



## **Admission Arrangements for Rye Community Primary School 2019 – 2020**

Our mission is to provide all children with 'a gateway to learning'. Our school is a kind, caring and inclusive space where children feel safe and well-looked after. Every child is known as an individual and their unique talents are recognised and celebrated. Our aim is to unlock the gifts and talents found in every learner regardless of ability, background or need; offer a vibrant curriculum which challenges every child to success; and develop a love of learning and the high aspirations that will serve our pupils as they grow and develop.

Rye Community Primary School is an academy within the Aquinas Church of England Education Trust (the Trust), which is the admission authority for Rye Community Primary School. These admission arrangements are determined by the admission authority in accordance with the Supplemental Funding Agreement and the School Admissions Code and the School Admissions Appeals Code.

### **General Principles**

The Trust is its own admissions authority and determines a Published Admissions Number (PAN) for each of its schools. PAN is the number of school places in the relevant age group (or the year group associated with the normal point of entry to a school) i.e. Reception Class.

The Trust adheres to the School Admissions Code when consulting and determining its admission arrangements giving priority to a child looked after or previously looked after, and does not discriminate against applicants with special needs or disabilities. The Trust will consult on any proposed changes to the PAN following the consultation procedures prescribed by East Sussex County Council (ESCC).

Rye Community Primary School (the School) is part of the East Sussex County Council (ESCC) co-ordinated admissions scheme for admission to Reception Class. Applications for places outside the normal admissions round are made directly to the Academy (see Admissions Outside the Normal Age Group and In-year Admissions below).

Parents/carers of children attending the Pugwash Nursery must apply for admission to Rye Community Primary School via the ESCC co-ordinated scheme for admissions. These admission arrangements DO NOT apply to admissions to the Pugwash Nursery. Applications for places at the Pugwash Nursery must be made directly to the School the details for which are found on the School's website.

The School will admit 60 children to its Reception Class in September 2019.

### **Age of Admission**

In line with legislation, all children will be permitted to start in reception in the September following their fourth birthday. This will give parents/carers of children born on or after 1<sup>st</sup> March the option of choosing a September start for their child.

It is at the discretion of the School as to whether a child in Reception class can attend on a part-time basis or defer their start date. Children may attend part-time until they reach compulsory school age or parents/carers can request that the date their child is admitted to the school is deferred until later in the school year or until the beginning of the term the child reaches compulsory school age in the year of admission. Where entry is deferred, admission authorities must hold the place for that child and not offer it to another child. Once a place has been offered the parent/carer would not be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for



which the original application was accepted. Hence children born between 1<sup>st</sup> April and 31<sup>st</sup> August and offered a place for admission will be expected to join the school by the start of the summer term of the academic year of admission.

### **Requests for admission outside the normal age group**

Parents of gifted and talented children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1. All such requests must be made in writing in the first instance to the Executive Headteacher and the admission authority (please contact Mary Capon by emailing at [mary.capon@aquinatruster.org](mailto:mary.capon@aquinatruster.org)).

It is not an automatic right to choose this option and decisions will be made by the admission authority on the basis of the circumstances of each case and in the best interests of the child concerned. To determine this the following will be taken into account: the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The views of the headteacher of the academy will also be taken into account. When informing a parent of their decision on the year group the child should be admitted to, the admission authority will set out clearly the reasons for the decision.

Where the admission authority agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the academy) the local authority and admission authority will process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. They will not give the application lower priority on the basis that the child is being admitted out of their normal age group. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the academy but it is not in their preferred age group.

### **Oversubscription Criteria**

Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below. After the admission of students with EHC Plans where the Academy is named, the criteria will be applied in the order in which they are set out below:

1. Child Looked After. or Previously Looked After. (See definitions below).
2. Children with an exceptional medical or social need for whom attendance at any other school would be inappropriate (must be accompanied by supporting evidence; the evidence submitted, such as a letter from a doctor or social worker, must clearly demonstrate that the needs of the child can only be met by attending the School).
3. Children of members of the UK Armed Forces.
4. Children who have a sibling on roll at the School at the time of application. (See definitions below)
5. Children living within the defined community area. (See definitions below)
6. Children living outside the defined community area and attending Pugwash Nursery. (See definitions below).
7. Children living outside the defined community area. (See definitions below).

