



Admissions Arrangements September 2023

Date Agreed:	
Review Date:	

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Admissions Arrangements September 2023

1. Aims

The Governors aim to offer a high-quality education based on Christian principles for all children at the College. We recognise our responsibility to children of Christian families, to those from Church schools and to children in the local community.

To achieve these aims, the Governors designate 50% of the places available at the College as foundation places and 50% as community places. If there are fewer qualified applicants for foundation places than the places available, any unfilled foundation places will become additional community places and vice versa.

Parents applying for community places should appreciate that the Governors hope that all pupils will attend religious education lessons and take part in Christian worship at the College. Governors reserve the right to determine the category under which an application is considered.

To apply for a place, please visit:

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

For admissions enquiries, please contact the College directly on 01323 465437.

The arrangements are agreed in accordance with the provisions of the [School Admissions Code](#) and in consultation with the Chichester Diocesan Board of Education and a range of stakeholders.

2. Practice

The published admission number (PAN) for entry into Year 7 is 208. These places are divided into two categories – Foundation and Community.

A place will be allocated to a child who has an Education Health and Care Plan (EHCP) (agreed at the time of application, which names St Catherine's College as the education provider). A place will be allocated within the PAN before the consideration of any other applications, or above the PAN if places have already been offered.

In the event of oversubscription, the College will allocate places using the following criteria which are listed in order of priority:

Foundation Places (104 places)	Community Places (104 places)
<ol style="list-style-type: none"> 1. Looked After Children (LAC), Previously Looked After Children (PLAC) and Internationally Adopted Previously Looked After Children (IAPLAC) who are eligible under any of the Foundation criteria below. 2. Children who are eligible under any of the Foundation criteria below and who have a strong medical or other special reason for attending this College. 3. Children of any member of staff who has been employed at the College for two or more years at the time at which the application for admission to the College is made and who are eligible under any of the Foundation criteria below. (Please see footnote 4.) 4. Children who are eligible under any of the Foundation criteria below and who have a brother or sister attending the College at the time of admission. 5. Children who are, or whose parents are, regular worshippers at an Anglican church. 6. Children who are, or whose parents are, regular worshippers at another Christian church. 7. Children who are, or whose parents are, regular worshippers at a place of worship of another major world faith which is a member body of the UK Inter-Faith Network. 8. Children from named feeder schools. (Please see footnote 7). 	<ol style="list-style-type: none"> 1. Looked After Children (LAC), Previously Looked After Children (PLAC) and Internationally Adopted Previously Looked After Children (IAPLAC). 2. Children who have a strong medical or other special reason for attending this College. 3. Children of any member of staff who has been employed at the College for two or more years at the time at which the application for admission to the College is made. (Please see footnote 4.) 4. Children who are eligible under any of the Community criteria below and who have a brother or sister attending the College at the time of admission. 5. Children living within the Eastbourne Borough ward of Sovereign and to the east of Lottbridge Drove in the Borough ward of St. Anthony's. 6. Children living outside the area identified in category 5 above.

Please note:

1. Those applying for a Foundation Place (F1-7) should submit a Foundation Reference Form to the College. It is not necessary to complete a Foundation Reference Form when applying under the F8 category. The Foundation Reference Form must be completed by your priest, minister or religious leader confirming that you or your child have attended a public service of worship at least once a month during the last 12 months. In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship.
2. Where parents feel there is a medical or other special reason for attending the College verification such as a medical, education welfare officer's or social worker's report will be required at the time of application. To be given priority for admission on this basis, the Governors would have to be satisfied that the child's needs could only be met at St Catherine's College.

3. The term 'Christian church' refers to a church that is, or is eligible to be, a full member of Churches Together in Britain & Ireland or of The Evangelical Alliance.
4. 'Staff' is defined as anyone who is directly contracted by St Catherine's College.
5. A map of the boundaries for the College Community Area can be viewed at the College.
6. Any offer of a place based on distance from the College depends on the child living at the address provided on the closing date for applications. A business address, a child minder's address or any other address other than the child's home will not be accepted. Proof of address may be required at the time of accepting a place. An offer based on a false address or any other false information will be withdrawn.
7. Named feeder schools are Pevensey and Westham CE Primary School; St. John's Meads CE Primary School; The Haven VA CE Methodist Primary School; Tollgate Community Junior School. These schools are named feeder schools (Church or Church Partnership Schools) so that parents can express a preference to continue their child's faith-based education.

