

Secondary School Admissions 2013-14



Important

**The sibling rule and the catchment areas
have changed this year.**

If you do not read the booklet you will not have full information about the school admission process, and may be disadvantaged in getting a place for your child at your preferred school.

You can now apply for school places online.
Visit the Brighton & Hove City Council website at
www.brighton-hove.gov.uk/schooladmissions-apply
or see inside for more details.

**Closing date for applications
31 October 2012**



**Brighton & Hove
City Council**

الهدف من هذا الكتيب هو توفير المساعدة إلى الأهل في الحصول على مكان لأولادهم في المدرسة. يشرح هذا الكتيب عن الطريقة وعن جدول الأوقات التي يجب عليك أن تتبعهما، وماذا تفعل إذا واجهتك أية مشاكل. للحصول على مَوْجَز مترجم عن هذا الكتيب، الرجاء تكلمة الاستمارة في نهاية هذا الكتيب وإرسالها إلى العنوان المذكور.

এই পুস্তিকা মা-বাবাদের, তাঁদের বাচ্চাৰ জন্য স্কুলে জায়গা পেতে সাহায্য করবে। আপনার যে প্রক্রিয়া ও সময়সীমা অনুসরণ করা উচিত এবং যদি কোনো সমস্যা দেখা দেয়, এটা তার বিবরণ দিচ্ছে। সারাংশের অনুবাদের জন্য এই পুস্তিকার পেছনে যে ফর্মটা আছে, সেটা পূরণ করুন এবং যে ঠিকানা দেওয়া আছে, সেখানে ফেরত পাঠিয়ে দিন।

این بوکلت برای کمک به خانواده ها و یافتن مدرسه برای فرزندان آنها میباشد. اطلاعات درون این دفترچه شامل مراحل و شرایطی است که وجود دارد، و همچنین راهنماییهای لازم در صورت برخورد با مشکل. برای دریافت اطلاعات لازم و ترجمه شده به فارسی لطفا فرمی که در صفحه آخر این دفترچه وجود دارد پر کرده و به آدرسی که نشان داده شده بفرستید.

這本小冊有目的幫助家長為其子女申請入學，內容說明你應循照的程序和日程表，以及遇到問題時應怎樣做。如欲索取翻譯，請填寫在這小冊後封面的表格，遂寄交有註明的地址。

The aim of this booklet is to help parents obtain a place in school for their child. It explains the procedure to follow and the timescales and what to do if there are any problems or difficulties. For a full translation, please fill in the form given at the back of this booklet and post it to the address given

Este livrete tem por objectivo ajudar os pais a obter um lugar na escola para os seus filhos. Explica tudo o que devem fazer, horários e o que fazer se houver algum problema ou dificuldade. Se desejar uma tradução completa deste livrete em Português, por favor preencha o modelo que se encontra no final e envie para a morada indicada.

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
PO Box 2503
King's House
Grand Avenue
Hove, BN3 2SU

If you need a translated, large print, or audio copy of this booklet, or if you have difficulty reading and writing, please e-mail Schooladmissions@brighton-hove.gov.uk or telephone the School Admissions Team on **01273 293653**.

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.

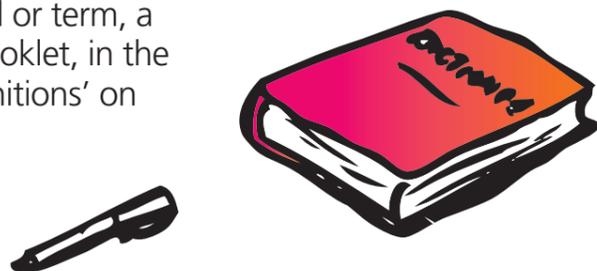
Security safeguards apply to both manual and computerised held data, and only relevant City Council or school staff can access your information.

If you have any queries contact the Data Protection Officer telephone 01273 291207.



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A school place for your child in September 2013

Dear Parent/Carer

You will find in this booklet all the information you need about admissions to secondary* school in Brighton & Hove. We are proud of our schools and teachers and you can be confident that all our secondary schools offer a good standard of education and will help your child to do their best.

We would encourage you to visit the schools before you express your preference. We use a catchment area system for secondary school admissions and we would encourage you to apply for the school/schools in your catchment area which will give you the best chance of getting your preferred school.

Please read the booklet carefully and keep it in a safe place so that you can read about what to do once you hear which school your child has been offered. It explains how to ensure you have the best chance of getting the school place you want for your child. In September 2012, 96% of on-time applicants were offered a place at one of their preferred schools.

The detailed timetable for admission to secondary* schools is shown on page 12. It is important that you follow the timetable and that you apply online or return your form before the deadline, as you will then be more likely to get a place at your preferred school. It is important that you and your child visit the school before you decide your preferences. Details of visiting arrangements for the schools are given in the schools list on pages 32-33.

Please note: parents/carers have the right to express a preference rather than choose a school. Sometimes there are more applications for a school than there are places available there. When this happens we will use the admission priorities* described on pages 17-23 to decide which children will be offered a place at that school and which will be offered an alternative place. First, second and third preferences will all be considered together and we will offer your child a place at the highest ranked preference we can.

If the council cannot meet any of your preferences, we will offer your child a place at the nearest school with places available, but this may not be in your catchment area.

You will see on pages 17-23 that after pupils with exceptional reasons and siblings have been offered places at a school, the next priority is children living within the catchment area. We shall do our best to offer every child a place at a school in their catchment area if they want it, but this may not be possible in every case. If a school is oversubscribed* with applicants within the catchment area, a random allocation process will be used to decide which children should be offered the available places.

If you have any queries about the information contained in this booklet, please email schooladmissions@brighton-hove.gov.uk or telephone the School Admissions team on (01273) 293653 for assistance.

We look forward to welcoming your child to one of our schools in September 2013.

