



## **SEATON ACADEMY**

# **Admissions Policy 2027/28**

| <b>Approved by<sup>1</sup></b>           |                                                                                                                                                                                       |
|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Name:</b>                             | Mr R L Barton                                                                                                                                                                         |
| <b>Position:</b>                         | Headteacher                                                                                                                                                                           |
| <b>Signed:</b>                           |                                                                                                    |
| <b>Date:</b>                             | Reviewed September 2025                                                                                                                                                               |
| <b>Proposed review date<sup>2</sup>:</b> | October 1 <sup>st</sup> 2025 to 13 <sup>th</sup> November 2025 Consultation to consider whether any changes are necessary for admissions to the school during Academic Year 2027/2028 |

## REVIEW SHEET

Each entry in the table below summarises the changes to this policy and procedures made since the last review (if any).

| Version Number | Version Description        | Date of Revision/Review |
|----------------|----------------------------|-------------------------|
| 1              | Original                   | January 2025            |
| 2              | Updated with catchment map | September 2025          |

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## 1. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

## 2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

As an academy, 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 [School Standards and Framework Act 1998](#).

This policy complies with our funding agreement and articles of association.

## 3. Definitions

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

**Looked-after children**, as defined in section 22 of the Children Act 1989, are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

**Previously looked-after children** are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order (defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014), or
- Became subject to a special guardianship order (defined in section 14A of the Children Act 1989)

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

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.

A **parent** is any individual who holds parental responsibility, as defined under the Children Act 1989, or any person who has care of a child, where the child lives with them either full or part time and they look after that child.

## 4. How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools you are applying to are in).

Seaton Academy is a publicly funded Independent School. The Academy Trust is the Admissions Authority and acts as part of the coordinated scheme within the local authority. Applications for a place in the September intake to the Reception class at Seaton Academy must be made on the Local Authority Common Application Form. You will receive an offer for a school place directly from your local authority.

**No** applications for entry into reception in September can be made directly to Seaton Academy. Seaton Academy will not submit any forms on behalf of applicants. All applications must be submitted directly to Cumberland County Council Admissions as detailed in the Local Authority Common Application Form by the date specified.

**For 'In-year' applications only**, when the online admissions process via Cumberland County Council is closed applications can be made directly to Seaton Academy by using the application form available on our website: <https://www.seatonacademy.co.uk/about-us/admissions> (See Section 7 of this policy for further information).

Please note that in all cases:-

- pupils already attending our nursery will **not** transfer automatically into the Reception class at main school. A separate application **must** be made for a place in reception as explained above.
- pupils attending Seaton Academy will **not** transfer automatically into Seaton St Pauls' Junior School. A separate application for a place **must** be made to Seaton St Paul's Junior School, or your preferred Junior School, by following the process explained above.

## 5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group by contacting the Headteacher via [admin@seatonacademy.co.uk](mailto:admin@seatonacademy.co.uk). Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' 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
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have requested for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school, but it is not in their preferred age group.

## **6. Allocation of places**

### **6.1 Published admission number (PAN)**

The school has a published admission number of 60 pupils in Reception.

### **6.2 Oversubscription criteria**

All children whose education, health and care (EHCP) plan names the school (in the application window for a Reception place) will be admitted before any other places are allocated. In the case of in year applications where the year group is full an application should be made to the local authority for other school places.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order, until all places are filled.

1. Children looked after by a local authority and previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order) and those with an EHCP (Education Health Care Plan).
2. Attendance at Seaton Academy Nursery.
3. Children resident within the Academy catchment area who have a brother or sister already in attendance at Seaton Academy at the time of admission. (Brothers and sisters are those living at the same address and include step siblings, foster siblings and adopted siblings.
4. Children resident within the Academy catchment area. See section 10 of this policy for details.
5. Children not resident in the catchment area with a brother or sister already in attendance at Seaton Academy at the time of admission. (Brothers and sisters are those living at the same address and include step siblings, foster siblings and adopted siblings.)
6. Children not resident in the Academy catchment area without a brother and sister already in attendance at Seaton Academy.

### **6.3 Tie break**

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school.

Distance will be measured in a straight line from the child's home address to the school's front gates on High Seaton. For the purposes of this policy, a child's home address is defined as the place where they live and sleep for the majority of nights in a normal school week, with their parent(s). Proof of address may be requested i.e Council Tax bills, Utility bills etc. If the address provided is not consistent with the details on 'proof documents' the Admissions Authority reserve the right to withdraw the allocated school place (if the school is oversubscribed).

