



**Priory School LCLP Foundation School**

**Admissions Policy Determination  
for the School Year 2021/22.**

Priory School is a Foundation School and therefore the Governing Body is the admission authority for the school.

All admission authorities are required to determine their admissions arrangements for the 2021/22 school year, regardless of whether they undertook consultation.

These arrangements will be circulated after 28<sup>th</sup> February and will appear on the East Sussex and school websites by 15<sup>th</sup> March as required by current Regulations.

Any persons wishing to object to these admission arrangements should write to the Office of the Schools Adjudicator at the following address:

OSA  
Bishopsgate House  
Feethams  
Darlington  
DL1 5QE

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

**Any objections must be made by 15<sup>th</sup> May 2020**

## **1 Admission Number**

There is no proposed change to the admission number. The Governors intend to admit a maximum of 232 pupils to Year 7 in September 2021.

## **2 Application process**

### **Main Round**

Applications for the September 2021 intake for the Academic year 2021/22 must be made using the County Council's application procedure. Parents can apply online via their Local Authority or by completing a paper copy, available from their Local Authority, which will need returning to their Local Authority, **NOT** the Authority of the school you wish your child to attend.

**The closing date for Year 7 applications is 31<sup>st</sup> October 2020.**

### **In Year**

Applications for in-year admissions for the academic year 2021-22, should be made via the LA (East Sussex County Council). The co-ordination of admissions for in-year applications will be determined by Priory School.

### **3 Late Applications**

If an application is received after 31 October 2020 but before 31 January 2021, together with proof of a change of address\* since the closing date, or proof of another good reason why it was not possible for the family to apply on time, it will be treated as on time in respect of community and voluntary controlled schools. If there is no proof, or the reason is not considered valid by the LA, the application will be treated as late. There is no separate right of appeal against the decision as to whether the application is treated as on time or late.

*\*In the case of house moves, proof of ownership or tenancy on an East Sussex property (such as exchange of contracts or signed tenancy agreement of one year) is required if an address is to be used for the purpose of allocating a school place. If an applicant cannot provide evidence, the application cannot be accepted.*

### **4 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:

- 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 at the time of admission and who live at the same address, within the pre-defined community area.\***
- 3 Other children living within a pre-defined community area.**
- 4 Children who will have a brother or sister at the school at the time of admission who live at the same address, outside the pre-defined community area.**

*\* Children who have a brother or sister who joined the school prior to 1 September 2017 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.*

- 5 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.

In the event that applicants cannot be prioritised using the tiebreaker 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.

## **Applications for children to be educated out of chronological year group**

The School Admissions Code 2014 specifies that parents applying for a school place have a right to request that their child be educated outside their chronological age group. It further specifies that the admission authority for the school in question should make a decision as to whether to agree this 'on the basis of the circumstances of the case and in the best interests of the child concerned'. The admission authority is required to take into account various factors including the views of the Head Teacher.

The County Council, having sought all relevant advice, will work on the assumption that it is in the best interests of children to continue to be educated out of year group if the child has been the case hitherto, where they have been in a school which follows the National Curriculum, unless there are clear reasons why this is inappropriate.

Where parents submit applications for their children to be educated out of year group where this has not happened before, or where they have come from provision that does not follow the National Curriculum (eg private provision or overseas) the County Council will make a decision in the best interests of the child in consultation with the Head Teacher of the relevant school as in the case of summer-born children applying at reception entry (see primary scheme).

These arrangements apply to schools where the County Council is the admission authority schools in the co-ordinated scheme which are their own admission authority are encouraged to work in the same way but the decision is for each admission authority to make in these cases.

The County Council will continue to advise all parents whose request for admission out of year group is agreed of the potential difficulties this could cause later on, and continue to require parents to agree that they have understood this and take responsibility for this decision before the child is admitted to school in East Sussex. The admission should not be held up if the parent refuses to sign though, in this case it would need to be clearly documented that the parent had been advised of the risks but had refused or otherwise failed to sign the disclaimer.

## **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.

### **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 map at the end of this document for information as to which areas are applicable to each school.

**Looked after child:** a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order<sup>71</sup>. 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 functions (see the definition in Section 22(1) of the Children Act 1989).

**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.

### **5 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 Term 2 when the list will be cleared. After this time, any applicant wishing to join a waiting list will need to reapply.

