



## Seaford Head School (SHS) Admissions Policy 2022/23 School Year

### Introduction

The governing body of Seaford Head School have determined the following for the 2022/23 academic year:

#### 1. Admission Number

The Governors agreed the Published Admission Number (PAN) would remain at 240 for Year 7.

#### 2. Application process

Applications are made using the County Council's application procedure. Parents can apply online at [www.eastsussex.gov.uk/educationandlearning/schools/findingaschool](http://www.eastsussex.gov.uk/educationandlearning/schools/findingaschool) or a paper form is available upon request from the ESCC Admissions and Transport Team at the address below. Completed paper applications are to 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<sup>st</sup> October 2021.**

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

**All children whose Education, Health and Care Plan (EHCP) names the school will be admitted.**

### 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.

- i. **Children in the care of, or provided with accommodation by, a local authority and children who were looked after, but ceased to be so because they were adopted.**
- ii. **Children of UK service personnel (UK Armed Forces) - For families of service personnel with a confirmed posting to the area, or crown servants returning from overseas to live in that area. The school must:**
  - a. Allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against their oversubscription criteria. This **must** include accepting a Unit postal address or quartering area address for a service child. The school **must not** refuse a service child a place because the family does not currently live in the area, or reserve blocks of places for these children
  - b. Ensure that arrangements in their area support the Government's commitment to removing disadvantage for service children. Arrangements **must** be appropriate for the area and be described in the school's composite prospectus.
- iii. **Siblings of children on roll at Seaford Head School at the time of admission who live at the same address within the community area\*.**

\*Children are 'siblings' if they are full, half, adoptive, foster or step brother or sister living in the same household. This criterion includes siblings attending the school's sixth form.
- iv. **Children of staff.** Once the above criteria i to iii have been applied to other applicants and offers have been made subsequent to the offer date for secondary admissions, the school may offer places to the children of staff where the member of staff has been employed at the school for 2 or more years at the time at which the application for admission to the school is made, and/or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage for the vacant post in question. This is accordance with paragraph 1.39 of the School Admissions code
- v. **Children living within the community area.**
- vi. **Siblings of children on roll at Seaford Head School at the time of the applicant's admission who are on roll at one of the feeder schools at the time of application\*\*.** The community feeder schools are: Alfriston Primary School, Annecy Roman Catholic School, Chyngton School, Cradle Hill School and Seaford Primary School.

- vii. **Children living outside our community area who are on roll at one of the feeder schools at the time of application.** The details of the feeder schools are provided in criterion (vi)
- viii. **Siblings of children on roll at Seaford Head School at the time of admission who live outside the community area\*\***
- ix. **Children living outside the community area**

**\*\* Children who have a sibling who joined Seaford Head School prior to 1 September 2017 who is still on roll at the time of the admission of the applicant will be admitted under the previous criteria which gave priority to siblings regardless of whether they live in the pre-defined community area or not. In such cases these applicants will be considered under criterion 3(iii).**

### **Tiebreaker**

If there are more applicants who qualify under an oversubscription criterion than places available, allocation of places will be determined by prioritising applications within that criterion. This will be on the basis of the shortest route from home to the main gate of the school (please see the definition of this below) using the method adopted by East Sussex County Council.

If applicants cannot be prioritised by distance; ie the distance from home to the school is absolutely equal for such applicants, this will be resolved by random allocation. This process will be independently verified.

### **Definition of the distance to an applicant's home**

The distance from the home address to the school will be measured using the method adopted by East Sussex County Council. Distances will be measured on behalf of the Governing Body, using the County Council's Geographical Information System (GIS) from the child's home to the main gate of the school's site used by its students.

As a split site school, the distance will be measured to the main gate of the site where the child receives the majority of his/her teaching:

Years 7 & 8 – the main gate for the Steyne Road Site

Years 9, 10 & 11 – the main gate for the Arundel Road Site

**The Community Area.**

Seaford Head School serves the town of Seaford and the neighbouring areas which extend north to include Alfriston and Lullington, east to the eastern boundary of East Dean, including Birling Gap and west to the western boundary of Bishopstone.

**Seaford Head School community area**



## **5. Waiting lists**

Seaford Head School will operate a waiting list.

Where in any year the school receives more applications for places than there are places available, a waiting list will operate for unsuccessful applicants to Year 7. Waiting lists will also be maintained for other year groups when these year groups are full. Waiting lists will be maintained by Seaford Head School and it will be open to any parent to ask for his or her child's name to be placed on a waiting list for the relevant year group following an unsuccessful application. Names will be held in the order as dictated by the over subscription criteria.

Governors will consider other applications above the set PAN in terms of parental demand and capacity. The governors will work with ESCC to ensure the co-ordination of admissions is effective.

## **6. Admission to a Year Group without a published admissions number**

Admission to other year groups (Years 8-11) will be based upon the size of teaching groups already existing in that year in Seaford Head School and the efficient use of resources. Admission will be mindful of the timetabled provision.

The school will require parents/carers to complete an East Sussex County Council application form. This will be available on line via the county's website:

<https://www.eastsussex.gov.uk/educationandlearning/schools/admissions>

Paper applications will be forwarded to parents/carers upon request.

## **7. Right of appeal**

There will be a right of appeal to an Independent Appeals Panel for any unsuccessful applicants.

**The deadline for the receipt of appeals:**

**For applications for Year 7 in September 2022 – To be confirmed**

Appeals received after the deadlines detailed above will still be heard, but may take place after appeals received by the deadline have been heard by an Independent Appeals Panel.

For **In-year applications**, parent/carers must submit their appeal within **25 school days** of being informed that the application was unsuccessful.

### **Timeline**

The admission arrangements for Seaford Head School were determined for children joining Year 7 in September 2022. These arrangements will be circulated after 01 March 2022 and will appear on the school and East Sussex County Council website by 15 March 2022.

Objections to the arrangements must be referred to the Office of the Schools Adjudicator at the following address:

Office of the Schools Adjudicator,

Mowden Hall,  
Staindrop Road

Darlington

DL3 9BG

Tel: 01325 735303

Email: [osa.team@osa.gsi.gov.uk](mailto:osa.team@osa.gsi.gov.uk)

Objections must be made by 15 April 2022.