

# Data protection

Personal information provided by parents or guardians may be held on computers which are used by schools and by the Children's Services Department. The Data Protection Act 1998 sets out rules for processing personal information and applies to paper records as well as those held on computers.

The information held may assist:

- In providing and maintaining a school place for individual pupils and students and in providing any transport to which they may be entitled.
- In establishing pupil/student records to help schools, the Department for Children, Schools and Families (DCSF) and the Children's Services Department to administer such matters as allocations of pupils/students to classes, monitoring progress with studies and for examination entries.

Records may also be kept to help with the distribution of information to parents about the progress of pupils or students or about the general arrangements for running particular schools and colleges.

- In establishing pupil/student records to help partner organisations to administer services. For example, data may be passed to organisations such as the Qualifications and Curriculum Authority (QCA), Ofsted, the Learning and Skills Council (LSC), the Department of Health (DH) and Primary Care Trusts (PCT).

- The maintenance in the Children's Services Department of a pupil/student database to support a number of services for them which include:
  - a. the provision of free school meals, subject to entitlement
  - b. the provision of special education including inter-authority recharges
  - c. the provision of educational, psychological, welfare and other support services, and
  - d. planning provision of future school places and services.

These uses of personal information are covered by registrations under the Data Protection Acts (1984 and 1998). The Children's Services Department, schools and governors take seriously their responsibilities to keep such information secure and to ensure that it is only used for registered purposes. It is held in accordance with the Data Protection principles contained within the Acts.

Information about these aspects may be obtained by telephoning ☎ 01273 481000. Further information on data protection may be obtained from the Information Commissioner on ☎ 01625 545745 and from the website [informationcommissioner.gov.uk](http://informationcommissioner.gov.uk).





# Explanation of words and phrases

## Explanation of words and phrases used

### Admission authority

The body responsible for admission matters. For community and controlled schools, the CSA is the admission authority. In the case of voluntary aided (church) schools, the governing body is the admission authority.

### Admission criteria

The way children will be offered places in a school when that school has more applications for places than places available.

### Admission number (sometimes known as 'PAN')

This is the number of children it is expected that a school will admit.

### Co-educational school

A school where boys and girls are educated together.

### Community college

A school which provides adult education as well as secondary education.

### Community schools

Schools which are maintained entirely from public funds and are managed locally by the headteacher and governors in collaboration with East Sussex County Council. These schools were previously known as 'county schools'.

### Comprehensive

Secondary schools that admit children of all educational abilities from 11+. All secondary schools in East Sussex are comprehensive.

## Explanation of words and phrases used

### Co-ordinated admission schemes

This is a formal document setting out the administrative arrangements relating to the admissions process. Schemes will mention how information is shared between admission authorities.

### CSA

Children's Services Authority. East Sussex County Council is the CSA.

### Curriculum

A programme of academic and other educational activities.

### Designated school

The community school(s) that serves the area in which a pupil habitually lives or the nearest school to their home at which a place can be made available.

### Expected roll

This is the total number of pupils expected to be at the school during the 2009-2010 school year.

### GCSE

General Certificate of Secondary Education.

### GIS

We use a geographical information system (GIS) to measure distances for school placement and transport purposes. GIS uses address data to pinpoint each address and then calculates the home to school distance via a network of roads, paths etc giving a constant result every time. **Please see Tiebreaker details on page 14.**

### Explanation of words and phrases used

#### **GNVQ**

General National Vocational Qualification.

#### **Key Stage**

An age related period of study within the National Curriculum.

#### **'Looked After Children'**

This refers to a child in care of a local authority.

#### **National Curriculum**

The programme of subjects which the law says must be taught to all pupils in maintained schools between the ages of 5 and 16.

#### **Ofsted**

Office for Standards in Education.

#### **Oversubscribed school**

A school where the number of applications for places is more than the number of places the school has available.

#### **Prospectus**

A booklet about a school that describes what happens in school, the school rules, what parents/carers and pupils can expect and what the school expects from pupils and their parent/carer. These are available from the school.

#### **Relevant age group**

The age group to which pupils are usually admitted.

#### **SEN**

Special educational needs. See also Statement of SEN.

### Explanation of words and phrases used

#### **Schools Adjudicator**

The role of the Office of the Schools Adjudicator (OSA) is to determine objections to admission arrangements and to decide on requests to vary determined admission arrangements.

#### **Sibling**

For admissions to community and voluntary controlled schools, children are siblings if:

- a. They are full or half brother or sister living in the same household.
- b. They are adoptive/foster brother or sister living in the same household.

