



# **Admissions Policy and Arrangements For the School Academic Year 2023-2024**

**The Cavendish School and the Roselands & Stafford Federation  
are part of the  
Cavendish Education Trust**

Date of Policy	
Date agreed by Governing Body	
Date of next review	
Lead member of staff	Cavendish School Headteacher: Peter Marchant Roselands & Stafford Federation Executive Headteacher: Kyra Siddall Ward

The Cavendish School and the Roselands & Stafford Federation  
are part of the  
Cavendish Education Trust.  
Cavendish School (Eastbourne) is an exempt charity and a company limited  
by guarantee, registered in England and Wales with Company Number  
8135372. Its registered office is at  
Eldon Road, Eastbourne, East Sussex BN21 1UE

## **The Cavendish School and Roselands & Stafford Federation – Admissions Policy 2023-2024**

Both the Cavendish School and the Roselands & Stafford Federation are members of the **Cavendish Education Trust (CET)**.

**The Cavendish Education Trust is a Multi Academy Trust (MAT)**. The Trust is responsible for the Cavendish School Admissions together with the Roselands & Stafford Federation School Admissions.

The School's Local Advisory Board together with the Cavendish Education Trust will be the Admissions Authority for the Trust and they are responsible for the Schools Admissions Policies.

The School's local Board together with the Trust will determine the admission arrangements (subject to consultation in accordance with the Schools Admissions Code).

Any applications to the Trust will be in accordance with the arrangements below.

Our Admissions Policy will seek to be fair and transparent.

### **General Admissions Information**

Each Cavendish Education Trust school has a published admission number. In the case of

[ name of school ]

[ academic year]

[ Year Group ]

[Number of pupils ]

Applications for a place at any of the CET schools must be made direct to the local authority. The common application form for both Reception, Year 3 and Year 7 will be available from mid-September each year. All applications must be made directly online to the local authority.

Paper applications can be obtained directly from the local authority.

- Closing Date for Year 7 applications for [ ] is 31 October [ ]  
Notifications to parents offering a Secondary place will be sent by 1 March [ ].
- Closing Date for Reception and Year 3 applications for [ ] is 15 January [ ]  
Notifications to parents offering a Primary place will be sent by the 16 April [ ].

Applications made **after midnight on** 31 October [ ] for the Secondary Phase and 15 January [ ] for Primary Phase (Reception and Year 3) will be considered after all on-time applications have been fully processed, unless exceptional circumstances merit consideration alongside on-time applications.

Children with an Education, Health and Care Plan that names the school in the statement or plan are required to be admitted to the school that is named.

The oversubscription criteria in order of priority will be applied when there are more applications than places available. All preferences will be treated on an equal basis.

**Cavendish School** is an all through school (age 4 to 16) with a Preschool. The Cavendish School has two entry points. One in the Primary Phase: Reception Year (age 4+) and one in the Secondary Phase: Year 7 (age 11+).

**Roselands** is an Infant School (Reception to Year 2) and has one entry point for the Reception Year (age 4+).

**Note: Year 2 pupils at the Roselands Infant School do not automatically gain a place at the Stafford Junior School. Therefore, Parents/Carers will need to apply via the local authority for a Year 3 place at the Stafford School.**

**Stafford** is a Junior School (years 3 to year 6) and has one entry point at Year 3 (age 7+).

**Note: Year 6 pupils at the Stafford Junior School do not automatically gain a place at the Cavendish School - Secondary Phase for Year 7. Therefore, Parents/Carers will need to apply via the local authority for a Year 7 place at Cavendish School.**

## **ADMISSIONS**

### **Oversubscription Criteria 1 to 8**

#### **1. Looked after children and Adopted Children / and Children with a Statement: EHCP (Education, Health & Care Plan issued by the child's Local Authority)**

\*Looked after children and \*\*adopted children who were looked after, but ceased to be so because they were adopted or became subject to an \*\*\*Arrangement Order or \*\*\*\*Special Guardianship Order.

\*Looked after child who is a child (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services function as defined in Section 22 (1) of the Children Act 1989, at the time of making an application to the school.

\*\*Children who were adopted under the Adoption Act 1976 (Section 12) and children who were adopted under the Adoption and Children's Act 2002 (Section 46).