Yours faithfully,



Cllr Sue Shanks
Cabinet Member for Children & Young People

Applying online

If you are a Brighton & Hove resident you will be able to apply for school places online using the council's website if your child is due to start at infant, primary, junior or secondary school in September 2013, or if you are applying for school places during the school year.

You can access the online admission registration by logging into the council website at www.brighton-hove.gov.uk/schooladmissions-apply, and then submit up to three school preferences for your child in the same way that you would use the paper form.

The online admissions guidance will answer questions about applying online. There are links to other websites that can provide you with useful information about schools and the school admissions process, such as the Department for Education site. There are also links to the Ofsted site which can provide information on school performance and inspections, and to an online version of this booklet. If you wish to check your home to school distance, you can do so at <http://schoolroute.brighton-hove.gov.uk>

When you first register as a new user, you will be asked to type in your email address and create a user name and password so that your application is secure. You will be able to return to your online application to check or amend it right up to the closing date for that admission exercise. The same closing date applies to online admissions as to those returning the paper preference form (31 October 2012 at 3pm).

You can use the online preference form to apply for a place at a voluntary aided (church) school, Academy 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.** Documents and information must be handed directly to the school, and you must at that point tell the church school or Academy if you have applied online.

If you are applying online to a community school but are providing supporting documents about exceptional circumstances, those documents should be handed in or sent to the School Admissions Team (See page 17).

If you apply online and give a valid email address, you will receive your decision by email in the afternoon of the 1st March 2013. Depending on your settings, you may find that this email is identified as 'spam'. **You will not receive a letter in the post unless you specifically request one.**

If you decide to apply online we strongly recommend that you do not leave it to the last minute. While 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. If your application is received after 3pm on 31 October 2012 it will be classed as a late application. Please see page 14 for information about this.

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).
- At a UK online centre

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 or telephone on 01273 293653.

Decide which schools you prefer

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

Deciding about preferences

You should decide which schools you would prefer your child to attend and then complete the online preference form* or the form enclosed with this booklet 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. Listing second and third preferences will not affect your chance of being offered your first preference. Your first preference will only be considered above your second or third preference if we can offer your child a place at more than one of your preferred schools. In that case we will offer you the highest ranked one 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. **Please note: they are only possible scenarios and they are in no way a guide to 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.**



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.

2) Lance 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 Lance's parents have listed their schools as preferences. The governors of Cardinal Newman are not able to offer Lance 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 Lance for a place at Peacehaven but are not able to offer him a place as he does not fit their admission criteria. Lance is offered a place at Longhill.

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.

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 Brighton Aldridge Community Academy, which is the nearest school with vacancies after everyone's preferences have been considered.

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.

Please consider your preferences carefully

When selecting your preferences you may want to think about some of the following points:

- Have you visited the school? Arrangements for visits and details of open evenings are given on pages 32-33.
- How will your child travel to and from school?
- Have you looked 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.

- Have you seen the school's OFSTED report? This will show the findings of the most recent independent inspection of the school. OFSTED reports are available from the school and on the internet at www.ofsted.gov.uk.
- The schools' maximum intake and last year's preference figures are shown with the school lists at the back of this booklet. However, schools and preferences change and what has happened in the past is not always a reliable guide to what the school is like now. If you want to find out more information about oversubscription in previous years please email the School Admissions Team at schooladmissions@brighton-hove.gov.uk or telephone 01273 293653 (see pages 17-23 for further information on admission priorities).
- We strongly recommend that you give second and third preference schools in case your first preference school cannot be offered. Giving second and third preferences will not affect your chance of getting a place at your first preference school. If we can offer you more than one of your preferred schools, we will offer you the one you have ranked highest in your list of three preferences.
- You should not list the same school three times – only different preferences count. If you list the same school three times it will only be treated as one preference and you will only be entered into the random allocation process once.
- If we cannot meet your preference(s) we will offer your child a place at the nearest school to your home address that has a place available. If you give second and third preferences you may stand a better chance of getting a place at one of your preferred schools.

Co-ordinated admissions with Brighton Aldridge Community Academy (BACA), Portslade Aldridge Community Academy (PACA), Cardinal Newman Catholic School and other Local Authorities (LAs)*

The city council co-ordinates admissions arrangements with BACA, PACA and Cardinal Newman Catholic School by using the same preference form* for all maintained* secondary schools. The governors of BACA, PACA and Cardinal Newman Catholic School are still responsible for offering places at their establishments (please see pages 34-37 for details of how Cardinal Newman will do this- BACA and PACA use the Brighton & Hove admission priorities on pages 32-33). The LA will let parents know the school's decisions. If your child is not offered a place at BACA, PACA or Cardinal Newman Catholic School, the LA will offer an alternative place, where possible using your other listed preferences. The LA values this joint working with church aided schools. It means that all parents will receive one offer of a school place because information about applications is shared.

We also share admissions information with neighbouring LAs. If you live in the city, any applications for schools in the area of another LA should be made using the Brighton & Hove online facility or preference form*. We will then contact that LA on your behalf.

You are entitled to apply to different church aided and community schools and schools in other Local Authorities, but you must do this through Brighton & Hove City Council if you live in Brighton & Hove.

Moving house

How do I apply to church aided schools?

The only church aided secondary school in Brighton & Hove is Cardinal Newman Catholic School. If you wish to apply for a church aided school in another LA area, please see the section below entitled 'How do I apply to a school in another Local Authority area?'

- Cardinal Newman Catholic School has its own admission priorities*, including religious requirements (please see pages 34-37 for details). You should check with the school to see if you fulfil their priorities. If applying to Cardinal Newman Catholic School you must still apply online or use the preference form provided with this booklet.
- If Cardinal Newman Catholic School is one of your preferences, you should show that school as a preference on the Brighton & Hove preference form*. You may also be asked to complete a supplementary information form or provide other information for the school governors. Please telephone the school on (01273) 558551 for more information about what you need to provide.

How do I apply for a school place in another Local Authority?

