



Roselands & Stafford
Federation

Admissions Policy and Procedures

Version	Reviewed by	Approved by	Date Approved	Next Review Date
1	FGB		12 July 2017	July 2018

Admissions

Parents may apply online at www.e-sussex.gov.uk/admissions or by completing a paper application and returning it to County Hall. Forms can be returned to the school which will in turn be forwarded to County.

Roselands and Stafford Federation uses the Admissions Criteria that is set by East Sussex County Council which are listed below and are available on the following link: https://www.eastsussex.gov.uk/educationandlearning/schools/admissions/admissions_rules/decisions/

Classes at Roselands

At Roselands Infant School, the children are organised into 3 mixed ability classes in each year group with 30 pupils in each class.

Classes at Stafford

At Stafford Junior School, the children are organised into 3 or 4 mixed ability classes in each year group with 30 pupils in each class.

These classes are carefully put together when children join Stafford in Year 3 from the feeder infant schools. We do keep classes to a maximum of 30 and the only exception to this is if a child is offered a place at school through the Fair Access Protocol (FAP) or by successfully winning an appeal.

Admissions priorities for the Roselands and Stafford Federation – School year 2017/18

The priorities below will be used to decide who gets a place at either school in the Roselands and Stafford Federation.

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 either school at the time of admission and who live at the same address, within the pre-defined community area**.
3. Other children living within a pre-defined community area**.
4. Children who will have a brother or sister* at the school (or linked infant or junior school) at the time of admission who live at the same address, outside the pre-defined community area**.
5. Other children.

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

******Each home address in the county falls within a community area although living in a community area does not guarantee a place.

*******Roselands Infant School—Stafford Junior School are linked infant and junior schools

Children who have a brother or sister who joined the school prior to 1 September 2017 and who is still on roll will be admitted under the previous arrangement which gave priority to brothers and sisters regardless of whether they live in the pre-defined community area or not.

Where a child has been unable to secure a place at a school in his/her community area and has been directed to attend a school outside the community area as an alternative, any applications for younger siblings to attend the school will be treated as if the family were resident in the community area, as long as the sibling will still be attending the school when the younger child starts.

Tiebreaker

In the event of oversubscription within any priority, place allocation will be decided by prioritising applications on the basis of home to school distance measured in a straight line. For split site schools, we will measure to the site where the child will attend for the majority of lessons at the point of entry. Previously, distances were measured by the shortest passable route from home to school.

In the event that applicants cannot be prioritised using the tiebreaker above because the distance measurements are the same, the Authority will use random allocation to decide which children will be offered the remaining places. This will be done electronically using the Authority's admissions software.

Criteria changes from previous years

From **September 2017**, the admissions criteria give priority to children living in a community area (priority 3) above siblings who live outside of the area served by the school (priority 4). You can still apply for and get schools outside of your community area. However, there is no guarantee that younger children in your family will be able to follow their brother or sister. You will therefore need to consider the possibility that your children may end up at different schools if you send your child to a non-local school.

Factors not included

When schools are oversubscribed, the stated admissions criteria are applied to decide which children will be allocated places. Given this, you will need to bear in mind that it does not take account of:

- attendance at a particular school, pre-school or nursery setting. The only **linked** schools are those recognised under **Priority 3 in the Admission Criteria** for children moving from an infant to a junior school;
- any previous association you or your family may have had with a school;
- your profession or your working or child care arrangements; and
- any reference to a child's ability or particular aptitude.

Applications if you live outside of East Sussex

Normal entry times

If your child is transferring between schools at the normal age of entry or starting school for the first time at the age of 4+ and you are interested in them attending a school in East Sussex, you must apply through your 'home' local authority. Your local authority will then pass us details of your application for us to consider. They will be responsible for letting you know the outcome of your application.

In-year admissions

"In-year admissions" are admissions to a school which take place outside of the normal entry times.

If your application is an in-year admission, you can [apply on line](#) even if you live outside East Sussex.