



## Secondary

School admissions  
in Brighton & Hove

**2018-19**

**Closing date for applications**

**31 October 2017**

### **A guide for parents and carers**

- Transferring to secondary school
- Moving into the area



**Brighton & Hove  
City Council**

The aim of this booklet is to help parents obtain a place in school for their child. It explains the procedure to follow, the timescales and what to do if there are any problems or difficulties.

If a translation is needed, please fill in the form at the back of the booklet and post it



本小册子的目的是帮助父母为他们的孩子取得一个学校的名额。它解释了要遵循的程序和时间表，以及当有任何的问题或困难时该如何处理。如需一份完整的翻译版本，请填写本小册子背面的表格，并将它寄到注明之地址。

Šī bukleta mērķis ir palīdzēt vecākiem iekārtot savu bērnu skolā. Tas izskaidro kāda ir procedūra un termiņi ir jāievēro, un kas jādara, ja rodas kādas problēmas vai grūtības. Lai saņemtu pilnu informācijas tulkojumu, lūdzu, aizpildiet veidlapu, kas atrodas bukleta aizmugurē, un nosūtiet to uz norādīto adresi.

Celem niniejszej broszury jest udzielenie pomocy rodzicom w uzyskaniu miejsca dla ich dziecka w szkole. W broszurze wyjaśnione zostały procedury oraz ramy czasowe, których należy przestrzegać; zawiera ona także informacje mówiące o tym, co należy zrobić w przypadku jakichkolwiek problemów lub trudności. Aby otrzymać pełne tłumaczenie niniejszej broszury, proszę wypełnić formularz znajdujący się na ostatniej stronie i wysłać go na wskazany adres.

El propósito de este folleto es ayudar a los padres a obtener una plaza escolar para sus hijos. Se explica el procedimiento que es necesario seguir, los plazos y lo que debe hacerse en caso de que hubiese cualquier problema. Para obtener una traducción completa, puede rellenar el formulario que se incluye en la última página del folleto y enviarlo por correo a la dirección que se indica.

يهدف هذا الكتيب إلى مساعدة أولياء الأمور في الحصول على مكان لأطفالهم بالمدرسة. حيث يوضح الإجراءات والجدول الزمني الواجب اتباعها وما الحل إذا واجهتهم أية مشاكل أو صعوبات. للحصول على الترجمة الكاملة؛ يُرجَى تعبئة الاستمارة الموجودة في آخر هذا الكتيب وإرسالها إلى العنوان المُشار إليه.

O objetivo deste livreto é ajudar os pais na obtenção de uma vaga escolar para o seu filho. Encontram-se nele explicações sobre o procedimento a ser seguido, os cronogramas e o que fazer em caso de problemas ou dificuldades. Para obter uma tradução completa, preencha o formulário no verso do livreto e envie-o para o endereço indicado.

## Data Protection Act 1998

Brighton & Hove City Council is the data controller for the purposes of the Data Protection Act 1998. This means that the council is responsible for making decisions about how your personal data will be processed and how it may be used.

The purpose for which your data will be processed is to:

- manage school admissions and home to school transport
- establish pupil records to assist schools in administrative matters
- track pupil progress
- assess pupil entitlement to various benefits and services, and
- plan future school places and services.

The information you provide will be treated confidentially at all times. The data you provide may be disclosed to CACI International who are the suppliers of the council's school admissions software. This will be purely for the purposes of system development, training and testing, and it will not be disclosed by them to any third party. The data you provide may also be shared with the Department for Education.

Security safeguards apply to both manual and computerised held data, and only relevant council or school staff can access your information.

If you have any queries contact  
the council's data protection officer  
[data.protection@brighton-hove.gov.uk](mailto:data.protection@brighton-hove.gov.uk)



## Contact information

If you want more information about the school admissions process, or if you want to comment about this booklet or the admission arrangements, please write to:

**School Admissions Team  
Brighton & Hove City Council,  
Hove Town Hall  
Norton Road, Hove  
BN3 3BQ**

If you need a translated, large print, or audio copy of this booklet, or if you have difficulty reading and writing, please email [schooladmissions@brighton-hove.gov.uk](mailto:schooladmissions@brighton-hove.gov.uk) or telephone the school admissions team on **01273 293653**.

### Telephone opening hours are:

8.30am - 5pm Monday  
8.30am - 5pm Tuesday  
1.00pm - 5pm Wednesday  
8.30am - 5pm Thursday  
8.30am - 5pm Friday

However, during the June-July period, and in September, when we are exceptionally busy we will operate reduced telephone opening hours of 8.30am to 1pm, Monday to Friday.

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# A school place for your child in September 2018

Transferring to secondary school is a momentous and exciting time in a child's life. It can be a time when both pupils and their parents or carers need support, advice and information about the admissions process.

This booklet contains a wealth of information to help you consider the right schools, make an application and understand how the application process works. It provides a profile of all of Brighton & Hove secondary schools alongside information about admission arrangements. Please read it carefully, look at the school websites and take the opportunity to visit the schools in your area before applying.

The council's website is the easiest way to make your application. The advantages are immediate. You will get automatic acknowledgement of receipt of your application and you will also receive notification of the decision on your application by email on National Offer Day – 1 March 2018.

Please note that parents / carers have the right to express a preference rather than choose a school. Sometimes there are more applications for a school than there are places available. When this happens we will use the admission priorities\* described in sections 4 & 5 to decide which children will be offered a place at that school and which will be offered an alternative place.

The first, second and third preferences you give will all be considered together and we will offer your child a place at the highest ranked preference we can. If the council cannot meet any of your preferences, we will offer your child a place at the nearest school with places available, but this may not be in your catchment area. We would therefore strongly advise you to visit schools that may be outside of your catchment area – we cannot guarantee that your child will secure a place at the school or schools within your catchment area.

We had hoped that September 2018 would see the opening of the University of Brighton Academies Trust's new secondary free school.

However the approval of the Education and Skills Funding Agency for the school to open as planned could not be secured and the school is expected to open in September 2019. The council does however have sufficient school places across the city for all pupils who need one in September 2018.

At Brighton & Hove, we want what you as parents and carers want; a school where every child has the opportunity, encouragement and guidance to thrive and fulfil their true potential. Our schools offer a broad range of activities in and out of school time including the chance to participate in a wide range of musical and sporting activities as well as opportunities to make new friends. We are pleased with the quality and diversity of schools across Brighton & Hove with results across most areas above the national average.

Whichever state-funded schools you decide to apply for, all Brighton & Hove residents should apply through Brighton & Hove City Council. Visit **[www.brighton-hove.gov.uk/schooladmissions](http://www.brighton-hove.gov.uk/schooladmissions)** to make your online application. If you still have unanswered questions after reading this booklet, our school admissions team is ready to assist on **01273 293653** or at **[schooladmissions@brighton-hove.gov.uk](mailto:schooladmissions@brighton-hove.gov.uk)**. Please note: the **closing date for applications is 31 October 2017**.

We look forward to welcoming your child to one of our schools in September 2018.

Yours faithfully,



**Pinaki Ghoshal**  
Executive Director,  
Families, Children  
and Learning



**Cllr Dan Chapman**  
Chair, Children,  
Young People and  
Skills Committee

# 1

## Before you make your application

- ✓ **DO** Talk to your child about the decision.
- ✗ **DON'T** be influenced by others. The right school for other children is not necessarily the right school for your child.

✓ **Visit schools.**  
Ensure that you are entirely happy with your expressed preferences before submitting an application

Open evening event details for Brighton & Hove schools are given on pages 24-25 of this booklet

✓ **Look at the school's prospectus**  
You can get this from the school. It will give you an idea of the school's ethos and character, national curriculum\* test results and public examination results

✓ **Look to see how many places each school has available**  
This is called the published admission number or PAN. This number is set to take into account the number of pupils each school site can accommodate and how many places are needed in the local area

The admission number for each school is listed under each school's entry on pages 24-25

✓ **Read Ofsted reports**  
You can view reports at [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

✓ **Consider how likely it is that your child will be offered a place at your preferred schools**  
Read the admissions criteria for each school and look to see which criteria apply to your child. The admissions criteria are listed in Section 4 for community schools or Section 5 for other schools. Look at allocation information from previous years which is available on the council's website

✓ **Consider how your child will travel to and from school**

✓ **Use your three preferences**  
Select three different schools. Do not list the same school three times

# Key dates in the admissions process

For children born between **1 September 2006** and **31 August 2007**

1 September 2017	<b>Application process for transfer to Year 7 begins.</b> Opportunity for parents and carers to visit individual schools. Prospectuses are available from schools
<b>31 October 2017</b>	<b>Closing date for submitting online applications and paper forms to be received by the school admissions team or your child's current school.</b> We strongly recommend that you do not delay your application to the last minute in case of technical problems. If you choose to apply on a paper form <b>it is your responsibility</b> to ensure that the form arrives at its destination on time
22 January 2018	Applications received late <b>with good reason</b> up to this date will be considered as on time. <b>You must</b> provide independent supporting evidence of the good reason or your application will be treated as late
January/February 2018	Preference forms analysed
1 March 2018	<b>National Offer Day.</b> No decisions will be issued by telephone. <ul style="list-style-type: none"><li>• Parents who applied online will be notified by email of the outcome of their application</li><li>• If you completed a paper application form, letters will be sent by 1st class post to parents to notify them of the outcome of their application</li></ul>
<b>16 March 2018</b> <b>Parents must confirm place offered</b>	<b>Closing date for parents to either accept or refuse the school place offered.</b> If the parent does not reply, the offer may be withdrawn.
April onwards	Places offered from the reallocation pool as they become available. Independent appeals panels meet to consider appeals from parents/carers who are unhappy with their school allocation
September 2018	Children start their new schools

## School term dates 2018-19

### Autumn term 2018

Thursday 4 September - Wednesday 19 December

### Autumn half-term

Monday 22 October - Friday 2 November

### Spring term 2019

Thursday 3 January - Tuesday 9 April

### Spring half-term

Monday 18 February - Friday 22 February

### Summer term 2019

Tuesday 23 April - Friday 26 July

### Summer half-term

Monday 27 May - Friday 31 May



\*Regardless of how you applied, you can also email [schooladmissions@brighton-hove.gov.uk](mailto:schooladmissions@brighton-hove.gov.uk) to accept a place, refuse a place or request to be in a reallocation pool and for any other queries

**Applications received at any time will only be processed when proof of address has been received (see page 23)**

## Maximise your chances

All applications will be subject to the published admissions priorities

### Apply on time



- The closing date is **31 October 2017**
- Any applications received after this will be processed after the majority of places have been allocated unless considered late with good reason
- A late application therefore means you are much less likely to get what you want
- Notifications of the places offered will be made on **1 March 2018** (unless your application is late)

### Use all three preferences

1  
2  
3

- You could disadvantage yourself if you don't use your opportunity to express a preference for three schools
- Each preference is considered in its own right, so give yourself three separate chances
- We only look at your order of preference (1st, 2nd or 3rd) if we are able to offer you a place at more than one of your preferences

### Apply online



- You can only apply online at [www.brighton-hove.gov.uk/schooladmissions](http://www.brighton-hove.gov.uk/schooladmissions) from **September 2017**
- You will be able to view your application and change your preferences up until the closing date
- Communication with you will be quicker
- You will receive email confirmation of receipt of your application.
- The school allocation decision will arrive by email on 1 March 2018 (rather than having to wait for the post to arrive)

### Choose wisely

- Consider the school's oversubscription criteria
- Check carefully in which catchment area you live – see map on centre pages.
- Don't assume you will be allocated a place at your catchment school even if you state it as one of your preferences
- Visit as many schools as possible including those outside your immediate area

## Applying for a school place

There are two ways to make your application for a school place if you are a Brighton & Hove resident and your child is due to start at secondary school in September 2018

### It can be done either:

- online via our website [www.brighton-hove.gov.uk/schooladmissions](http://www.brighton-hove.gov.uk/schooladmissions)
- or:
- on a paper application. Copies are available from the school admissions team on 01273 293653 or email [schooladmissions@brighton-hove.gov.uk](mailto:schooladmissions@brighton-hove.gov.uk)

You can use the online preference form to apply for a church voluntary aided (church) school, an academy, a free school or a school in another local authority area. However, you must **remember to provide any additional supporting documents or information as required by that school's admission priorities. The supporting information must be handed directly to the school, and you must at that point tell the school if you have applied online**



If you are applying online for a community school but are providing supporting documents about exceptional circumstances, those documents should be handed in at the reception at Hove Town Hall, or sent to the school admissions team by 31 October 2017 (see Section 4).