### **Tie-breaker**

If there are more children who qualify for a place than places available, places will be allocated to children living closest to the School. Distance to the School will be measured in accordance with the definition detailed below. If, after all of the relevant criteria have been applied, two applicants cannot be separated for a final place, the Trust will use random allocation to determine the allocation of the remaining place as detailed below. Definition of 'home' is as detailed below.



If the School is not over-subscribed, all applicants will be offered a place. Parents/carers will be notified of their child's school place by ESCC.

The Trust will not withdraw an offer of a place unless:

- It was made in error;
- A parent/carer has not responded within a reasonable time; or
- The offer was obtained through a fraudulent or intentionally misleading application.

### **Admission Process**

The majority intake of pupils into the Academies occurs at the normal point of entry i.e. Reception Class. Applications are required to be made in accordance with ESCC's co-ordinated admissions arrangements and made on the Common Application Form (CAF) provided and administered by ESCC's Admissions Team.

Parents should apply online (<https://www.eastsussex.gov.uk/educationandlearning/schools/admissions/apply/>). Parents who are unable to apply online should contact the Admissions and Transport Team for a paper application at the following address:

Admissions and Transport Team  
County Hall  
St Anne's Crescent, Lewes,  
East Sussex BN7 IUE

Tel: 0300 330 9472

Completed paper applications must be returned to the address specified before the closing date.

The ESCC admissions arrangements are non-preferential; applicants can make up to three choices based on their preferences and they are placed on the list of all of the schools they name as a preference, but no reference is made to whether each school is their first, second or third choice.

ESCC will forward details of applicants for Reception Class at the School so that the Trust can offer places as appropriate. The ESCC Admissions Team sort the data for the School and generates a list of children who have been allocated a place at the School.

### **Appeals Procedure**

The ESCC writes to parents/carers of all applicants on 16 April giving details of the school to which their child has been allocated and the contact details of the school should the family wish to appeal. Where a place has not been allocated at a preferred school, the contact details of that school will be provided should the family wish to appeal. Appeals should be put in writing to the Clerk of the Appeals Panel care of the School by the appeals deadline and clearly state the grounds for appeal. The School has adopted the same appeals deadline as is published in the ESCC Applying for a School Booklet. Appeals will be heard by an Independent Appeals Panel before the end of the summer term. Details of the Appeals Procedure are found on the School's website.

Should a vacancy arise at the school before the Appeals Panel meets, the school will allocate the vacancy to an appellant in accordance with its published admissions criteria.

### **Fair Access**

ESCC operates 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.

### **Twins, triplets and other multiple births**

Where twins, triplets or children from other multiple births qualify for the last place allocated qualifying siblings will be admitted in excess of the published admissions limit and they will be considered as 'excepted pupils'.

### **Children with an Education, Health and Care Plan**

Children with statements of Special Educational Needs (SEN) or Education, Health and Care (EHC) Plans are dealt with under a separate process by ESCC's Special Educational Needs team. The published admission number is inclusive of students with a statement of SEN or EHC Plan that are admitted to the academy pursuant to the academy being named in their statement or EHC Plan.

A Statement of Special Educational Need is a statement made by the Local Authority under Section 324 of the Education Act 1996 specifying the special educational provision required for that child. An Education, Health and Care plan is a plan made by the Local Authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child.

### **In year admissions**

Applications for In-Year admissions are made directly to ESCC. If a place is available and there is no waiting list, the child will be admitted. If more applications are received than there are places available, then applications will be ranked in accordance with the oversubscription criteria above. If a place cannot be offered at this time you have a right of appeal. You will be offered the opportunity of being placed on a waiting list as outlined above.