- If you apply to other Local Authorities, you must do so on the form you return to the School Admissions Team in Brighton & Hove. We will then forward your application to that admission authority for a decision, and will let you know along with all the other parents who have applied for Brighton & Hove Schools.
- If you are applying online you should use the Brighton & Hove online facility if you live within Brighton & Hove, even if you are applying for schools outside the city. We will ensure that your application is forwarded to the relevant admission authority.

- If you apply to an 'out-of-city' school that has been oversubscribed, the further away you live the less likely you are to obtain a place, even if it is your first preference. Check this with the relevant admission authority before applying.
- If you are resident in the city and do not apply online to Brighton & Hove or return a Brighton & Hove City Council preference form you will not be allocated a place at a city school. If you are not sure whether you live within the boundary of Brighton & Hove City Council, please telephone the School Admissions team on (01273) 293653 for clarification.

The addresses of the county councils adjoining Brighton & Hove are:

West Sussex County Council

County Hall, West Street
Chichester, West Sussex PO19 1RF
Tel: 01243 777100
www.westsussex.gov.uk

East Sussex County Council

PO Box 4
County Hall, St Anne's Crescent
Lewes, East Sussex, BN7 1SG
Tel: 01273 481000
www.eastsussex.gov.uk



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 18 January 2013 if you wish us to base your school allocation on your new home address. Please see page 22-23 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 18 January 2013.

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 if you need any advice about filling in your form in these circumstances.



Admissions timetable

The six officers in the School Admissions Team deal with more than 8000 applications each year. While we can provide information about the admissions process and are happy to answer specific queries from parents/carers, please do not telephone the School Admissions Team to ask about the progress of your application, as we will not be able to provide this information until all applications have been considered. In addition, this may cause delays in the admissions process. **Please be aware that there are no facilities for School Admissions Team members to meet with parents/carers face to face.** If you need help to fill in the form, or wish to talk through the admissions process in more detail, please contact the School Preference Service (see page 30).

At busy times the School Admissions Team may not be able to provide detailed information immediately.

Telephone opening hours are:
 8.30am - 5pm Monday
 8.30am - 5pm Tuesday
 1pm - 5pm Wednesday
 8.30am - 5pm Thursday
 8.30am - 5pm Friday

For Children born between 1 September 2001 and 31 August 2002, the secondary school admission timetable is as follows:

September 2012 onwards	Opportunity for parents/carers to visit schools. Prospectuses available from schools
31 October 2012	Completed online applications or forms to be returned by 3pm. 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 it is your responsibility to ensure that the form arrives at its destination on time.
January/February 2013	Preference forms analysed.
1 March 2013	Online applicants will be notified by email during the afternoon. Decision letters posted first class to only those parents/carers who have requested a hard copy . No decisions will be issued by telephone.
April onwards	Independent Appeals Panels meet to consider applications from parents/carers who are unhappy with their school allocation.
April onwards	Places offered from the reallocation pool as they become available.
September 2013	Children start their new schools

School Term Dates 2013-14

Autumn Term 2013

Wednesday 4 September -
Friday 20 December

Autumn half-term

Monday 28 October -
Friday 1 November

Spring Term 2014

Monday 6 January -
Friday 4 April

Spring half-term

Monday 17 February -
Friday 21 February

Summer Term 2014

Tuesday 22 April -
Wednesday 23 July

Summer half-term

Monday 26 May -
Fri 30 May



foster or adopt for Brighton and Hove

We need a broad range of carers from all cultural and social backgrounds to meet the needs of our children

Please call us for an informal chat on 01273 295444
or visit www.fosteringinbrightonandhove.org.uk



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

Apply online or return the preference form to your child's current school by 3pm on 31 October 2012.

If your child is not currently attending a Brighton & Hove school, but you live within the Brighton & Hove area, please use the online facility on the council's website at www.brighton-hove.gov.uk/schooladmissions-apply. Alternatively please return your form to the School Admissions Team by the same deadline (see page 3 for the address).

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

It is your responsibility to ensure that your preference form arrives on time. Please remember that proof of posting is not proof of delivery. In all cases, when you return the form to the school, please hand it to a member of staff. If you need a receipt, please ask for one at the time. We strongly recommend that forms are completed online, returned to schools or delivered by hand to Kings House wherever possible.

Important note: The closing dates apply to everyone asking for a place in a Brighton & Hove school.

What happens if my application is late?

If your online application or paper preference form is returned later than 3pm on 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, eg you have just moved to Brighton & Hove, your form will be considered if it is received by 18 January 2013. 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 18 January 2013. 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 applications and proof of your new address by 18 January 2013. 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 you have a sibling at the school you need to complete an application in the usual way.**

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

If you change any of your preferences, or their order, after the closing date, and you have not moved to a different catchment area, that change will not be considered until after 30 June 2013. 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 3pm on the closing date (31 October 2012).



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 5 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.



How the council deals with applications

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

- On time applications will be dealt with using the published admission priorities listed on pages 17-23. Late applications with good reason received before 18 January 2013 will be treated in the same way.
- Other late applications will be dealt with using the published admission priorities listed on pages 17-23 after the on time preferences have been processed.
- 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.
- All preferences will be considered, regardless of whether you have listed them as first, second or third. 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.
- Sometimes we will not be able to offer a place at any of your preferred schools. If this happens we will offer a place at the nearest school to your home that has a place available.
- 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 2013 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.



The council's admission priorities

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.

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 a Statement of Special Educational Needs will be entitled to a place at the school named in the statement. If the child for whom you are responsible has a statement, 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 five priorities listed below:

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 be offered 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 or on (01273) 293653.

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

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 hand in your preference form. **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. 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 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.** We will seek advice from relevant professionals to determine whether or not the evidence you have provided is sufficiently compelling to qualify under this category.

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

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

It is up to you to provide this evidence. The 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 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, PO Box 2503 Kings House, Grand Avenue, Hove, BN3 2SU. All information supplied in support of an application will be dealt with in the strictest confidence by senior officers.

