



# Secondary School

School Admissions  
in Brighton & Hove

**2016-2017**

**Closing date for  
applications  
31 October 2015**



## 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 jā dara, 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 الزمنية الواجب اتباعها وما الحل إذا واجهتهم أية مشاكل أو صعوبات. للحصول على الترجمة الكاملة؛ يُرجى 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 Brighton & Hove City 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 make arrangements for 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, not least, 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 software suppliers of the city council's 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 city council or school staff can access your information.



**If you have any queries contact the 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,  
King's House  
Grand Avenue,  
Hove BN3 2LS

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**.

**Please be aware that there are no facilities for School Admissions Team members to meet with parents/ carers face to face**

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-1pm, Monday-Friday.

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# A school place for your child in September 2016

Dear Parent/Carer

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

This booklet contains a wealth of information to help you choose the right schools, attend open days, make an application and understand how the application process works. It provides a profile of each of Brighton & Hove's 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 2016.

In Brighton & Hove, we are all very ambitious for the children and young people who attend our schools. We want what you want; a school where your son or daughter has the opportunity, encouragement and guidance to thrive and fulfil their true potential. We are committed to providing an excellent education service for all our young people and for every young person to be able to attend a school judged to be at least good. Our schools also 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 make new friends. These contribute to the education of the 'whole child' and the development of responsible and active citizens.

We have ten secondary schools across the city. They offer a range of specialisms and each will have something to offer your child.

Whichever schools you choose to apply for, all Brighton & Hove residents should visit [www.brighton-hove.gov.uk/schooladmissions](http://www.brighton-hove.gov.uk/schooladmissions) to make their application. If you do have unanswered questions, then our School Admissions Team are ready to assist on **01273 293653** or at [schooladmissions@brighton-hove.gov.uk](mailto:schooladmissions@brighton-hove.gov.uk) You will need to note that the **closing date for applications is 31 October 2015**.

We look forward to welcoming your child to one of our secondary schools in September 2016.

Yours faithfully,



Pinaki Ghoshal  
Executive Director of  
Children's Services



Cllr Tom Bewick  
Chair of Children, Young People  
& 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.

### 1 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.

### 2 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.

### 3 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.

### 4 Read Ofsted reports.

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

### 5 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 for Community Schools are listed on pages 17-19, or pages 33-37 for other schools.

### 6 Consider how your child will travel to and from school.

### 7 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 2004 and 31 August 2005

1 September 2015	<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 2015</b>	<b>Closing date for completed online applications, or 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 2016	Applications received late <b>with good reason</b> up to this date which we agree are late with good reason 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 2016	Preference forms analysed.
1 March 2016	<b>"National offer day"</b> . No decisions will be issued by telephone. <ul style="list-style-type: none"><li>• Parents that applied online will be notified by email during the afternoon 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 2016</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	Independent Appeals Panels meet to consider appeals from parents/carers who are unhappy with their school allocation.
April onwards	Places offered from the reallocation pools as they become available.
September 2016	Children start their new schools.

## School term dates 2016-17

### Autumn Term 2016

Tuesday 6 September - Friday 16 December

### Autumn half-term

Monday 24 October - Friday 28 October

### Spring Term 2017

Tuesday 3 January - Friday 7 April

### Spring half-term

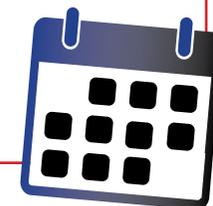
Monday 13 February - Friday 17 February

### Summer Term 2017

Monday 24 April - Tuesday 25 July

### Summer half-term

Monday 29 May - Friday 2 June



\*Regardless of how you applied, you can email [schooladmissions@brighton-hove.gov.uk](mailto:schooladmissions@brighton-hove.gov.uk) to refuse a place, request to be in the 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 chance

All applications will be subject to the published admissions priorities

### Apply on time



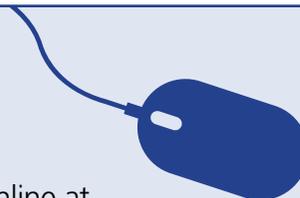
- The closing date is **31 October 2015**
- Any applications received after this will be processed after the majority of places have been allocated unless considered late with good reason
- A late application therefore means you are much less likely to get what you want
- Notifications of the places offered will be made on **1 March 2016** (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) between **1 September 2015** and **31 October 2015**
- 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 2016 (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 if you don't state it as one of your preferences
- Be aware that attending a primary school in the area of a secondary school does not give your child priority for a place.

## 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 2016.

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 voluntary aided (church) school, an academy, a free school or a school in another Local Authority area, but **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 King's House, Hove or sent to the School Admissions Team by 1 March 2016 (see Section 4).

If you decide to apply online we strongly recommend that you do not leave it to 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).

If you experience any problems in accessing or using the Brighton & Hove online admissions site, please contact us by email at [schooladmissions@brighton-hove.gov.uk](mailto:schooladmissions@brighton-hove.gov.uk) or telephone on 01273 293653.

# Apply online!

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

In the September 2015 round of admissions **92%** 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 2015**.
- The online facility is available 24 hours a day and 7 days a week from 1 September 2015.
- 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 2016.
- There are links to other websites that can provide you with useful information about schools.

