

## Admissions Policy and Arrangements for the School Academic Year 2018-2019

Believing in Excellence means that the school has key values that all members of our school community live by. These are:

- Respect;
- Resilience
- Responsibility

These values apply to three important spheres of life:

- Believing in Excellence for ourselves;
- Believing in Excellence for others;
- Believing in Excellence for our environment.

Date of Policy	February 2017
Date agreed by Governing Body	January 2017
Date of next review	September 2018
Lead Member of Staff	Admissions Officer

# The Cavendish School Admissions Policy 2018-2019

## General

1. This annex may be amended in writing at any time by agreement between the Secretary of State and the Academy Trust.
2. Except as provided in paragraphs 2A to 2B below the Academy Trust will act in accordance with, and will ensure that an Independent Appeal Panel is trained to act in accordance with, all relevant provisions of the School Admissions Code, and the School Admission Appeals Code published by the Department for Education (“the Codes”) as they apply at any given time to maintained schools and with equalities law and the law on admissions as they apply to maintained schools. For this purpose, reference in the Codes or legislation to “admission authorities” shall be deemed to be references to the governing body of the Academy Trust.
  - a The Cavendish Academy Trust is permitted to determine admission arrangements (subject to consultation in accordance with the School Admissions Code) that give priority for admission (but not above looked after children as defined under section 22 of the Children Act 1989 and adopted children<sup>1</sup>) to other children attracting the pupil premium, including the service premium (‘the pupil premium admission criterion’). Where an Academy Trust exercises this freedom it will provide information in its admission arrangements of eligibility for the premiums.
  - b For the purposes of applying the pupil premium admission criterion only, sections 1.9(f) and 2.4(a) of the School Admissions Code do not apply insofar as they prevent admission authorities from giving priority to children according to the financial or occupational status of parents or using supplementary forms that ask for:
    - any personal details about their financial status; or
    - whether parents are serving in the armed forces (of any nation), stationed in England, and exercising parental care and responsibility for the child in question.
3. Notwithstanding the generality of paragraph 2 of this Annex, the Cavendish Academy Trust will participate in the co-ordinated admission arrangements operated by the Local Authority (LA) and the local Fair Access Protocol (FAP).
4. Notwithstanding any provision in this Annex, the Secretary of State may:
  - a direct the Academy Trust to admit a named pupil to The Cavendish School on application from an LA. This will include complying with a School Attendance Order<sup>2</sup>. Before doing so the Secretary of State will consult the Academy Trust;
  - b direct the Academy Trust to admit a named pupil to The Cavendish School if the Academy Trust has failed to act in accordance with this Annex or has otherwise failed to comply with applicable admissions and equalities legislation or the provisions of the Codes;
  - c direct the Academy Trust to amend its admission arrangements where they fail to comply with the School Admissions Code or the School Admission Appeals Code.
5. The Cavendish Academy Trust shall ensure that parents and ‘relevant children<sup>3</sup>’ will have the right

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<sup>1</sup> As defined in the School Admissions Code.

<sup>2</sup> Local authorities are able to issue school attendance orders if a child is not attending school. These are legally binding upon parents. Such an order might, for instance, be appropriate where a child has a place at an Academy but his/her parents are refusing to send him/her to school. The order will require a parent to ensure his/her child attends a specified school.

<sup>3</sup> relevant children’ means:

of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy Trust. The Independent Appeal Panel will be independent of the Academy Trust. The arrangements for appeals will comply with the School Admission Appeals Code published by the Department for Education as it applies to Foundation and Voluntary Aided schools. The determination of the appeal panel is binding on all parties.

### **Relevant Area**

6. Subject to paragraph 7, the meaning of “Relevant Area” for the purposes of consultation requirements in relation to admission arrangements is that determined by the local authority for maintained schools in the area in accordance with the Education (Relevant Areas for Consultation on Admission Arrangements) Regulations 1999.
7. If the Academy does not consider the relevant area determined by the local authority for the maintained schools in the area to be appropriate, it must apply to the Secretary of State by 1 August for a determination of the appropriate relevant area for the Academy, setting out the reasons for this view. The Secretary of State will consult the Academy and the LA in which the Academy is situated in reaching a decision.

### **Requirement to admit pupils**

8. The Academy will:
  - subject to its right of appeal to the Secretary of State in relation to a named pupil, admit all pupils with a statement of special educational needs naming the Academy;
  - determine admission oversubscription criteria that give highest priority to looked after children and previously looked after children, in accordance with the relevant provisions of the School Admissions Code.