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

Sibling link has changed

Please read carefully

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 Westdene which was previously in the catchment area for Blatchington Mill and Hove Park, your child will continue to have a sibling link to those schools for September 2013 admissions due to the late change of catchment area. From September 2014, this area will only have a sibling link for Patcham High School.

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 2013, 2014, 2015 and 2016.

The postcodes which have changed catchment area are shown on the map 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 opposite 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.

Catchment areas have changed

Please see map overleaf

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 page 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.

5. Other children

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

Tie break

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

Remember...

These admission priorities do not apply to Cardinal Newman Catholic School, which has its own admission priorities. These are listed on pages 34-37. Nor do they apply to schools in other Local Authority areas.

The council uses an 'Equal Preference System' which means that all the preferences for each school are considered at the same time. If you put a school down as a third preference, you are just as likely to be allocated a place there as someone who has put it as a first preference, assuming both of you fall into the same admission priority for that school. 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 choose 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.



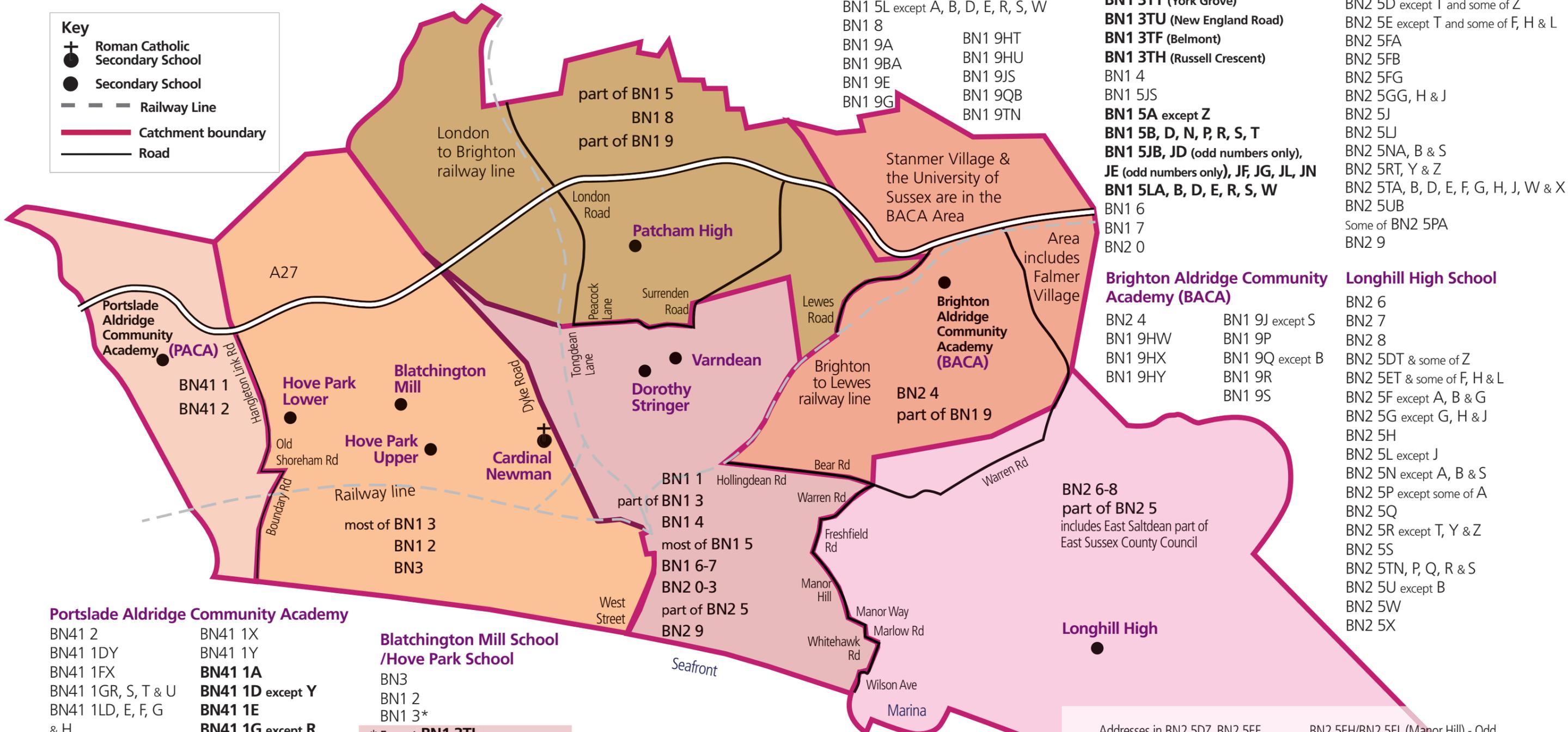
Catchment area postcodes

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

Where a partial postcode is shown, all postcodes beginning this way are included in that catchment area. If you are in any doubt as to the catchment area in which you live, please contact the Admissions team on (01273) 293653.

Key

- Roman Catholic Secondary School
- Secondary School
- Railway Line
- Catchment boundary
- Road



Portslade Aldridge Community Academy

- | | |
|-----------------------|--------------------------------------|
| BN41 2 | BN41 1X |
| BN41 1DY | BN41 1Y |
| BN41 1FX | BN41 1A |
| BN41 1GR, S, T & U | BN41 1D except Y |
| BN41 1LD, E, F, G & H | BN41 1E |
| BN41 1N | BN41 1G except R, S, T & U |
| BN41 1PS | BN41 1H |
| BN41 1RX | BN41 1L except D, E, F, G & H |
| BN41 1S | BN41 1O |
| BN41 1T | BN41 1PB |
| BN41 1UA, B, Q | BN41 1UY |
| BN41 1WY | BN41 1WA, B, E & R |

Blatchington Mill /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.

