



HAILSHAM COMMUNITY COLLEGE ACADEMY TRUST

'Be the very best you can be'

Admissions Policy 2018/19

SLT responsible:	Principal
Last reviewed:	February 2017
Ratified by Governors:	24 February 2017

Hailsham Community College Academy Trust
Admissions Policy for the 2018/19 School Year

The following are the admission arrangements agreed by the governing body of Hailsham Community College Academy Trust for the 2018/19 school year.

Hailsham Community College Academy Trust is its own admissions authority. We have adopted the same admissions criteria as the local authority in regard to allocating available spaces.

The admission arrangements for the 2018/19 school year are therefore as follows:

1. Admission Number

There is no proposed change to the admission number. The Governors intend to admit a maximum of 240 students into Year 7.

Application process

Applications must be made using the County Council's application procedure. Parents can apply online, or a paper form is available from the school or the Admissions and Transport Team at the address below. Completed paper applications should be returned to:

The Admissions and Transport Team,
PO Box 4,
County Hall,
St Anne's Crescent,
Lewes,
East Sussex,
BN7 1SG.

The closing date for Year 7 applications is 31 October 2017.

All applications for all year groups are subject to the County Council's co-ordinated schemes.

2. Late Applications

Any application that arrives after the closing date of 31 October 2017 for entry in September 2018 will be dealt with after the main allocations have been made. These late applications will be placed on the waiting list for Year 7. At this point the oversubscription criterion applies and the applicant at the top of the waiting list will be offered a place should one become available.

3. Oversubscription Criteria

If there are more applications than places available at the school, the criteria below will be used to determine which children are offered the available spaces, and will be applied in the following order of priority:

- 1. Looked after children and children who were looked after, but ceased to be so because they were adopted (or subject to residence orders or special guardianship orders) immediately following being looked after.**

2. **Children who will have a brother or sister at the school (or linked infant or junior school) at the time of admission and who live at the same address, within the pre-defined community area***

The definitions of 'sibling' and community areas are below.

3. **Children wishing to transfer between a linked infant and junior school (as per schools listed in the admission booklet).**
4. **Other children living within a pre-defined community area**
Each home address within the county falls within a community area although living within the community area does not guarantee a place. The admission booklet 'apply for a school 2018-2019' shows details of the community areas for each school.
5. **Children who will have a brother or sister at the school (or linked infant or junior school) at the time of admission who live at the same address, outside the pre-defined community area.***

The definition of sibling is as shown below.

6. **Other children living outside the pre-defined community area.**

Tiebreaker

- In the event of oversubscription within any category, place allocation will be decided by prioritising applications on the basis of home to school distance measured in a straight line (as the crow flies). This will be measured from the delivery point (supplied by Royal Mail) in the school to the delivery point in the family home. For split site schools, we will measure to the site where the child will attend for the majority of lessons.
- In the event that applicants cannot be prioritised using the tie-breaker above because the distance measurements are the same, the Authority will use random allocation to decide which children will be offered the remaining places. This will be done electronically using the Authority's admissions software.

** Children who have a brother or sister who joined the school prior to 1 September 2018 and who is still on roll will be admitted under the previous criteria which gave priority to brothers and sisters regardless of whether they live in the pre-defined community area or not.*

Twins and children from multiple births (all community and voluntary controlled schools).

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

Definitions used by East Sussex County Council:

Community area: each home address in the county falls within a community area for a school (or schools) although living in a community area does not guarantee a place. Please see the maps on

pages 24, 26, 28 and 45 of the booklet ‘Apply for a school 2018-19’ for information as to which areas are applicable to each school.

Looked after child: a ‘looked after child’ is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function at the time of making an application to a school (see section 22(1) of the Children Act 1989. Children accommodated under section 20 of the Children Act 1989 are included in this priority. Previously looked after children are children who were looked after, but ceased to be so because they were adopted or became subject to a Child Arrangements Order or special guardianship order.

Sibling: for admissions purposes, children are siblings if they are full/half or adoptive/foster brother or sister living in the same household. We do not include step-children for the purposes of school admissions ie two families coming together.

Waiting lists

Details of any unsuccessful applicants will be held on a waiting list which will be kept in the order of the oversubscription criteria above. This will be held until the end of the Autumn Term when the list will be cleared.

In-Year admissions

From 1 September 2018, applications for in-year admissions to all year groups will be dealt with by Hailsham Community College Academy Trust and parents/carers should contact Hailsham Community College Academy Trust directly.