### **Oversubscription criteria, admission number, consultation, determination and objections.**

9. The Academy admission arrangements will include oversubscription criteria, and an admission number for each relevant age group<sup>4</sup>. The Academy will consult on its admission arrangements and determine them in line with the requirements within the School Admissions Code.
10. The Office of the School’s Adjudicator (OSA) will consider objections to the Academy’s admission arrangements<sup>5</sup>. The Academy Trust should therefore make it clear, when determining the Academy’s admission arrangements, that objections should be submitted to the OSA.
11. A determination of an objection by the OSA will be binding upon the Academy and the Academy Trust will make appropriate changes as quickly as possible.

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a) in the case of appeals for entry to a sixth form, the child, and;

b) in any other case, children who are above compulsory school age, or will be above compulsory school age by the time they start to receive education at the school.

<sup>4</sup> ‘Relevant age group’ means ‘normal point of admission to the school, for example, Year R, Year 7 and Year 12.

<sup>5</sup> The OSA has no jurisdiction to consider objections against the agreed variation from the Codes set out in paragraphs 2A and 2B.

# Cavendish Academy Trust

## Admission Arrangements

### School Year 2018-2019

#### 1 Main Entry Points for Admissions

The Admissions Authority of The Cavendish School welcomes applications at its two main entry points:

- Reception Class (Primary phase)
- Year 7 (Secondary phase)

As an All-Through School (age 2-16) The Cavendish School will NOT have a main entry point at Year 3 from 2018-2019 onwards.

In the Secondary phase the Governors have agreed to accept an increase in Published Admission Number (PAN) of 180 students in total for September 2017 and this will also apply for September 2018.

In the Primary phase the Governors had agreed the Published Admission Number (PAN) of 60 students for Reception Year for September 2015 and this will remain the same thereafter.

Please note that the Governors have agreed the Published Admission Number (PAN) of 30 students for Year 3 In September 2017 only. There will not be an intake of Year 3 in 2018-2019 for external students. The school will have the existing internal Year 2 students moving up to Year 3 in September 2018.

The Cavendish School is an All-Through School. This means that children attending Year 6 (in 2019) in the Primary phase will have an automatic entitlement to transfer to Year 7 in the Secondary phase (2020).

We will assume that all Year 6 students will be moving into the Secondary phase unless we are advised in writing by the parent/carer.

The first All-Through Primary to Secondary transfer cohort will happen from 2020-2021.

Applications outside the normal annual admissions rounds for the two main entry points are dealt with as In-Year Admissions (see section 12).

For applications for a place at the school in Year 7 and Reception an application must be made direct to East Sussex County Council. The common application form for both Year 7 and Reception will be available from September each year. Parents can apply online via the East Sussex County Council website:

<https://admissions.eastsussex.gov.uk/enrol/website/default.aspx>

Paper applications can be obtained direct from ESCC at the address mentioned in section 3.

For information on all dates and applications please refer to the East Sussex County Council website.

The school will publish information on dates for applications and events on the school website.

## 2 Published Admission Number (PAN)

60 students entering Reception each year  
180 students entering Year 7 in total from 2017-2018

Year 7 September 2020 our PAN will reduce by 60 Year 6 students so therefore go down to 120  
Year 7 September 2021 our PAN will reduce by 30 Year 6 students so therefore go down to 150  
Year 7 September 2022 our PAN will reduce by 60 Year 6 students so therefore down to 120 and thereafter

The projected student numbers for all year groups from 2016 – 2021 are as follows

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Reception	60	60	60	60	60
Year 1	60	60	60	60	60
Year 2	0	60	60	60	60
Year 3	60	30	60	60	60
Year 4	0	60	30	60	60
Year 5	0	0	60	30	60
Year 6	0	0	0	60	30
Year 7	175	180	180	180	180
Year 8	150	175	180	180	180
Year 9	150	150	175	180	180
Year 10	150	150	150	175	180
Year 11	200	150	150	150	175

## 3 Application process for September Intake: Year 7 and Reception Year

Applications for the September 2018 intake for the Academic year 2018-2019 must be made using the East Sussex County Council's application procedure. Parents can apply online at [www.eastsussex.gov.uk](http://www.eastsussex.gov.uk) or a paper form is available from the primary school or the Admissions and Transport Team at the address below. Completed paper applications should be returned to:

The Admissions Team  
Children's Services  
PO Box 4, County Hall,  
St Anne's Crescent,  
Lewes, East Sussex,  
BN7 1SG  
Tel: 0300 3309472  
Email: [admissions@eastsussex.gov.uk](mailto:admissions@eastsussex.gov.uk)

The closing date for Year 7 applications in 2018-2019 is 31 October 2017.