Patcham High School

- BN1 5AZ
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 9A
BN1 9BA
BN1 9E
BN1 9G
- BN1 9HT
BN1 9HU
BN1 9JS
BN1 9QB
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 Road)
BN1 3TF (Belmont)
BN1 3TH (Russell Crescent)
BN1 4
BN1 5JS
BN1 5A except Z
BN1 5B, D, N, P, R, S, T
BN1 5JB, JD (odd numbers only), JE (odd numbers 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 and some of Z
BN2 5E except T and 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

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

BN2 6-8
part of BN2 5
includes East Saltdean part of East Sussex County Council

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

BN2 5EH/BN2 5EL (Manor Hill) - Odd numbers are in the DS/Vardean area. Even numbers are in the Longhill area.
BN2 5PA (odd numbers in Wilson Avenue) - 1, 3, 5, 7, 9 & 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 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. While we cannot guarantee a place at your catchment area school, if a school is oversubscribed with applicants who live within the catchment area, we will negotiate with the school in question to try to secure additional places.

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. Last year there were a number of children who were offered places a long way away from their homes because their parents had not listed both catchment area schools on their form.

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 as a preference in case the school you prefer is filled with children who live in the catchment area.

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 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, although late changes of address will be considered if we receive proof of address by 18 January 2013 (see pages 14-15).
- 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.

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 may be asked for proof of address. If you are asked for this, 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 18 January 2013.

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.

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



Brighton & Hove
Music & Arts

Singing or playing a musical instrument is great fun and can help to support many other areas of learning. Brighton & Hove Music & Arts provides a range of opportunities including:

- Instrumental and singing lessons in schools
- Orchestras, bands and choirs at our City Music Centres
- Taking part in dance activities
- Performing in our concert and events programme
- Taking part in our Summer School courses

All Yr7 pupils have the opportunity to learn to sing or play a musical instrument as part of our Get into Music programme. To see the range of instruments available and view video podcasts please visit our website where you can also apply for lessons online.

For further information, visit www.bhma.org.uk or contact us on **01273 293524**

Brighton & Hove City Council

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 12 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 download, print off 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 or telephone 01273 293653).

Your child's name will automatically be entered in the reallocation pool for your first preference school (see 'Reallocation pools').

You may appeal (see 'How to appeal for 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 and the admission authorities for schools in other areas may operate reallocation pools or waiting lists. You should contact the school or council concerned to find out about their procedures.

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

If you have applied for your child to start year 7, and you do not get your first preference school, your child's name will be entered in the reallocation pool for that school. Your child's name will remain in the pool until Christmas 2013 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 and we will alter this for you.

Staying in the pool

If you want to remain in a reallocation pool after Christmas 2013, you must inform the admissions team at the end of the Autumn term. The reallocation pool is then renewable on a termly basis. You will need to contact us at the end of each term to confirm you wish to renew, or your child's name will be removed.

How does the council manage reallocation pools?

Children will be entered in a reallocation pool for community schools* according to the admission priorities listed on pages 17-23 above. 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 2013. (See pages 14-15).

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

How to appeal for a place at your preferred school

How can I appeal?

If you are unhappy with the school place your child has been offered, you can appeal to the Independent Appeal Panel. You should act quickly to register an appeal, normally within 20 school days of receiving an email or letter informing you of the decision about your allocation. You can do this online at www.brighton-hove.gov.uk. 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.

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

The Clerk to the Appeal Panel
Democratic Services
Brighton & Hove City Council
Kings House
Grand Avenue
Hove
BN3 2SU
(01273) 291228
schoolappeals@brighton-hove.gov.uk

Please note: the governors of Brighton Aldridge Community Academy (BACA), Portslade Aldridge Community Academy (PACA) and Cardinal Newman Catholic School administer their own independent appeal procedures. Contact BACA on (01273) 691191, PACA on (01273) 416300 or Cardinal Newman Catholic School on (01273) 558551 for further information.

Can I appeal if my child has a statement?

If your child has a Statement of Special Educational Needs (SEN) 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).



Transferring school at other times

If you wish to transfer school at other times and live in Brighton & Hove, you must apply via Brighton & Hove School Admissions, even for a church aided school, an Academy or a school in another area. If you live outside Brighton & Hove, you need to apply via your home Local Authority.

Moving House

- If you have moved house and it is no longer practical to make the journey to your child's current school, the School Admissions Team will be able to arrange immediate transfer to the school you prefer if there is a place available when we receive your transfer preference form.
- No school places are reserved for people who move into the area, but we will be pleased to advise you about which schools have places available at the time you require a school.
- If you have moved house or have been living at your current address for less than six months, or your child is currently at private school, **please supply 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. Please turn to page 22-23 for what is acceptable as proof of address.

How can I transfer my child from one school to another?

Changing schools mid-year can be a major disruption to a child's education and should not be treated lightly. Please consider the following points carefully:

- If you are not moving, but want to change schools, please discuss the matter fully with the headteacher of your child's present school, and then, if necessary, with officers from the Local Authority. The School Admissions Team will immediately contact the current school to tell them that a transfer request has been received.

- If you want to transfer within the school year, or outside the normal admission and transfer stage at 11+, you should complete a transfer preference form (see pages 16-23 for full details about the preference process).
- Under normal circumstances school transfers where you have not changed address will be effective from the start of the following term or half term.
- **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.

How will my application for a transfer be dealt with?

- To ensure a transfer is possible for the following half term (providing a place is available), please make sure that the School Admissions team receives your form by the last Friday of the school holidays. If your form is received after this date, your child will not be able to change school until the half term after that.
- To receive a decision before the end of a particular half term, you will need to apply two weeks before the end of that half term. To receive a decision for September allocation before the end of the summer term you will need to return your form before 21 June 2013.

September allocations will be made from summer half term onwards so it is a good idea to return forms for this type of transfer before that.