If a child lives in different properties (shared care), parents must provide the address where the child lives for the majority of the week. In cases of equal shared care, both parents must agree which

address should be used on the application. For applications made in the normal round, if there is no agreement, the local authority will decide which address will be used.

Where the tie break is used, if the distance between two children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

#### **6.4 Waiting list**

We will maintain a clear, fair and objective waiting list for children entering Seaton Academy. Where places become available, they will be allocated to children on the waiting list in accordance with the oversubscription criteria outlined in section 6.2. Priority will not be given to children based on the date their application was received, or when their name was added to the list.

Under the School Admissions Code, looked-after children, previously-looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol (see section 6.5 below) must take precedence over those on the waiting list. There is an additional consideration for faith schools here – see paragraph 1.37 of the school admissions code.

#### **6.5 Fair Access Protocol**

We participate in Cumberland's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible and before anyone is considered from the waiting list. Eligibility for the Fair Access Protocol does not limit a parent's right to make an in-year application to the school for their child. Any application will be processed in accordance with the usual in-year admission procedures (see section 7).

#### **6.8 Challenging behaviour**

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. The exception to this is where we may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, in certain cases where the specific criteria listed in the School Admissions Code (paragraphs 3.10 to 3.13) apply.

#### **6.9 Children of UK service personnel and crown servants**

Families of UK 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, provided a place is available and the application is accompanied by an official letter that declares a relocation date.

We will use the address at which the child will live when applying our oversubscription criteria, provided the parents provide some evidence of their intended address. Alternatively, the unit or quartering address will be used as the child's home address when considering the application against the oversubscription criteria, where this is requested by a parent.

#### **6.10 Withdrawing an offer of a place**

We will not withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.

Where a parent has not responded to the offer, we will give them a further opportunity to respond and explain that the offer may be withdrawn if they do not respond.

If an offer is withdrawn on the basis of misleading information, we will consider the application afresh and a right of appeal will be offered if an offer is refused.

We will not withdraw an offer of a place once a child has started at our school except where that place was fraudulently obtained. In these circumstances, we will consider the length of time that the child has been at the school before deciding whether to withdraw the place.

## 7. In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to the waiting list for the relevant year group. When a space becomes available, it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be sent to the following address:

[admin@seatonacademy.co.uk](mailto:admin@seatonacademy.co.uk) or handed in at Seaton Academy, High Seaton, Seaton, Cumbria, CA14 1NP

You can find details on our in-year admissions and an application form on the following webpage:

<https://www.seatonacademy.co.uk/about-us/admissions>

Parents will be notified of the outcome of their in-year application in writing within 20 school days.

## 8. 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 and send it to the following address:

[admin@seatonacademy.co.uk](mailto:admin@seatonacademy.co.uk) or handed in at Seaton Academy, High Seaton, Seaton, Cumbria, CA14 1NP

Seaton Academy's admission appeals timetable is here:

| Offer date                              | Appeals Lodged                      | Appeals to be heard                                                                                                                                     |                                                                                                                                                                                                                                                                                                    |
|-----------------------------------------|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 16 April annually (or next working day) | By 20 <sup>th</sup> May annually    | Within 40 School days                                                                                                                                   | Parents/Carers can submit additional evidence (by the closing date for appeals to be submitted, i.e. 20 <sup>th</sup> May or the next working day) to be considered by the panel.<br><br>Admission authorities can also submit additional evidence by the same date to be considered by the panel. |
|                                         | After 20 <sup>th</sup> May annually | Appeals should be heard within 40 school days from the deadline for lodging appeals where possible, or within 30 school days of the appeal being lodged | Parents/Carers can submit additional evidence (with 20 days of 20 <sup>th</sup> May) to be considered by the panel.<br><br>Admission authorities can also submit additional                                                                                                                        |

|  |  |                                                                                |
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|  |  | evidence (with 20 days of 20 <sup>th</sup> May) to be considered by the panel. |
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The clerk will send copies of the appeal papers to the panel and all parties involved 2 weeks before the panel is held. Appeals will be heard by an independent appeal panel of Trustees.

Decision letters are sent within 5 school days of the any hearing, wherever possible.

## 9. Monitoring arrangements

This policy will be reviewed and approved by the Governing Board every year in November. Where changes are proposed (other than an increase to the published PAN or to comply with any requirements of the DfE admissions code) public consultation on the proposed changes will take place for a minimum of 6 weeks before 31<sup>st</sup> January of the school year before the arrangements are proposed to take effect, or where no changes are proposed, at least once every seven years).

## 10. Catchment Map

