

Admissions Procedure

Co-ordinator – Headteacher

Updated – September 2016

Ratified by Governors – Sept 16

Review Date – September 2017

Robertsbridge Community College: Admissions Procedure

The usual September admission procedures for 11-year-old pupils are administered by East Sussex Education Authority. There are a number of criteria which are applied to such admissions to prevent the College from becoming over-crowded:-

- The majority of children who put this College as their first choice will be readily accepted, especially if they live within the traditional catchment area. *(Roughly speaking this covers the villages of **Robertsbridge, Hurst Green, Etchingham, Burwash, Staplecross, Bodiam, and Mountfield.**)*
- We are also usually able to accept first choice preferences from well outside this area. In particular children who live in **Broad Oak/Brede, Northiam** and **Beckley** will expect to gain entry and, currently, many children also come to the College from **Sedlescombe, Westfield** and **Battle**. It is possible that we may be able to admit children from Hastings and Bexhill but parents of children in these urban areas are advised to discuss the latest situation directly with the College.
- In most circumstances children who already have an older brother or sister in the College will be offered a place here.
- The College is held in high regard and it is highly unlikely that many children who put the College as **second choice**, *for whatever reason*, will be offered a place, even if they live within the traditional area. Priority will always be given to parents who have demonstrated their confidence in the objectives of the College by making it their first choice.
- East Sussex Education Authority now works closely with **Kent Education Authority** and parents are no longer able to nominate 'first choices' separately to each county. In fairness to all applicants, children will not be considered as first choice applicants to Robertsbridge if a Kent selective school has also been nominated as their first choice. In such cases it is highly unlikely that a child would be admitted to Robertsbridge.
- Admissions at other times or into other years are normally made by direct approach to the College. Some year groups are at capacity, with waiting lists for entry, and an informal discussion is advisable prior to making a formal application. Details of how to make an application will be provided by the College.

During the Autumn Term the College holds an Open Evening and Open Morning to enable interested parents to see the College and obtain as much information as possible.

Determined arrangements for admission to Year 7 in 2017

1. The published admission number (PAN) is 130
2. The arrangements for the admission of children to this school at age 11+ are made by East Sussex County Council. To apply for a place at Robertsbridge Community College for Years 7-11 please do so online www.eastsussex.gov.uk/admissions where you can also find advice on how to complete and submit your application.
3. Parents may find it helpful to know that the school is usually oversubscribed and when there are insufficient places available to meet the demand, these will be allocated to children in accordance with the following list of priorities:
 - **Priority 1: Looked After Children and previously looked after children.** These are children in the care of a local authority or those who were looked after but aren't any longer because they have been adopted (or subject to a residence order or special guardianship order).
 - **Priority 2: Children who will have a brother or sister at the school, or a linked infant or junior school, at the time of admission.** Brothers and sisters also include half brothers and sisters, adoptive, or foster brothers and sisters, who live in the same house.
 - **Priority 4: Children living within a pre-defined community area** (see 4 below)
 - **Priority 5: Children living outside the pre-defined community area.** (see 4 below)
 - **Tiebreaker** In the event of oversubscription within any criterion, place allocation will be decided by prioritising applications on the basis of the shortest route from home to school using surfaced, passable routes. Using a Geographical Information System (GIS) distances are measured, by the local authority, from the child's home to the nearest gate used by pupils at the school. The routes taken for admissions purposes do not include unmade footpaths and there must be a public right of way. If, having applied the tiebreaker applicants live the same distance from a school, we will use random allocation to decide which children will be offered the remaining places.

4 Useful information

- In previous years, the majority of children who put this College as their first choice have been offered a place, especially if they live within the traditional catchment area. (*Roughly speaking this covers the villages of **Robertsbridge, Hurst Green, Etchingam, Burwash, Staplecross, Bodiam, and Mountfield.***)
- We are also usually able to accept first choice preferences from well outside this area. In particular children who live in **Broad Oak/Brede, Northiam** and **Beckley** may expect to gain entry and, currently, many children also come to the College from **Sedlescombe, Westfield** and **Battle**. It is possible that we may be able to admit children from Hastings and Bexhill but parents of children in these urban areas are advised to discuss the latest situation directly with the College.

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- ***During the Autumn Term the College holds an Open Evening and Open Morning to enable interested parents to see the College and obtain as much information as possible.***

Admissions at other times or into other years

5. These are normally made by direct approach to the College. Some year groups are at capacity, with waiting lists for entry, and an informal discussion is advisable prior to making a formal application. Details of how to make an application will be provided by the College. The oversubscription criteria set out in 3 above will be applied where more than one child has applied for an available place in the school