The closing date for Reception Year applications in 2018-2019 is 15 January 2018.

Applications for Year 7 and Reception Year will be notified of the decision by email or first class post. For the notification dates please refer to the website [www.eastsussex.gov.uk](http://www.eastsussex.gov.uk). Successful applicants will be required to return the completed Admission Form to The Cavendish School.

If the school does not hear from you within 14 days you may be sent a reminder letter. If you no longer require the place offered to you please contact the school or ESCC in writing by letter or email.

#### **4 Late Applications**

Any application that arrives after each of the closing dates for entry in September will be dealt with by ESCC after the main allocations have been processed. These late applications will be placed on the waiting list for each relevant year. At this point the oversubscription criteria applies and the applicant at the top of the waiting list will be offered a place should one become available.

#### **5 Waiting List**

Details of any unsuccessful applicants can be held on a waiting list which will be kept in the order of the oversubscription criteria below.

Each new application will mean that the waiting list will be ranked again in line with the criteria below.

In the event that the year group for which you are applying is full, unsuccessful applicants can apply directly to the school to be placed on the waiting list for that year group.

Please note that all of our waiting lists are automatically cleared three times a year on 31 December, 30 April and 31 August.

Applicants will need to reapply directly to the school to join the waiting list after these dates.

#### **6 Children with a Statement of Education Needs (SEN) / Education Health and Care Plan (EHCP)**

In accordance with the law, children with statements of Special Educational Need (SEN) or an Education and Health Care Plan (EHCP) will be admitted to the school where their statement has specifically named the school as the most appropriate placement.

**N.B. How do we know if an applicant does have an SEN Statement or EHCP?** Whilst it is possible for parents to indicate on paper and on-line applications that their applicant has a statement, this will be investigated by the school and/or The Admissions Team (ESCC) and either accepted or rejected.

Parents must submit to the school and/or the Admissions Team (ESCC) the supporting evidence, such as a letter or copy of the statement which clearly confirms this information.

#### **7 Admissions and Oversubscription Criteria**

In the event that the school receives more applications than there are places available, those places will be ranked in accordance with the criteria below:

##### **1) Looked after children and Adopted Children / and Children with a SEN or EHCP**

\*Looked after children and \*\*adopted children who were looked after, but ceased to be so because they were adopted or became subject to an \*\*\*Arrangement Order or \*\*\*\*Special Guardianship Order.

\*Looked after child who is a child (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 as defined in Section 22 (1) of the Children Act 1989, at the time of making an application to the school.

\*\*Children who were adopted under the Adoption Act 1976 (Section 12) and children who were adopted under the Adoption and Children's Act 2002 (Section 46).

\*\*\*A Child Arrangement Order replaces a Residence Order and any Residence Order in force prior to 22 April 2014 deemed to be a Child Arrangement Order.

\*\*\*\*Special Guardianship Order as an order appointing one or more individuals to be a child's special guardian(s) – under the Children Act 1989.

**2) Siblings: Children who will have a brother or sister at the school at the time of application and this sibling will be on the register when the applicant is admitted. This will apply across all year groups excluding the Pre-school**

Children are siblings if they are full, half, adoptive or foster brother or sister living in the same household. In the event where the number of siblings exceeds the number of places available the published over-subscription criteria will be applied.

**3) Children of staff working at The Cavendish School**

Priority will be given to the children of contracted paid staff working at the school where the members of staff has been employed at the school for at least 2 years prior to the application for admission being made and also where a member of staff has been recruited to fill a vacant post where there is a demonstrable skill shortage.

**4) Children attending the Pre-school and applying for Reception Year place**

Children applying for a Reception Year school place who are currently in attendance at the Pre-school and who are also living within the pre-defined community area at the time of application.

**5) Children living within the pre-defined community area**

Each home address in the county falls within a community area although living in the pre-defined community area does not guarantee a place can be allocated.

**6) Children living outside the pre-defined community area**

Each home address in the county that falls outside the pre-defined community area.

**8 Tiebreaker**

In the event where there are more children who qualify under an oversubscription criteria than places available, place allocation will be decided by prioritising applications on the basis of home to school distance measured in a straight line.