If you decide to apply online we strongly recommend that you do not leave it until the last minute. Whilst our technical systems are robust, high demand could make it difficult for you to access the system if many other parents are trying to log in at the same time.

You can access the website:

- At home
- At an internet café
- At a library (if you are a library member you can get free internet access at any Brighton & Hove library).
- On your phone or tablet

If you have any problems accessing or using our online school admissions site, please phone us on **01273 293653** or email us at [schooladmissions@brighton-hove.gov.uk](mailto:schooladmissions@brighton-hove.gov.uk).



In the September 2017 round of admissions **93.5%** of parents applied online

**The benefits of applying online** include the following:

- It's quick, safe and secure
- There is no risk of your application getting lost or delayed in the post
- If you want to change your application, it's easier and quicker to do it online **until midnight on the closing date of 31 October 2017**
- The online facility is available 24 hours a day, seven days a week from September 2017
- You will receive email confirmation that we have received your application. Paper applications are not acknowledged
- You will not have to wait for the post to find out the outcome of your application. Apply online and your decision will be sent to you by email on National Offer Day, 1 March 2018
- There are links to other websites that can provide you with useful information about schools

# 2

## Making an application

**Always use the online facility or application form\* provided by Brighton & Hove City Council if you are a resident of Brighton & Hove.** If you live anywhere else, you must use the preference form or the online admissions facility provided by your local council, even if you would like your child to attend a school in Brighton & Hove.

### Decide which schools you prefer

You should decide which schools you would prefer your child to attend and then complete the online application form\* or the paper form listing up to three different preferences.

You do not have to express three preferences. However, if you only give one preference, and are not offered a place at that school, you will be offered a place at the nearest school with an available place after everyone else's three preferences have been considered.

This may mean that by the time we look at allocating a place for your child, your local school may be full and your child may have to travel some distance to get to school. Please remember that each of your preferences will be considered equally and separately. This means some places may be allocated to 2nd and 3rd preference applicants, while first preferences are refused because they fall

into a lower priority or were unsuccessful in the random allocation tie-break.

Listing second and third preferences will not affect your chance of being offered your first preference. Your first preference will only be considered above your second or third preference if we can offer you more than one school place. In that case we will offer you the highest ranked school we can, so please make sure you like your first preference more than your second preference and your second preference more than your third.

The following examples are provided to illustrate what may happen based on previous years' oversubscription levels. Please note: they are only possible scenarios. They are in no way a guide to this year's oversubscription\* levels. Please do not assume that if your situation is the same as one of these examples, your application will inevitably have the same outcome.

**Example 1)** Tariq lives in the catchment area for Dorothy Stringer and Varndean. His parents want him to go to Varndean but they know that last year there were not enough places at Dorothy Stringer and Varndean for all the pupils living in the catchment area. So they also express a third preference for Brighton Aldridge Community Academy (BACA):

- 1- Varndean
- 2- Dorothy Stringer
- 3- BACA

Tariq is entered into the random allocation process for Dorothy Stringer and Varndean but is unsuccessful for both schools. BACA has enough spaces for all pupils wanting to go to this school so Tariq is allocated a place there.

**Example 2)** Geraint lives in the catchment area for Longhill. His parents want him to attend Cardinal Newman because he currently attends a church school, but he is not a Catholic. They list the following preferences:

- 1- Cardinal Newman
- 2- Longhill
- 3- Peacehaven

The governors of Cardinal Newman School and East Sussex County Council are notified that Geraint's parents have listed their schools as preferences. The governors of Cardinal Newman are able to offer Geraint a place even though he is not Catholic. He is entered into the random allocation process for Longhill as he lives within the catchment area, and

can be offered a place there. East Sussex County Council consider Geraint for a place at Peacehaven but are not able to offer him a place as he does not fit their admissions criteria. Geraint is offered a place at Cardinal Newman.

**Example 3)** Samantha lives in the catchment area for Dorothy Stringer and Varndean. However her parents would like her to attend Blatchington Mill. They list the following preferences:

- 1- Blatchington Mill
- 2- Dorothy Stringer
- 3- Varndean

It is not possible to offer Samantha a place at Blatchington Mill because it is filled up with children who live within the catchment area. Samantha's name is entered in the random allocation process for Dorothy Stringer and Varndean because both of these schools are oversubscribed with children within the catchment area.

The result of the random allocation process means that she could be offered a place at both Dorothy Stringer and Varndean. The council offers her a place at Dorothy Stringer because it was higher on her list than Varndean.

**Example 4)** Jacqui lives in the catchment area for Hove Park and Blatchington Mill. Her parents would like her to go to Blatchington Mill and they feel that she is more likely to get in if they list this as their only preference. They list the following preferences:

- 1- Blatchington Mill
- 2- Blatchington Mill
- 3- Blatchington Mill

Jacqui is entered into the random allocation process for Blatchington Mill. She only has one entry even though her parents have listed the school three times. The random process does not offer her a place at Blatchington Mill. As her parents have not applied for a place at Hove Park, she cannot be offered a place at this school as they all have to be offered to children whose parents did apply for places there. This means that Jacqui has to be offered a place at Portslade Aldridge Community Academy, which is the nearest school with vacancies after everyone's preferences have been considered.

**Example 5)** Bradley lives in the catchment area for Patcham. However, his parents prefer Dorothy Stringer as it is closer to the family home. Their second preference is King's School as the family are church attenders. They list the following preferences:

- 1- Dorothy Stringer
- 2- King's School
- 3- Patcham High

Bradley cannot be entered into the random allocation process for Dorothy Stringer as it is oversubscribed from within the catchment area and he lives outside it. However, Patcham High

has enough places for all pupils in that catchment area so he can be offered a place. The governors of King's School are able to offer Bradley a place as he fulfils their religious criteria and so Bradley's family receive a letter offering Bradley a place at King's School, as they placed this school higher on their list than Patcham High.



## Types of secondary schools in Brighton & Hove

We co-ordinate applications for all schools. Brief definitions of the types of schools in Brighton & Hove are given below along with information about how the admission arrangements are set and applied for each school

### Community school

Brighton & Hove City Council sets and applies the admission arrangements for the following community schools. The admission arrangements are in Section 4.

- Blatchington Mill
- Dorothy Stringer
- Hove Park
- Longhill
- Patcham High
- Varndean

### Free school

A free school is a state school that is funded directly by the Department for Education (DfE). Like academies, free schools are independent from local authority control. The governors of the free school set their own admission arrangements. These admission arrangements are set out in Section 5.

- King's School

### Academy

Academies are publicly funded independent schools. The governors of the school set and apply the admission arrangements. The governors for the two academies below have said they wish to follow the arrangements set for community schools in Section 4.

- Brighton Aldridge Community Academy (BACA)
- Portslade Aldridge Community Academy (PACA)

### Voluntary aided school

Voluntary aided schools are schools with a religious character. They are their own admissions authority. Their admission arrangements are likely to reflect the school's religious character. The admission arrangements are in Section 5.

- Cardinal Newman Catholic School

## Coordinated admissions

### Own-admission-authority schools

The council coordinates admission arrangements with BACA, PACA, Cardinal Newman and King's by using the same application process for all secondary schools.

If you live in Brighton & Hove you should apply for these schools using the Brighton & Hove online admissions facility or the Brighton & Hove preference form\*. Cardinal Newman and King's also have supplementary information forms, available from the school, which you will need to complete in order to apply for a place. These forms should be returned directly to the school by the closing date.

The governors of BACA, PACA, Cardinal Newman and King's are still responsible for offering places at their establishments. Please see Section 5 for details of how Cardinal Newman and King's will do this. BACA and PACA use the Brighton & Hove admission priorities in Section 4. The council will let parents know the school's decisions.

If your child is not offered a place at BACA, PACA, Cardinal Newman or King's, the council will offer an alternative place, where possible using your other listed preferences.

This joint working with means that all parents will receive one offer of a school place because information about applications is shared.

## How do I apply for a school place in another local authority area?

We also share admissions information with neighbouring local authorities (LA). If you live in the city, any applications for schools in the area of another LA should be made using the Brighton & Hove online facility or application form\*. We will then contact that LA on your behalf. You are entitled to apply to different own-admission-authority and community schools and schools in other LAs, but you must do this through Brighton & Hove City Council if you live in Brighton & Hove.

- If you apply for schools in other local authority areas, **you must do so on the form you return to the school admissions team in Brighton & Hove.** We will then forward your application to that admission authority for a decision, and will let you know along with all the other parents who have applied for Brighton & Hove schools.
- If you are applying online you should use the Brighton & Hove online facility if you live within Brighton & Hove, even if you are applying for schools outside the city. We will ensure that your application is forwarded to the relevant admission authority.
- If you apply to an 'out-of-city' school that has been oversubscribed, the further away you live the less likely you are to obtain a place, even if it is your first preference. Check this with the relevant admission authority before applying.
- If you are resident in the city and do not apply online to Brighton & Hove or return a Brighton & Hove City Council preference form you will not be allocated a place at a city school. If you are not sure whether you live within the boundary of Brighton & Hove City Council, please telephone the school admissions team on 01273 293653 or email [schooladmissions@brighton-hove.gov.uk](mailto:schooladmissions@brighton-hove.gov.uk) for clarification.

