



## **RYE ACADEMY TRUST**

### **Admissions Policy**

#### **1. Purpose**

- 1.1 The purpose of this document is to set out Rye Academy Trust's policy and procedure for the admission of pupils to its schools (Rye Community Primary School, Rye College, and Rye Studio School). Admissions policy and procedure is governed by the Funding Agreement between the Trust and the Secretary of State and is in accordance with admissions law and the Department for Education Codes of Practice (specifically, the School Admissions Code and the School Admissions Appeals Code).
- 1.2 This policy does not apply to admissions to the Pugwash Nursery. Applications for nursery places are made via Rye Community Primary School. Contact information for the school office is available on the school website.

#### **2. General Principles**

- 2.1 The trust operates an inclusive admissions policy and welcomes all applications to its schools. No child will be unfairly disadvantaged, either directly or indirectly, from a particular social or racial group, nor will a child with a disability or Special Educational Needs (SEN) with regards to this admissions policy.
- 2.2 The trust is its own admissions authority and determines a Published Admissions Number (PAN)<sup>1</sup> for each school. The trust will consult on any proposed changes to the PAN following the consultation procedures prescribed by East Sussex Local Authority (ESCC).
- 2.3 Our schools participate in ESCC's co-ordinated scheme for admission to the normal point of entry for: Reception, Rye Community Primary School; Year 7, Rye College; Year 10, Rye Studio School. Applications for places outside the normal admissions round are made directly to the school.
- 2.4 Where the number of applications for admission is greater than the PAN, the trust will apply over-subscription criteria in ranked order.
- 2.5 As required by legislation, any child who is 'looked after' or 'previously looked after' will be admitted as first priority<sup>2</sup>
- 2.6 Children with Education, Health and Care (EHC) plans naming a particular school as the only establishment that can meet their needs and evidenced by documentation from their EHC plan, GP or social worker, will be admitted and will count towards that PAN if the information is available before the offer date.
- 2.7 Parents of children attending the Pugwash Nursery must apply for admission to Rye Community Primary School via the ESCC co-ordinated scheme for admissions.

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<sup>1</sup> The PAN is the number of school places in the relevant age group (or the year group associated with the normal point of entry to a school) i.e. Reception Year for Rye Community Primary School, Year 7 for Rye College, Year 10 for Rye Studio School.

<sup>2</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) at the time of making an application to a school. 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).



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#### **3. Admission Arrangements**

##### **3.1 Normal admissions round**

- 3.1.1 The majority intake of pupils/students into the trust's schools occurs at the normal point of entry – i.e. Reception Year for Rye Community Primary School; Year 7 for Rye College; Year 10 for Rye Studio School. Applications are required to be made in accordance with ESCC's coordinated admissions arrangements and made on the Common Application Form (CAF) provided and administered by ESCC's Admissions Team.
- 3.1.2 Parents should apply online (<https://www.eastsussex.gov.uk/educationandlearning/schools/admissions/apply/>). Parents who are unable to apply online should contact the Admissions and Transport Team for a paper application at the following address:

Admissions and Transport Team  
County Hall  
St Anne's Crescent,  
Lewes,  
East Sussex BN7 1UE

Tel: 0300 330 9472

Completed paper applications must be returned to the address specified before the closing date.

- 3.1.3 The ESCC admissions arrangements are non-preferential; applicants can make up to three choices based on their preferences and they are placed on the list of all of the schools they name as a preference, but no reference is made to whether each school is their first, second or third choice.
- 3.1.4 East Sussex Local Authority will forward details of applicants for Reception (Rye Primary), Year 7 (Rye College), and Year 10 (Rye Studio) so that the trust can offer places as appropriate. Rye College and Rye Studio are responsible for their admissions. The Admissions Officer validates and assigns the oversubscription criteria for each application before ranking the applications as per the trust's oversubscription criteria. The rankings are returned to ESCC in accordance with the published deadlines. The ESCC Admissions Team then sort the data for all schools and generate a list of children who have been allocated a place at each school.
- 3.1.5 Late applications are ranked using the same oversubscription criteria but follow all those submitted on time.
- 3.1.6 16+ admissions to Rye Studio at present are ideally 5A\*-CEM but creative ability or aptitude are as important and portfolio evidence or audition will be considered.



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#### 3.2 *In year admissions*

- 3.2.1 Pupils/students and families wishing to apply for a place outside the normal admissions round should apply directly to the school of their choice. Further information about how to do this is available on each school's website.
- 3.2.2 The Admissions Officer will validate and (in instances where the number of applications for in year admission is greater than the number of places) assigns the oversubscription criteria for each application. The applicant will then receive either written confirmation of an offer or will be notified that there is no space in the year group to which they are applying at that particular school.