# 2

## Making an application

### Decide which schools you prefer

You should decide which schools you would prefer your child to attend and then complete the online preference form\* or a paper preference form listing up to three different preferences. You do not have to express three preferences, but 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 that some places may be allocated to second and third preference applicants, whilst 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. 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 and 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)** Samantha lives in the catchment area for Dorothy Stringer and Varndean School. However her parents would like her to attend Blatchington Mill School. 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 the school 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 can be offered a place at both schools. The council offers her a place at Dorothy Stringer because it was higher on her list than Varndean.

**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 Roman 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 not able to offer Geraint a place as he does not fit their religious criteria. 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 Longhill.

**Example 3)** Tariq lives in the catchment area for Dorothy Stringer and Varndean. His parents want him to go to Dorothy Stringer but they know that in the past children from their street have not got in, so they list the following preferences:

- 1- Varndean
- 2- Dorothy Stringer
- 3- Hove Park

Varndean has space for all applicants living in the catchment area. Tariq is entered into the random allocation process for Dorothy Stringer. He is also entered into the random allocation process for Hove Park as the school has a few spaces for children who do not live in the catchment area, but is unsuccessful. He is randomly allocated a place at Dorothy Stringer, but because Varndean was higher on his list he is offered a place at Varndean and not at Dorothy Stringer, even though his parents would really prefer him to go to Dorothy Stringer. This shows that using the equal preference system you should always list your preferred schools in the order you really want.

**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 there 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 Blatchington Mill and Hove Park. However, his parents prefer Dorothy Stringer as it is closer to the family home. Their second preference is Cardinal Newman as the family are church attenders. They list the following preferences:

- 1- Dorothy Stringer
- 2- Cardinal Newman
- 3- Blatchington Mill

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, he is entered into the random allocation process for Blatchington Mill and can be offered a place. The governors of Cardinal Newman 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 Cardinal Newman, as they placed this school higher on their list than Blatchington Mill.



## 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 set and apply the admission arrangements for community schools. The admissions arrangements are in Section 4.

- Blatchington Mill School and Sixth Form College
- Dorothy Stringer School
- Hove Park School
- Longhill High School
- Patcham High School
- Varndean School

### 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 admissions arrangements. These admissions arrangements are set out in Section 8.

- King's School

### Academies

Academies are publicly funded independent schools. The governors of the school set and apply the admissions arrangements. The governors at BACA and PACA schools have set out that they wish to follow the arrangements set for community schools in Section 4.

- Brighton Aldridge Community Academy
- Portslade Aldridge Community Academy

### Voluntary Aided School

Voluntary Aided Schools are religious or faith schools. They are their own admissions authority. Their admission arrangements are likely to reflect the school's religious character. The admissions arrangements are in Section 8.

- Cardinal Newman Catholic School

## Co-ordinated admissions

### Own Admission Authority Schools

The city council co-ordinates admissions arrangements with Brighton Aldridge Community Academy (BACA), Portslade Aldridge Community Academy (PACA), Cardinal Newman Catholic School and King's School by using the same application process for all maintained\* secondary schools. If you live in Brighton & Hove you should apply online for these schools using the Brighton & Hove online admissions facility or in writing using the Brighton & Hove preference form\*. Cardinal Newman Catholic School and King's School 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.

The governors of BACA, PACA, Cardinal Newman and King's are still responsible for offering places at their establishments. Please see Section 8 for details of how Cardinal Newman and King's will do this. BACA and PACA use the Brighton & Hove admission priorities (see Section 4). The Local Authority will let parents know the school's decision. If your child is not offered a place at BACA, PACA, Cardinal Newman Catholic School or King's School, the Local Authority will offer an alternative place, where possible using your other listed preferences. The Local Authority values this joint working with own admission authority schools. It 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?

- If you apply for schools in other Local Authority areas, **you must do so on the preference 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)

## Need help to apply for a school place?



**The Family Information Service** has a **School Preference Service** to support parents and carers who may need help in applying for a primary or secondary school place.

The service is impartial and separate from the School Admissions Team.

### The service can help you with

- Completing the application form either online or on paper
- Ofsted information
- Special needs policy and provision
- The appeals process

### Who can use the service?

Anyone who feels that they need some extra help, perhaps if

- English is not your first language
- You have recently moved to the city or are new to the UK
- You just need some extra support



Call 01273 293545 or  
email [familyinfo@brighton-hove.gov.uk](mailto:familyinfo@brighton-hove.gov.uk)

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



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

Apply online or return the preference form to your child's current school by midnight on 31 October 2015.

If you are returning the form to school, you will need to do so **before it closes for half term** or the form will be treated as late.

**Please note:** as the closing date falls on a Saturday this year, the School Admissions Team will not be available to provide support or assistance on the closing date and there will be no technical support on that date. If you wish to hand in a paper form to King's House, or you feel you may need to ask for technical support, you will need to ensure that you do this by **Friday 30 October at the latest**.

