Seaford Head School (SHS) Admissions Policy
2027/28 School Year

Introduction
The governing body of Seaford Learning Trust have determined the following arrangement for the 2027/28 academic year:

Secondary School Phase:

1. Admission Number
The Governors agreed the Published Admission Number (PAN) of 232 for Year 7.

2. Application process
Applications are made using the County Council's application procedure. Parents can apply online at www.eastsussex.gov.uk/educationandlearning/schools/findingaschool or a paper form is available upon request from the ESCC Admissions and Transport Team at the address below. Completed paper applications are to 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 is 31 October 2026.

All children whose Education, Health and Care Plan (EHCP) names the school will be admitted.

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.

i. **Looked after children and previously looked after children –**
Children in the care of, or provided with accommodation by, a local authority and children who were looked after, but ceased to be so because they were adopted. This includes internationally adopted previously looked after children.

ii. Children of Seaford Head School staff where the member of staff has been permanently employed within the school for 2 or more years at the time of application. The term 'staff' includes support and teaching staff on a permanent contract.

iii. **Children who are on roll at a school within the Seaford Learning Trust at the time of application.** (Currently this is Chyngton School)

iv. **Siblings* of children on roll at Seaford Head School at the time of admission who live at the same address within the community area.**

v. **Children living within the community area.**

vi. **Children living outside our community area who are on roll at a feeder school at the time of application.**
The community feeder schools are: Alfriston Primary School, Annecy Roman Catholic School, Cradle Hill School and Seaford Primary School.

vii. **Siblings* of children on roll at Seaford Head School at the time of admission who are living outside the community area**

viii. **Children living outside the community area**

*Children are 'siblings' if they are full, half, adoptive, foster or stepbrother or sister living in the same household address. This criterion includes siblings attending the school's sixth form.

All applications please note:
Local Advisory Boards reserve the right to withdraw the offer or a place if an application has been made which is fraudulent or intentionally misleading and which has effectively denied a place to another child.

Tiebreaker
If there are more applicants who qualify under an oversubscription criterion than places available, allocation of places will be determined by prioritising applications within that criterion. This will be based on the shortest route from home to the main gate of the school (please see the definition of this below) using the method adopted by East Sussex County Council.

If applicants cannot be prioritised by distance, i.e. the distance from home to the school is equal for such applicants, this will be resolved by random allocation. This process will be independently verified.

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/all the siblings will be admitted.

Verification
In the event of oversubscription, the school may seek verification of address when it is unclear whether the applicant meets the over-subscription criteria. Proof of residence e.g. council tax bill and proof of identity will be required. The Governing Body reserves the right to seek verification from other official resources. A copy of the Birth Certificate may also be requested to confirm the date of birth.
False or misleading information that materially affects the decision to award a place will result in the withdrawal of that place. If the place has been awarded, accepted or taken up, that place may still be withdrawn.

Definition of the distance to an applicant's home
The distance from the home address to the school will be measured using the method adopted by East Sussex County Council. Distances will be measured on behalf of the Governing Body, using the County Council's Geographical Information System (GIS) from the child's home to the main gate of the school's site used by its students.

As a split site school, the distance will be measured to the main gate of the site where the child receives the majority of their teaching:

Years 7 & 8 – the main gate for the Steyne Road Site

Years 9, 10 & 11 – the main gate for the Arundel Road Site

4. The Community Area.
Seaford Head School serves the town of Seaford and the neighbouring areas which extend north to include Alfriston and Lullington, east to the eastern boundary of East Dean, including Birling Gap and west to the western boundary of Bishopstone.

Seaford Head School community area – Secondary Community Areas (arcgis.com)

5. Waiting lists

Where the school receives more applications than there are places available, a waiting list will operate for unsuccessful applicants to any year group.

Waiting lists will be open to any parent to add their child's name to following an unsuccessful application to any year group. Waiting lists will be ordered according to the Criteria within the Admissions Policy – an applicants position on the waiting list may change according to students being added or removed from the waiting list.

Governors will consider other applications above the PAN in terms of parental demand and capacity. The governors will work with ESCC to ensure the co-ordination of admissions is effective.

6. Applications for "in year Admissions"

Admission to other year groups (Years 8-11) will be considered based on the PAN for that year, the size of teaching groups already existing in that year and the efficient use of resources. Admission will be mindful of the timetabled provision.
The school will require parents/carers to complete an East Sussex County Council application form. This will be available online via the county's website:

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

Paper applications will be sent to parents/carers upon request.

7. Right of appeal

There will be a right of appeal to an Independent Appeals Panel for any unsuccessful applicants.

Secondary appeals	
Decisions released	Friday 1 March
Deadline for submitting appeals	TBC
Appeals to be heard	TBC

Appeals received after the deadlines detailed above will still be heard but may take place after appeals received by the deadline have been heard by an Independent Appeals Panel.

For **In-year applications,** parent/carers must submit their appeal within **25 school days** of being informed that the application was unsuccessful.