#### 4. **Starting School and Compulsory School Age**

- 4.1 It is the policy of the trust that all children are admitted full time from September in the academic year in which they have their fifth birthday in accordance with compulsory school age.
- 4.2 Children may attend part-time until they reach compulsory school age or parents can apply to defer entry until later in the school year but not beyond compulsory school age. It is at the discretion of the school as to whether a child in Reception year can attend on a part-time basis or defer their start date. Parents should discuss options with the head teacher once the school place has been offered. Decisions will be made in accordance with the table below:

<b>Child's fifth birthday between</b>	<b>Start of term 1 (Autumn term)</b>	<b>Start of term 3 (Spring term)</b>	<b>Start of term 5 (Summer term)</b>
1 <sup>st</sup> September – 31 <sup>st</sup> December	May attend full or part-time	Must attend full-time	Must attend full-time
1 <sup>st</sup> January – 31 <sup>st</sup> March	May attend full or part-time	May attend full or part-time	Must attend full-time
1 <sup>st</sup> April – 31 <sup>st</sup> August	May attend full or part-time	May attend full or part-time	May attend full or part-time

#### 4.3 *Requests for admission outside the normal age group*

- 4.3.1 Summer born children (born between 1 April and 31 August) are not required to start school until a full year after they could have started and will normally join Year 1. Rye Primary Community School prefer children start school with their peers in Reception.

#### 4.4 *Transfer to Secondary*

- 4.4.1 Pupils transition from primary to secondary school (Year 7) at the start of September following their eleventh birthday).



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4.4.2 Applications for secondary admission should be made in accordance with procedures and deadlines of the ESCC co-ordinated admissions scheme.

#### 5. Community Areas

5.1 The community areas (sometimes known as a catchment areas), the admission numbers/school places each school has and how school places were allocated previously are available on the ESCC School Admissions website <https://www.eastsussex.gov.uk/educationandlearning/schools/admissions/apply/for>. Living in a community area does not guarantee a place at a particular school. Each school will admit from outside the area if there are spaces available.

5.2 The community area for Rye Community Primary School is: Rye, Rye Harbour and Camber.

5.3 The community area for Rye College is: Camber, East Guldeford, Fairlight, Guestling Green, Guestling Thorn, Icklesham, Iden, Peasmarsh, Pett, Playden, Rye, Udimore, Winchelsea, Winchelsea Beach.

#### 6. Home Address

6.1 Proof of residence will be required for all applications - i.e. utility bill, bank statement. The child's home address should be a residential property that is the child's only or main residence and not an address at which he or she might sometimes stay or sleep. The offer of a place may be withdrawn if proof of residency is not met.

6.2 Where a child lives part of the week with one parent and part with another member of the family the 'home address' will be considered to be the residence where the child spends at least three nights of the school week each week.

#### 7. Published Admissions Number (PAN)

7.1 The PAN for each school in the trust is:

School	Published Admissions Number (PAN)
<b>Rye Community Primary School</b>	60 in each year group
<b>Rye College</b>	Years 7-11 - 150 per year group (subject to alteration in Years 8-11 following time-tabling & curriculum constraints)
<b>Rye Studio School</b>	Year 10 – 50
	Year 12 - 100



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#### 8. Oversubscription Criteria

8.1 Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below. After the admission of students with EHC Plans where the school is named, the criteria will be applied in the order in which they are set out below:

1. Looked After Children.
2. Children with an exceptional medical or social need for whom attendance at any other school would be inappropriate (*must be accompanied by supporting evidence; the evidence submitted, such as a letter from a doctor or social worker, must clearly demonstrate that the needs of the child can only be met by attending the school*).
3. Children of members of the UK Armed Forces.
4. Children who have a sibling<sup>3</sup> on roll at the school at the time of application.
5. Children living within the defined community area.
6. Children living outside the defined community area and attending Pugwash Nursery.

8.2 Tie-breaker: If there are more children who qualify for a place than places available, places will be allocated to students living closest to the school (using the shortest distance from home to school using a surfaced, passable route). If, after all of the relevant criteria have been applied, two applicants cannot be separated for a final place, the trust will use random allocation to determine the property for the remaining place.

8.3 If the school is not over-subscribed, all applicants will be offered a place.

8.4 Parents/carers will be notified of their child's school place by East Sussex Local Authority.

8.5 The trust will not withdraw an offer of a place unless:

- It was made in error;
- A parent/carer has not responded within a reasonable time; or
- The offer was obtained through a fraudulent or intentionally misleading application.

#### 9. Waiting Lists

9.1 As required by the current School Admissions Code, each school will maintain a waiting list for unsuccessful applicants.

9.2 A parent/carer may ask for his or her child's name to be placed on a waiting list for the relevant year group following an unsuccessful application. Parents should email or write to the Admissions Officer<sup>4</sup> for the school to request a place on the waiting list.