The addresses of the local authorities adjoining Brighton & Hove are:

### **West Sussex County Council**

County Hall, West Street  
Chichester, West Sussex PO19 1RF  
Tel: 01243 777100  
[www.westsussex.gov.uk](http://www.westsussex.gov.uk)

### **East Sussex County Council**

Admissions and Transport team  
County Hall, St Anne's Crescent  
Lewes, East Sussex BN7 1UE  
Tel: 0345 60 80 190  
[www.eastsussex.gov.uk](http://www.eastsussex.gov.uk)



## What do I do with my completed application (Year 7)?

Apply online or return the application form to your child's current school by midnight on 31 October 2017

If your child is not currently attending a Brighton & Hove school, but you live within the city, please use the online facility which can be found on the council's website at [www.brighton-hove.gov.uk/schooladmissions](http://www.brighton-hove.gov.uk/schooladmissions). Alternatively please return your form to the school admissions team by the same deadline (see page 3 for the address).



If you live within the area of another Local Authority, but wish to apply for a Brighton & Hove school, please make sure that you obtain a copy of their preference form, complete it and return it to them at the address they give you by the same deadlines.

Alternatively you may apply online, but please make sure that you use the online facility provided by the local authority in whose area you live.

**It is your responsibility to ensure that your preference form arrives on time. Please remember that proof of posting is not proof of delivery. In all cases, when you return the form to the school, please hand it to a member of staff. If you need a receipt, please ask for one at the time.**

**We strongly recommend that forms are completed online, returned to schools or delivered by hand to Hove Town Hall wherever possible.**

## What happens if my application is late?

If your online application or paper preference form is returned after the closing date without good reason, it will be considered after the on-time preferences have been dealt with, and places allocated to them.

This means there is a much greater chance that you will not get a place at your preferred school. It will also mean our response to you is delayed.

If you have a good reason for your form being late, e.g. you have just moved to Brighton & Hove, your form will be considered if it is received by 22 January 2018. You must supply independent supporting evidence of the reason why your form is late (e.g. solicitor's letter confirming exchange of contracts). This evidence must also be received by 22 January 2018.

If we agree that your application is late with good reason, it will be treated as if it were submitted on time. If we do not agree, it will be treated as a late application. If we receive no independent supporting evidence with the form we will assume that you do not have a good reason and your application will be treated as a late application.

If you are moving within Brighton & Hove you must still make your application by the deadline and then provide your revised application and proof of your new address by 22 January 2018.

Not knowing about the closing date, forgetting to hand the form in or leaving it in the wrong place are not good reasons for a form being late. Even if your child has a sibling at the school you need to complete an application in the usual way.

**Please note that other admission authorities may not treat these forms as on time. Please check with the school or council in question.**

If you change any of your preferences, or their order, after the closing date, and you have not moved to a different catchment area, that change will not be considered until after 30 June 2018. This is to make sure that parents and carers who do this do not gain an unfair advantage over others by having the opportunity to list more than three preferences.

Late applications received for oversubscribed schools\* will be added to the reallocation pool\* for that school as soon as possible after the initial school allocations have been made. In the meantime children will be allocated to schools where places are available.

Late applications and reallocation pool places will start to be processed from April onwards.

**Please note:** the school admissions team cannot accept responsibility for delays resulting from late applications, or late receipt of related papers. If forms are returned by post to schools or the admissions team and received after the closing date they will be regarded as late applications. We strongly recommend that if returning a preference form you deliver it to a school as recommended above. Online applications will be treated as late if submitted after the closing date (31 October 2017).

### Example

Andy lives on the Bristol Estate, which is in the catchment area for Dorothy Stringer and Varndean. His parents want him to attend Varndean, because his brother Frank already goes there. They fill in a preference form with Varndean as their sole preference. They give the form to Andy and tell him to give it to his teacher. Andy forgets about the form and does not give it to his teacher until 3 November, after the closing date of 31 October. This means Andy's form is late and cannot be considered until after all of the children whose parents applied on time. By the time Andy's form is considered, all the places at Varndean have been offered to other children and Andy is offered a place at Longhill, which is the nearest school to his home which still has space. Andy's parents do not receive their decision on 1 March, but have to wait some time to find out where Andy will be going, because they missed the closing date.

## Special educational needs (SEN)

A child or young person has SEN if they have a learning difficulty or disability which calls for special educational provision to be made for him or her.

A child has a learning difficulty or disability if he or she has:

- A significant greater difficulty in learning than the majority of others of the same age or
- Has a disability that prevents or hinders him or her from making use of facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post-16 provision

In most cases special educational needs can be met in mainstream schools. The council is committed to this approach wherever it is practical. Many children have difficulties at some stage in their school career, and usually the problem is temporary and can be dealt with by the school.

If you need to talk to someone about special educational needs, or if you think your child may need help when they start school, please contact the council's special educational needs team on 01273 293552.

# 3

## How your application is processed

**All preferences are treated equally regardless of whether you have listed them first, second or third.**

Places are allocated according to the admission criteria (either in section 4 or 5). On-time applications are processed first. Late applications will be dealt with after on-time preferences have been processed.

If we can offer you a place at more than one of your preferred schools, we will offer a place at the one which features highest in your list of preferences.

If we receive more than one application for the same child before the closing date, we will use the one which was submitted most recently. If they appear to have been submitted by different people we will check which one is correct before deciding which one to use.

Priority for on time applications will cease after the initial allocation of school places has been made, and late applications for schools which are full will be added to the reallocation pools.

If you are unhappy with your allocated school or with the preferences you listed on your original form, you do have the option to submit a revised form listing different preferences.

However, if you do this, your new form will not be considered until after 30 June 2018 unless you have moved house and your new home is in a different catchment area. This is to ensure that parents who change their minds are not given an unfair advantage by being allowed to list more than three preferences.

**Please note:** where a church voluntary aided school, free school or academy is listed as a preference, it will be considered by the governors who will apply that school's admission priorities.

## How places are allocated

Application received



Admission criteria are applied to each of your listed preferences



Places are offered up to the admission number at each school



The highest possible preference is offered to each child



If it has not been possible to allocate your child a place at any of your preferred schools, the school admissions team will allocate a place to your child at the nearest school to your home address with spaces at that time

**Please note:** if a school cannot offer your child a place, it will be because it has met its published limit with children higher on its admission criteria

## Admission priorities for community schools

# Admission priorities and catchment areas

# 4

Please read the following information carefully. It will help you to decide whether your child has a good chance of being offered a place at your preferred school

Please be aware that we cannot guarantee your child a place at one of your preferred schools or at a catchment area school within the catchment area where you live

Where there are more applications received for a community school, BACA or PACA than there are places available we will use the following five admission priorities to decide who will be given a place.

Children with statements of special educational needs or education, health and care plans (EHCPs) will be entitled to a place at the school named in the statement or EHCP. If the child for whom you are responsible has a statement or EHCP, please ensure that you indicate on your application that this is the case.

**Please note:** we do not take into account your child's current school place, your childminding arrangements or workplace address. All allocations are based on the five priorities listed:

### 1. Children in the care of a local authority (looked after children) and previously looked after children

Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). You will need to supply proof of your child's status.

This could be a copy of the adoption certificate or order and a letter from the local authority that last looked after the child confirming the he or she was looked after immediately prior to that order being made. If you are not sure what to provide, please contact the school admissions team at [schooladmissions@brighton-hove.gov.uk](mailto:schooladmissions@brighton-hove.gov.uk) or on 01273 293653.

### 2. Compelling medical or other exceptional reasons to attend the school

The purpose of this priority is to give priority to pupils with a specific need that can only be met by one school rather than any other. If there are medical reasons that make it essential for your child to attend a particular school, you must provide supporting information from a doctor together with any other relevant information when you make your application.

**This must make a compelling case as to why your child's needs can only be met at the preferred school,** as a medical condition in itself will not automatically result in a place being offered. For this reason, allocations against this priority are rare. It is not essential for the doctor to name the school in question, but the evidence should explain exactly what the child's needs are and what specialist support and/or facilities your child requires.

We will seek advice from the consultant community paediatrician, who in most cases

# Every school day matters

Regular attendance will help your child get the most from their education.



Avoidable absences, such as term-time holidays, disrupt your child's learning. You also have a legal duty to secure your child's regular and punctual attendance.

[www.brighton-hove.gov.uk/schooldaysmatter](http://www.brighton-hove.gov.uk/schooldaysmatter)



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will only agree medical need for a school place if a child has a statement or EHCP as a result of their medical situation.

If you want a place at a specific school for other exceptional reasons, you must provide independent evidence from a professional who is supporting your family. **This should demonstrate that it is essential for your child to attend the preferred school and no other.** Advice will be sought from relevant professionals where necessary to determine whether or not the evidence you have provided is sufficiently compelling to qualify under this category.

The supporting evidence you send needs to set out the particular reasons why the school in question is the most suitable and the difficulties that would be caused if the child had to attend another school. It is not essential for the professional supporting your family to have in depth knowledge of your preferred school but the evidence should explain exactly what your child needs, and what specialist support and/or facilities your child requires.

It is **vital** that you supply any supporting evidence for compelling medical or other exceptional reasons for admission **by the closing date**. It is up to you to provide this evidence.

The school admissions team will **not** seek information about your child or telephone people on your behalf. The decision will be based solely on the information you send in. Online applicants can

send supporting documents by post to the team or provide scanned copies to [schooladmissions@brighton-hove.gov.uk](mailto:schooladmissions@brighton-hove.gov.uk) with a covering email giving your application reference. Alternatively, you can reply to the confirmation email generated when you submit your online application with the supporting documents attached.

If we do not receive this information by the closing date, we will not be able to consider your child under this priority, unless it relates to a change of circumstances (such as a new diagnosis) which has occurred since the closing date.

If the evidence you supply is not considered compelling enough to be included in this priority, your application will be considered under priority 3, 4 or 5 as appropriate.

**All correspondence will be treated as private and confidential.**

If you do not want your preferred school to see your supporting medical or other evidence, or if you are applying online please **send it** separately to: **School Admissions Team, Hove Town Hall, Norton Road, Hove, BN3 3BQ**. All information supplied in support of an application will be dealt with in the strictest confidence by senior officers.

**Please note:** none of the maintained schools\* in Brighton & Hove select children on ability. A child's aptitude or ability in a particular subject will not be considered as an exceptional reason for admission.

### 3. Sibling link\*

This will apply where a sibling living in the same household will be attending the school when your child is due to start, **providing your home is in the catchment area for the school in question.**

A sibling link\* is only taken into account if children live at the same main address and the sibling has already been allocated a place at the school. Twins or multiple births do not qualify for the sibling link unless one child has already been offered a place.

Where a sibling attends a nursery class or a sixth form on the same school site, it will not be counted as a link for admissions purposes.

You may be asked to supply proof that your child has a sibling at the same address who attends the school. This will normally be a copy of both children's medical cards, showing the same address, or a copy of your child benefit or tax credits letter showing both children's names.

**Please note: The sibling link does not apply for children who do not live in the catchment area. If this applies to your child, he or she will be placed in priority 5.**

### 4. Catchment area

This will apply if your child's home address is within the catchment area for the school in question. Details of catchment areas can be found on the centre page. You will only be regarded as living in a catchment area if your main residence is in the area. Ownership of a property in the catchment area is not sufficient. In order to qualify under this priority, the address at which your child is normally resident must be within the catchment area.