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.

## **9 Twins/Children from Multiple Births**

Where the admission of twins, or all siblings from a multiple birth would cause the school to rise above its Planned Admission Number, these twins or, all of the siblings will be admitted.

## **10 Defined Community Area**

The current community area for the school is attached and will be used to prioritise children who do not qualify under criteria 1-4 shown above. There are no proposed changes to the community area.

## **11 Straight Line Distance Measurement**

East Sussex County Council uses a Geographical Information System (GIS) that ESCC applies to all school applications. ESCC uses Ordnance Survey Mapping data to measure the distance, as the crow flies, from a point designated by The Cavendish School (this being the central entrance at the front of the school located on the main driveway on Eldon Road). This point is defined by an Ordnance Survey grid reference and is mapped to the Ordnance Survey delivery point for the applicant's property. A delivery point is the official Ordnance Survey location of a property within the UK and is unique to that property.

For applicants that share a delivery point/address, the tie breaker process will be used.

Main dwelling will be defined as the main address at which the student spends the majority of school nights (Sunday to Thursday). This will also be the address at which the child is registered with their GP and, (where appropriate), the address to which any child benefit may be paid. Proof of address and other details may be asked for at any time to verify this information.

Main dwelling is also defined as the main delivery point/address at which the student lives at the time of application. A place cannot be offered on the basis of a possible future move.

## **12 Applications for "In year Admissions"**

All applications for "in-year admissions" should be made directly to The Cavendish School for all year groups by telephoning the school on 01323 731340 or emailing [admissions@cavendish.e-sussex.sch.uk](mailto:admissions@cavendish.e-sussex.sch.uk) for the attention of the Admissions Officer.

Alternatively, write to  
Admissions Officer  
The Cavendish School  
Eldon Road, Eastbourne  
East Sussex BN21 1UE

## **13 Deferred and Accelerated Entry – Admissions out of the normal age group**

In accordance with 2.16 of the School Admission Code 2014, The Cavendish School will provide the admission of all children in the September following their fourth birthday.

The Governors and the Headteacher will consider all applications on a case by case basis for 'deferred' or 'accelerated' entry in cases where parents would like their child to be admitted to a year group either side of the chronological age year group. The reasons for the request must be fully explained in writing and included with the school place application form.

This child will leave school with the year group that they were admitted to.

Parents may ask for this in exceptional circumstances. Decisions are made on circumstances of each case and in the best interest of the child concerned. The application is processed as part of the normal admission round.

Deferred entry should only be considered when both the parents and the professionals involved are of the opinion that the needs of the child cannot be best met within his or her age group even with appropriate levels of differentiation and support.

The school is unable to hold a school place for any child who wishes to be admitted within their normal age group the following academic year. There is no guarantee that a place will be available or that the child will rank high enough within the over-subscription criteria at the time of application, to be allocated a place. Applicants will need to make an application as part of the usual admissions process for the following academic year.

#### **14 Admission of Summer Born Children**

In accordance with section 2.17, 2.17A and 2.17B of the School Admission Code 2014, The Cavendish School will provide for the admission of all Summer Born Children (children born within the period 1 April to 31 August).

The school is unable to hold a school place for any child who wishes to be admitted within their normal age group in the following academic year. There is no guarantee that a place will be available or that the child will rank high enough within the over-subscription criteria at the time of application to be allocated a place.

When making an application for the school on the ESCC Common Application Form parents/carers should:

- a. provide the School Admission Authority with all relevant documentation to substantiate the request.
- b. meet with the School Admission Authority and / or the Headteacher to discuss the application and the reasoning to support the request.

The application will be considered, taking into account the view of the Head Teacher and the Schools Admissions Authority. Parents will be informed of the decision made and the reasons for that decision. There is no right to Appeal if the request is declined and the school offer a place within the child's normal age group.

#### **15 Verification**

In the event of over-subscription the school may seek verification of address when it is unclear whether the applicant meets the over-subscription criteria. Proof of residence e.g. council tax bill and proof of identity may be required. The Governing Body reserves the right to seek verification from other official resources.

False or misleading information that materially affects the decision to award a place will result in the withdrawal of that place. If the place has been awarded, accepted or taken up, that place may still be withdrawn.

