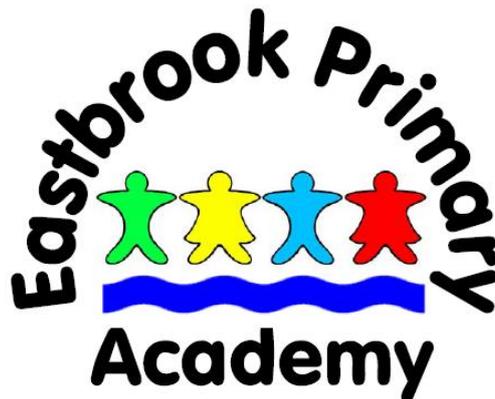


# *Admissions Policy*

## *2019/20*



<b>Lead Person</b>	<b>Julia Sherlock</b>
<b>Reviewed</b>	<b>February 2018</b>
<b>Next Review Date</b>	<b>February 2019</b>
<b>Signed - Governor</b>	<b>Rob Milsom</b>
<b>Signed - Headteacher</b>	<b>Julia Sherlock</b>

## Eastbrook Primary Academy admission arrangements for 2019/20

Eastbrook Primary Academy is a primary academy in Southwick in West Sussex and is part of REACH2 Academy Trust. This admissions policy was finalised following public consultation on a Trust-wide approach to admissions. Our aim is to ensure all our academies have simple, consistent admissions arrangements that focus on serving the local community, reflect our vision and values and are as easy as possible for parents/carers of potential pupils to understand. More information about REACH2 is available on our website: [www.reach2.org](http://www.reach2.org)

Eastbrook is a two-form entry primary school situated close to the south coast. The school benefits from excellent facilities and grounds, including large playing fields and an indoor swimming pool. It was judged to be *Outstanding* in its last Ofsted. More information about the school is available on the school's website: [www.eastbrook.w-sussex.sch.uk](http://www.eastbrook.w-sussex.sch.uk)

### Admission number and process

The school has an admission number of 60 for entry in Reception.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applications than this are received, the Academy Trust will offer places at the school to all those who have applied.

Applications in the 'normal round' (that is the main cycle of applications for Reception places from the beginning of the school year) are administered on behalf of the Academy Trust by West Sussex Local Authority as part of the local coordinated scheme. West Sussex Local Authority also administers so-called 'in-year' applications for Reception and other year groups on behalf of the school.

### Oversubscription criteria

When the school is oversubscribed (that is, there are more applications than places available), after the admission of pupils with an Education, Health and Care Plan that names the school, priority for admission will be given to those children based on the criteria set out below, in the order shown:

1. Looked after children or previously looked after children i.e. children in foster care, care homes or who were before being adopted
2. Children with siblings in the school
3. Children of school staff fulfilling a skills shortage role
4. Home-to-school distance – meaning that the remaining places are allocated in order of each child's proximity to the school.

## Definitions relating to the criteria

1. 'Looked after children' are (a) in the care of a local authority or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in Section 22(1) of the Children Act 1989). 'Previously looked after children' are children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order. These definitions are set nationally, by the Department for Education.
2. 'Siblings' are defined as 'A brother or sister. Brothers and sisters can be half or step siblings (by marriage or cohabitation) or foster siblings sharing a common address. Cousins are not classed as siblings'. Note – this definition is the one used by the Local Authority in relation to admissions to schools that they maintain - REAch2 schools adopt the same definition to avoid any confusion and keep arrangements as simple as possible for local parents and carers.
3. This option is only available for teaching or leadership staff with a permanent contract to work at the school (and not employees in REAch2 regional or central teams); it will be subject to confirmation by an independent REAch2 regional non-executive that, on the evidence available, the post does indeed relate to a skills shortage in the area. This is compliant with the statutory School Admissions Code – in fact the code allows for a wider definition/scope for children of staff but REAch2 has chosen a more limited approach.
4. 'Home-to-school distance' is defined/measured "by a straight line from school to the child's home address, using Ordnance Survey address point data from a central point in each building." 'Home address' is defined as the child's main address. "If your child regularly stays overnight with another parent or relative on a shared residency basis and therefore potentially has more than one address, you must confirm this in writing after making your application online. You should give both addresses and details of your child's living arrangements and state which address you believe should be used for the application i.e. your child's main address. We may contact you for further supporting evidence and this could include documentation such as: council tax bill, child benefit documentation, medical card, utility bill or bank statement. Additional enquiries may also be made where necessary. Priority for your preferences will be decided according to the address which the Pupil Admissions Team determines as your child's main address. Parents should note that overnight stays relating to childcare arrangements are rarely considered to be a formal "shared residency" and priority will not be given from a relative/carer's address in these circumstances." Note – these definitions are used by the Local Authority in relation to admissions to schools that they maintain – REAch2 schools adopt the same definition to avoid any confusion and keep arrangements as simple as possible for local parents and carers. The school and REAch2 as admissions authority reserve the right to carry out additional checks on the accuracy of the home address provided.

## Tie-breaker

Where the admission number given above is reached part way through one of the above over-subscription criteria, the remaining places available are allocated on proximity to the school<sup>1</sup>; but only after any applications are considered where there is third party evidence (e.g. from a medical specialist or a social worker), provided at the time of the application, setting out the exceptional medical/social need of the child (or their parent/carer) and why only this school, rather than any other, is able to meet that need; the final decision on such applications will be made by the school's governors.

## Late applications

All applications received by the Local Authority after the deadline will be considered to be late applications. These will be considered after those received on time. If all available places are allocated to children whose applications were received on time, parents or carers who have made a late application may request that their child is placed on the school's waiting list.

## Deferred entry for Reception places

Parents/carers offered a place in Reception for their child have a right to defer the date their child takes up the place, or to take the place up part-time, until the child reaches compulsory school age. Children reach compulsory school age on 31 August, 31 December or 31 March – whichever of those three dates follows (or falls on) the child's 5<sup>th</sup> birthday.

Places cannot be deferred beyond the beginning of the summer term of the school year for which the offer was made.

## Admission of children outside their normal age group, including for 'summer-born' children

Parents or carers may request that their child is admitted outside their normal age group. To do so, they should include a written request with their application, setting out the year group in which they wish their child to be allocated a place and the reasons for their request.

When such a request is made, the Headteacher will make a decision on the basis of the circumstances of the case, based on their professional judgement of what is in the best interest of the child, taking account of the evidence and rationale provided by the parents/carers.

## Waiting lists

Where the school receives more applications for places than there are places available, a waiting list will operate until 31 December 2018. If you wish your child to remain on any list

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<sup>1</sup> As measured according to the earlier 'Definitions' section. If the distance is exactly the same for two or more children, the remaining available place will be allocated on the basis of random allocation undertaken by the Local Authority. Note that random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. We will admit them all and exceed our admission number, as permitted by the national infant class size rules set by DfE

after this date you must confirm this in writing or by email to the Pupil Admissions Team (South) who maintain the waiting list on behalf of the school – see contact details at [www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/contact-pupil-admissions/](http://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/contact-pupil-admissions/) . The waiting list will be maintained by the Pupil Admissions Team and it will be open to any parent or carer to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be re-ordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

## **Appeals**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should access an online appeal form and details of the appeals process at [www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/school-appeals-and-waiting-lists/](http://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/school-appeals-and-waiting-lists/) . If you require a paper form you can download it from the website or ring 03330 142 903 to request one. The appeals process is run in accordance with the statutory processes and timescales set out in the School Admissions Appeals Code.