#### **Single-sex school**

A school that admits only boys or only girls.

#### **Statement of SEN**

A child will have a statement of special educational needs if those needs are formally recognised as being so severe that they cannot be met by the existing arrangements and resources within a school. The statement will set out what the needs are and how they will be met.

#### **Voluntary aided (VA) school**

A church school where the governing body is the admission authority.

#### **Voluntary controlled schools**

A church school where the CSA is the admission authority.



# Contact us

We hope the information in this booklet is helpful but if you need any further help or advice please contact the Admissions Team between 8.30am and 5pm, Monday to Thursday, or between 8.30am and 4.30pm on Friday.

For information on schools in the following areas, please contact the Admissions Team on ☎ 01273 481797/1305/1186:

- |                     |                           |
|---------------------|---------------------------|
| • <b>Chailey</b>    | • <b>Peacehaven</b>       |
| • <b>Eastbourne</b> | • <b>Polegate</b>         |
| • <b>Forest Row</b> | • <b>Ringmer</b>          |
| • <b>Hailsham</b>   | • <b>Seaford</b>          |
| • <b>Lewes</b>      | • <b>Telscombe Cliffs</b> |
| • <b>Newhaven</b>   | • <b>Uckfield</b>         |

For information on schools in the following areas, please contact the Admissions Team on ☎ 01273 481307/1310/1187:

- |                         |                        |
|-------------------------|------------------------|
| • <b>Battle</b>         | • <b>Robertsbridge</b> |
| • <b>Bexhill-on-Sea</b> | • <b>Rye</b>           |
| • <b>Crowborough</b>    | • <b>St Leonards</b>   |
| • <b>Hastings</b>       | • <b>Wadhurst</b>      |
| • <b>Heathfield</b>     |                        |

Please be aware that during busy periods you might have to leave a message on our answerphone, alternatively you can always send us an email ✉ [admissions@eastsussex.gov.uk](mailto:admissions@eastsussex.gov.uk)

We'll try to answer your enquiry as quickly as we can.

This booklet can be viewed or downloaded (in PDF) from our website.

## The Admissions Team

Children's Services Department  
PO Box 4, County Hall  
St Anne's Crescent  
Lewes

East Sussex BN7 1SG

☎ **01273 481000**

8.30am-5.00pm Monday to Thursday

8.30am-4.30pm Friday

✉ [admissions@eastsussex.gov.uk](mailto:admissions@eastsussex.gov.uk)

# Translations

If English is **not** your first language and you need help with translating the information in this booklet please complete the form below and we will arrange for someone to contact you.

Please tick the appropriate box and fill in your name and address and telephone number then return the form to:

Se o inglês não é a sua primeira língua e necessita de ajuda na tradução da informação contida neste folheto, por favor preencha o formulário abaixo indicado e nós buscaremos alguém para o contactar.

Por favor indique no quadradinho apropriado indicando seu nome, endereço e número de telefone. Recorte-o e envie para:

如果英文不是你的主要語言，且你需要得到幫助將這份傳單的內容翻譯，請將以下回條填妥，我們從。

請在適當方格畫勾，填寫你的姓名、地址和電話號碼，然後將表格從小冊撕下寄交地址：

ইংরেজী যদি আপনার প্রথম বা মাতৃভাষা না হয়, এবং এই পুস্তিকায় দেওয়া তথ্য অনুবাদ করার জন্য আপনার সাহায্য দরকার হয়, পুস্তিকার পিছনে দেওয়া ফর্ম পূরণ করুন এবং আপনার সঙ্গে যোগাযোগ করার জন্য কোন লোকের ব্যবস্থা আমরা করবো।

উপযুক্ত বাক্সে টিক্ চিহ্ন দিন এবং আপনার নাম, ঠিকানা ও টেলিফোন নম্বর পূরণ করুন, তারপর এই ফর্ম পুস্তিকা থেকে ছিঁড়ে নিয়ে নিচের ঠিকানায় পাঠিয়ে দিন :

**Traveller and English as an Additional Language Service**  
Marshlands School  
Marshfoot Lane  
Hailsham  
East Sussex BN27 2PH  
☎ 01323 842045  
✉ [teals@eastsussex.gov.uk](mailto:teals@eastsussex.gov.uk)

**Bengali**  
(বাংলা)

**Chinese**  
中文

**Portuguese**  
(Português)

**Other**

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----- **Postcode** -----

পোস্টকোড  
郵區

**Tel** -----

টেলিফোন :  
電話 :