If your child is not currently attending a Brighton & Hove school, but you live within the Brighton & Hove area, please use the online facility which can be found on the City 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 your Local Authority's 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 King's House 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 all the on time preferences have been dealt with, and school places allocated to them. This means there is a much greater chance that you will not get a place at your preferred school, as the places may already have been given to other children. It will also mean our response to you is delayed. **This is the case even if you already have older children attending the school.**

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 2016. You must supply independent supporting evidence of the reason why your form is late (eg solicitor's letter confirming exchange of contracts). This evidence must also be received by 22 January 2016. 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 2016.

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: 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 30th June 2016. 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.

**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. Proof of postage is not proof of receipt. 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 2015).

### 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 significantly 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 nearly all cases special educational needs can be met in mainstream schools. Brighton & Hove City Council is committed to this approach wherever it is practical.

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 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 8). 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 pool.

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 2016 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 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 the 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 & 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.

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 tick the box on the form to indicate 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 following 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). In order to offer a place under this priority you will need to supply proof of the child's status. This could be a copy of the order or adoption certificate. 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 another. 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 will only agree medical need for a school place if a child has a Statement of Special Educational Needs or an Education Health and Care Plan (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 to determine whether or not the evidence you have provided is sufficiently compelling to qualify under this category.

# 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)



1295

The supporting evidence you provide needs to set out the particular reasons why the school in question is the most suitable and the difficulties that would be caused if your 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 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 should send supporting documents by post to the School Admissions Team (address below) or send scanned copies to [schooladmissions@brighton-hove.gov.uk](mailto:schooladmissions@brighton-hove.gov.uk) with a covering email giving your application reference.

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 the **School Admissions Team, King's House, Grand Avenue, Hove, BN3 2LS**. All information supplied in support of an application will be dealt with in the strictest confidence by the School Admissions Team.

**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.**

If you live in the part of Brighton which was previously in the catchment area for Blatchington Mill and Hove Park but is now in the catchment area for Dorothy Stringer and Varndean, or in

the part of Portslade which was previously in the catchment area for Blatchington Mill and Hove Park but is now in the catchment area for Portslade Aldridge Community Academy, your child will continue to have a sibling link to the Hove Schools for September 2016.

The postcodes which have changed catchment area are shown on the map on pages 20-21 in **bold**.

A sibling link\* is only taken into account if children live at the same 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 letter showing both children's names.

**Please note:** as mentioned above, the sibling link has been removed 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 pages 20-21. 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 pages 20-21. 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 five 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 8. Nor 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 offer 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-East across the city. If you are in any doubt as to the catchment area in which you live, please contact the 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

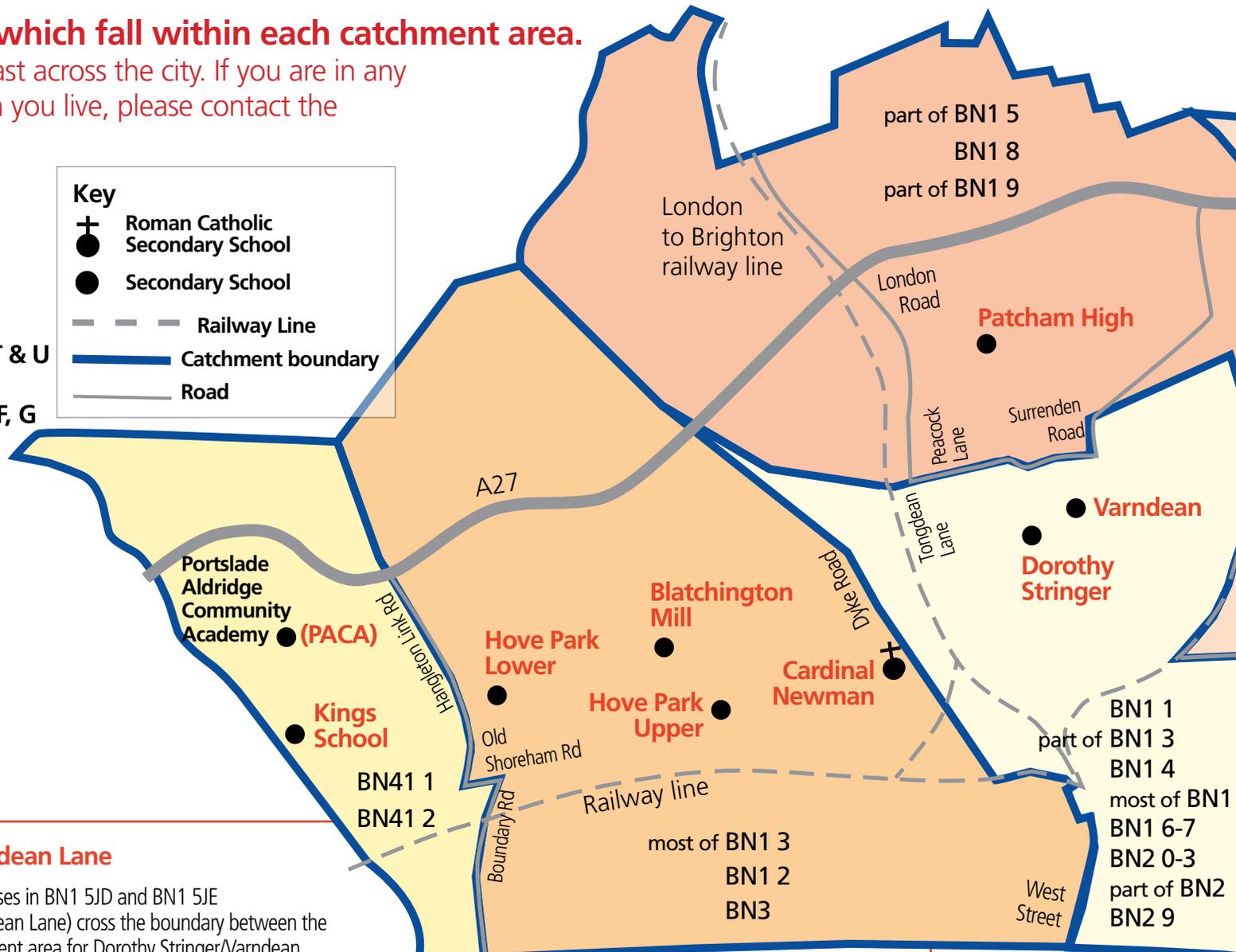
Addresses in BN1 5JD and BN1 5JE (Tongdean Lane) cross the boundary between the catchment area for Dorothy Stringer/Vardean and the area for Patcham High School:

Odd numbers are in the area for Dorothy Stringer/Vardean. Even numbers are in the area for Patcham High School.

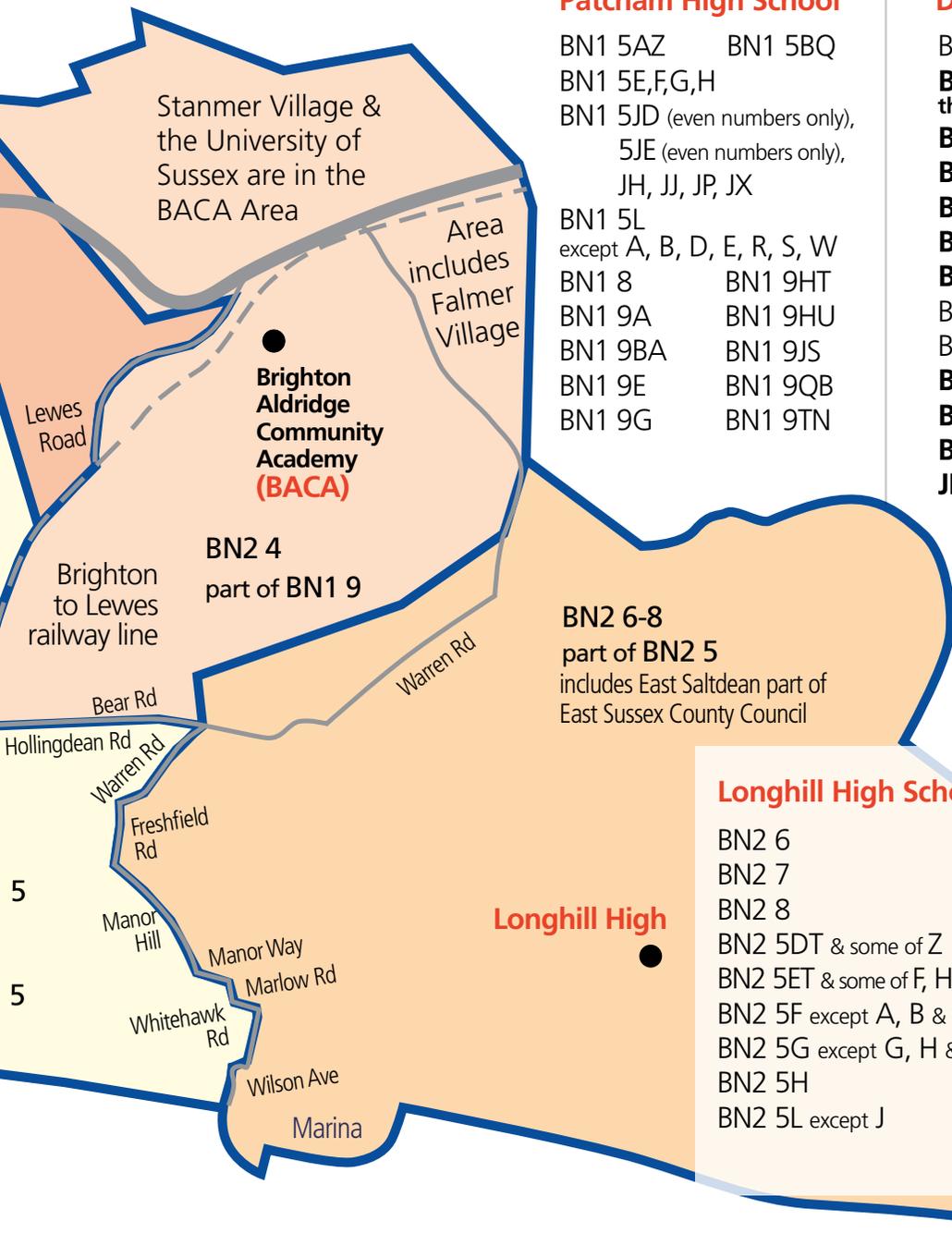
The part of Tongdean Lane which is East of the railway line (ie Windsor Court BN1 5JS and Manhattan Court BN1 6XZ) is in the catchment area for DS/Vardean.

