



Admissions Policy 2026/27

Secondary Schools KS3 and 4

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Contents

<i>1. Purpose of Policy</i>	<i>3</i>
<i>2. Legislation and Guidance</i>	<i>3</i>
<i>3. Definitions</i>	<i>3</i>
<i>4. Equalities Assessment Impact Statement</i>	<i>3</i>
<i>5. Roles and Responsibilities</i>	<i>4</i>
<i>6. Published Admission Number</i>	<i>4</i>
<i>7. Co-Ordinated Admission Scheme</i>	<i>4</i>
<i>8. Oversubscription Criteria</i>	<i>5</i>
<i>9. Withdrawal of an offer</i>	<i>7</i>
<i>10. Tie breaker</i>	<i>7</i>
<i>11. Twin, Triplets and Children from multiple births</i>	<i>7</i>
<i>12. Permanent Home Address</i>	<i>8</i>
<i>13. Split Living Arrangements</i>	<i>8</i>
<i>14. Applicants from Abroad</i>	<i>9</i>
<i>15. Admission Outside Chronological Age Group</i>	<i>9</i>
<i>16. Application after normal round of admissions/In Year Admissions</i>	<i>9</i>
<i>17. Appeals</i>	<i>10</i>
<i>18. Waiting List</i>	<i>10</i>
<i>20. Training for staff</i>	<i>10</i>
<i>21. Monitoring provisions</i>	<i>10</i>
<i>22. Links to other policies and procedures</i>	<i>10</i>
<i>Appendix 1 - Catchment Area Map</i>	<i>11</i>

1. Purpose of Policy

Bohunt Education Trust (the Trust) has introduced this Policy to provide the operational framework within which its ethos of Enjoy Respect Achieve is reflected in its processes for admissions into Years 7-11 (KS 3 and 4) in its secondary schools. This Policy ensures the Trust's legal duties and charitable purposes are met effectively including with respect to Steyning Grammar School's designation as a voluntary controlled Church of England school.

2. Legislation and Guidance

This Policy complies with and discharges the Trust's legal duties with respect to:

- Schools Admissions Code 2021
- Schools Admissions Appeals Code 2022
- Schools Standards and Framework 1984

This policy also complies with our funding agreements and articles of association.

3. Definitions

The School means Bohunt Worthing

Looked after child is any child who is looked after by a local authority

Previously looked after child is a child who was who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

Normal admissions round means the time period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority

Sibling means:

- Children living at the same address who have one or both natural parents in common
- Children living at the same address who are related by a parent's marriage
- Children living at the same address whose parents are living as partners at this address
- Foster children or adopted children living at the same address
- We do not include 'cousins' within our definition of sibling

Staff means BET staff and includes support and teaching staff on a permanent contract.

Catchment area is a geographical area from which children may be afforded priority for admission to the school. Please see Appendix I for a map of the school's catchment area.

4. Equalities Assessment Impact Statement

The Trust is committed to treating all people equally and with respect irrespective of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. We are committed to eliminating discrimination and recognise children's diverse circumstances. We ensure that all children have the same protection, regardless of any barriers they may face and in accordance with our duties under the Equality Act 2010. We have reviewed the effect of this policy on those who may face additional or different barriers to securing its benefits than the population as a whole and have identified the following:

- Students who are or have been looked after children as defined above;
- Students who have an education and health care plan;
- Student who have exceptional medical or social needs;
- Students who are in receipt of service premium.

We are satisfied that our admission arrangements do not disadvantage unfairly, either directly or indirectly, a child from a particular social or racial group, or a child with a disability or special educational needs, and that other all our other policies around school uniform or school trips or equipment do not discourage parents from applying for a place for their child.

5. Roles and Responsibilities

5.1 Trust Board

The Board of Trustees of the Trust (the admissions authority) has delegated the right to operate these admissions processes and this policy to each School: however it remains the admissions authority. The Board receives advice and guidance from the CEO, Local Governing Body and Headteacher of each school with respect to these processes and their application. The Board will receive an annual report from the CEO concerning the operation of this Policy, including number of applications and the application of any over subscription criteria, and appeals made including the number upheld. The CEO will also report on the process relating to in year admissions and any waiting lists where these exist.

5.2 Local Governing Bodies

Each Local Governing Body will ensure that the School operates the processes and procedures of this policy in accordance with its provisions and will ensure that the Headteacher reports to it termly concerning the operation of this Policy, including number of applications and the application of any over subscription criteria, and appeals made including the number upheld. The Headteacher will also report on the process relating to in year admissions and any waiting lists where these exist.

6. Published Admission Number

Each school has a published admission number. The School's published admissions number is 180 pupils for year 7 in 2026/7.