\*\*\*A Child Arrangement Order replaces a Residence Order and any Residence Order in force prior to 22 April 2014 deemed to be a Child Arrangement Order.

\*\*\*\*Special Guardianship Order as an order appointing one or more individuals to be a child's special guardian(s) – under Section 14A of the Children Act 1989.

#### **2. Children of staff**

Children of The Cavendish Education Trust staff at the school where the member of staff is the legal parent / guardian of that child and:

Children of staff permanently employed at the school. Where the member of staff has been employed at the school for 2 or more years at the time when the application for admission to the school is made. In addition, priority will be given to a member of staff who is recruited to fill a vacant post for which there is a demonstrable skill shortage.

The term 'staff' includes support and teaching staff on a permanent contract.

- Siblings: Children who will have a brother or sister at the school at the time of application and this sibling will be on the register and attending when the applicant is admitted. This will apply across all year groups (and linked infant / junior school applications applicable to Roselands & Stafford Federation only). Please note that this is excluding the Pre-school located at The Cavendish School**

The term 'sibling' means brother or sister, half brother or sister, legally adopted brother or sister, stepbrother or stepsister. The child of the parent / carer's partner, brother or sister of a child who is a Looked after Child or a child who is the subject of an Arrangement Order or Special Guardianship Order, and in every case, the child must be living in the same family unit at the main dwelling.

- Applicable to The Cavendish School only - Children attending the Pre-school and applying for Reception Year place (in area)**

Children applying for a Reception Year school place who attends at the Pre-school and **who are living within the predefined community area** on or before the application deadline date of 15 January [ ].

- Applicable to The Cavendish School only - Children attending the Pre-school and applying for Reception Year place (outside of area)**

Children applying for a Reception Year school place who attend the Pre-school and **who are living outside the predefined community area** on or before the application deadline date of 15 January [ ].

- Applicable to The Roselands & Stafford Federation only - Linked Infant and Junior School**

Children wishing to transfer between the linked infant and junior school. This is applicable to the Roselands & Stafford Federation only.

- Children living within the predefined community area**

Each home address in the county falls within a community area although living in the pre-defined community area does not guarantee a place can be allocated.

- Children living outside the pre-defined community area**

Each home address in the county that falls outside the pre-defined community area.

#### **All applications please note**

Local Advisory Boards reserve the right to withdraw the offer or a place if an application has been made which is fraudulent or intentionally misleading and which has effectively denied a place to another child.

#### **Tiebreaker**

**In the event where there are more children who qualify under an oversubscription criteria than places available, place allocation will be decided by prioritising applications on the basis of home to school distance measured in a straight line.** In the event that applicants cannot be prioritised using the tiebreaker above 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.

### **Twins/Children from Multiple Births**

Where the admission of twins, or all siblings from a multiple birth would cause the school to rise above its Planned Admission Number, these twins or, all of the siblings will be admitted.

### **Main Dwelling**

The Authority uses a Geographical Information System (GIS) that is applied to all school applications. The Authority uses Ordnance Survey Mapping data to measure the distance, as the crow flies, from a point designated by the school. This point is defined by an Ordnance Survey grid reference and is mapped to the Ordnance Survey delivery point for the applicant's property. A delivery point is the official Ordnance Survey location of a property within the UK and is unique to that property.

For applicants that share a delivery point/address, the tiebreaker process will be used.

Main dwelling will be defined as the main address at which the pupil spends the majority of school nights (Sunday to Thursday). This will also be the address at which the child is registered with their GP and, (where appropriate), the address to which any child benefit may be paid. Proof of address and other details may be asked for at any time to verify this information.

Main dwelling is also defined as the main delivery point/address at which the pupil lives at the time of application. A place cannot be offered based on a possible future move.

### **Deferred and Accelerated Entry – Admissions out of the normal age group**

In accordance with 2.17 of the School Admission Code September 2021, the [ ] School will provide the admission of children in the September following their fourth birthday.

The Local Advisory Board and the Headteacher will consider all applications on a case-by-case basis for 'deferred' or 'accelerated' entry in cases where parents would like their child to be admitted to a year group either side of the chronological age year group. The reasons for the request must be fully explained in writing and included with the Common Application Form (CAF). This child will leave school with the year group that they were admitted to.