**Key**

- ✚ Roman 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
- BN1 3TL** (Prestonville Road north of  
the railway line - Nos 1-28)
- BN1 3TS** (York Villas)
- BN1 3TT** (York Grove)
- BN1 3TU** (New England Rd)
- BN1 3TF** (Belmont)
- BN1 3TH** (Russell Crescent)
- BN1 4
- BN1 5JS
- BN1 5A** except Z
- BN1 5B, D, N, P, R, S, T** except Q
- BN1 5JB, JD** (odd nos only),  
**JE** (odd nos only), **JF, JG, JL, JN**
- BN1 5LA, B, D, E, R, S, W
- BN1 6
- BN1 7
- BN2 0
- BN2 1
- BN2 3
- BN2 5A
- BN2 5B
- BN2 5D except T & some of Z
- BN2 5E except T & some of F,  
H & L
- BN2 5FA
- BN2 5FB
- BN2 5FG
- BN2 5GG, H & J
- BN2 5J
- BN2 5LJ
- BN2 5NA, B & S
- BN2 5RT, Y & Z
- BN2 5TA, B, D, E, F, G, H,  
J, W & X
- BN2 5UB
- Some of BN2 5PA
- BN2 9

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

**Longhill High**

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 Dorothy Stringer/Vardean. 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 DS/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.**

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 Admissions Team on **01273 293653**.



If your child's home address is within the catchment area for only one school, and you list this school as one of your three preferences, we will do our best to ensure that your child is offered a place there, unless we are able to offer another preference which you placed higher on the list.

If your child's home address is within a catchment area which applies to two schools (ie Varndean and Dorothy Stringer or Hove Park and Blatchington Mill) we will do our best to ensure that you are offered a place at one of these schools, **as long as you list preferences for both of the schools in your catchment area.**

If you only list one of your catchment area schools on your form, 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 maintained\* 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. If you are applying for a school or schools outside the catchment area in which you live, you should also consider listing your catchment area school(s) as a preference in case the school you prefer is filled with children who live in the catchment area.

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/ travelling children

If you and your child live on a boat or a travellers' 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 School.

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 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 preference form if they have a twin or other same year sibling also applying.

## Home addresses:

- The School Admissions Team will allocate school places using the address at which a child lives on the closing date for preference forms (31 October 2015), although late changes of address will be considered if we receive proof of address by 22 January 2016.
- If a child regularly lives at more than one address, the Admissions 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 Admissions 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.

After the closing date, if the school you have applied for is oversubscribed\*, and you have given a home address within its catchment area, you will be asked for proof of address.

## 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 City 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. This may however, not apply if you have just moved into Brighton & Hove and have not yet registered for Council Tax. If this is the case, you will need to supply either:

1. A photocopy of your Child Benefit statement, showing your name, your child's name and your home address; or
2. A photocopy of your child's medical card, showing your home address



Plus one of the following:

3. A copy of a current tenancy agreement or solicitor's letter showing exchange of contracts, if you have just moved house. You must have exchanged contracts or entered into a binding tenancy agreement by 22 January 2016.
4. A copy of your Council Tax bill for the current year
5. A copy of a recent utility bill for your home address, showing usage
6. A copy of your driving licence

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

A list of all Brighton & Hove schools (excluding private schools), together with information about open days and making visits is printed here.

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 2015-16	How many places offered in each priority 2015-16	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 <b>This school has a sixth form</b> for details of how to apply see <a href="http://www.blatchingtonmill.org.uk/our-sixth-form">www.blatchingtonmill.org.uk/our-sixth-form</a>	Mr A Harold	1500 (+ 6th form)	1) 389; 2) 323; 3) 234	SEN 10 1) 5 2) 0 3) 87 4) 199 5) 0	300	<b>Open Evening</b> Thursday 8 October 6-9pm. <b>Open mornings</b> Monday 12 October 9 -10:30am, Tuesday 13 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 <b>This academy has a sixth form</b> for details of how to apply see <a href="http://www.baca-uk.org.uk/BACA-6th-form/">www.baca-uk.org.uk/BACA-6th-form/</a>	Mr D Davies	900	1) 120; 2) 17; 3) 39	SEN 3 1) 0 2) 0 3) 23 4) 57 5) 47	180	<b>Open Evening</b> Thursday 17 September 6-8pm. Please contact the school to arrange personal tours.
<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 <b>This school has a sixth form</b> for details of how to apply see <a href="http://cardinalnewman.fluencycms.co.uk/sixthform-home">cardinalnewman.fluencycms.co.uk/sixthform-home</a>	Dr J Kilmartin	1815 (+ 6th form)	1) 385; 2) 132; 3) 306	Information available from the school governors	360	<b>Open Evening</b> Wednesday 7 October 4-7.30pm. <b>Organised School Tours</b> between 8 and 23 October. Please contact the school for information, dates and times.
<b>Dorothy Stringer</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	1650	1) 471; 2) 366; 3) 189	SEN 10 1) 1 2) 2 3) 110 4) 214 5) 0	330	<b>Open Evening</b> Thursday 8 October 6-8pm. <b>School Tours</b> between Monday 12 and Friday 23 October Please contact school to book a place.