- If transfer 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.
- 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.
- If we cannot offer you a place at your first preference school when you apply, your child's name will be added to the reallocation pool for that school. If a place becomes available for your child before the beginning of the next term, it will be offered to you. If a place has not become available for your child by that point, his or her name will be removed from the pool. If you wish your child to remain in the pool, you will need to contact us to arrange this. The reallocation pool is then renewable on a termly basis. You will need to contact us at the end of each term to confirm you wish to renew, or your child's name will be removed.
- 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 page 25 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.

Please note: these arrangements refer to community schools, BACA and PACA. Cardinal Newman Catholic School has its own admission arrangements that are controlled by the school governors and you should contact the Admissions Secretary on (01273) 558551 for further details.

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.

Transferring schools in the next school year (September transfers into year 8 or above)

Sometimes parents/carers would like to transfer a child from one school to another starting in the next school year (that is, from next September). You may send in your request at any time during the year, but it will be held until the summer half term. At that point, the School Admissions team will be able to establish whether there are places in your child's year group at your preferred schools. If your form is received before 21 June 2013, you will receive a decision before the summer holidays. If your form is received after this, it will be dealt with as quickly as possible, but your child may not be able to start school on the first day of term.

Transfer for Behavioural or Disciplinary Reasons

Occasionally it is thought to be in a child's best interests to change schools because of his or her behaviour, or because he or she is unable to follow the school's disciplinary code. Such a move may be agreed with parents on a voluntary basis, but sometimes a child may be permanently excluded from a school. If this is considered necessary there will be an opportunity for parents to discuss the matter fully with the headteacher of the child's present school and officers from Brighton & Hove City Council.

School transport

Parents/carers have the right to appeal against exclusion, and they will normally be able to express a preference for a new school. However, if a child has been permanently excluded for a second time the parent/carer does not have the right to express a preference for a new school for a period of two years following the second exclusion.

Admissions Statement from the Secondary Behaviour and Attendance Partnership

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.

It is worth noting that each school in the city has very similar standards and expectations of behaviour, attendance, uniform and conduct. The strategies and sanctions are also similar for each school. It would, therefore, be advised that should issues arise in your child's school that the preferred course of action would be to resolve these with school staff.

How do you travel to school?

The council's School Travel Team has produced a booklet called 'How do you travel to school?'

In this booklet you can find information about travel choices for the journey to your child's school. You can also find out what travel to school initiatives are happening at your school – such as Child Pedestrian Training, cycle & scooter storage and training, whether your school has a School Crossing Patrol, as well as which buses stop near your school.

To download a copy of 'How do you travel to school?' go to www.brighton-hove.gov.uk/schooltravel. For a paper copy, please call the School Travel Team on 01273 292357.



Can the council provide transport from home to school?

Free transport from home to school

- The council has a duty to provide free transport between home and school for children of secondary school age who live over three miles from the appropriate school (this is termed the statutory walking distance). The appropriate school will be the designated catchment area school (or schools) for your home address provided it has a place available – distances are measured by the shortest safe walking route. This will be measured by computer. If you are unable to obtain a place at your catchment area school then free transport will be provided if the council is unable to offer you an alternative school within three miles of your home.
- If you choose not to apply for the appropriate school, and apply for a school beyond the statutory walking distance from your home, you will not be entitled to free transport unless you have a low income (see below).
- 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 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 customer is first awarded tax credits, or following a change in their household circumstances, HM Revenue and Customs issue a 'tax credit awards notice' detailing the breakdown and amount of the award. Part 2 of the award notice gives details of 'How we work out your tax credits' including details of the full WTC elements. This is the maximum amount a customer can receive in WTC in any year. It then lists 'any reduction due to your income' and shows the net amount payable. It is therefore readily apparent from the award notice whether a person is receiving maximum WTC or a reduced sum due to income. **Only those with the maximum WTC will be entitled to the greater entitlement to free school transport.**
- If you are claiming entitlement to school transport on the grounds of low income, you must inform the Home to School Transport Team that you are doing so. The telephone number is 01273 295196, or you can write via the address given for the School Admissions Team at the front of this booklet. You will need to say whether your child is entitled to free school meals, which we can check against our records, or that you receive the maximum WTC. In the case of the WTC you will be asked to provide your award notice as proof of receipt. You should contact the Home to School Transport Team as soon as possible after you know which school your child has been allocated.

Special Needs and special reasons for transport

- If your child is not entitled to free transport because of distance, help may still be given if 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 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 both on public transport and 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 295196 or 01273 293501 for problems relating to SEN transport.

Do you need extra help in applying for a school place?

The **Family Information Service (FIS)** has a **School Preference Service** to help those parents and carers who may need help in applying for a primary or secondary school place for their child.

Our aim is to give practical support to parents and carers to enable them to make the most realistic and informed decisions, based on all the information available. The service is independent and separate from the Schools Admissions Service.

You can meet the adviser one to one or in a group, either at home or at a school or community venue.

Please note: Your School Preference Adviser cannot make decisions for you or guarantee your child a place at a particular school.

Call the **Family Information Service** on 01273 293545 or 01273 290355 for more information.



Special educational needs (SEN)

Children with special educational needs are those who, at some period in their education, have learning difficulties significantly greater than those of other children. Special educational needs might include a physical or sensory disability, difficulties with reading, emotional or behavioural problems, a speech or language disorder, or other issues.

In nearly all cases special needs are best met in mainstream schools. Brighton & Hove City Council is committed to this approach wherever

it is practical. Many children have difficulties at some stage in their school career, and usually the problem is temporary and can be dealt with by the school.

If you need to talk to someone about special needs, or if you think your child may need help when they start school, please contact the Special Educational Needs Team on (01273) 293552.



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.

There is a proposal to open a Church of England Free School called King's School in Brighton & Hove.

It is proposed that this will open in September 2013

admitting 125 students into year 7.

