

Glossary

Explanation of words and phrases

Admission authority

The body responsible for admission matters. For community and voluntary controlled schools, East Sussex County Council is the admission authority. In the case of academies, free schools, trust schools, and voluntary aided (church) schools, the governing body is the admission authority.

Admission number (sometimes known as 'PAN')

This is the maximum number of children a school will admit at the normal age of entry.

Curriculum

A programme of academic and other educational activities.

Designated school

The school 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.

FAP (Fair Access Protocol)

The Fair Access Protocol is a formal document setting out how the local authority, in partnership with all schools, aims to ensure that no particular school has to admit a disproportionate amount of children deemed 'vulnerable' to under achievement. No school is considered full for children judged as requiring a school place under the FAP.

GIS

We use a Geographical Information System (GIS) to measure distances for school placement and transport purposes. GIS uses postcode address file data to pinpoint addresses and then calculates the home to school distance to give a constant result every time. Distances for school admissions are measured in a straight line – *see Tiebreaker method on page 68*. For transport eligibility, distances are measured using shortest walking distances.

Looked after children and previously looked after children

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 function at the time of making an application to a school (see section 22(1) of the Children Act 1989. Children accommodated under section 20 of the Children Act 1989 are included in this priority. Previously looked after children are children who were looked after but ceased to be so because they were adopted or became subject to a Child Arrangements Order or special guardianship order. This may include children previously in state care outside of the UK.

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Predicted roll

This is the total number of pupils predicted to be at the school.

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.

SEN – Education, Health and Care Plan (EHCP)

A child will have an EHCP if their needs are formally recognised as being so severe they cannot be met by the existing arrangements and resources within a school. The plan will set out what the needs are and how they will be met.

Sibling

For admissions to community and voluntary controlled schools, 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.

SIF

A supplementary information form (SIF) may have to be completed if there is additional information that a school needs to know in order to apply its admission criteria.

Year group

The year group to which pupils are usually admitted based on the child's date of birth.



Useful notes

These notes are intended to help you complete the application form. However, we recommend you read the booklet before applying.

1. Please ensure that you give the following information:

- a) Your child's full name and date of birth, putting an **X** in the appropriate box to indicate whether your child is a boy or a girl. Please note that the Admissions Team will use your child's legal surname.
- b) Your child's home address. This must be the place where your child mainly lives on a regular basis. If you are likely to move house before September 2019, which could mean that you need to change your preference for a school, please refer to the subsections on Moving house on **page 10** and Late applications on **page 13**. You will need to send us evidence of your move and we may ask for verification that your house move has taken place. Parents should note that places cannot be held open for children moving into an area or for children seeking a transfer of school.
- c) The name of the school that your child attends or where they last attended if they are not currently at a school. Please include pre-schools or nursery settings.
- d) Your full name, and if you wish, your telephone number(s) and email address. Please tell us your relationship to the child – mother, father, grandparent etc. The person who signs the application form must have parental responsibility for the child. If your address is different from that given in the child's details, please tell us your address in the space on the reverse of the application form.
- e) The names and dates of birth of brothers/sisters living at the same address who attend any of your preferred schools including those at a school sixth form or a linked infant and junior school. This enables admission authorities to ensure children are ranked correctly against the relevant admission criteria. For admissions to community and voluntary controlled schools, children are siblings if they are full, half or adoptive/foster brother or sister living in the same household.

- f) You may name up to three different schools within or outside of East Sussex and these should be listed in your order of priority.

2. Compelling reasons:

If you believe there are compelling reasons why your child must attend a particular school, and the Admission Authority has an oversubscription criterion for such reasons, you should say what the reasons are and provide evidence to support your case. For example, indicate if your child has a medical condition that makes it necessary for him/her to attend a particular school and give the reasons why that school can specifically meet your child's needs. You will need to supply independent evidence from a registered professional such as a doctor and/or social worker, who must verify the reasons why it is essential for your child to attend the preferred school.

Any evidence **must** be received by the closing date for applications (closing dates are printed at the top of the application form) as it is important that the information is available when decisions are reached.

3. Finally:

Please check that the information on the form is correct and sign and date the form. Then return your application form to:

**The Admissions Team
Children's Services
East Sussex County Council
County Hall
St Anne's Crescent
Lewes BN7 1UE**

Forms that are returned late may be subject to delay.

If you had a deferred admission agreed in 2018/19, please attach a copy of your decision letter to your application for a school place in September 2019.

Application form



Please tick one of the following options:

- Starting school for the first time in September 2019? If YES Apply by **15 January 2019**
Moving from infant to junior school in September 2019? If YES Apply by **15 January 2019**
Going up to secondary school in September 2019? If YES Apply by **31 October 2018**

For office use:- On database Exchange required Yes/No Year group
Transport Yes/No Exchange received Allocation

1. Child's details (Please write in black ink using block capitals (except email addresses))

Legal surname: Known as (if different):

First names:

Current address:

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..... Postcode:

Boy <input type="checkbox"/>	Girl <input type="checkbox"/>
Date of birth	
Day	Month Year
<input type="text"/>	<input type="text"/>

Name of your child's present/previous school:

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2. Parent/Carer details

Mr/Mrs/Ms/Miss/Other: Relationship to child:

Surname: First name:

Tel: email:

Address same as child above? YES NO

3. Other information

➤ Does the above child have an Education, Health and Care plan? (EHCP) YES/NO

➤ Is the above child a 'looked after child' or a previously 'looked after child'? YES/NO

➤ If YES, please give the name of the local authority:

Please give the names of brothers/sisters at the above address, who will be attending one of your preferred schools or a linked school, when the place is required.

Name of child Date of birth School (or school applied for)

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4. Your preferred schools (Please note: the law allows you to state a preference **not** choose your child's school)

Please list below, in priority order, up to three schools you wish your child to attend.

1st Preference: Postcode:

2nd Preference: Postcode:

3rd Preference: Postcode:

See note **(1d) & (3)** Signature of Parent/Carer: Date:

I confirm that all the information on this form is correct and that I have parental responsibility for the child named in section 1 'Child's details'. I understand that the authority reserves the right to check the information I have supplied and that any offer of a place based on fraudulent information may be withdrawn. I have read and understood the admission arrangements for the schools named as preferences.

See note ② Please state your reasons for your preferences. This is important if you are applying to a school because you would like the Admission Authority to consider your compelling reasons.

You **must** attach any supporting evidence to this form. Additional information received after the allocation of school places may not be taken into account. Please tick this box if you have attached any additional information to this form (eg. a doctor's letter).

If you are moving home, please tell us your proposed address and the date you are expecting to move.

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For office use
Date referred to school/ other LA/...../.....
Notes