7. Co-Ordinated Admission Scheme

The School operates its admission arrangements as part of the coordinated admission scheme operated by West Sussex County Council. All applications must be made using the Common

Application Form (CAF) supplied by the Local Authority (LA) in whose area the child or young person lives. The School will consider first all those applications received by the published deadline of **midnight on 31 October 2025**.

Notifications to parents offering a secondary school place, will be sent on national offer day of **2 March 2026**.

Applications made after midnight on 31 October 2025 will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications.

Children with an Education, Health and Care Plan that names the school are required to be admitted where such a Plan has been made in accordance with section 37 of the Children and Families Act 2014 and all other relevant legislation applying to the making of the Plan by the local authority.

8. Oversubscription Criteria

The following oversubscription criteria in order of priority will be applied when there are more applicants than places available. Where parents have ranked schools in order of preference, we will treat all such preferences equally (i.e. it is irrelevant whether the School is first or other parent preference).

First priority: Looked after Children and previously looked after children

Looked after children and previously looked after children.

Applications for a place for a child who is looked after or previously looked after must be made by the person with parental responsibility for the child (e.g. social worker, acting on the behalf of the local authority for a looked after child) and will need to be supported by:

- Confirmation by the home local authority that the child is looked after or
- Confirmation by the local authority that the child was looked after immediately prior to the issuing of one of the orders detailed above.

Second priority: Exceptional medical or social needs (~~not in year admissions~~)

Children who have exceptional medical or psychological conditions that make it essential that they attend this school rather than any other school.

Appropriate medical or psychological evidence must be produced in support.

When submitting applications under exceptional medical or social needs, this must be supported by written evidence from an independent professional aware of the case relating to the child (e.g. doctor, hospital consultant or psychologist for medical grounds or registered social or care worker, housing officer, the police or probation officer for social needs). The evidence must be specific to this school and it must show why the school is the most suitable; what facilities will benefit the child, and why no other school can offer the same support.

Your application cannot be considered if you do not declare that you are applying under this criterion and you do not provide written independent professional evidence. All supporting documentation must be received by 31 October 2025 for consideration prior to the main allocation of places. Any evidence received by after 31 October 2025 will not be taken into account in the main allocation of places.

Third priority: Children of staff

Children of BET staff at the school where the member of staff is the legal parent / guardian of that child and who have,

- (i) been employed at the school for two or more years at the time at which the application for admission to the school is made, or
- (ii) have been recruited to fill a vacant post for which there is a demonstrable skill shortage

Fourth priority: Sibling on roll

Children who at the time of application have a sibling on the roll of the school and who will still be on roll at the time of the sibling's admission. Priority will not be given to children with siblings who are former pupils of the School (or who left during or at the end of academic year 2025/26)

Fifth priority: Children living in catchment

Children whose permanent home address is inside the School's designated catchment area and who live closest to the school, based on a straight line from the main front door to the entrance of the property. Parents should note that if they apply for free transport, different criteria may apply and the distance from home to school might be measured using a different route.

Sixth priority: Children living outside the catchment area, in order of priority

- i. Children living outside the designated catchment area who attend a linked school as mentioned above
- ii. Children who live closest to the school based on a straight line from the main front door to the entrance of the property.

9. Withdrawal of an offer

The School reserves the right to withdraw the offer of a place if an application has been made which is fraudulent or intentionally misleading and which has effectively denied a place to another child.

10. Tie breaker

Where it is necessary to prioritise applications the criterion will be prioritised based on the shortest distance from the child's home to school, measured in a straight line 'as the crow flies'. Distances will be measured using the council's Geographical Information System (GIS) department.

The Local Land and Property Gazetteer (LLPG) unique property reference co-ordinates will be used to represent the school, whilst home co-ordinates will be primarily derived from the LLPG, with Ordnance Survey's ADDRESS-POINT® product used as support. Only distances measured by GIS will be taken into account for the purposes of the distance criterion. Should there be two or more identical distances, the prioritisation will be done by casting lots. The Local Authority's Admissions

Service will arrange for this to be carried out by the LA's Democratic Services who are independent of the school and the admissions process.

11. Twin, Triplets and Children from multiple births

In the case of multiple births, where children are ranked consecutively in their order of priority for a place and there are not sufficient vacancies remaining for each of them, wherever it is logistically possible, each child will be offered a place. Where it is not logistically possible to offer each child a place the child(ren) to be offered the last remaining place (s) will be determined by the drawing of lots. The remaining sibling(s) will be placed at the top of the waiting list, after any looked after or previously looked after child.

