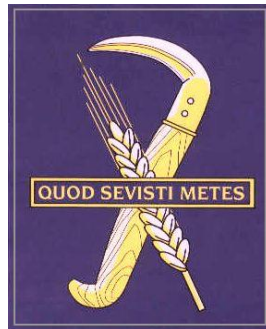


Causeway School

Learning and Leading Together



Admissions Policy

Date Agreed by Governing Body:	March 2016
Signed by Chair of Governors:	
Next Review Due:	March 2017
Author: ZJS	
Date of Last Amendment:	08.06.2016

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.

With effect from 1 September 2014, all applications for "in year admissions" should be made directly to The Causeway School for all year groups by telephoning the school on 01323 465707 or emailing zwenham@causewayschool.org for the attention of Zoe Wenham, Admissions Officer. An appointment will then be made for the student and parent/guardian to meet with the Admission Officer. The Head of House along with the Admission Officer will then supervise the admittance of the student. The Director of Inclusion 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 Director of Inclusion will interview the students with their parent and a representative from the Secondary Behaviour and Attendance Service. The Director of Inclusion will then supervise the admittance of the student.

The Causeway School - Admission arrangements for the school year 2017-2018

Admission Number 189

1. Applications

Applications for the Sept 2017 intake for the Academic year 2017/18 must be made using the East Sussex County Council's application procedure. Parents can apply online at 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 2017/2018 is 31 October 2016.

2. Late Applications

Any application that arrives after the closing date of 31 October 2016 for entry in September 2017 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 SEN Statement or is a Looked After Child? Whilst it is possible for parents to indicate on paper and on-line applications that their applicant has a statement, 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 pre-defined 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 criterion 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"

With effect from 1 September 2014, all applications for "in-year admissions" should be made directly to Causeway School for all year groups by telephoning the school on 01323 465707 or emailing zwenham@causewayschool.org for the attention of Zoe Wenham, Admissions Officer. Alternatively, write to

FAO: Zoe Wenham
 Admissions Officer
 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.

Applying for a school 2016-2017

Community areas for Eastbourne secondary schools

The community area for Eastbourne has been divided into 9 sub areas served by Eastbourne secondary schools. Each sub area has been given a reference number and the table below shows which areas each school serves. Living in a community area does not guarantee a place at a school. The admissions criteria will be applied in the event of oversubscription.

Name and type of school	Areas served
GH Gildredge House > F	n/a
● Ratton School Academy Trust > A	1 and 2
† The Bishop Bell CE School > VA	3
▲ The Causeway School > C	3, 4, 6 and 8
✱ The Cavendish School > A	1 and 2
■ The Eastbourne Academy > A	2, 5, 6 and 7
✦ Willingdon Community School > C	7, 8 and 9

Please note that the Governors of Academies, Free schools and Voluntary Aided schools are responsible for admission arrangements.

More detailed maps of the community area serving these schools are available from the school on request.

Types of school: A (Academy) C (Community) F (Free)
VA (Voluntary Aided)

