



Admissions Arrangements

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Admissions Arrangements

1. Admissions Principles

The Diocese of Chichester Academy Trust (DCAT) is the admissions authority, responsible for the admissions arrangements and decisions on applications for admission to the schools within the Trust. Each school has individual admissions arrangements for each academic year. They are written to comply with the School Admissions Code and School Admissions Appeals Code.

We seek to be an inclusive Church of England Trust, welcoming students from all backgrounds, of all abilities, and our admissions arrangements reflect this. A student's level of achievement or specific needs are not a barrier to admission to our schools. We believe that, ideally, each student should be admitted to the school of their parents' choice.

However, the College buildings cannot accommodate an unlimited number of students, and excessive class sizes are detrimental to the education of the students in the class. The Published Admissions Number for St Catherine's College is included in the arrangements.

2. Introduction

St Catherine's College is a school in the Diocese of Chichester Academy Trust (DCAT) for students aged 11 to 16 years. The Trust is the admissions authority responsible for all decisions in connection with admitting students, and for the publication of admissions arrangements which explain how the process will be applied. The Trust delegates the responsibility for admissions to the College.

St Catherine's College aims to offer a high-quality education based on Christian principles for all students at the College. We recognise our responsibility to students of Christian families; to those from church schools; and to students in the local community.

Parents applying for school places should understand that the College expects that all students will attend religious education lessons and take part in Christian worship at the College. St Catherine's College reserves the right to determine the admissions category under which an application is considered.

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

3. Oversubscription Categories

The published admission number (PAN) for entry into Year 7 is 208.

Before applying the over-subscription categories, a place will be allocated for any student with an Education Health and Care Plan (EHCP), agreed at the time of application, that names St Catherine's College as the school the student must attend. This place will be allocated within the PAN before the consideration of any other applications, or above the PAN if places have already been offered at that time.

If more parents express a preference for the College than the published number of places for new admissions, the College will use these categories in deciding admission:

Admission Categories

1. Looked After Children (LAC); Previously Looked After Children (PLAC); and Internationally Adopted Previously Looked After Children (IAPLAC).
2. Students of any member of staff who has been employed at the College for two or more years; or staff recruited to fill a vacant post for which there is a demonstrated skill shortage at the time at which the application for admission to the College is made.
3. Students who have a brother or sister attending the College at the time of admission.
4. Students who are, or whose parents are, regular worshippers at an Anglican Church. For applications to be considered under this category, a Foundation Reference Form must be completed – See Appendix A.
5. Students who are, or whose parents are, regular worshippers at another Christian Church. For applications to be considered under this category, a Foundation Reference Form must be completed – See Appendix A.
6. Students 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. For applications to be considered under this category, a Foundation Reference Form must be completed – See Appendix A.
7. Students from named feeder schools and living within the area identified in category 8 below.
8. Students living within the Eastbourne Borough Ward of Sovereign and to the east of Lottbridge Drove in the Borough Ward of St Anthony's.
9. Students from named feeder schools and living outside the area identified in category 8 above.
10. Students who have a strong medical or other special reason for attending St Catherine's College.
11. Students living outside the area identified in category 8 above.

4. Admission Category Definitions

Reference to parents includes legal guardians and applies to either or both parents, or a sole parent. Where only one parent/guardian satisfies a category, the application will be treated equally with one where the requirement is met by two parents.

Note 1: A 'looked after child' is a child who is (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 functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. A child is regarded as having been in state care outside of England if they were in the care of, or were accommodated by, a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

This includes children who were adopted 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).

Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. 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).

Note 2: This includes all staff directly contracted by St Catherine's College, with a continuous employment record for the two years prior to the application for admission. The demonstrated skills shortage is at the discretion of the Headteacher.

Note 3: A brother or sister includes: half brother or sister; adopted or fostered brother or sister; stepbrother or sister; or the child of a parent's partner where the student for whom the school place is sought and is living at the same address.

Note 4, 5 and 6: Those applying for a church place should submit a Foundation Reference Form (please see Appendix A) to the College by the application deadline. This is in addition to the East Sussex County Council (ESCC) application form.