9.3 Parents who appeal following an unsuccessful application will automatically be added to the waiting list.

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<sup>3</sup> Children are 'siblings' if they are full, half, adoptive or foster brother or sister living in the same household.

<sup>4</sup> Contact information for the Admissions Officer is available on each school's website.



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- 9.4 A child's position on the waiting list will be determined in accordance with the trust's oversubscription criteria. When places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria and not based on the date on which the application has been made. Please note that children allocated a place at a school in accordance with the Fair Access Protocol<sup>5</sup> take precedence over those on the waiting list.
- 9.5 Children will be kept on the waiting list:
- (i) until the end of term 2 (31<sup>st</sup> December) for applicants to the normal year of entry to the school (i.e. Reception Year for Rye Community Primary School, Year 7 for Rye College, Year 10 for Rye Studio School).
  - (ii) until the end of the term following the one in which they made an application for in year admission.
- After this period has expired, the parent/carer must contact the Admissions Officer to request that their child remain on the waiting list for another period. Waiting lists will be reviewed at the end of each term (i.e. 6 times per academic year). If parents do not make contact prior to the end of this period their child's place on the waiting list will be void.
- 9.6 Parents can contact the Admissions Officer to check their place on the waiting list at any time.
- 9.7 Where it is brought to the school's attention that a child is being kept out of school until an admission place arises at their preferred school, the local authority will be informed via its 'Children Missing in Education' procedures.
- 10. In-year Admissions**
- 10.1 In-year applications should be made directly by the parent or carer to the school who will notify ESCC of both the receipt of application and its outcome.
- 11. Appeals**
- 11.1 If the school has more applications than places, parents whose child has not been allocated a place may appeal against the decision to an independent appeal panel. Details of how to appeal and the associated deadlines, are set out in Annex 2.

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<sup>5</sup> ESCC operates a Fair Access Protocol (FAP) to ensure that all vulnerable children who are without a school place are offered a place as quickly as possible. The FAP aims to ensure that all schools admit a proportionate number of children deemed vulnerable. To achieve this aim, it may be necessary to admit such children to schools that are already full and ahead of other pupils on a waiting list. The FAP only applies to in-year admissions. A full copy of the FAP operating in East Sussex can be obtained by contacting the Admissions Team.



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#### 6. Policy Status and Review

<b>Written by:</b>	Clerk to the Trust
<b>Owner(s):</b>	Sue Ball, Admissions Officer, Rye Community Primary School Sandie Ferid, Admissions Officer, Rye College & Rye Studio
<b>Status:</b>	Version 3 – APPROVED (Board of Trustees)
<b>Approval date:</b>	31 <sup>st</sup> January 2017



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Appendix 1

#### **Appeals Procedure**

##### Grounds

If a parent/carer wishes to appeal a decision to refuse their child a place at a school, they must do so in writing, setting out their grounds for appeal and, where relevant, supplying supporting evidence. They can only appeal for a school named on their application, and cannot appeal for a place at a school for which they did not state a preference.

If ESCC, or a parent object on the grounds that the trust has unlawfully breached the Schools Admission Code, such appeals will be referred to the Schools Adjudicator.

The following objections cannot be brought:

- Objections that seek to remove selective arrangements at an Academy;
- Objections about our own decision to increase or keep the same PAN;
- Objections in respect of an agreed variation from legislation in relation to admission arrangements for an Academy;
- Objections to arrangements which raise the same or substantially the same matters as the Adjudicator has decided on for a Rye Academy Trust school in the last two years; and
- Anonymous objections.

##### Deadlines

The deadline for appeals is 30<sup>th</sup> June in the determination year (or at least 20 school days from the date of notification), by which time all evidence to support the case must have been provided to the Admissions Officer (failure to do so may mean that late evidence is inadmissible).

##### The panel

Appeals will be heard by an independent panel further details of which will be provided in writing at the time the appeal is submitted. The panel performs a judicial function and will be transparent, accessible, impartial and operate in accordance with the Schools Admissions Appeal Code, DfE, February 2012.

##### Complaints

Appellants do not have the right to a second appeal at the same school in the same academic year unless there has been: a significant and material change; exceptional circumstances; or, there were significant faults with the first appeal. If a second hearing does take place, the panel must comprise of different people.

Appellants have the right to complain against an Academy's decision by writing to the Secretary of State, who can only overturn a decision if the panel was incorrectly constituted or if Rye Academy Trust had acted unreasonably in respect of the appeal.

Further information on how to make an objection can be obtained from the Office of the Schools Adjudicator: [www.schoolsadjudicator.gov.uk](http://www.schoolsadjudicator.gov.uk)