**Details of catchment area postcodes can be found on the map on the centre pages. If you are in any doubt as to the catchment area in which you live or whether your child qualifies for the sibling link, please email [schooladmissions@brighton-hove.gov.uk](mailto:schooladmissions@brighton-hove.gov.uk) or telephone the school admissions team on 01273 293653.**

### 5. Other children

If none of the above priorities applies to your child, he / she will be placed in this category.

### Tie-break

**If a school is oversubscribed with children in any of the above priorities, the council will use an electronic random allocation system to decide which of the children within that priority should be offered the available places.**

### Remember...

These admission priorities do not apply to Cardinal Newman Catholic School or King's School, which have their own admission priorities. These are listed in section 5. Neither do they apply to schools in other local authority areas.

The national School Admissions Code requires the council to use an 'equal preference' system which means that all the preferences for each school are considered at the same time. However, you do need to list your preferred schools in order of preference as we will only offer you a place at one school. If we are able to offer you a place at more than one school, we will allocate the one that is highest on your list of preferences.

**Checks are made on information provided by parents / carers.\*** If a parent / carer is found to have supplied false or misleading information to gain a place at a particular school, the council reserves the right to withdraw the place, even if the child has started at the school. An example of false information would be the use of an address that is not the child's normal residence.

**Please note** it is an offence to give false information to obtain a place at a school. The council will investigate allegations about false information, and will consider further action in any such case.

# Catchment area postcodes

Below is a list of the postcodes which fall within each catchment area

Catchment areas are listed from west to east across the city. If you are in any doubt as to the catchment area in which you live, please contact the school admissions team on 01273 293653

## Portslade Aldridge Community Academy

BN41 2  
BN41 1DY  
BN41 1FX  
BN41 1GR, S, T & U  
BN41 1LD, E, F, G & H  
BN41 1N  
BN41 1PS  
BN41 1RX  
BN41 1S  
BN41 1T  
BN41 1UA, B, Q  
BN41 1WY  
BN41 1X  
BN41 1Y

**BN41 1A**  
**BN41 1D** except Y  
**BN41 1E**  
**BN41 1G** except R, S, T & U  
**BN41 1H**  
**BN41 1L** except D, E, & F, G, H  
**BN41 1OH**  
**BN41 1PB**  
**Part of BN41 1PH**  
**BN41 1UY**  
**BN41 1WA, B, E & R**

## Blatchington Mill School / Hove Park School

BN3  
BN1 2  
BN1 3\*

\*Except **BN1 3TL**  
(Prestonville Road north of the railway line - Nos 1-28)

**BN1 3TS** (York Villas)  
**BN1 3TT** (York Grove)  
**BN1 3TU** (New England Road)  
**BN1 3TF** (Belmont)  
**BN1 3TH** (Russell Crescent)

These are in the DS/Vardean Catchment area

## Tongdean Lane

Addresses in BN1 5JD and BN1 5JE (Tongdean Lane) cross the boundary between the catchment area for Dorothy Stringer / Vardean and the area for Patcham High:

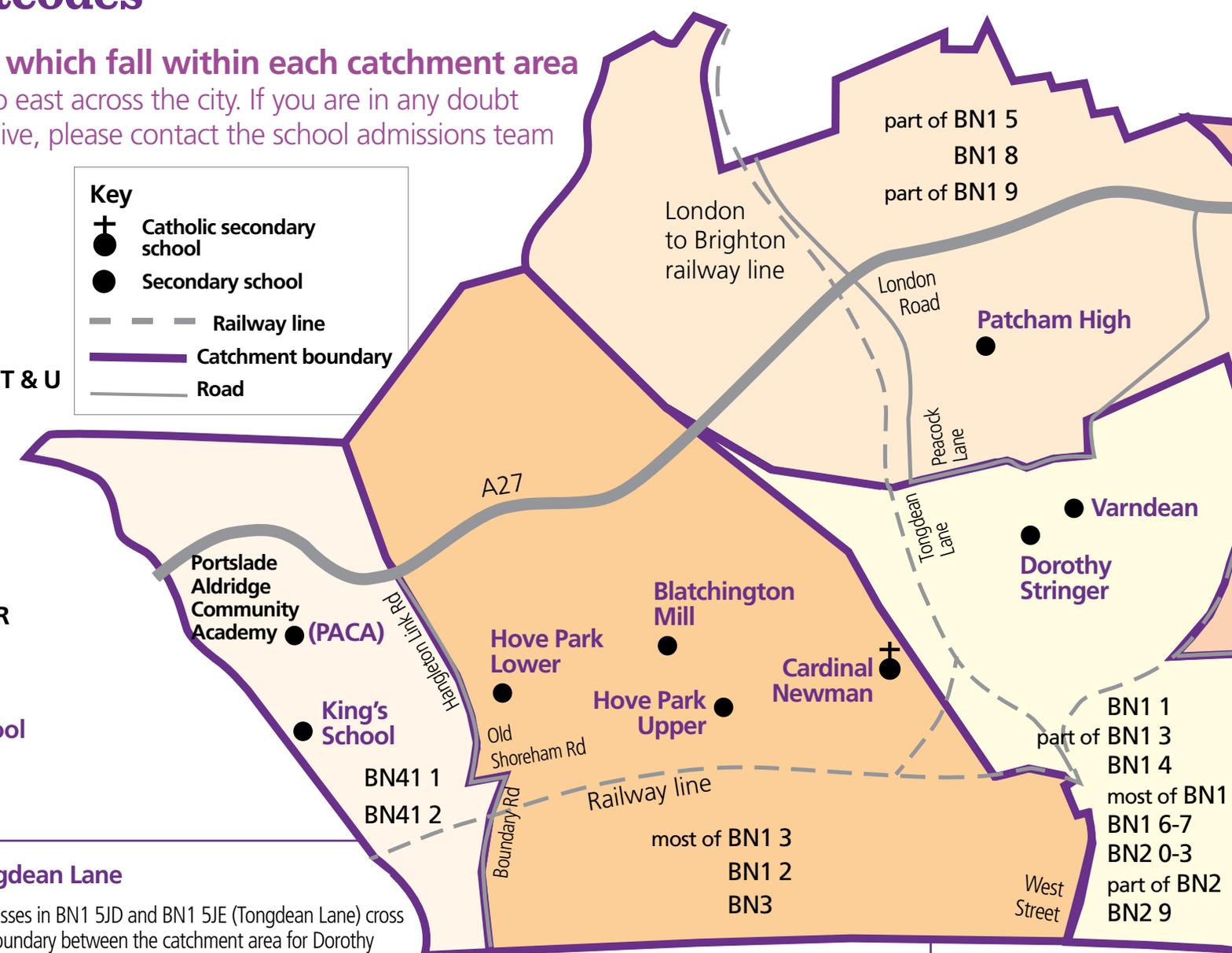
Odd numbers are in the area for Dorothy Stringer / Vardean.

Even numbers are in the area for Patcham High.

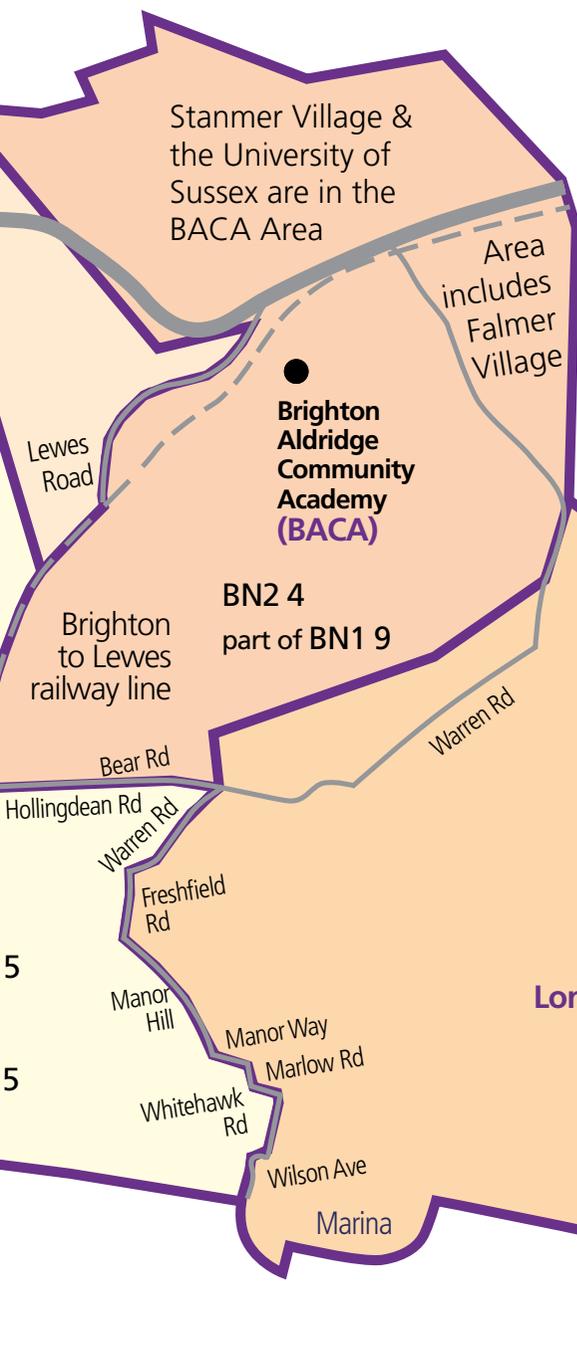
The part of Tongdean Lane which is east of the railway line (ie Windsor Court BN1 5JS and Manhattan Court BN1 6XZ) is in the catchment area for Dorothy Stringer / Vardean.

**Key**

- ✝ Catholic secondary school
- Secondary school
- - - Railway line
- ▬ Catchment boundary
- ▬ Road



**Bold type indicates that a postcode changed catchment area in 2014.**



### Patcham High School

BN1 5AZ BN1 5BQ  
 BN1 5E,F,G,H  
 BN1 5JD (even numbers only),  
 5JE (even numbers only),  
 JH, JJ, JP, JX  
 BN1 5L  
 except A, B, D, E, R, S, W  
 BN1 8 BN1 9HT  
 BN1 9A BN1 9HU  
 BN1 9BA BN1 9JS  
 BN1 9E BN1 9QB  
 BN1 9G BN1 9TN

### Dorothy Stringer School / Vardean School

BN1 1 BN2 3  
**BN1 3TL** (Prestonville Road north of  
 the railway line - Nos 1-28) BN2 5A  
**BN1 3TS** (York Villas) BN2 5B  
**BN1 3TT** (York Grove) BN2 5D except T & some of Z  
**BN1 3TU** (New England Rd) BN2 5E except T & some of F,  
 H & L  
**BN1 3TF** (Belmont) BN2 5FA  
**BN1 3TH** (Russell Crescent) BN2 5FB  
 BN1 4 BN2 5FG  
 BN1 5JS BN2 5GG, H & J  
**BN1 5A** except Z BN2 5J  
**BN1 5B, D, N, P, R, S, T** BN2 5LJ  
**BN1 5JB, JD** (odd nos only), BN2 5NA, B & S  
**JE** (odd nos only), **JF, JG, JL, JN** BN2 5RT, Y & Z  
 BN1 5LA, B, D, E, R, S, W BN2 5TA, B, D, E, F, G, H,  
 J, W & X  
 BN1 6 BN2 5UB  
 BN1 7  
 BN2 0  
 BN2 1

### Brighton Aldridge Community Academy (BACA)

BN2 4  
 BN1 9HW  
 BN1 9HX  
 BN1 9HY  
 BN1 9J except S  
 BN1 9P  
 BN1 9Q except B  
 BN1 9R  
 BN1 9S

### BN2 6-8

part of BN2 5  
 includes East Saltdean part of  
 East Sussex County Council

### Longhill High School

BN2 6 BN2 5N except A, B & S  
 BN2 7 BN2 5P except some of A  
 BN2 8 BN2 5Q  
 BN2 5DT & some of Z BN2 5R except T, Y & Z  
 BN2 5ET & some of F, H & L BN2 5S  
 BN2 5F except A, B & G BN2 5TN, P, Q, R & S  
 BN2 5G except G, H & J BN2 5U except B  
 BN2 5H BN2 5W  
 BN2 5L except J BN2 5X

Addresses in BN2 5DZ, BN2 5EF, BN2 5EH, BN2 5EL and BN2 5PA cross the boundary between the catchment area for Longhill and the area for Vardean/DS:

BN2 5DZ/BN2 5EF (Manor Way)- even numbers 2-34 are in the Longhill area. All odd numbers and evens from 36 onwards are in the Dorothy Stringer / Vardean area.

