

## Admissions Policy and Arrangements for the School Academic Year 2022-2023

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	December 2020
Date agreed by Governing Body	December 2020
Date of next review	January 2022
Lead Member of Staff	Admissions Officer / Headteacher

# The Cavendish School Admissions Policy 2022-2023

## 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 coordinated 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.

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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.

5. The Cavendish Academy Trust shall ensure that parents and ‘relevant children<sup>3</sup>’ will have the right 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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<sup>3</sup> relevant children’ means:

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.

# The Cavendish School

## Admission Arrangements

### School Year 2021-2022

#### 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 does not have a main entry point at Year 3.

In the Secondary Phase, the Published Admission Number (PAN) to the school for September 2021 will be 180 Year 7 pupils in total. However, please see notes below about the Year 6 pupils transferring to Year 7 in September 2021.

In the Primary Phase, the Published Admission Number (PAN) to the school for September 2021 will be 60 Reception Year pupils. This was agreed on the opening of the Primary Phase in September 2015 and this will remain the same thereafter.

**The Cavendish School is classed as an All-Through School. This means that 30 children attending Year 6 in the Primary Phase will have an automatic entitlement to transfer to Year 7 of the Secondary Phase but may, if preferred, apply for a place at an alternative school during the normal secondary transfer process.**

**This will result in only 150 places available to external applications via East Sussex County Council for September 2021-2022.**

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

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)

The total admission number to the school for 2021-2022 will be 60 pupils entering Reception and 180 pupils entering Year 7. **However, for the 2021-2022 intake please note that only 150 spaces for Year 7 will be available/advertised via ESCC as 30 places will be reserved for the Year 6 pupils moving up from our Primary Phase into the Secondary Phase.**

Please note, in September 2022-2023 our Year 7 PAN will reduce by **60** spaces, as 60 Year 6 pupils will be moving up from our Primary Phase into the Secondary Phase. Therefore, the PAN will go down to 120 spaces advertised by ESCC.

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

Applications for the September 2021 intake for the Academic year 2021-2022 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 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 2021-2022 is 31 October 2020.

The closing date for Reception Year applications in 2021-2022 is 15 January 2021.

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).

If you have moved house after the closing dates for Year 7 or Reception school applications then the address used at the time of application is considered and ranked accordingly. In the event of over-subscription, the school may seek verification of address.

**Successful applicants will be required to complete and return the Acceptance, Admission and Consent Forms sent out to them directly back to The Cavendish School. *The successful applicants will also need to provide a copy of Council Tax Bill as proof of address at the time of application.*** If the school does not hear from you within 14 days, you may be sent a reminder letter. If you decide not to take 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 (Secondary Phase 31 October and Primary Phase 15 January) will be dealt with under the same admissions priorities, but not until after the 'on time' applications have been processed.

Should spaces still be available after the normal annual admissions have been allocated then eligible pupils will be offered a place. In the event that the school is full, all late applicants will join the waiting list for each relevant year group. It is most likely that ESCC will have to offer another school that still has places.

Any offers made will be in accordance with our over-subscription criteria outlined below in Section 7.

If you have a good reason for applying late (e.g. you have moved house) your case will be considered as on-time provided (a) the application is received by 31 January (Secondary Phase) and 16 March (Primary Phase) and (b) at the same time you supply independent supporting evidence as to why you have applied late.

In the case of a house move ESCC and the school will require a solicitor's letter confirming the exchange of contracts, or a signed tenancy agreement clearly showing the move took place after the closing date. If

there is no proof, or ESCC or the school do not consider the reason valid, the application will be treated as late.

## 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. Each new application will mean that the waiting list will be ranked again in line with the criteria. 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: Education, Health and Care Plan (EHCP)

In accordance with the law, children with a Statement: Education, Health and Care Plan (EHCP) will be admitted to the school. The Statement will be required to be confirmed by the local authority and specifically named the school as the most appropriate placement.

N.B. **How do we know if an applicant does have a Statement: 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 that 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 Statement: EHCP (Education, Health & Care Plan issued by the child's Local Authority)

\*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 Section 14A of the Children Act 1989.

### 2) Children of staff working at The Cavendish School

Priority will be given to the children of staff permanently employed at the school. Where the member of staff has been employed at the school for 2 or more years at the time when the application for admission to the school is made. In addition, priority will be given to a member of staff who is

recruited to fill a vacant post for which there is a demonstrable skill shortage. This is set out in Paragraph 1.39 of the Schools Admissions Code (December 2014). Staff does not include Contractors or Peripatetic Teachers.

**3) 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 and attending when the applicant is admitted. This will apply across all year groups excluding the Pre-school**

The term 'sibling' means brother or sister, half brother or sister, legally adopted brother or sister, step-brother or step-sister. The child of the parent / carer's partner, brother or sister of a child who is a Looked after Child or a child who is the subject of an Arrangement Order or Special Guardianship Order, and in every case, the child must be living in the same family unit at the main dwelling.

**As the school expands, it is expected that the sibling allocations will increase for all future year groups. Applicants should be aware that entry for siblings is not guaranteed. In the event that the number of siblings exceeds the number of places available, the published over-subscription criteria will be applied.**

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

Children applying for a Reception Year school place who attends at the Pre-school and **who are living within the pre-defined community area** on or before the application deadline date of 15 January 2021.