3. Procedure

Applicants can apply for a Foundation or Community place; an equal number of places are allocated to each category. If you or your child regularly attend a public place of worship and you wish to apply under the Foundation criteria you must complete the Foundation Reference Form and return it to the College by the application deadline (please see appendix A). This is in addition to the East Sussex County Council application form. Named feeder school F8 applications are not required to complete a Foundation Reference Form.

In the event of oversubscription within any category, place allocation will be decided by prioritising applications on the basis of home to College distance measured in a straight line (as the crow flies). Distances will be measured from the child's home address to the nearest gate used by the children at the College. Distances will be measured using the East Sussex County Council GPS measuring system.

In the event of a tiebreaker, the school will use a random allocation to decide which child will be offered the remaining place. This will be overseen by a person independent of the College and the applicants.

Applicants who are not offered a place

Parents who are not offered a place for their child have the right to appeal against any refused preference. The deadline for submitting your appeal can be found on the [College's website](#). **More information on appeal panel decisions, appeal deadlines and general appeal advice can be found at eastsussex.gov.uk/schoolappeals.**

If you require an appeal form to be sent to you, please write to: East Sussex School Appeals Service, West E, County Hall, St Anne's Crescent, Lewes, BN7 1UE.

If an application is unsuccessful, the applicant will be notified in writing. The applicant should contact the school directly if they would like their child to be placed on the waiting list.

In-Year admissions

All in-year applications for places at St Catherine's College must be made via East Sussex County Council.

Where parents apply for a place for their child outside the Year 7 admissions round, and the year group is full, the applicant is notified in writing and asked to contact the College should they wish to be added to the waiting list. The same procedures are followed for in-year admissions as for admissions for the new intake round. Places are offered as they become available, offering to the same category as the child withdrawing.

At the beginning of each academic year applicants may submit a further application supported, in the case of Foundation places, by a Foundation Reference Form. The Year 7 admissions period is defined as the time between the publication of the prospectus and the admissions deadline for applications.

The Local Authority may direct the College, under the Fair Access Protocol (FAP), to admit a child who would take precedence over those on the college waiting list. There is no duty to comply with parental preference when allocating places through the FAP. Offers for all in-year places will be carried out by the College.

4. Definitions

Looked After Children (LAC), Previously Looked After Children (PLAC) and Internationally Adopted Previously Looked After Children (IAPLAC)

A looked after child or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order* including those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

Looked after children are children who, at the time of making an application to the College, are:

- a) In the care of a local authority, or
- b) Being provided with accommodation by a local authority in exercise of its social services functions (see the definition in Section 22(1) of the Children Act 1989).

** An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).*

Children and brother and sister

The terms 'children' and 'brother and sister' refer to all children for whom the applicant has parental responsibility and who are resident at the same address.

Parents

For the purpose of the admissions arrangements, the College follows the East Sussex County Council's definition of parents as 'those with parental responsibility'. The term 'parent' includes a legal guardian.

Families of service personnel and crown servants

Families of service personnel with a confirmed posting, or crown servants returning from overseas, will be allocated a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. Where the family do not yet have an intended address, or do not yet live in the area, the College will use the address at which the child will live when applying their oversubscription criteria, as long as the parents provide some evidence of their intended address. Parents may request that a unit or quartering address be used as the child's home address when considering the application against their oversubscription criteria.

Stakeholders

The term 'stakeholder' may include the following groups:

- a) Parents/ Carers
- b) Pupils
- c) Staff
- d) Local Authority
- e) The Diocese
- f) Other local schools and academy trusts

The College will have regard to the exceptions noted in the [School Admissions Code](#), where appropriate.