School	Headteacher	Maximum number on roll	Preferences 2015-16	How many places offered in each priority 2015-16	Published admission number	Opportunities to visit the school
<b>Hove Park</b> 01273 295002 Valley Campus: Yrs 7-9, Hangleton Way, Hove, BN3 8AA  Nevill Campus: Yrs 10-13, Nevill Road, Hove, BN3 7BN <a href="http://www.hovepark.brighton-hove.sch.uk">www.hovepark.brighton-hove.sch.uk</a>	Mr R Niedermaier-Reid	1500 (+ 6th form)	1) 215; 2) 387; 3) 220	SEN 9 1) 1 2) 1 3) 53 4) 166 5) 70	300	<b>Open Evening</b> Valley Campus, Thursday 1 October, 6.15-9pm. <b>Visits by Appointment</b> Monday 5, Tuesday 6, Wednesday 7, Thursday 8, Friday 9 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	Ms S Price	625	1) 90; 2) 71; 3) 108	Information available from the school governors	100	<b>Open Evening</b> Thursday 24 September 6-8.30pm. <b>Open Mornings</b> Mon 21, Tues 22, Wed 23, Tues 29, Wed 30 September and Thurs 1 October.
<b>Longhill</b> Falmer Road, Rottingdean, Brighton, BN2 7FR <a href="http://www.longhill.org.uk">www.longhill.org.uk</a> 01273 304086	Mr H Stride	1350	1) 141; 2) 34; 3) 33	SEN 4 1) 1 2) 0 3) 52 4) 76 5) 23	270	<b>School Tours available on request.</b> The school's policy is to provide parents full access to the normal school day. Contact Reception, 01273 304086.
<b>Patcham High</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	Mrs P Sargent	1075	1) 208; 2) 72; 3) 250	SEN 2 1) 1 2) 1 3) 51 4) 125 5) 30	215	<b>Open Evening</b> Thursday 24 September 5.45-8.30pm. <b>Open Mornings</b> Tuesday 29, Wednesday 30 September 8.45-10.15am.
<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) 86; 2) 35; 3) 70	1) 0 2) 0 3) 30 4) 64 5) 29	180	<b>Open Evening</b> Wednesday 30 September 6-8.30pm. <b>Sixth form Open Evening</b> Wednesday 21 October 6-8pm
<b>Varndean</b> Balfour Road, Brighton, BN1 6NP <a href="http://www.varndean.co.uk">www.varndean.co.uk</a> 01273 561281	Mr W Deighan	1350	1) 210; 2) 480; 3) 233	SEN 1 1) 1 2) 0 3) 71 4) 204 5) 0	270	<b>Open Evening</b> Wednesday 23 Sept 5:30-8:30pm <b>Morning Tours</b> , book in advance: Thurs 24, Fri 25 September 9:10-10:15am.

# 5

## What to do when you receive the decision

### 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 reception at King's House. **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 (email [schooladmissions@brighton-hove.gov.uk](mailto:schooladmissions@brighton-hove.gov.uk) or telephone **01273 293653**).

Your child's name will automatically be entered in the reallocation pool for your first preference school (see opposite, 'Reallocation pools') if the school was a community school, BACA or PACA.

You may appeal (see 'How to appeal for a place at your preferred school').



### Reallocation pools

This is how the admissions team allocates places that become available at oversubscribed schools. The admissions team holds reallocation pools for community schools, BACA and PACA only. The Governors of Cardinal Newman Catholic School, King's School 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 did 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 2016, 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\* 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 that a place (or places) has become available at a school with a reallocation pool, a randomised list will be created and the place (or places) allocated to the child (or children) at the top of the list. Late applicants will be added to the pool as soon as possible after they are received. 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 2016.

Parents notified that their child has been offered a place from a reallocation pool will have 7 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. Appeals submitted after this time will only be considered if there is a good reason for the council to do so.

If your appeal is unsuccessful the authority 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 or at the school.

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

The Clerk to the Appeal Panel  
Democratic Services  
Brighton & Hove City Council  
King's House,  
Grand Avenue  
Hove,  
BN3 2LS  
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 (SEN) or an Education, Health and Care Plan (EHCP) and you want to appeal against the school named in the statement, 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).

# 6

## Moving house

### 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 before 22 January 2016 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 School Admissions 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 deadline 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 2016.

Please note: these arrangements refer to community schools. Academies, Free Schools and church 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 School Admissions 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 form 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 maintained\* school in Brighton & Hove, you will need to apply via the School Admissions Team, either online or using an In-year preference form. We will be able to arrange immediate transfer to the school you prefer **if there is a place available when we receive your In-year preference form.**

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 a private school, **please supply 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.**

**Please note:** if it is feasible for your child to travel to and from his or her existing school following a house move in **year 10 or 11 only**, the council may be able to provide help with transport if your new home is more than three miles from your child's current school.