### **Waiting Lists**

A parent/carer may ask for his or her child's name to be placed on a waiting list for the relevant year group following an unsuccessful application. Parents should email or write to the Admissions Officer to request a place on the waiting list.

Parents who appeal following an unsuccessful application will automatically be added to the waiting list.

A child's position on the waiting list will be determined in accordance with the Trust's oversubscription criteria. When places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria and not based on the date on which the application has been made. Please note that children allocated a place at an Academy in accordance with the Fair Access Protocol take precedence over those on the waiting list.

Children will be kept on the waiting list:

- (i) until the end of term 2 (31<sup>st</sup> December) for applicants to the normal year of entry to the Academy (i.e. Reception Year).
- (ii) until the end of the term following the one in which they made an application for in year admission. After this period has expired, the parent/carer must contact the Admissions Officer to request that their child remain on the waiting list for another period. Waiting lists will be reviewed at the end of each term (i.e. 6 times per academic year). If parents do not make contact prior to the end of this period, their child's place on the waiting list will be void.

Parents/carers can contact the Admissions Officer to check their place on the waiting list at any time.

Where it is brought to the School's attention that a child is being kept out of school until an admission place arises at their preferred school, the local authority will be informed via its 'Children Missing in Education' procedures.



## Definitions

### Child Looked After and previously Looked After

- i. 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 care functions (see definition in section 22 (1) of the Children Act 1989) at the time of making an application to a school. These children must still be 'looked after' when the child starts school unless (ii) applies.
- ii. Or a child who was previously looked after by an English or Welsh local authority, and immediately after being looked after became subject to an adoption, residence, or special guardianship order. This includes children who were adopted under the Adoption Act 1976(see section 12 adoption order) and children who were adopted under the Adoption and Children's Act 2002.

### Community Areas

The community area for the School is: Rye, Rye Harbour and Camber. Details of the community areas (sometimes known as a catchment areas), the admission numbers/school places each Academy has and how places were allocated previously are available on the ESCC School Admissions website <https://www.eastsussex.gov.uk/educationandlearning/schools/admissions/apply/for>. Living in a community area does not guarantee a place at a particular school. The School will admit from outside the area if there are spaces available.

**Distance** - If there are insufficient places to accommodate all applicants qualified under one criterion, places will be allocated to those children who live the shortest distance from home to the School, measured in a straight line from the address point of the School to the address point to the home. Distance will be measured using ESCC Geographical Information System (GIS), GIS uses postcode address file data to pinpoint addresses and then calculates the home to school distance to give a constant result every time. For transport eligibility, distances are measured using shortest walking distances. In the event that two or more applicants live the same distance from the school and cannot be differentiated as stated previously, the place will be allocated randomly allocated.

**Home** is considered to be a residential property that is the child's only or main residence and not an address at which the child may sometimes stay or sleep due to domestic or special arrangements. Parents or carers will be asked to provide documentary evidence to confirm the address and parental responsibility. Change of parental responsibility, unless exceptional circumstances through a court order, will not be accepted during the co-ordinated admission process. The address must be the child's home address on the day the application form is completed and which is either

- Owned by the child's parent(s), OR
- Leased to or rented by the child's parent(s) under a lease or written rental agreement.

Where there are shared responsibilities for the child, and as a consequence the child lives at two different addresses during the week, the home address will be regarded as the one at which the child sleeps for the majority of weekdays during term time.

**Parent** is defined in this policy as a natural or adoptive parent of the child, or a person who is not the natural or adoptive parent of the child, but who has parental responsibility for the child, or is deemed to be a person who has care of the child instead of their natural or adoptive parents.

**Random Allocation** - In the event that applicants cannot be prioritised using the tiebreaker because the distance measurements are the same, random allocation will be used to decide which children will be offered the remaining places. This will be done electronically using the ESCC's admissions software.

**Sibling** - Children are 'siblings' if they are full, half, adoptive or foster brother or sister living in the same household.