BN2 5EH/BN2 5EL (Manor Hill)- odd numbers are in the Dorothy Stringer / Vardean area. Even numbers are in the Longhill area.

BN2 5PA (odd numbers in Wilson Avenue)- 1, 3, 5, 7 & 11 are in the Dorothy Stringer / Vardean area. 13 upwards are in the Longhill area.

**NB: addresses on the eastern side of Wilson Avenue (BN2 5PB) are all in the Longhill area.**

## Catchment areas

Details of catchment area postcodes can be found on the map on pages 20-21

The council cannot guarantee that you will be offered a place at your catchment area school, even if you express a preference for the school or schools

Living in a catchment area gives applicants a higher priority for admission to a school over applicants who live outside a catchment area. However, there is no guarantee of a place for applicants living within a catchment area or for applicants who subsequently move in at a later date.

If you live in a catchment area for two schools and you only list one of your catchment area schools on your application, you will only be entered into the random allocation process for that school. However, if you cannot be offered a place there, or at one of your other preferences, you will not be entered into the random allocation process for the other school in your catchment area. This means that you may be offered a school you are less happy with, which is further from your home.

Parents and carers can apply for any of the schools in Brighton & Hove, regardless of whether they live in the catchment area. However, please bear in mind that children who live within the catchment area will have priority over children who live outside it.



Catchment areas are also used to decide priority in the reallocation pool (which is how we allocate places which become vacant later in the process). Children are prioritised in the reallocation pool based on the council's admission priorities.

### Children who live on boats / traveller children

If you and your child live on a boat or a traveller site you will be treated as a resident of the catchment area within which the marina or site is situated. Brighton Marina falls within the catchment area for Longhill. If you are unsure which catchment area applies to your site, please email [schooladmissions@brighton-hove.gov.uk](mailto:schooladmissions@brighton-hove.gov.uk) or telephone the **school admissions team on 01273 293653**.

### Twins / multiple births (or siblings\* within the same year group applying for the same school)

No special priority is given for the admission of these children.

If it is possible to offer a place at the preferred school to one child and not the other, both (or all) children will be offered a place.

Please indicate clearly on each child's application if they have a twin or other same year sibling also applying.

### Home addresses

- The school admissions team will allocate places using the address at which a child lives on the closing date for applications (31 October 2017), although late changes of address will be considered if we receive proof of address by 22 January 2018.
- If a child regularly lives at more than one address, the team will have to make a decision about which should be the main address for admissions purposes.
- The main address is normally taken to be the address to which child benefit is paid, and where the child is registered with a doctor. However, the team may ask for other proofs of a child's address.

**Please note:** It is an offence to give a false address. If we offer your child a school place based on information which then turns out to be false or misleading, we reserve the right to withdraw the offer and your application will then be reconsidered based on the correct facts. This may apply even if your child has started at the school offered.

## Proof of address

To ensure that offers of school places are made fairly, the council is committed to following strict address verification procedures.

You will need to provide proof of your address using your **Brighton & Hove council tax reference number** to support your application. The online and paper application will ask for this reference number; and the information you provide will be checked against council tax records.



After the closing date, if the school that you have applied for is oversubscribed\*, and you have given a home address in the catchment area, you may be asked for further proof of address.

If you have **recently moved into Brighton & Hove** from overseas or another part of the UK and have not registered for council tax in Brighton & Hove, you will need to supply one of the following:

1. A copy of a current tenancy agreement signed by all parties and arranged through a letting / estate agency or solicitor's letter showing exchange of contracts, if you have just moved house.
2. A copy of a recent utility bill for your home address, showing usage - gas, electricity, water, telephone (not mobile phones)
3. A copy of your driving licence
4. A copy of your house insurance policy
5. HMRC tax notification documentation
6. TV licence (valid for the current year) with your name and address
7. Letter from National Asylum Support Service (NASS) or UK Border Force (UKBA) confirming placement at your address.

We will also require proof that the child you are applying for lives with you. Therefore, please provide a photocopy of your **most recent child benefit** or **family tax credit letter** which clearly states your child's name and address.

If you do not receive child benefit or family tax credit, please provide an alternative document to prove your child lives with you. For example: **a letter from your child's GP, dentist, hospital, optician; NHS medical card; child trust fund document.**

If you do not provide the above proofs by the date asked, we will assume your child does not live in the catchment area. Even if you prove that you live at the address yourself, we still need proof that your child lives there as well.

Irrespective of whether you provided a council tax reference number or tenancy agreement, we may ask you to supply further evidence to verify your address or prove a sibling link

**Please note:** providing proof of address does not guarantee your child a place at your preferred school.

# List of secondary schools in Brighton & Hove

This is a list of all Brighton & Hove schools (excluding private schools), together with information about open days and making visits

**A University Technical College opened in September 2015 in Newhaven. The UTC serves the Brighton & Hove, East and West Sussex areas.** The UTC admits students into Year 10 and also into Year 12. Details can be found at [www.utc-harbourside.org](http://www.utc-harbourside.org)

School	Headteacher	Maximum number on roll	Preferences 2017-18	How many places offered in each priority 2017-18	Published admission number	Opportunities to visit the school
<b>Blatchington Mill School and Sixth Form College</b> Nevill Avenue, Hove, BN3 7BW <a href="http://www.blatchingtonmill.org.uk">www.blatchingtonmill.org.uk</a> 01273 736244	Mr A Harrold	1,600	1) 336 2) 323 3) 238	SEN 7, 1) 6 2) 1 3) 197 4) 189 5)0	300	<b>Open Evening</b> Thursday 5 October, 6-9pm <b>Open Mornings</b> Monday 9 October, 9-10:30am Tuesday 10 October, 9 -10:30am
<b>Brighton Aldridge Community Academy</b> Lewes Road, Brighton, BN1 9PW <a href="http://www.baca-uk.org.uk">www.baca-uk.org.uk</a> 01273 691191	Mr D Davies	665	1) 90 2) 22 3) 31	SEN 6 1)0 2)0 3)26 4)50 5)26	180	<b>Open Evening</b> Tuesday 10 October, 6-8pm. To arrange a private tour during the school day please contact us on 01273 691191
<b>Cardinal Newman Catholic School</b> The Upper Drive, Hove, BN3 6ND <a href="http://www.cnscs.co.uk">www.cnscs.co.uk</a> 01273 558551	Dr J Kilmartin	1,812 (+ 6th form)	1) 326 2) 154 3) 278	Information available from the school governors	360	<b>Open Evening</b> Tuesday 3 October, 4-7.30pm <b>Organised School Tours</b> Between 5 and 13 October 2017 To book places please contact the school for information on dates and times
<b>Dorothy Stringer School</b> Loder Road, Brighton, BN1 6PZ <a href="http://www.dorothy-stringer.co.uk">www.dorothy-stringer.co.uk</a> 01273 852222	Mr R Bradford	1,653	1) 459 2) 455 3) 159	SEN 4 1)2 2)1 3)102 4) 222 5)0	330	<b>Open Evening</b> Thursday 12 October, 6-8pm <b>School Tours</b> - by appointment only Between 26 September and 4 October 9-10.30am Please call 01273 852222 to book

School	Headteacher	Maximum number on roll	Preferences 2017-18	How many places offered in each priority 2017-18	Published admission number	Opportunities to visit the school
<b>Hove Park School</b> 01273 295003 Valley Campus: Yrs 7-9, Hangleton Way, Hove, BN3 8AA  Nevill Campus: Yrs 10-13, 01273 295000 Nevill Road, Hove, BN3 7BN <a href="http://www.hovepark.brighton-hove.sch.uk">www.hovepark.brighton-hove.sch.uk</a>	Mr J Roberts	1,607 (Including 6th Form)	1) 198 2) 299 3) 229	SEN 2 1)4 2)0 3)53 4)127 5)69	300	<b>Open Evening</b> Thursday 12 October  <b>Open Morning Tours</b> Week beginning 2 October and 9 October. (No tours week beginning 12 or 13 October)
<b>King's School</b> High Street, Portslade, BN41 2PG <a href="http://www.kingsschoolhove.org.uk">www.kingsschoolhove.org.uk</a> 01273 840004  <b>Please note:</b> For details of the school's plans to move to a new site in Hove please visit <a href="http://www.kingsschoolhove.org.uk">www.kingsschoolhove.org.uk</a>	Ms S Price	400	1) 134 2) 123 3) 142	Information available from the school governors	150	<b>Open Evening</b> Thurs 28 Sept 5-8pm <b>Open Mornings</b> Wed 27 Sept, Mon 2 Oct, Tues 3 Oct, Wed 4 Oct (please book a place from early September)
<b>Longhill High School</b> Falmer Road, Rottingdean, Brighton, BN2 7FR <a href="http://www.longhill.org.uk">www.longhill.org.uk</a> 01273 304086	Miss K E Williams	98	1) 131 2) 33 3) 39	SEN 2 1)2 2)0 3)39 4)91 5)17	270	<b>Open Evening</b> Thursday 28 September <b>School tours by arrangement via Reception on 01273 304086</b>
<b>Patcham High School</b> Ladies Mile Road, Brighton, BN1 8PB <a href="http://www.patchamhigh.brighton-hove.sch.uk">www.patchamhigh.brighton-hove.sch.uk</a> 01273 503908	Mr J McKee	1,049	1) 211 2) 90 3) 303	SEN 2 1)0 2)0 3)69 4)125 5)18	215	<b>Open Evening</b> Thursday 5 October, 5.45-8.30pm <b>Open Mornings</b> Tuesday 10 October, 8.45-10.15am Wednesday 11 October, 8.45-10.15am Email: <a href="mailto:office@patchamhigh.org.uk">office@patchamhigh.org.uk</a>
<b>Portslade Aldridge Community Academy</b> Chalky Rd, Portslade, BN41 2WS <a href="http://www.paca.uk.com">www.paca.uk.com</a> 01273 416300	Ms K Scott	900 (+ 6th form)	1) 158 2) 65 3) 84	SEN 4 1)2 2)0 3)19 4)97 5)54	240	<b>Open Evening</b> Thurs 21 Sept 5-8pm <b>6th Form Open Evening</b> Thurs 21 Nov 6-8pm <b>Open Mornings</b> Tues 3 October 9-11am, Tues 10 October 9-11am. Tours available any time during the day.
<b>Varndean School</b> Balfour Road, Brighton, BN1 6NP <a href="http://www.varndean.co.uk">www.varndean.co.uk</a> 01273 561281 <a href="mailto:school@varndean.co.uk">school@varndean.co.uk</a>	Mr W Deighan	1,350	1) 304 2) 482 3) 244	SEN 4 1)4 2)0 3)74 4)188 5)0	270	<b>Open Evening</b> Thursday 21 September 5.30-8.30pm, no booking required. Tours of the school following Open Evening are bookable in advance. Please email school

# 5

## Admission priorities

for own-admission-authority schools

### **Brighton Aldridge Community Academy (BACA) and Portslade Aldridge Community Academy (PACA)**

BACA and PACA will be using the Brighton & Hove City Council admission priorities to be found in Section 4 for 2018-19 admissions.