### **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.

We would, therefore, advise that should issues arise in your child's school the advised course of action would be to resolve these with school staff. If you apply to transfer from one Brighton & Hove maintained school\* to another, we will ask you to convene a meeting with a named 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 which can be found in Section 8.
- 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 5 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 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 form 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 the summer half term onwards so it is a good idea to return forms for this type of transfer before then. **For applications received before the third Friday of 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 of June will be processed as soon as possible but you may not get a decision until after schools return in September.**

- If In-year preference forms are received during term time, the School Admissions Team will allocate a place at a school, but this will be 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 Catholic School and King's School have their own admission arrangements that are controlled by the school governors. You should contact the schools for further details (see Section 8).

# School transport

## Can the council provide transport from home to school?

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### Free transport from home to school

- The Council has a duty to provide free transport, usually in the form of a bus pass, 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 person 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 Home to School Transport Team that you are doing so. The telephone number is **01273 293501**, 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 she/he is not fit to walk to school or attends a special school.
- The Consultant Community Paediatrician will be asked to confirm that children are not fit to walk.
- Pupils attending special schools will have their transport needs individually assessed each year 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** that the council no longer provides discretionary transport assistance to voluntary aided (faith) 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 and attending one of the three nearest schools 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:  
Brighton & Hove City Council's Children's Services  
Tel: 01273 290400  
Email: [mash@brighton-hove.gcsx.gov.uk](mailto:mash@brighton-hove.gcsx.gov.uk)



Brighton & Hove  
City Council

# Admission priorities

## for Own Admission Authority Schools

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### **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 on pages 17-19 for 2016-17 admissions.

### **Cardinal Newman Catholic School**

Cardinal Newman Catholic School is a voluntary aided school in the Diocese of Arundel & Brighton. The school was founded by and is part of the Catholic Church and is in Trusteeship of the Diocese. The school is conducted as a Catholic school in accordance with canon law, the teachings of the Catholic Church and the Trust Deed of the Diocese of Arundel & Brighton. It seeks at all times to be a witness to Jesus Christ.

The school offers a Catholic education. The governors expect that parents applying for places for their children will accept and uphold the Catholic character and ethos of the school. The school was set up primarily to serve the Catholic community in the Brighton and Hove deanery.

Having consulted with the Diocese, Local Authority, other admission authorities and other relevant groups, the Governors intend to admit into Year 7 in September 2016, up to 360 students without reference to ability or aptitude.

### **Oversubscription criteria:**

Where the number of applications for admission exceeds 360, and after the admission of students with a Statement of Special Educational Needs where the school is named on the Statement, the Governors will offer places using the following criteria in the order stated:

1. Baptised Catholic looked after children or previously looked after children (see notes a) and b)).
2. Baptised Catholic children attending feeder schools named by Cardinal Newman (see notes b) and c)).
3. Other Baptised Catholic children (see note b).
4. Other looked after children or previously looked after children (see note a).
5. Siblings of Cardinal Newman children attending the school at the time of admission (see note d)).

6. Children who are members of other Christian denominations that are part of Churches Together in England attending feeder schools named by Cardinal Newman. Evidence of Baptism (or dedication) provided by a Priest or Minister of a designated place of worship will be required.
7. Children who are members of other Christian denominations that are part of Churches Together in England not attending feeder schools named by Cardinal Newman. Evidence of Baptism (or dedication) provided by a Priest or Minister of a designated place of worship will be required.
8. Children who are practising members of any other faith who can support the Christian ethos attending feeder schools named by Cardinal Newman. (see note g).
9. Children who are practising members of any other faith who can support the Christian ethos not attending feeder schools named by Cardinal Newman. (see note g).
10. Any other Children.

## Priority within the Oversubscription Criteria:

The governors will apply the following order of priorities within any of the above criteria when applications exceed the number of places available and it is necessary to decide between applications through a priority ranking:

- i. For Oversubscription Criteria 2 or 3 above - The strength of evidence of practice of the faith as demonstrated by the level of the parent/carer or child's Mass attendance on Sundays (see note g). This evidence must be provided by the parent/carer (see note f) and be endorsed by a Priest at the church(es) where the child or parent/carer normally worships. Applications will be ranked in the order shown on the Supplementary Information Form, ie firstly those attending Mass weekly or at least three times a month, then once or twice a month, then less than once a month, then those who do not attend.
- ii. For Oversubscription Criteria 6 and 7 - The strength of evidence of practice of the faith as demonstrated by the level of the parent/carer or child's attendance at Sunday services. This evidence must be provided by the parent/carer (see note f)) and be endorsed by the minister/faith leader at the parent/carer's or child's designated place of worship. Applications will be ranked in the order shown on the Supplementary Information Form ie firstly those who attend services weekly or at least three times a month, then once or twice a month, then less than once a month, then those who do not attend.

- iii. Once the PAN for the new intake is reached then the deciding factor in any category is distance from the school: Distance from home (the address at which the child resides) to the school (closest proximity receives highest priority) (see note e)). Evidence of residence may be required.

For details of how the oversubscription criteria were applied in 2015/2016, please see the school website.

## Admission procedure

The governing body of Cardinal Newman Catholic School is responsible for determining the admission arrangements of the school, including the priority of admissions to the school. When the application deadline has closed, the Local Authority (LA) provides to the school a list of all applicants who have applied to the school. The school will then rank the applications in strict accordance with its published admission arrangements and provide the LA with the ranked list. The LA is responsible for coordinating the allocation of places in its area, offering individual places to parents on behalf of the school governors on the common offer date.