## 16 Appeals

If you have been refused a place at The Cavendish School you have the right to have your case considered by an Independent appeal panel. Please fill in the ESCC on-line form, or alternatively you can send in your appeal with any supporting documentation to:-

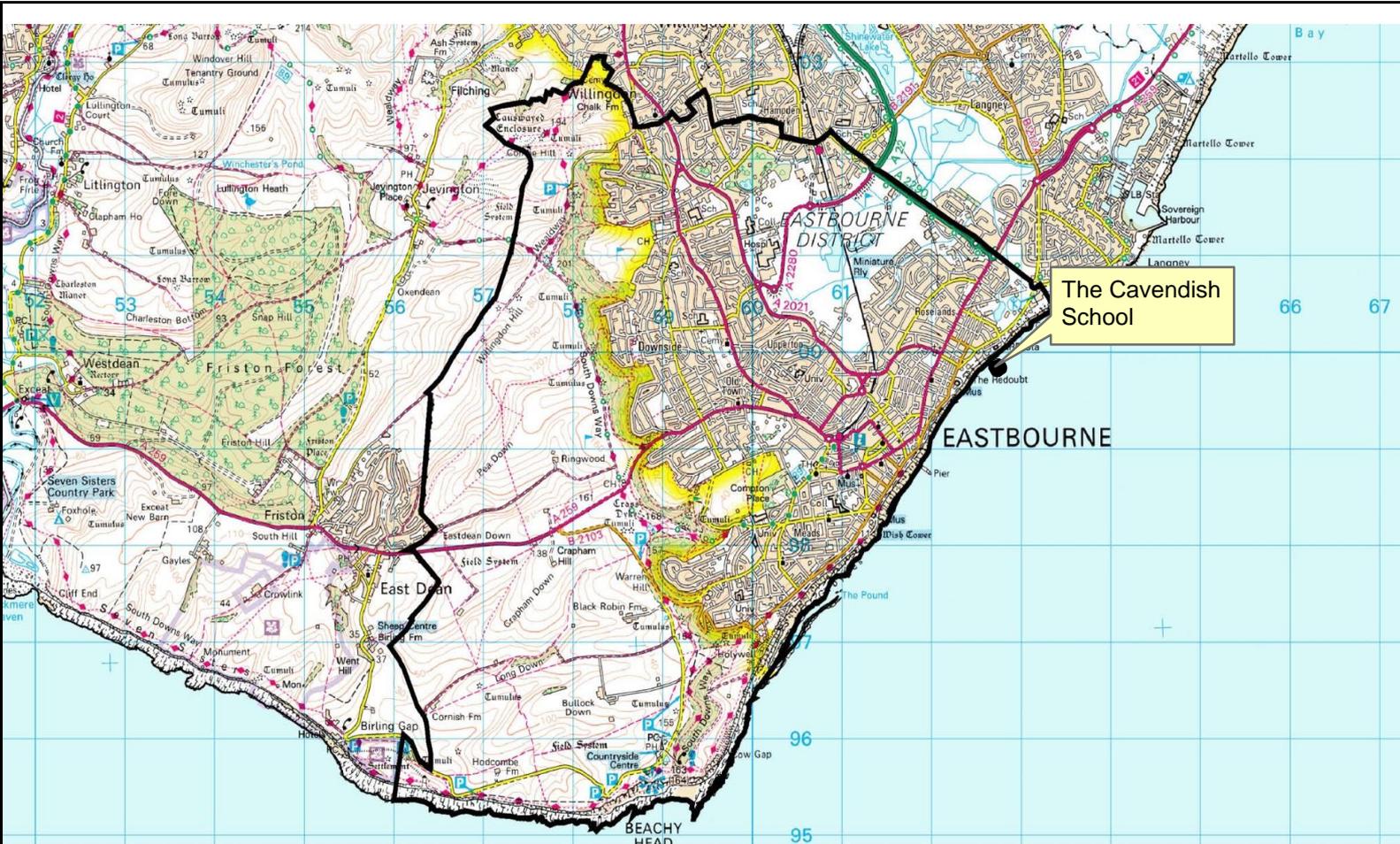
Mr Stuart McKeown, Senior Democratic Services Adviser and Schools Appeals Manager, East Sussex County Council, St Anne's Crescent, Lewes, East Sussex BN7 1SW. Tel: 01273 481583.

The school will publish details of admissions and appeals on the school website and advise on the deadline(s) that apply. See the East Sussex County Council website for advice on how to lodge an appeal.

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

### Appendix: Community Map

The pre-defined community area is highlighted with a thick black line.



## The Cavendish School Community Area

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Date: August 2012

Scale: 1:56,146