The following admission arrangements have been edited in some cases for reasons of space. All essential information regarding admission priorities has been retained. Full versions are available from each school or at [www.brighton-hove.gov.uk/schooladmissions](http://www.brighton-hove.gov.uk/schooladmissions)

### **Cardinal Newman Catholic School**

**Cardinal Newman Catholic School was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its governing body as part of the Catholic Church in accordance with the trust deed of the Diocese of Arundel & Brighton, its instrument of government, and seeks at all times to be a witness to Jesus Christ.**

As a Catholic school, the governors aim to provide a Catholic education for all pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. The governors ask all parents applying for a place to respect this ethos and its importance to the school community.

Although Catholic children have priority of admission, this does not affect the right of an applicant who is not Catholic to apply for a place for their child at the school. The school welcomes applications from those of other denominations and faiths, or of none.

**The primary schools that are named feeder schools for Cardinal Newman are:**

Cottesmore St Mary's Catholic Primary School  
The Upper Drive, Hove

Our Lady of Lourdes Catholic Primary School  
High Street, Rottingdean, Brighton

St Bernadette's Catholic Primary School  
Preston Road, Brighton

St John the Baptist Catholic Primary School  
Whitehawk Hill Road, Brighton

St Mary's Catholic Primary School  
Church Road, Portslade

St Mary Magdalen's Catholic Primary School  
Spring Street, Brighton

St Peter's Catholic Primary School  
Sullington Way, Shoreham-by-Sea

Annecy Catholic Primary School  
Sutton Avenue, Seaford

St Pancras Catholic Primary School  
De Montfort Road, Lewes

The governing body is the admissions authority and has responsibility for admissions to this school, including setting the priority of admissions when the school is oversubscribed. The council undertakes the coordination of admission arrangements during the normal admission round. The governing body has set its admission number at 360 pupils to be admitted to Year 7 in the school year which begins in September 2018.

## Visiting the school

Parents/carers are encouraged to visit our school in order to find out more about how we work and the education we offer. Parents / carers are welcome to arrange a visit by contacting the school admissions officer on 01273 558551. However, such visits do not form part of the process of deciding which children are to be offered a place at the school.

An open evening is held in October of each year, at which interested families may look round the school and meet the headteacher and staff. The school prospectus and supplementary information form for admission are available at the open evening or at any time from the school website [www.cnsc.co.uk](http://www.cnsc.co.uk).

**A New Parents' evening is held in July of each year for all new students and their parents / carers.**

## Pupils with an education health and care plan (EHCP) (see note a.)

The admission of pupils with an EHCP is dealt with by a completely separate procedure. Children with an EHCP that names the school must be admitted. Where this takes place before the allocation of places under these arrangements, this will reduce the number of places available to other children.

## Oversubscription criteria:

**At any time where there are more applications for places than the number of places available, places will be offered according to the following order of priority:**

1. Catholic looked after children or previously looked after children (see note b and c)
2. Catholic children with a brother or sister at Cardinal Newman at the time of admission (see note f)
3. Catholic children currently attending one of the named feeder schools (see note h.) *The application must be supported with a certificate of Catholic baptism or reception into the Catholic Church (see note c.)*
4. Catholic children who are not currently attending one of the named feeder schools (see note h) *The application must be supported with a certificate of Catholic baptism or reception into the Catholic Church (see note c)*
5. Other looked after children or previously looked after children (see note b)

6. Catechumens, candidates for reception into the Church and children who are members of an Orthodox Church (see note d. & e.) *If application is being made for a place at the school where the parent/carer is a catechumen or candidate for reception into the Church, evidence of their being a member of the catechumenate of a Catholic Church or a candidate for reception will be required. Proof of acceptance into the catechumenate, and evidence for a candidate, should be by letter from the appropriate priest. Applications for children from an Orthodox Church must be supported with a certificate of baptism and a letter confirming membership of the applicable Orthodox Church, signed by the appropriate priest*
7. Other children with a brother or sister at Cardinal Newman at the time of admission (see note f)
8. Other children currently attending one of the named feeder schools (see note h)
9. Children of other Christian denominations whose membership is evidenced by a minister of religion (see note k.) *The application must be supported by a letter confirming membership of the Christian denomination, signed by the minister of religion*
10. Children of other faiths whose membership is evidenced by a religious leader. *The application must be supported by a letter confirming membership of that faith, signed by the faith leader*
11. Any other children

## Final tie-breaker

Priority will be given to children living closest to the school determined by the shortest distance (see note j.)

## Application procedure

To apply for a place at this school in the normal admissions round, you should complete and return the following two forms:

### 1. The common application form (CAF)

All applications for places must be made on the CAF, which is available either from the local authority where the parent lives, or through that local authority's website. For a valid application, the completed CAF must be returned either online or in the paper form by 31 October 2017.

### 2. The school's supplementary information form (SIF)

This is available from the school and the school website and allows the governors to put all applicants in order of priority for admission in line with the published admission policy.

If you are expressing a preference for a place for your child at this school and wish to apply in connection with one of the faith criteria, you need to complete the SIF.

If you do not complete the SIF and return it to the school with all supporting documents by the closing date, your child may not be placed in the appropriate faith criterion. This is likely to affect your child's chance of being offered a place.

For a Year 7 admission in the normal admissions round for the year 2018-19, the completed SIF, together with all supporting documents, should be returned to the school by 31 October 2017.

**Please note:** If the school receives an incomplete SIF, this might affect your child's chance of being offered a place.

**You are advised to keep copies of the forms for your records (whether completed online or on paper).**

## Late applications

All pieces of paperwork are required on or before the published closing dates referenced above. You are encouraged to ensure that your application is received on time. Failure to submit the local authority CAF by the closing date will result in the application being classed as 'late'.

Such applications will be dealt with once the applicants who met the deadline have been offered places on 1 March 2018. After this date late applications will be placed in order in accordance with our admissions policy.

Applications after 1 March 2018 will be dealt with immediately and, where places are not available, will be added to the waiting list in accordance with our waiting list policy.

This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

## Waiting lists

In addition to their right of appeal, if a place is not offered to a Year 7 child, because of over-subscription, the child's name will be placed on a waiting list. For the application to go on the waiting list, parents / carers should put their request in writing to our admissions secretary.

The list will be in the descending hierarchical order of the categories in the admissions criteria. The list will continue for the year group until the end of the academic year. If a place is offered and declined the child's name will be removed from the waiting list.

The names of the children in the other year groups (8-11) who have not been offered a place due to oversubscription will be put on a waiting list. The list will be in the descending hierarchical order of the categories in the admissions criteria. The list will continue for the year group until the end of the academic year.

Parents / carers who wish their child's name to remain on a waiting list beyond this time should contact the school in writing by the end of July 2019. If a place is offered and declined the child's name will be removed from the waiting list.

It should be noted that no matter how long a child's name has been on the waiting list, his or her position on the list may change if the school adds a child's name to the list, which has a higher priority according to the oversubscription criteria.

The school is also under a duty to admit children who are presented for admission under the council's 'fair access protocol'. These children must take precedence over any children already on the waiting list.

## Giving the school false information

If a parent / carer is found to have supplied false or incorrect information to gain a place at this school, the governing body reserves the right to withdraw any offer of a place even if the child has already started school.

An example of false or incorrect information would be the use of an address that is not the child's normal residence.

**Please read the full notes and definitions in the full policy available from the school or at [www.brighton-hove.gov.uk/schooladmissions](http://www.brighton-hove.gov.uk/schooladmissions). The school's supplementary information form is also available here.**

## King's School

This admissions policy reinforces the educational vision upon which King's School has been established. The school will be inclusive, will meet the individual needs of all learners and will be based on the tenets and beliefs of the Church of England.

It will, through its admissions, promote understanding among students of all mainstream Christian churches.

**Please note** that from September 2018 all references to 'the school' and 'the main entrance to the school' refer to the West Blatchington permanent site, rather than the Portslade temporary site. For details of the school's plans to move to the new site please visit [www.kingsschoolhove.org.uk](http://www.kingsschoolhove.org.uk)

## Published admission number (PAN)

The agreed admissions number for Year 7 of the school will be 150 for 2018. That number of places will be offered in Year 7 annually.

## Statement of special educational need

All children with a statement of special educational need that identifies King's School as the named school will be offered a place.

## Oversubscription criteria

Where the number of applications for admission is greater than the number of places available for any given intake, the following over-subscription criteria will apply, in the priority order set out below:

1. Looked after children or children who were previously looked after, including those that have been adopted or been subject to a residence or guardianship order.
2. Children for whom it is essential to be admitted to this school because of special circumstances to do with significant medical or social needs evidenced by written professional advice from a doctor, social worker or other health professional, explaining why these needs can realistically only be met by King's.
3. Children whose parents have been granted Founders' status by the Secretary of State.
4. Children who, on the date of admission, will have a sibling on the roll of the school. Sibling means a full, step, half, adopted or fostered brother or sister, but not cousin, who will be living permanently with them at the same

address at the date of their entry to the school; the school may require proof of relationship.

5. This is an ecumenical Christian school and if oversubscribed, up to 50% of the places available after the application of 1, 2, 3 and 4 above, will be based on a 'faith' criterion; this criterion is detailed in the notes at the end of this policy.

**If more applications meeting the faith criterion are received than there are places available, then:**

- i. 20% of places will be offered in order of distance from the home address of the applicant to the school, distance being measured in a straight line from the middle of the front door of the student's accommodation to the centre of the main entrance of the school. Priority will be given to those who live closest to the school.
- ii. 80% of places will be offered in order of distance from the home address of the applicant to the mid-point of the junction between New Church Road and Richardson Road; (the grid reference of this point being 527665:104983), distance being measured in a straight line from the middle of the front door of the student's accommodation to the point detailed. Priority will be given to those who live closest to the node.
- iii. For applicants from the same block of flats, or who live the same distance from the school, random selection by the drawing of lots will be used as a final tie-breaker.