The Foundation Reference Form must be completed by your priest, minister or religious leader confirming that you or the student have attended a public service of worship at least once a month during the last 12 months. The term 'Christian Church' refers to a church that is, or is eligible to be, a full member of Churches Together in Britain and Ireland or of The Evangelical Alliance.

Note 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; and Tollgate Community Junior School. These schools are named feeder schools (Church or Church Partnership Schools) so that parents can express a preference to continue the student's faith-based education. A feeder school refers to the school which the student attended at the end of year 6. You do not need to submit a Foundation Reference Form if you are applying under this category.

Note 8/9: The College catchment area can be viewed at [Find a secondary school or community area | East Sussex County Council](#)

Note 10: Where parents feel there is a medical or other special reason for the student to attend the College, verification such as a medical or education welfare officer's report will be required at the time of application. To be given priority for admission on this basis, the admissions authority would have to be satisfied that the student's needs could only be met at St Catherine's College.

Note 11: In the event of any of the above categories being over-subscribed, place allocation will be decided by prioritising applications based on home to College distance measured in a straight line (as the crow flies). Distances will be measured from the student's home address to the nearest gate used by the students at the College. Distances will be measured using the East Sussex County Council GPS measuring system.

In the event that applicants cannot be prioritised using distance as detailed above, because the distance measurements are the same, the College will use random allocation to decide which children will be offered the remaining places. This will be overseen by a person independent of the College and the applicants.

5. Additional Information for Applicants

Proof of residency and change of address

The College follows the ESCC policy. Further information can be found by visiting [The importance of where you live | East Sussex County Council](#)

In the event of a change of address you should notify both ESCC and the College.

Verification and Proof of Address

If it is brought to the College's attention that a false address may have been provided, which has resulted in a school place being awarded, the college reserves the right to request further evidence from the applicant, and may continue to do so until they are fully satisfied with the accuracy of the information supplied.

You will be asked to provide utility bills in your name, as well as other forms of documentation. These may include, but are not limited to: past or current tenancy/mortgage agreements, bank statements, correspondence from HM Revenue & Customs, a valid driving licence, or other official documents showing your name and current address. It is the applicant's responsibility to ensure that valid evidence is submitted, when requested, within the timescale provided by the College.

If false or misleading information has been given, the College reserves the right to withdraw the school place in accordance with the [School Admissions Code](#).

Students with shared care arrangements

Applicants must use the student's home address, which should be a residential property that is the student's only or main residence on the closing date, and not an address at which they might sometimes stay or sleep.

Where the student lives with parents or carers with shared parental responsibility, each for part of the week, the school place will be allocated based on the address at which the student spends the majority of weekday nights during term time. This is the address that you should use on your application. For the avoidance of doubt, weekday nights are Sunday - Thursday as being the days on which the student will leave for school from that address.

If you give two addresses ESCC will decide, at the time of application, which address should be used as the main residence. This is to process your application, as they only accept one current address. ESCC or the College may ask for evidence to confirm the address given. Evidence could be a joint declaration from both parents confirming the pattern of residence; a medical/doctor's letter; a Specific Issues Order/Child Arrangements Order from the court or additional evidence at their request. An offer of a school place based on a false address, or any other false information, will be withdrawn.

If you have any questions, please speak to the Admissions and Transport team at [Contact us | East Sussex County Council](#) before making your application, or visit [If your child lives with parents or carers with shared parental responsibility | East Sussex County Council](#)

Order of preference

All parents applying for a secondary school place should complete the ESCC online application form, which requires parents to state three school preferences.

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.

This form should be completed online by the application deadline of 31 October.

Students with Special Educational Needs

Students are admitted to the College in accordance with the admissions arrangements. We do not discriminate for or against students with special educational needs or disabilities and would expect parents to fully inform the College of the nature of any known educational, physical, medical or social needs when expressing a preference for the student to attend the College. This information will ensure that the students' entry to the College is as smooth as possible and help to inform them of the level of provision the College can make to meet the individual needs of the students.

Multiple Births

Where possible the College will admit all the students of multiple births (ie twins, triplets etc).

Admission of Students Outside Their Normal Age Group

Parents may apply to the College to seek a place for the student outside of their normal age group, for example, if the student is gifted and talented or has experienced problems such as ill health.

