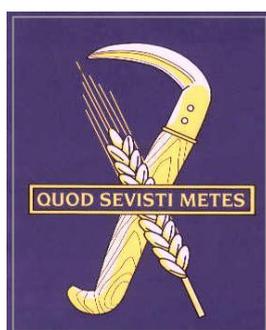


# Causeway School

*Putting Achievement First*



## Admissions Policy

**Date Agreed by IEB: November 2018**

**Review Due: September 2019**

**Author: EST**

**Date of Last Amendment: 15.10.18**

Admissions to the school are controlled by the Local Education Authority in accordance with their policy. (See East Sussex Website: <https://new.eastsussex.gov.uk/educationandlearning/schools/admissions>)

The Admission number for The Causeway School is 189 in each year group.

## **Transition from Primary to Secondary School**

Every effort will be made to ensure that students coming into the school make the change from primary to secondary education as smoothly as possible. The school will begin this process as soon as parents have been informed about school places. A transition programme will follow including visits to the primary schools by the inclusion team and the development mentors, meetings with teachers, students, and other professionals at the primary school, visits to the Causeway for vulnerable students, and a Transition Booklet which will be completed by all new Year 7 students before they arrive. Children with Special Educational Needs will have the necessary additional provision.

Data collection is organised by the SIMs manager who works closely with Primary schools to ensure all details are transferred prior to transfer including details about friendship groups to support student grouping.

A Taster Day will take place in Term 6 for all students transferring into Year 7 and this will be in addition to the Parent and Student Evening held at the same time. In Term 1 a settling in Parents Meeting will also take place.

## **In Year Admissions**

Throughout the year the Local Education Authority place students with us who have been moved into the area or students who seek a change of schools. Some of our students leave for similar reasons. There is a vulnerable student protocol administered by the Local Education Authority.

All applications for "in year admissions" should be made directly to The Causeway School for all year groups by telephoning the school on 01323 465700 or emailing [admissions@causewayschool.org](mailto:admissions@causewayschool.org) for the attention of Mrs E Starkey, Assistant Headteacher. An appointment will then be made for the student and parent/guardian to meet with a Senior Member of Staff. The Key Stage Team along with the Attendance Officer will then supervise the admittance of the student. The SENCO may be involved in this process and there will be some discussion with the LA regarding the balance of students admitted to the school.

## **Pre-emptive Managed Transfers and Permanent Exclusions**

Discussion will take place with the LEA and other local Headteachers to manage the transfer of some difficult and challenging students. The Assistant Headteacher will interview the students with their parent and a representative from the Secondary Behaviour and Attendance Service. The Assistant Headteacher will then supervise the admittance of the student.

## **The Causeway School - Admission arrangements for the school year 2018-2019**

Admission Number 189

### **1. Applications**

Applications for the Sept 2019 intake for the Academic year 2019/20 must be made using the East Sussex County Council's application procedure. Parents can apply online at [www.eastsussex.gov.uk](http://www.eastsussex.gov.uk) or a paper form is available from the primary school or the Admissions and Transport Team at the address below. Completed paper applications should be returned to:

The Admissions and Transport Team  
PO Box 4,  
County Hall,  
St Anne's Crescent,  
Lewes,  
East Sussex,  
BN7 1SG

The closing date for Year 7 applications in 2018/2019 is 31 October 2018.

## **2. Late Applications**

Any application that arrives after the closing date of 31 October 2018 for entry in September 2019 will be dealt with after the main allocations have been made. These late applications will be placed on the waiting list for Year 7. At this point the oversubscription criterion applies and the applicant at the top of the waiting list will be offered a place should one become available.

## **3. Oversubscription Criteria**

If there are more applications than places available at the school, the criteria below will be used to determine which children are offered the available spaces, and will be applied in the following order of priority:

- SEND , Looked after children and children of UK services personnel. If the school meets the needs of the SEND child then the student must be allocated / admitted to the School.
- 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.

N.B. How do we know if an applicant does have an EHCP or is a Looked After Child? Whilst it is possible for parents to indicate on paper and on-line applications that their applicant has an EHCP, this will be investigated by the Schools Admission & Transport Team (ESCC) and either accepted or rejected. For paper applications the information, if rejected, will not be input into the Tribal Admissions Database and therefore will appear as a 'No' when viewing the applicant's details in SAM.

For on-line applications the ESCC will validate, as far as possible, any that have indicated that their child is a 'Looked After Child' and/or has an Education and Health Care Plan (Statement of Special Educational Need) and will reject if necessary. Again this will display as 'No' in SAM.

- Children of UK Service Personnel

Children of UK Services Personnel will be included in the Oversubscription Criteria so long as they have moved to the area due to a parent being posted there. If the parent has not been posted to the area the application will be dealt with as a normal in year admission.

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

- Children living outside the pre-defined area.
- Tiebreaker 1 - If there are more children who qualify under an oversubscription criteria than places available, place allocation will be determined by prioritising applications within that criterion, on the basis of the shortest route from home to school using surfaced, passable routes.
- Tiebreaker 2 - Random application in case applicants cannot be prioritised by distance. Using the Authority's Geographical Information System (GIS) distances are measured from the child's home to the nearest gate used by pupils at the school.
- 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.
- Defined Community Area. The current community area for the school is attached and will be used to prioritise children who do not qualify under criteria 1-3 shown above. There are no proposed changes to the community area.

#### **4. Applications for “In year Admissions”**

All applications for “in-year admissions” should be made directly to Causeway School for all year groups by telephoning the school on 01323 465700 or emailing [admissions@causewayschool.org](mailto:admissions@causewayschool.org) for the attention of Mrs E Starkey, Assistant Headteacher. Alternatively, write to

FAO: Admissions  
 The Causeway School  
 Larkspur Drive  
 Eastbourne  
 East Sussex  
 BN23 8EJ

#### **5. Waiting Lists**

Details of any unsuccessful applicants will be held on a waiting list which will be kept in the order of the oversubscription criteria above. Please note that our waiting lists are automatically cleared three times a year on 31 December, 30 April and 31 August. Applicants will need to reapply to join the waiting list after these dates.

#### Community Area

Community Areas can be accessed via the link below on the East Sussex County Council website (Link below)

<https://www.eastsussex.gov.uk/media/12040/part-3-secondary-schools-information.pdf>