For further information please visit

www.kingsschoolhove.org.uk

School	Headteacher	Maximum number on roll	Preferences 2012-13	How many places offered in each priority 2012-13	Published admission number	Opportunities to visit the school
Blatchington Mill School and Sixth Form College <i>Performing Arts; Maths and ICT; Applied Learning.</i> Nevill Avenue, Hove, BN3 7BW www.blatchingtonmill.org.uk 01273 736244	Ms J Felkin	1699 (inc 6th form)	1) 465, 2) 346, 3) 233	SEN- 10; 1) 3; 2) 6; 3) 86; 4) 195; 5) 0	300	Thurs 11 Oct, 6.15 - 9pm. Mon 15 Oct, 9 - 10.45am. Tues 16 Oct, 9 - 10.45am This school has a sixth form
Brighton Aldridge Community Academy <i>Entrepreneurship and Sport</i> Lewes Road, Brighton, BN1 9PW www.baca-uk.org 01273 691191	Mrs P Hogg	615	1) 97, 2) 33, 3) 42	All preferences offered unless offered a higher preference	180	Open evening: 26 Sept, times to be confirmed
Cardinal Newman RC Aided <i>Humanities, Training School, Gifted and Talented</i> The Upper Drive, Hove, BN3 6ND. www.cncs.co.uk 01273 558551	Mrs M Sanders	2118	1) 362, 2) 136, 3) 256	Information available from the school	360	Open evening: Tues 2 Oct, 4 - 7.30pm. Organised School Tours between 3 and 30 Oct. Please contact the school for dates and times. This school has a sixth form
Dorothy Stringer Loder Road, Brighton, BN1 6PZ www.dorothy-stringer.co.uk 01273 852222	Mr R Bradford	1660	1) 460, 2) 382, 3) 256	SEN- 8; 1) 0; 2) 4; 3) 82; 4) 236; 5) 0	330	Open day: 11 Oct We do small groups on request.

School	Headteacher	Maximum number on roll	Preferences 2012-13	How many places offered in each priority 2012-13	Published admission number	Opportunities to visit the school
Hove Park <i>Languages</i> Valley Campus: Yrs 7-9, Hangleton Way, Hove, BN3 8AA Nevill Campus: Yrs 10-13, Nevill Road, Hove, BN3 7BN www.hovepark.org.uk 01273 295002	Mr D Trimmer	1640	1)148, 2) 358, 3) 271	SEN-1; 1) 1; 2) 0; 3) 78; 4) 180; 5) 40	300	Open evening: Tues 9 Oct, Valley Campus, 6.15 - 9pm. Open Mornings by appointment only: Mon 15, Tues 16 and Wed 17 Oct This school has a sixth form
Longhill <i>Specialist Technology College</i> Falmer Road, Rottingdean, Brighton, BN2 7FR www.longhill.brighton-hove.sch.uk 01273 304 086	Mr H Stride	1185	1) 210, 2) 54, 3) 56	All preferences offered unless offered a higher preference	270	Open evening: Wed 10 Oct. School tour dates: All morning slots between 8.45 - 9.30am: Fri 12 Oct; Mon 15 Oct; Tues 16 Oct; Wed 17 Oct; Thurs 18 Oct; Fri 19 Oct; Mon 22 Oct.
Patcham High <i>English, Media and the Visual Arts</i> Ladies Mile Road, Brighton, BN1 8PB www.patchamhigh.brighton-hove.sch.uk 01273 503908	Mrs P Sargent	1000 students	1) 193, 2) 97, 3) 206	SEN-9 1) 0; 2) 0; 3) 71; 4) 108; 5) 22	210	Open evening: Thurs 20 Sept, 6 - 9pm; Open mornings: Tues 25 Sept and Wed 26 Sept, 8.45am - 10.30am
Portslade Aldridge Community Academy <i>Science and Entrepreneurship</i> Chalky Road, Portslade, BN41 2WS www.paca.uk.com 01273 416300	Mr S McLaughlin	155	1) 104, 2) 39, 3) 55	All preferences offered unless offered a higher preference	180	Please contact Johnie Davies on 01273 416300 to arrange a time to visit. This Academy has a sixth form
Varndean <i>Technology, Music and Applied Learning</i> Balfour Road, Brighton, BN1 6NP www.varndean.co.uk 01273 561281	Mr W Deighan	1352	1) 168, 2) 507, 3) 258	SEN- 2; 1) 2, 2) 3; 3) 81; 4) 130; 5) 54	270	Open evening: 4 Oct, 6.15 - 9pm. Open mornings: 9 to 11 Oct from 9.15am

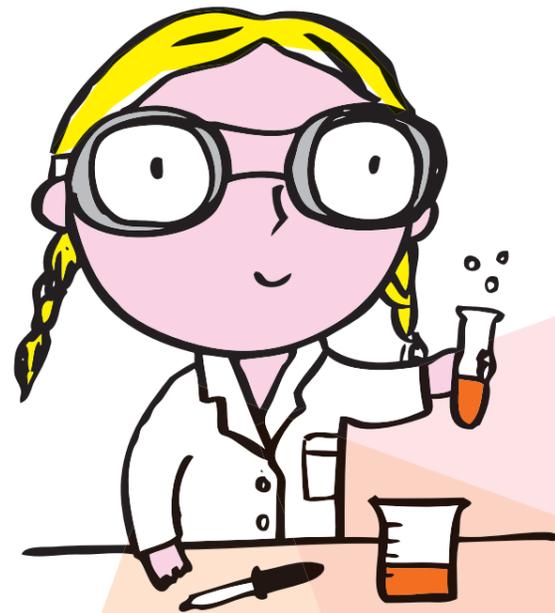
Admission priorities

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 17-23 for 2013-14 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 & Hove deanery. Although Catholic children have priority of admission, the governing body also welcomes applications from those of other denominations and faiths who support the religious ethos of the school.

Having consulted with the Diocese, Local Authority, other admission authorities and other relevant groups, the governors intend to admit into Year 7 in September 2013, 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. 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, 7 or 8 above - the strength of evidence of practice of the faith as demonstrated by the level of the parent/carer or child's attendance at 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. 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 2012/2013, please see appendix 1 to the full policy which can be found at www.crics.co.uk

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 2012.