Decisions for these requests will be made by the Headteacher based on the circumstances of each case and in the best interests of the student concerned. This will include taking into account the views of the parent; information about the student's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The outcome of the decision will be communicated to parents.

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 does not yet have an intended address, or does not yet live in the area, the College will use the address at which the student 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 is used as the student's home address when considering the application against the oversubscription categories.

The normal admissions round is the period during which parents can apply for state funded school places at the school's normal point of entry, using the application form at ESCC.

Late Applicants

Applications submitted after the specified deadline are ranked after all on time applications have been processed.

Students Who Are Not Offered a Place

Parents of students who are not offered a place have the right to appeal against any refused preference. The deadline for submitting your appeal can be found at [St Catherine's College - Admissions \(stcatherines.college\)](https://stcatherines.college.admissions)

More information on appeal panel decisions; appeal deadlines; and general appeal advice can be found at eastsussex.gov.uk/schoolappeals.

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

Waiting List

A waiting list will be maintained until the end of the academic year in which the application was received. The waiting list is updated and ranked according to the oversubscription categories and when students are offered a place or withdraw their application, or new applications are received.

Accepting a place

If a place has not been accepted after 28 days from the date of the offer, the College will write and inform the parents that the offer will be withdrawn if no contact is made with the College within a further 14 days. Following this, ESCC will be contacted and a recorded letter will be sent confirming the College has withdrawn the offer of the school place. The College will then offer the place to the next student on the waiting list in accordance with these admissions arrangements.

6. Applying for a College Place

To apply for a main round place for September, the parent must complete the application form available on the ESCC website. <https://www.eastsussex.gov.uk/education-learning/schools/apply-for-a-school-place>.

For the application to be considered as 'on time' it must be submitted to ESCC by 23:59 hours on 31 October. The application may be completed and submitted online, or as a paper form.

A paper form is available from the school admissions team at the address below. Completed paper applications should be returned to the Admissions and Transport Team, County Hall, St Anne's Crescent, Lewes, BN7 1UE.

Full details about the application process and information about other secondary schools in the area can be found by visiting [Apply for a secondary school | East Sussex County Council](#), which is updated annually on 12 September.

For main round applications, parents will receive an admission decision in writing from ESCC on or around 1 March.

7. In-Year Admissions

All in-year applications for places at St Catherine's College must be made via East Sussex County Council. [Apply for a place during the school year | East Sussex County Council](#)

Where parents apply for a place for the student 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 applicant will need to inform the College which school the student was attending at the end of Year 6. The same admissions arrangements are followed for in-year and new intake admissions. At the beginning of each academic year applicants may submit a further application.

ESCC may direct the College, under the Fair Access Protocol (FAP), to admit a student 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.

If you or the student regularly attend a public place of worship and you wish to apply under admission criteria 4, 5 or 6 you must also 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 ESCC application form.

8. Appeals Procedure

In accordance with the Admission Appeals Code [School admission appeals code - GOV.UK \(www.gov.uk\)](#), the College has established an appeals procedure. Parents who are not offered a place for the student have the right to appeal against any refused preference. Further information and the deadline for submitting your appeal can be found at [St Catherine's College - Admissions \(stcatherines.college\)](#)

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 by visiting [Considering making a school appeal? \(eastsussex.gov.uk\)](#) 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

9. Transport Arrangements

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

APPENDIX A – Foundation Reference Form
 A copy of the form can be found on the following [link](#)



**ST CATHERINE'S
 COLLEGE**
 A CHURCH OF ENGLAND ACADEMY

FOUNDATION REFERENCE FORM

THIS FORM MUST BE COMPLETED FOR APPLICATIONS WITHIN CRITERIA 4, 5 AND 6. 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.

Name of Child: _____	Date of Birth: _____
Address: _____	

Parent/Carer email address: _____	Contact No: _____

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

I confirm that the child and/or one or both 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.

**Please delete as appropriate:*

Is your church Anglican?	YES / NO*
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*
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*

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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 Eastbourne E: admin@stcatherines.college
 BN23 7BL W: www.stcatherines.college



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