**5) Children attending the Pre-school and applying for Reception Year place (outside of area)**

Children apply for a Reception Year school place who attends at the Pre-school and **who are living outside the pre-defined community area** on or before the application deadline date of 15 January 2021.

**6) 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.

**7) 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 1-5 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 tiebreaker process will be used.

Main dwelling will be defined as the main address at which the pupil 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 pupil 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 to The Cavendish School for all year groups and be made directly to the Admissions Team at ESCC.

School: 01323 731340 or email [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

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 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 Common Application Form (CAF). This child will leave school with the year group that they were admitted to.

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).

When making an application for the school on the ESCC Common Application Form (CAF) parents/carers can:

- a. request that their child be considered for a place outside of their normal age group and specify the reason why this request is being made.
- b. provide the School Admission Authority with all relevant documentation to substantiate the request.
- c. 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 Headteacher 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.

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. For Reception and Year 7, applicants will need to make an application as part of the usual admission process for the following academic year. (Summer Born admissions advice).

#### **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 will be required.** The Governing Body reserves the right to seek verification from other official resources. **A copy of the Birth Certificate may also be requested** to confirm the date of birth.

**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.**

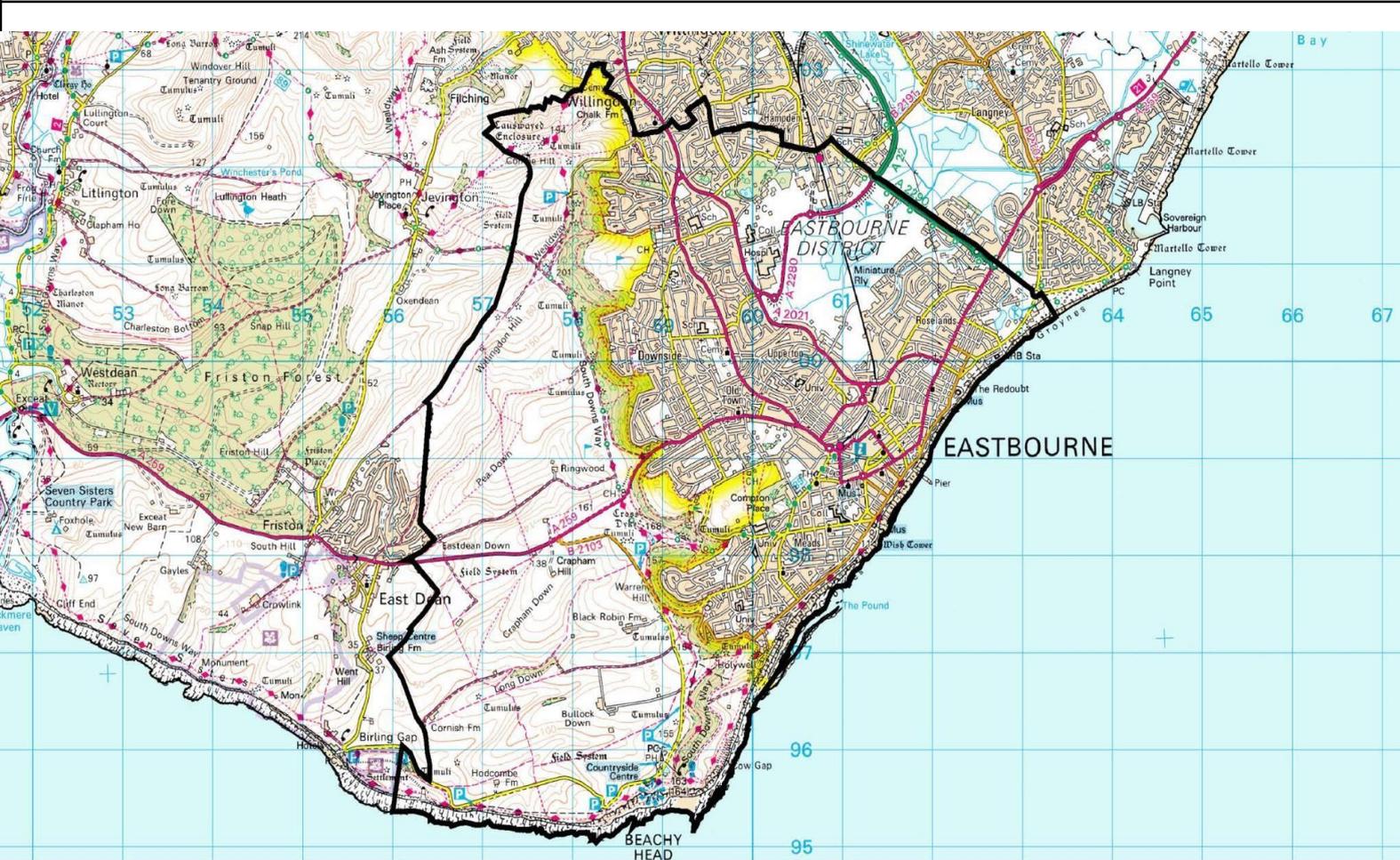
#### **16 Appeals**

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:- East Sussex School Appeals Service, East Sussex County Council, West E, County Hall, St Anne's Crescent, Lewes, East Sussex BN7 1UE. Email: [schoolappeals@eastsussex.gov.uk](mailto:schoolappeals@eastsussex.gov.uk)

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