To apply for a place at this school, you should complete and return the following:

### 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 on that Local Authority's website. For a valid application, the CAF **must** be returned either in the paper form or online. The closing date is 31 October 2015.

### 2. The school's Supplementary Information Form (SIF)

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

**Please note that while completion of the SIF is not mandatory, if a completed SIF is not received, the governing body will only be able to consider the application based on information provided to the Local Authority on the CAF. To put this in practical terms, if a completed SIF is not received, it is likely that governors will only be able to rank the application within the last ie 'Any other children' criterion.**

The completed SIF must be returned to the school office by 31 October 2015. You are advised to make a copy of the two forms for your records.

**3. Evidence of Baptism or Dedication** where applicable (see oversubscription criteria 2, 3, 6, 7, 8, and 9).

**4. Proof of Address** (see note j).

## Late applications

All pieces of paperwork are required on or before the published closing dates referenced above. Late applications (those where it is reasonable that a parent could have submitted an application by the closing date) will only be processed when those applications have been dealt with.

Any late applications will be considered by the Governors' Admissions Committee, in the event of there being any available places using the above criteria. If all places have been filled, parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

## Letting you know the decision

Allocation letters for the New Year 7 Intake will be posted by the relevant LA on 1 March 2016 for secondary admissions.

If you want to accept the place allocated to your child, you must complete and return the Cardinal Newman Catholic School Student Registration Form enclosed with the letter to the address on the form.

If you do not accept the place within 14 days, we will send you a reminder to fill in the admission form. If you no longer wish to send your child to the school, for example you are moving away, please let us know in writing.

## Waiting lists

If the school is oversubscribed, parents of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list. The waiting list will be operated using the same admissions criteria listed above. Placing a child's name on the waiting list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place. The waiting list will be maintained for one term.

The waiting list will be ranked in line with the oversubscription criteria each time a child is added to the list. For the application to go on the Waiting List parents should put their request in writing to the Admissions Officer, Cardinal Newman Catholic School.

## Appeals

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with sections 88 and 94 of the School Standards and Framework Act 1998. Appeals must be made in writing and must set out the reasons on which the appeal is made. Appeals should be made to the Admissions Appeal Clerk at the school address. Parents/carers have the right to make oral representations to the Appeal Panel.

## In-year admissions

The oversubscription criteria in this admission policy will also apply to applications made outside the normal age of entry to secondary education (Year 7), ie in succeeding years or during the academic year. Please ensure that you contact the school and the Local Authority when making an In-year application.

## Visiting the school

We encourage parents to visit our school in order to find out more about how we work and the education we offer. Organised tours are published on the school website. Parents are welcome to arrange a visit by contacting the school office. However, such visits do not form part of the process of deciding which children are to be offered a place at the school.

## Giving us the wrong 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, or false date of birth.

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)

## King's School

The 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.

The agreed admissions number for Year 7 of the school will be 100. That number of places will be offered in Year 7 annually.

All children with a Statement of Special Educational Need that identifies King's School Hove 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 order set out below:

1. Children who are looked after or have been looked after by a Local Authority in accordance with Section 22 of the Children Act 1989.
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 school.
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 being 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 school.

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 being 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 school.

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 2015. 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; this can be downloaded from our website.

### **Appeals**

Parents who fail to gain a place at King's School for their child can appeal to an Independent Appeals Panel. If needed this panel will be set up in conjunction with the Local Authority.



# 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 Local Authority\* and in the case of church 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 Aided school

A school where the buildings are maintained by the Church of England or the Roman 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 state-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 academies, community\* schools, free schools or church aided\* schools.

## Own Admission Authority school

A school whose governors are responsible for taking decisions about admissions. Academies, Church Aided Schools and Free Schools fall into this category.

## Oversubscribed school

A school where there are more applications than available places.

## 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 or an online form.

## Primary school

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

# Useful telephone numbers and websites

## 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.

## Secondary school

A school that takes pupils aged between eleven and sixteen, or eleven and eighteen where there is a sixth form.

## Sibling/sibling link

For the purposes of the school admissions process, children are siblings if they live in 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

- Brighton & Hove City Council's website [www.brighton-hove.gov.uk/schooladmissions](http://www.brighton-hove.gov.uk/schooladmissions)
- School Admissions Team 01273 293653
- School Preference Service 01273 290355
- Council Tax Enquiries 01273 291291
- Home to School Transport entitlement 01273 293501
- Free School Meals entitlement 01273 293497
- Family Information Service (FIS) 01273 293545 – childcare information
- Educational Welfare, Special Educational Needs & Pre-School Special Educational Needs, 01273 293552
- Home Education Officer 01273 293431 – information for parents who educate their children at home
- Ethnic Minority Achievement Service (EMAS) Brighton & Hove City Council, 01273 292521
- School Travel Team 01273 290561 – promoting safe and sustainable travel to school
- 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 website [www.education.gov.uk](http://www.education.gov.uk)
- Office for Standards in Education (OfSTED) website [www.ofsted.gov.uk](http://www.ofsted.gov.uk)



# Secondary School Admissions 2016-17

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  
King's House, Grand Avenue, Hove, BN3 2LS