information about you or your child held *by the Children's Services Department*, please contact:

**Data Protection Officer**  
County Hall  
St Anne's Crescent  
Lewes  
East Sussex BN7 1UE

Email: [foi@eastsussex.gov.uk](mailto:foi@eastsussex.gov.uk)

Visit: [eastsussex.gov.uk/dataprotection](http://eastsussex.gov.uk/dataprotection)