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 governors can only consider your application within the last criterion (except sibling applications).

The completed SIF must be returned to the school office by 31 October 2012. 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 and 8).

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 2013 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.

Notes

(these form part of the admission arrangements):

- a) 'Looked after children' are children who are in the care of the Local Authority (LA) as defined by section 22(1) of the Children's Act 1989. 'Previously looked after children' means 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.

- b) 'Baptised Catholic' describes a member whose Church of Baptism is 'in communion with the See of Rome'. The Catholic Church comprises within the Latin Rite (Roman Catholics) and the Eastern or Oriental Rite (composed of Catholic (Uniate) Churches – see below). This will be evidenced by a certificate of Baptism in a Catholic Church or certificate of reception into full communion with the Catholic Church.

Eastern or Oriental Rite Catholic Churches in Full Communion with Rome

Alexandrian	Coptic, Ethiopian (Gheez)
Antiochian	Malankrese, Maronite, Syrian
Armenian	Armenian
Chaldean (East Syrian)	Chaldean, Syro-Malabar
Constantinopolitan (Byzantine)	Albanian, Belarusian, Bulgarian, Georgian, Greek (Hellenic), Greek-Melkite, Hungarian, Italo-Albanian, Krizevci, Macedonian, Romanian, Russian, Ruthenian, Slovak (Greek), Ukrainian (Greek)

Notes: 1. Eastern Orthodox Churches, including the Coptic Orthodox, Greek Orthodox and Russian Orthodox Churches, are NOT in full communion with the See of Rome.
2. 'Anglican Ordinariates' are members of the Latin Rite but those describing themselves as 'Anglo Catholics' are members of the Anglican Communion and therefore not in full communion with the Holy See. Please refer any queries to the Catholic Schools Service.

c) Feeder Schools:

Cottesmore, The Upper Drive, Hove
Our Lady of Lourdes,
High Street, Rottingdean, Brighton
St Bernadette's, Preston Road, Brighton
St John the Baptist,
Whitehawk Hill Road, Brighton
St Joseph's, Davey Drive, Hollingdean, Brighton
St Mary's Portslade,
Church Road, Portslade, Brighton
St Mary Magdalen, Spring Street, Brighton

d) Siblings:

For admission to this school, a sibling is defined as a brother or sister (i.e. another child of the same parents, whether living at the same address or not), or a half-brother/ half-sister or a step-brother/ step-sister or an adoptive or foster brother/ sister, living at the same address. A child will be given sibling priority if they have a sibling at the school at the time of the child's admission.

e) Distance:

Distance will be measured by the shortest route from the child's home address to the nearest of the school's gates using public rights of way which are paved and lit. This will be measured by the local authority specialist School Admissions computer software based on Ordnance Survey and Postal Address data.

A child's home address is considered to be a residential property that is the child's only/ main residence and not an address that is sometimes used due to certain domestic/ special arrangements. The address must be the student's home address on the day the application form was completed and which is either owned by the child's parent, parents, or guardian OR leased or rented by the child's parent, parents or guardian under a lease or written rental agreement. If parents live separately but share responsibility for the child, and the child lives at two different addresses during the week, the 'home address' will be regarded as the one at which the child sleeps for the majority of weekdays.

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* 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. At the time of going to press, Brighton & Hove does not have any Secondary Free Schools.

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 or church aided* schools.

Oversubscribed School

A school where there are more applications than available places.

Own Admission Authority School

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

Parent Carer

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



Preference form

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

Primary School

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

Published Admission Number

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

Reallocation pool

The method the council uses to decide who will be offered any places at an oversubscribed school that become available after initial decisions have been notified to parents. See page 24.

Secondary School

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

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. **The sibling link now only gives priority for admission to children living in the school's catchment area.**

Useful contact details

Brighton & Hove City Council

- Brighton & Hove City Council's website www.brighton-hove.gov.uk/schooladmissions
- School Admissions team 01273 293653
- School Preference Service 01273 290355
- Home to School Transport entitlement 01273 295196
- Free School Meals entitlement 01273 293497
- Family Information Service (FIS) 01273 293545 – childcare information
- Education 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 507367
- Schools Performance data <http://www.education.gov.uk/schools/performance/>

Other Local Authorities

- East Sussex County Council 01273 481000 www.eastsussex.gov.uk
- West Sussex County Council 01243 777100 www.westsussex.gov.uk

Central Government

- Department for Education website www.education.gov.uk
- Office for Standards in Education (OfSTED) www.ofsted.gov.uk

Secondary School

Admissions 2013-14

الرجاء تكملة هذه الاستمارة للحصول على مؤجز مترجم عن كُتَيْب القبول. الرجاء وضع إشارة ✓ في المربع المناسب وتدوين اسمك وعنوانك في القسم الأسفل ادناه، إقطع هذه الاستمارة من الكُتَيْب وارسلها إلى العنوان المذكور في أسفل هذه الصفحة.

ভর্তির পুস্তিকার সারাংশের অনুবাদ পাবার জন্য অনুগ্রহ করে এই ফর্মটা পূরণ করুন। অনুগ্রহ করে সঠিক বাস্তব টিক্ চিহ্ন দিন এবং নিচে আপনার নাম ও ঠিকানা লিখুন, তারপর পুস্তিকা থেকে এই ফর্মটা ছিড়ে এই পাতার নিচে দেওয়া ঠিকানায় পাঠিয়ে দিন।

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Depois de preenchidos, os formulários devem ser enviados para "School Admissions Team", para a morada abaixo indicada.

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| <input type="checkbox"/> | عربي | Arabic | <input type="checkbox"/> | বাংলা | Bengali |
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Name _____

Address _____

School Admissions Team

Brighton & Hove City Council

PO Box 2503

King's House, Grand Avenue

Hove, BN3 2SU