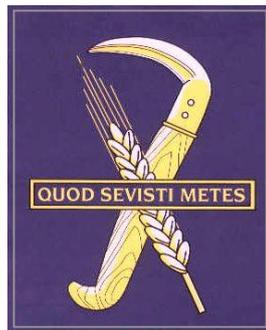


# Causeway School

*Putting Achievement First*



## Admissions Policy

Date Agreed by Governors: September 2020

Next Review Due: July 2021

Author: SS

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 pupil admission number for Causeway School is 189.

### **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 SENCO, pastoral staff including the Head of Year 7 and or the Assistant Headteacher in charge of Transition. There will be meetings with teachers, students, and other professionals at the primary school, and visits to the Causeway for vulnerable students. 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 full Transition Programme will take place as soon as places have been allocated in March 2021, culminating in a transition day for all students transferring into Year 7 supported by a New Parent Information Evening held at the same time. In the autumn term a settling in Parents' Meeting will also take place. Dates and times to be confirmed.

### **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 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 Mr James Pratt, Assistant Headteacher.

An appointment will then be made for the student and parent/carer to meet with a Senior Member of Staff. The pastoral 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 leading on Behaviour and Attendance 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.

## **Causeway School - Admission arrangements for the school year 2020-21.**

Admission Number 189

### **1. Applications**

Applications for the Sept 2020 intake for the Academic year 2020/21 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 2020/21 is 31 October 2020.

### **2. Late Applications**

Any application that arrives after the closing date of 31 October 2020 for entry in September 2021 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:

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 predefined community area\*\*.
3. Other children living within a predefined 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.

Further information about how schools places are allocated in East Sussex can be accessed via the following link on the East Sussex County Council website:

[https://www.eastsussex.gov.uk/educationandlearning/schools/admissions/admissions\\_rules/decisions/](https://www.eastsussex.gov.uk/educationandlearning/schools/admissions/admissions_rules/decisions/)

\*Children are 'siblings' if they are full, half, adoptive or foster brother or sister living in the same household including siblings attending sixth forms.

Children who have a brother or sister who joined the school prior to 1 September 2017 (1 September 2018 for Polegate & Willingdon primary schools) and who is still on roll, will be assigned to priority 2 under the previous arrangement which gave priority to brothers and sisters regardless of whether they live in the pre-defined community area or not. This condition no longer applies to Frant CE Primary School as these priorities were adopted with effect from September 2012 and children admitted before that date have now left the school.

\*\*Further information about community areas for secondary schools in East Sussex can be accessed via the following link on the East Sussex County Council website:

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

#### **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 Mr J Pratt, Assistant Headteacher. Alternatively, write to

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.