Decisions are made on the circumstances of each case and in the best interest of the child concerned. The application is processed as part of the normal admission round.

Deferred entry should only be considered when both the parents and the professionals involved are of the opinion that the needs of the child cannot be best met within his or her age group even with appropriate levels of differentiation and support.

The school is unable to hold a school place for any child who wishes to be admitted within their normal age group the following academic year. There is no guarantee that a place will be available or that the child will rank high enough within the over-subscription criteria at the time of application, to be allocated a place. Applicants will need to make an application as part of the usual admissions process for the following academic year.

### **Admission of Summer Born Children**

In accordance with section 2.17, 2.17a), 2.17b) and 2.17c) of the School Admission Code September 2021, the [ ] School will provide for the admission of all Summer Born Children (children born within the period 1 April to 31 August).

When making an application for the school on the ESCC Common Application Form (CAF) parents/carers can:

- request that their child be considered for a place outside of their normal age group and specify the reason why this request is being made.
- provide the School Admission Authority with all relevant documentation to substantiate the request.
- meet with the School Admission Authority and/or the Headteacher to discuss the application and the reasoning to support the request. The application will be considered, taking into account the view of the Headteacher and the Schools Admissions Authority. Parents will be informed of the decision made and the reasons for that decision. There is no right to Appeal if the request is declined and the school offers a place within the child's normal age group.

The school is unable to hold a school place for any child who wishes to be admitted within their normal age group in the following academic year. There is no guarantee that a place will be available or that the child will rank high enough within the over-subscription criteria at the time of application to be allocated a place. For Reception and Year 7, applicants will need to make an application as part of the usual admission process for the following academic year. (Summer Born admissions advice).

#### **Verification**

In the event of oversubscription, the school may seek verification of address when it is unclear whether the applicant meets the over-subscription criteria. **Proof of residence e.g. council tax bill and proof of identity will be required.** The Governing Body reserves the right to seek verification from other official resources. **A copy of the Birth Certificate may also be requested** to confirm the date of birth.

**False or misleading information that materially affects the decision to award a place will result in the withdrawal of that place. If the place has been awarded, accepted or taken up, that place may still be withdrawn.**

#### **Split Living arrangements**

Where a family claims to be resident at more than one address, justification and evidence of the family's circumstances will be required e.g. split residence/child arrangements order or legal separation documentation. The applicant must be completed by the parent, at an address, which is owned, leased or rented, where the child lives for the majority of the school week. This is based on the number of school nights a child spends at home (Sunday night 1800hrs to Friday 0900hrs).

Where there is an equal split or there is any doubt about residence, an admission panel will assess and make a judgment about which address to use for the purpose of the allocation of a school place where necessary requesting further information e.g.

- Any legal documentation confirming residence
- The pattern of the residence
- The period of time over which the current arrangements has been in place
- Where the child is registered with the GP
- Any other evidence the parents may supply to verify the position

An admission panel will consider the information provided. It is recommended that consensus be reached by both parents and child on the school preferences expressed. It should be noted that only one offer letter would be sent to the main applicant.

### **Appeals**

If you have been refused a place at the [ ] School you have the right to have your case considered by an Independent appeal panel. Please fill in the ESCC on-line form, or alternatively you can send in your appeal with any supporting documentation to: - East Sussex School Appeals Service, East Sussex County Council, West E, County Hall, St Anne's Crescent, Lewes, and East Sussex BN7 1UE. Email: [schoolappeals@eastsussex.gov.uk](mailto:schoolappeals@eastsussex.gov.uk)

The school will publish details of admissions and appeals on the school website and advise on the deadline(s) that apply. See the ESCC website for advice on how to lodge an appeal.

### **Waiting Lists**

All parents who have been refused a place at the school will have the option to indicate their wish to remain on the Waiting List. Please contact the individual schools to remain on the Waiting List.

Children will remain on the Waiting List by order of the Criteria within the Admissions Policy. No account can be taken of the length of time a pupil is on the list. A pupil's position can change on the list as new applications join or other applications come off the Waiting List.

### **Applications for "In year Admissions"**

All applications for "in-year admissions" should be made to the [ ] School for all year groups and can also be made directly to the Admissions Team at ESCC.