6. Other or non-faith places (referred to as 'open' places)

If fewer than the designated number places are taken up by those satisfying the faith criterion, then these remaining places will be added to those offered to 'non-faith' applicants.

The places remaining after the 'faith' places have been allocated will be offered to any other applicants. If there are more applicants than there are places available in this category then:-

- i. 20% of places will be offered in order of distance from the home address of the applicant to the school, distance being measured in a straight line from the middle of the front door of the student's accommodation to the centre of the main entrance of the school. Priority will be given to those who live closest to the school.
- ii. 80% of places will be offered in order of distance from the home address of the applicant to the mid-point of the junction between Richardson Road and New Church Road; (the grid reference of this point being 527665:104983) distance being measured in a straight line from the middle of the front door of the student's accommodation to the point detailed. Priority will be given to those who live closest to the node.
- iii. For applicants from the same block of flats, or who live the same distance from the school, random selection by the drawing of lots will be used as a final tie-breaker.

## 'Tied' applications

If two or more applications cannot be separated by the criteria set out above then the place or places will be decided by the drawing of lots carried out by someone independent of the school.

## Operation of waiting lists

Where in any year, the school receives more applications for places than there are places available, a waiting list will operate for at least the first year. This will be maintained by the school and it will be open to any parent to ask for his or her child's name to be placed on the waiting list following an unsuccessful application.

A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria set (as applicable). Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

The parents of students on the waiting list will be contacted twice a year to ensure that they wish to remain on the waiting list.

## Home address

The home address is where the child spends the majority of time and is living with the person who has parental responsibility and is the parent as defined in Section 576 of the Education Act 1996 (we may require documentary evidence). If a child regularly lives at more than one address, the governing body will have to reach a conclusion

about which should be counted as the main address when allocating places. This will normally be the address where the child is registered with a doctor.

## Faith criterion

Regular attendance is defined as fortnightly attendance at a Church, which is a member of Churches Together in Britain and Ireland or a member of the Evangelical Alliance, for at least two years at the closing date for submission of a supplementary application form, which is midday on 30th November 2017.

A minister, priest or Church leader will need to sign the supplementary information form, confirming the attendance and the form must be submitted to the school before this date.

A supplementary information form is available for applications under this criterion.

## Appeals

Parents who fail to gain a place at King's School for their child can appeal to an independent appeals panel.

Please read the full notes and definitions in the full policy available from the school or at [www.brighton-hove.gov.uk/schooladmissions](http://www.brighton-hove.gov.uk/schooladmissions).

The school's supplementary information form is also available here.

# What to do when you receive the decision

# 6

## How do I accept my child's school place?

You will receive an email (or a letter) from the school admissions team informing you which school your child has been allocated (see page 7 for a timetable).

Please note that decisions will not be given over the telephone and there are no facilities to come and pick up a letter from Hove Town Hall.

If you want to accept the place you have been offered, you should complete and return the pupil registration form (a link is provided in the decision email) to the school at which your child has been offered a place.

The school will give you clear information about arrangements for starting school.

If your child does not take up his/her school place on the agreed day and you have not informed the school of any special reason for the delay, the school admissions team may give the place to another child.

## What happens if I am not happy with the school my child has been offered?

You may ask the school admissions team about places at other schools. Please email [schooladmissions@brighton-hove.gov.uk](mailto:schooladmissions@brighton-hove.gov.uk) or phone **01273 293653**. Your child's name will automatically be entered in the reallocation pool for your first preference school if it was a community school, BACA or PACA. You may appeal.



## Reallocation pools

This is how the school admissions team allocates places that become available at oversubscribed schools. The team holds reallocation pools for community schools, BACA and PACA only. The governors of Cardinal Newman, King's and the admission authorities for schools in other areas may operate reallocation pools or waiting lists. You should contact the school or council concerned to find out about their procedures.

## How do I get my child's name into a reallocation pool?

If you have applied for your child to start year 7, and you do not get your first preference school, your child's name will be entered in the reallocation pool for that school.

Your child's name will remain in the pool until the end of the Autumn term in December 2018 or until a place becomes available if this happens sooner. If you would like to be in the reallocation pool for any of your other preferences, please inform us in writing or by email.

## How does the council manage reallocation pools?

Children will be entered in a reallocation pool for community schools,\* BACA or PACA according to the admission priorities listed in section 4. Within each priority children will be ranked by computer in a random order.

Each time the council is notified of an available place at a school with a reallocation pool, a randomised list will be created and the place allocated to the child at the top of the list. Late applicants will be added to the pool asap after they are received.

Late applications and reallocation pool offers will start to be made from April onwards. Where, after the closing date, parents / carers change preferences without changing address, their new application will not be added to the reallocation pool until after 30 June 2018.

Parents notified that their child has been offered a place from a reallocation pool will have seven days to reply before the place is offered to another child.

## How to appeal for a place at your preferred school

### How can I appeal?

If you are unhappy with the school place your child has been offered, you can appeal to the independent appeal panel. You should act quickly to register an appeal, normally within 20 school days of receiving an email or letter informing you of the decision about your allocation.

If your appeal is unsuccessful the council will not normally consider a further appeal for the same school for entry in the same academic year.

You can only appeal for a place at a school for which you have expressed a preference.

If you wish to appeal, it is a good idea to accept the place at the school you have been offered, as this will have no effect on the outcome of your appeal, and will prevent you from missing out on a school altogether.

### How does the appeal process work?

The appeal panel will consider your appeal. This is an independent body that is not bound by the council's admission priorities, or the published admission numbers. You have the right to appeal for any of your preferred schools but you may only appeal once for each school. The appeal panel's decision is binding on the council and on parents / carers.

You can appeal online at [www.brighton-hove.gov.uk](http://www.brighton-hove.gov.uk)

**Please note:** the governors of Brighton Aldridge Community Academy (BACA), Portslade Aldridge Community Academy (PACA), Cardinal Newman Catholic School and King's School are responsible for organising their own appeals. However, this is done via the contact details above.

If you need to find out more about appeal arrangements please contact:

The Clerk to the Appeal Panel  
Democratic Services  
Brighton & Hove City Council  
Hove Town Hall  
Norton Road  
Hove  
BN3 3BQ  
01273 291228  
[schoolappeals@brighton-hove.gov.uk](mailto:schoolappeals@brighton-hove.gov.uk)

### Can I appeal if my child has a statement or EHCP?

If your child has a statement of special educational needs or an education, health and care plan and you want to appeal against the school named in the plan, or against the fact that no school has been named, an appeal should be made to the special educational needs tribunal, not an appeal panel (telephone 01273 293552 for further information).

## What happens if I change address during the admissions process?

- If you change address during the admissions process, you will need to supply proof of your new address by 22 January 2018 if you wish us to base your school allocation on your new home address. Please see page 23 for what is acceptable as proof of address.
- **If you change address during the admissions process, before the closing date for applications, you must notify the school admissions team.** If you do not do this, and we offer your child a place at your preferred school based on an address where you no longer live, this place will be taken away again.
- **You should also notify the team of changes of address that happen after the closing date.** If you do not, you may not receive any information from your child's new school.
- **You must provide proof of all changes of address.** Until we see proof of a change of address we will allocate a school place based on your existing address.

- If your application is received after the closing date and we do not receive proof of a house move (or other independent supporting information explaining why the form is late), we will treat this application as late. It is up to you to provide us with reasons to accept it as late with good reason.
- If you are due to move house within Brighton & Hove you must still apply by the deadline and then provide your revised information and proof by 22 January 2018.

**Please note:** these arrangements refer to community schools. Academies, free schools and church voluntary aided\* schools have their own admission arrangements that are controlled by the school governors and you should contact the relevant headteacher for further details.

## What happens if I am temporarily absent from the city?

If a family has a residence in Brighton & Hove and temporarily lives elsewhere (for example, a temporary job out-of-area, or abroad), the school admissions team may seek evidence of residence

at both addresses, and evidence that you will be returning to the area. Please contact the team on **01273 293653** or [schooladmissions@brighton-hove.gov.uk](mailto:schooladmissions@brighton-hove.gov.uk) if you need any advice about filling in your application in these circumstances.

## What happens if I move to the area at a time when my child would not normally change school?

If you have moved house and it is no longer practical to make the journey to your child's current school, you will need to apply for a place at a different school. If you wish to apply for a school in Brighton & Hove, you will need to apply via the school admissions team, either online or using a school in-year application form.

We will be able to arrange immediate transfer to the school you prefer if there is a place available when we receive your application.

You can apply for a school place in advance of your move if you wish, however you will not receive a decision more than half a term before your child is due to start at the new school.

- No school places are reserved for people who move into the area, but we will be pleased to advise you about which schools have places available at the time you require a school.
- If you have moved house or have been living at your current address for less than six months, or your child is currently at private school, **please supply your council tax reference or proof of address with your application.**
- If we do not receive this with your application, we will write and ask you for it, but this may mean that you miss out on a place at your preferred school if other children with confirmed addresses have also applied for places there. See page 23 for what is acceptable as proof of address.
- **Transfers in years 10 and 11 are not usually recommended due to likely difficulties in GCSE curriculum matches and in the subject timetabling. If you are considering moving your child please discuss this with the current school and contact the school admissions team.**



### In-year fair access protocol

As required by law, Brighton & Hove has a fair access protocol with schools. This ensures that vulnerable children who need a school place outside the main admission round are offered one as soon as possible. This can sometimes result in schools going above their published admission number for an established year group.

## Moving school if you have not moved house

Sometimes a change of school is unavoidable, for example where a child has moved house or has had to leave private school due to a change of circumstances. However, we would like to take this opportunity to highlight to parents the issues associated with moving children to another school midway through their education.

It has been statistically demonstrated that children and young people do less well in examinations when they have moved schools outside of normal transition periods.

This is particularly the case for movement during Years 10 and 11. The disruption to education can be particularly detrimental for GCSE results, as all schools will tend to follow different combinations of syllabuses and offer different courses.

Should issues arise in your child's school, we would remind you that the recommended course of action is to resolve these with school staff.

If you are applying to transfer from one Brighton & Hove school to another, we would ask you to convene a meeting with a senior staff member at your current school to discuss the implications of this before going ahead.

## How will my application for a transfer be dealt with?

- Available places at community schools, BACA and PACA will be offered in accordance with the council's admission priorities (see Section 4). Own-admission-authority schools will use their own admission priorities (see Section 5).
- If we cannot meet any of your preferences we will suggest that your child remain at his or her current school. If this is not feasible because you have moved house, we will offer a place at the nearest school to your new home which has a vacancy in the appropriate year group. You may wish to discuss alternative places with the school admissions team.
- You have the right to appeal to the Independent Appeal Panel if you do not get the place you want. You may appeal after you have received the email or letter notifying you of the school allocation (see Section 6 for details about the appeals process).
- If you do not contact the school to accept a place offered by the date specified in the allocation email or letter, the place will be given to another applicant.
- School transfers normally take two to three weeks to arrange and places are allocated for the next available half term. To ensure this is possible (providing a place is available), please make sure the school admissions team receives your application by the last Friday of the school

holidays. If your house move does not tie in with this timescale your child will be able to start school in the middle of the term.

