Langney Primary Academy

Admissions Policy

At Langney, we empower every child to rise to their full potential, through an inclusive, supportive school family that prioritises wellbeing and a strong sense of belonging.

Approval Date	Policy Reviewer	Title	Co-Chair of Governors
October 2025	Benjamin Bowles	Headteacher	Darren Elliott & Rebecca Bevan

Frequency of Policy Review	Annual
Model Policy	**ESCC**
Added to Staff Drive	October 2025

This document outlines the Admissions Policy for Langney Primary Academy and details the criteria used to determine admissions in cases where there are more applications than available places, this is often called the "tie breaker".

This document also outlines the appeals process.

The following arrangements with respect to the admission of pupils to our schools are to be adopted:

Procedures

Admissions to the Reception Year are managed through the Local Authority Admissions System. Admissions to all other year groups are managed by the school through the in year admissions process, see final section.

Admissions to Reception (EYFS)

The PAN (Pupils Admissions Number) in Reception is **60.**

Oversubscription Criteria

Where more applications are received than there are places available, the available places will be allocated in the following order of priority. These are applied in all year groups.

The following criteria for admission priorities are in place for the academic year 2025 - 2026 and onwards:

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 Langney Primary Academy at the time of admission.
3. Children of staff in either or both of the following circumstances: a) When the member of staff has been employed at the school for at least one or more years at the time at which the application for the school is made, and/or; b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Other children living within a predefined community area.
5. Medical / Health and Special Access Reasons: Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend Langney Primary Academy.
6. All other children.

Children with an EHC Plan

There are separate statutory procedures in place which govern the admission of children with special educational needs (SEN) for whom an Education Health and Care Plan (EHC Plan) has been issued by their Local Authority. This means that the parents of children who have an EHC Plan should **not** apply for admission of their child under this Admission Policy. If parents have a preference for Langney Primary Academy to be named as the provider in their child's EHC Plan, the Local Authority needs to be made aware of this so that they can consider whether this is suitable in consultation with the child's parents and the school.

Child's Home Address

A child's home address is considered to be a residential property that is the child's only or main residence (not an address at which the child may sometimes stay or sleep) and which is either owned by the child's parent, parents or guardian or leased or rented to them under a lease or written rental agreement. Where partners live apart but share responsibility for the child, and the child lives at two different addresses during the week, we will regard the home address as the one at which the child sleeps for the majority of week days.

Where applications are received after the deadline set by East Sussex County Council, places will be allocated in line with East Sussex County Council's admissions scheme. Priority of admission will be determined by the above criteria. In the event of a 'tie breaker' situation the nearness of an applicant's home to school will be the decider. In the event that more than one applicant has the same distance from home to school (as measured by the local authority), a random selection will be applied.

Appeals

Parents have the right to appeal against any refusal to admit their child. Appeals should be directed to an Appeals Committee established within the terms of the Education Act 1996. Details of the appeals procedure can be obtained from East Sussex County Council. The Appeals Committee will notify the Appellant of the outcome:
a) Appeals must be lodged in line with the LA date, except where the initial application was a late application, in which case the appeal must be lodged within 21 days of the allocation decision being sent to the parents.
b) The school will acknowledge an appeal within seven working days of it being lodged
c) Appeals relating to other admissions can be made at any time

Right to Withdraw a Place

After a place has been offered, the school reserves the right to withdraw the place in the following circumstances:

a) When a parent has failed to respond to an offer within the allocated time frame; or b) When a parent has failed to notify the school of important changes to the application information; or c) The admission authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent

Waiting Lists - Admissions to Reception (EYFS)

Parents of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list with East Sussex County Council. The waiting list will be operated using the same admissions criteria listed above. Placing a child's name on the waiting list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place. It is possible that when a child is directed under the local authority's fair access protocol they will take precedence over those children already on the list.

In-Year Admissions

Requests for applications for a place at the school in-year must initially be made by applying to the Local Authority. If a space is available and their child meets the criteria for admission, a place will be offered by the school. If a place cannot be offered, parents will be offered the opportunity of placing their child's name on the school's waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.