5. General Arrangements for Admissions

All parents applying for a place, whether foundation or community, should complete the ESCC application form, which requires parents to state three school preferences.

This form should be completed online at <https://www.eastsussex.gov.uk/educationandlearning/schools/admissions/> by the application deadline.

Foundation places

In addition, parents applying for a foundation place must complete the Foundation Reference Form (please see [appendix A](#)). In addition to the ESCC application form. Named feeder school F8 applications do not require a Foundation Reference Form to be completed. The form should be returned to the College by the application deadline.

Community places

Parents applying for a community place should complete the ESCC application form. <https://www.eastsussex.gov.uk/educationandlearning/schools/admissions/>.

Order of preference

Parents should note that the College will rank and allocate places according to their admissions arrangements. ESCC's role is that, if an applicant is in the position where they could be offered a place at more than one school, the order of preference given on the application form will be used to determine the school at which the applicant is offered a place.

Late applicants

Applications and Foundation Reference Forms submitted after the specified deadline are ranked after all those applications received on time.

Proof of residency and change of address

The College follow the ESCC policy, further information can be found in the 'Information for Parents booklet' which is available on the [ESCC website](#).

In the event of a change of address you should also notify the College.

6. Appeals Procedure

In accordance with the Admissions Appeals Code, the College have established an appeals procedure. Applicants who haven't been offered a place at the College, may appeal against the decision to an independent appeals panel. The panel consists of three members and is constituted in accordance with current regulations. Further information on appeals can be found on the link below.

Notice of intention to appeal should be sent to East Sussex County Council. **More information on appeal panel decisions, appeal deadlines and general appeal advice can be found at eastsussex.gov.uk/schoolappeals**. If you require an appeal form to be sent to you, please write to: East Sussex School Appeals Service, West E, County Hall, St Anne's Crescent, Lewes, BN7 1UE

7. Transport Arrangements

Parents will be required to make their own travel arrangements for their children.

8. Useful Contact Information

[East Sussex County Council Admissions Information](#)

[St. Catherine's College Website](#)

APPENDIX A – Foundation Reference Form

A copy of the form can be found on the following [link](#)



FOUNDATION REFERENCE FORM

THIS FORM MUST BE COMPLETED FOR APPLICATIONS WITHIN THE FOUNDATION CRITERIA F1-F7. THE PARISH PRIEST, CHURCH LEADER, IMAN OR SPIRITUAL LEADER SHOULD COMPLETE THE FORM, WHICH SHOULD BE RETURNED TO THE PARENT/CARER SO THAT THEY CAN FORWARD IT TO THE COLLEGE FOR CONSIDERATION. THIS FORM DOES NOT NEED TO BE COMPLETED IF YOU ARE APPLYING UNDER THE F8 CRITERIA.

Governors of St Catherine's College give priority to children who worship regularly, or whose parents/carers worship regularly. (In this context, 'parent/carer' includes legal guardians and also includes either or both parents/carers or a sole parent/carer).

Name of Child: _____ Address: _____ _____	
<p>I confirm that the child and/or one or both of the parents/carers of the child named above, have attended a public service of worship at least once a month during the last twelve months at this place of worship.</p> <p>In the event that during the period specified for attendance at worship, the church [or, in relation to those of other faiths, relevant place of worship] has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship.</p> <p><i>Please delete as appropriate:</i></p> <p>Is your church Anglican? YES / NO</p> <p>Is your church a full member or eligible to be a full member of 'Churches Together in Britain and Ireland' or 'The Evangelical Alliance'? YES / NO</p> <p>Does your place of worship fall into 'The Other World Faith' criteria, and is it a member body of The UK Inter-Faith Network? YES / NO</p>	
Name of Priest or Minister: _____ Name of Place of Worship: _____ Address: _____ _____ Telephone Number: _____ Denomination: _____ Signed: _____ Date: _____	
Please either use an ink stamp to confirm the name of the place of worship or attach your letterhead or compliment slip.	

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Preparing students to stand shoulder to shoulder with their peers: locally, nationally and globally.