- September allocations will be made from summer half term onwards. So it is a good idea to return applications for this type of transfer before then. **For applications received before the third Friday in June, we aim to process as many as possible before the end of the summer term.**

- We however cannot guarantee to give decisions on all the applications before the end of the summer term due to the unpredictability of the volume of applications that may need to be processed around that time. Where this is the case, applicants may be notified of the decisions during the summer holiday and where possible, parents may be able to contact or visit the allocated school before the first day of school in September.

- **Applications received after the third Friday in June will be processed as soon as possible but you may not get a decision until after schools return in September.**

- If in-year application forms are received during term time, the school admissions team will allocate a place at a school for the next available half term unless you have moved house and can no longer travel to your child's current school.



**Please note:** these arrangements refer to community schools, BACA and PACA. Cardinal Newman and King's have their own admission arrangements that are controlled by their school governors. You should contact the schools for further details (see Section 5).

# 8

## School transport

Can the council provide transport from home to school?

### Free transport from home to school

- The council has a duty to provide free transport between home and school for children of secondary school age who live over three miles from the appropriate school (this is termed the statutory walking distance). The appropriate school will be the designated catchment area school (or schools) for your home address provided it has a place available – distances are measured by the shortest safe walking route. This will be measured by computer. If you are unable to obtain a place at your catchment area school then free transport will be provided if the council is unable to offer you an alternative school within three miles of your home.
- If you choose not to apply for the appropriate school, and apply for a school beyond the statutory walking distance from your home, you will not be entitled to free transport unless you have a low income. (see opposite)
- Most children living in Brighton & Hove do not qualify for free transport as they will live within the statutory walking distance.

- Children attending schools outside Brighton & Hove will only qualify for help with transport if that school is regarded as the appropriate school.
- Help will not be given with transport to independent schools.

### Families with a low income

- Children entitled to free school meals or whose parents are in receipt of their maximum level of working tax credit (WTC) have a greater entitlement to free transport. If any of their three nearest schools is more than two miles but not more than six miles from their home, they will be entitled to free transport to that school if they obtain a place there. However they will not be entitled to free transport to any of their three nearest schools which is less than two miles from their home.
- When a person is first awarded tax credits, or following a change in their household circumstances, HM Revenue and Customs issue a 'tax credit awards notice' detailing the breakdown and amount of the award. Part 2 of the award notice gives details of **'How we work out your tax credits'** including details of the full

WTC elements. This is the maximum amount a customer can receive in WTC in any year. It then lists **'any reduction due to your income'** and shows the net amount payable. It is therefore readily apparent from the award notice whether a person is receiving maximum WTC or a reduced sum due to income. **Only those with the maximum WTC will be entitled to the greater entitlement to free school transport.**

- If you are claiming entitlement to school transport on the grounds of low income, you must inform the council's home to school transport team that you are doing so. The telephone number is 01273 295196, or you can write via the address given for the school admissions team at the front of this booklet.
- You will need to say whether your child is entitled to free school meals, which we can check against our records, or that you receive the maximum WTC. In the case of the WTC you will be asked to provide your award notice as proof of receipt. You should contact the home to school transport team as soon as possible after you know which school your child has been allocated.

## Special needs and special reasons for transport

- If your child is not entitled to free transport because of distance, help may still be given if he / she is not fit to walk to school or attends a special school.
- We will require a letter confirming this from your GP or the consultant working with your child.
- Pupils attending special schools will have their transport needs individually assessed in consultation with parents / carers.

## Transport to the appropriate school

- If a child is entitled to free transport the council will usually meet the full cost of travel on public services, or provide a seat on a hired vehicle, and will issue season tickets or special travel permits as appropriate.
- In exceptional circumstances the council may agree to pay a mileage rate to parents / carers who wish to make their own arrangements. This will normally be paid only where there is no public transport to the appropriate school or the appropriate school is outside Brighton & Hove, and special agreement has been given in advance.

## Behaviour on transport

Children travelling to school whether on public transport or in hired vehicles will be expected to behave reasonably and treat drivers, other travellers and members of the public with courtesy and consideration.

Any breach of acceptable behaviour will be dealt with through the school's disciplinary procedures, and if serious, could result in the council reviewing a child's transport arrangements. In some cases that could mean the temporary or permanent removal of entitlement to travel on a particular route.

## Complaints about school transport

Any complaints from parents / carers about home to school transport will be investigated immediately. Where the complaint is upheld, steps will be taken to rectify the situation by whatever means necessary. If you have a complaint please telephone 01273 293501.

**Please note:** the council no longer provides discretionary transport assistance to church voluntary aided schools. Free transport will be provided for any children who are eligible under the criteria that apply to all children, ie those who are attending their nearest school but who live more than three miles from the school, or more than two miles if the family has a low income.

# Private fostering

## Are you looking after someone else's child?

If you care for someone else's child for a period of more than 28 days this may be a private fostering arrangement.

Private foster carers and parents must notify the local authority about the arrangement. Information, support and advice can then be offered.

**Contact:**  
Children's Services  
Brighton & Hove City Council  
Tel 01273 290400  
frontdoorforfamilies@brighton-hove.gov.uk



# Explanation of terms and definitions

**Some of the everyday language used in this booklet has a very specific meaning when used to describe the admissions process. This section explains the meanings of some educational terms**

## Academy

Academies are publicly funded independent schools, free from local authority and national government control. Other freedoms include setting their own pay and conditions for staff, freedoms concerning the delivery of the curriculum, and the ability to change the length of their terms and school days.

## Admission authority

The body responsible for deciding admission priorities\* and for allocating school places. In the case of community schools\* this is the council and in the case of church voluntary aided schools\*, academies and free schools, it is the school's governing body.

## Admission priorities

The method used by the admission authority\* to decide which children are offered places when a school has received more applications than it has places.

## Church voluntary aided school

A school where the buildings are maintained by the Church of England or the Catholic Church, and the governors are responsible for admissions policy. With the exception of the costs of new buildings and maintaining the buildings, the council meets the running costs.

## Community schools

Schools which are maintained entirely from public funds, and are managed locally by the headteacher and governors together with the council. Formerly known as county schools.

## Free school

Free schools are all-ability government-funded schools set up in response to what local people say they want and need in order to improve education for children in their community.

## Junior school

A school that takes pupils aged between seven and eleven. Pupils are normally admitted having previously attended an infant school.

## Local authority (LA)

The LA in Brighton & Hove is Brighton & Hove City Council.

## Maintained school

State-funded school. In Brighton & Hove these are either community\* schools or church voluntary aided\* schools.

## Oversubscribed school

A school where there are more applications than available places.

## Own-admission-authority school

A school whose governors are responsible for taking decisions about admissions. Academies, Church voluntary aided schools and free schools fall into this category.

## Parent / carer

Under the terms of the Children Act 1989, married parents or the unmarried mother of a child have parental responsibilities automatically. Other people, including unmarried fathers, step-parents, grandparents and other relations, foster carers, and others, may acquire parental responsibilities in a variety of ways. If you are uncertain about your parental status, the school admissions team will be happy to discuss it with you. Please contact 01273 293653 for information.

## Preference form

Either a paper form received with the booklet or an online form.

# Useful telephone numbers and websites

## Primary school

A school which has pupils aged between four and eleven, that is, both infant and junior age groups.

## Published admission number (PAN)

The number of pupils a school can admit in its intake year. The figure is set after consultation between the council and the school governing body.

## Reallocation pool

The method the council uses to decide who will be offered any places at an oversubscribed school that become available after initial decisions have been notified to parents. See page 31.

## Secondary school

A school that takes pupils aged between 11 and 16, or 11 and 18 where there is a sixth form.

## Sibling / sibling link

For the purposes of the school admissions process, children are siblings if they share the same main address and live as part of the same household. You may be asked to supply proof of this, for example, a copy of your child benefit statement showing both children's names.

## Brighton & Hove City Council

- School admissions team 01273 293653 or [www.brighton-hove.gov.uk/schooladmissions](http://www.brighton-hove.gov.uk/schooladmissions)
- Home to school transport entitlement 01273 293501
- Free school meals entitlement 01273 293497
- Family information service (FIS) 01273 293545 – childcare information
- Special educational needs and pre-school special educational needs, 01273 293552
- Home education officer 01273 291310
- Ethnic minority achievement service (EMAS) 01273 292521
- School travel team 01273 290561
- Schools performance data [www.education.gov.uk/schools/performance](http://www.education.gov.uk/schools/performance)

## Other local authorities

- East Sussex County Council 03456 080190 [www.eastsussex.gov.uk](http://www.eastsussex.gov.uk)
- West Sussex County Council 01243 777100 [www.westsussex.gov.uk](http://www.westsussex.gov.uk)

## Central government

- Department for Education [www.education.gov.uk](http://www.education.gov.uk)
- Office for Standards in Education (OfSTED) [www.ofsted.gov.uk](http://www.ofsted.gov.uk)



# Secondary School

## School admissions in Brighton & Hove

### 2018-19

如果您想要一份这本小册子中所包含的信息的翻译版本，请勾选适当的方格，并在下方写上您的姓名和地址，然后将本表格寄到以下地址的入学申请小组（School Admissions Team）。

Jeżeli chcieliby Państwo otrzymać tłumaczenie informacji zawartych w niniejszej broszurze, proszę zaznaczyć odpowiednie okienko i napisać poniżej swoje imię, nazwisko i adres. Formularz ten powinien zostać wysłany na adres Zespołu ds. Przyjęć do Szkoły (School Admissions Team), który znajduje się poniżej:

إذا كنتم تودون الحصول على ترجمة للمعلومات الواردة في هذا الكتيب، فيرجى تحديد المربع المناسب وكتابة اسمكم وعنوانكم أدناه. تُرسل هذه الاستمارة بعد ذلك إلى هيئة القبول بالمدرسة على العنوان المُوضح أدناه:

Ja jūs vēlaties saņemt bukleta tulkojumu, lūdzu atzīmējiet to attiecīgajā lauciņā un zemāk norādiet savu vārdu un adresi. Šo veidlapu pēc tam nosūtiet Skolas Uzņemšanas nodaļai uz zemāk norādīto adresi:

Si desea recibir una traducción de la información que se incluye en este folleto, marque la casilla correspondiente y anote su nombre y domicilio más abajo. Luego debe enviar este formulario al School Admissions Team (Equipo de Admisión Escolar) a la siguiente dirección:

Para obter uma tradução das informações contidas neste livreto, assinale a caixa correspondente e escreva o seu nome e endereço abaixo. Este formulário deverá, então, ser enviado para o setor de matrículas da escola ("School Admissions Team"), no endereço abaixo:

Mandarin

Polish

Arabic

Latvian

Spanish

Portuguese

Other, please specify in English

Name

Address

### School Admissions Team

Brighton & Hove City Council,  
Hove Town Hall, Norton Road, Hove, BN3 3BQ