





Roselands & Stafford
Federation

Admissions Policy & Procedures

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Signed by	Name	Signature	Date
Interim Executive Headteacher	Kyra Siddall-Ward		14/7/20
Chair of IEB	Penny Gaunt		14/7/20

As Roselands and Stafford Federation has an Interim Executive Board (IEB) in place, any reference to the governing board, chair of the governing board, clerk to the governing board and members of the governing board refers to the Interim Executive Board, chair of the Interim Executive Board, clerk to the Interim Executive Board and members of the Interim Executive Board.

Admissions

Information about applying for a school can be found on

<https://www.eastsussex.gov.uk/educationandlearning/schools/admissions/>

or by completing a paper application and returning it to County Hall. Forms can be returned to the school which will in turn be forwarded to County.

Roselands and Stafford Federation uses the Admissions Criteria that is set by East Sussex County Council which are listed below and are available on the following link: <https://www.eastsussex.gov.uk/media/14508/part-6-local-authority-controlled-school-criteria.pdf>

Admissions priorities for the Roselands Infant School – School year 2020 - 2021

1. Looked after children and children who were looked after, but ceased to be so because they were adopted (or subject to residence orders or special guardianship orders) immediately following being looked after.
2. Children who will have a brother or sister at the school (or linked junior school) at the time of admission and who live at the same address, within the pre-defined community area.
3. Other children living within a pre-defined community area.
4. Children who will have a brother or sister at the school (or linked junior school) at the time of admission who live at the same address, outside the pre-defined community area.
5. Other children.

Admissions priorities for the Stafford Junior School – School year 2020 - 2021

1. Looked after children and children who were looked after, but ceased to be so because they were adopted (or subject to residence orders or special guardianship orders) immediately following being looked after.
2. Children who will have a brother or sister at the school (or linked infant school) at the time of admission and who live at the same address, within the pre-defined community area.
3. Children wishing to transfer between a linked infant and junior school.
4. Other children living within a pre-defined community area.
5. Children who will have a brother or sister at the school (or linked infant school) at the time of admission who live at the same address, outside the pre-defined community area.
6. Other children.

Class organisation within the Roselands and Stafford Federation

At Roselands Infant School and Stafford Junior School, the children are organised into 3 mixed ability classes in each year group with 30 pupils in each class.

These classes are carefully put together when children join Roselands in Reception and again when they enter Stafford in Year 3 from the feeder infant schools. We do work with the Local Authority to keep classes to a maximum of 30 and the only exception to this is if a child is offered a place at school through the Fair Access Protocol (FAP) or by successfully winning an appeal.

Tiebreaker

In the event of oversubscription within any priority, place allocation will be decided by prioritising applications on the basis of home to school distance measured in a straight line. This will be measured from the address point in the school (supplied by Ordnance Survey) to the address point in the family home. For split site schools, we will measure to the site where the child will attend for the majority of lessons at the point of entry.

In the event that applicants cannot be prioritised using the tiebreaker because the distance measurements are the same, the Authority will use random allocation to decide which children will be offered the remaining places. This will be done electronically using the Authority's admissions software.

Factors not included

When schools are oversubscribed, the stated admissions criteria are applied to decide which children will be allocated places. Given this, you will need to bear in mind that it does **not** take account of:

- Attendance at a particular school, pre-school or nursery setting. The only **linked** schools are those recognised under **priority 3** for children moving from an infant to a junior school
- Any connections you or your family may have had with a school;
- Your profession or your working or child care arrangements; and
- Any reference to a child's ability or particular aptitude; or
- Performance of schools.