12. Permanent Home Address

Applicants will be asked to declare that the address used will be their place of residence beyond the date of the student starting school. The school reserves its right to carry out further investigation and require additional evidence and to reject applications or withdraw offers of places, if a false address is given or the child does not live at the address. In such cases, the applicant will have recourse to putting their application through the independent appeals process.

Temporary addresses cannot be used solely to obtain school places. Where an applicant has two or more properties, evidence will be required showing the rental or disposal of the previous property. Temporary addresses will only be considered where evidence is provided of a genuine reason for the move e.g. flooding or subsidence.

Parents/carers/those with parental responsibility are required to advise of any change of circumstance at any time prior to the child starting school.

If you do not declare such arrangements, or a different address is used on the application where the child does not usually live; it will be considered that a false declaration has been made and it may be decided to decline to offer a place at the school, or withdraw the offer of a place.

The Armed Forces Covenant requires that members of the armed forces and their families are not disadvantaged because of their service.

13. Split Living Arrangements

Where a family states that the child is resident at more than one address, justification and evidence of the family's circumstances will be required e.g. split residence/child arrangements order or legal separation documentation. The application for admission must be completed by the parent, at an address which is owned, leased or rented, where the child lives for the majority of the school week. This is based on the number of school nights a child spends at the home (Sunday night 1800hrs to Friday 0900hrs).

Where there is an equal split or there is any doubt about residence, the admissions authority will assess and make a judgement about which address to use for the purpose of the allocation of a school place where necessary requesting further information e.g.

- any legal documentation confirming residence
- the pattern of the residence
- the period of time over which the current arrangements has been in place
- where the child is registered with the GP
- any other evidence to verify the position

It is recommended that consensus is reached by both parents and child on the school preferences to be expressed and it should be noted that only one offer letter will be sent to the main parent/carer/person with parental responsibility of the child.

14. Applicants from Abroad

An application for the school can be made from applicants applying for a school place for their child from abroad, provided that the parents/carers/those with parental responsibility are satisfied their child has right of abode or have other immigration status to allow them to enter the UK to study at school. In the case of children of service personnel currently overseas at time of application but who with a confirmed posting or crown servants returning from overseas, the application should be accompanied by an official letter that declares a relocation date.

The address used will be the address where the child is living at the closing date for application. In the case of children of service personnel overseas at time of application with a confirmed posting or crown servants returning from overseas, the address used will be the address the child will live at provided the parents can provide evidence of their intended address, or alternatively, if the parent so requests, the Unit or quartering address. In all other cases, third party written evidence confirming the details and timing of the relocation will be required.

15. Admission Outside Chronological Age Group

Requests from parents for school places outside a normal age group will be considered carefully whether for gifted and talented pupils or for those who have experienced problems, e.g having been born prematurely, having missed education due to ill health, etc or for those where they have been educated outside their chronological year group in their prior education to date.

Each case will be considered on its own merits and circumstances and will only be agreed where it is considered to be in the best interests of the child; the circumstances of each case will be considered individually. The Trust Board, as the admissions authority, will make the decision, taking into account the view of the Headteacher and considering any evidence the parent(s) submit supporting their case and any relevant professionals asked for their opinion on the case.

16. Application after normal round of admissions/In Year Admissions

16.1 In year applications

Applications for entry to Year 7 after the end of the routine admissions round (ending on 31st August each year) and applications for entry into Year 8 to Year 11 (if available) at any time will be processed as in-year applications and applications must be submitted to the School directly.

16.2 In Year admissions waiting list

If there are students on a waiting list for the year in to which the applicant is seeking admission, then the student will be placed on that waiting list in the position determined by applying the oversubscription criteria. Students will be admitted from the waiting list in order if space becomes available. If there is no student on the waiting list for the year in to which the applicant is seeking admission, then the School will admit the student if there is space or place him/her on the waiting list if there is no space. If at the time of this determination the school has applications from more than one student for admission to the same year group, all the applications will be ordered according to the admission criteria and will be considered in that order.

17. Appeals

If a parent is unsuccessful with an application to any of their preferred schools, they will have the right of appeal to an independent appeal panel and will be provided with the relevant documentation and advice by the Local Authority's Admissions Service/Hampshire Independent Appeals Service who administer appeals on behalf of the Admissions Authority. Details are available on our website, via the School Office or from the Local Authority directly.

18. Waiting List

All pupils who have been refused a place at the school will be added to the waiting list.

Children will be held on the waiting list by order of the criteria in the Admissions Policy. No account can be taken of the length of time a pupil is on the list. A pupil's position can change on the list as new applicants join or other applicants come off the waiting list.

Children will remain on a waiting list only until the end of the academic year, if parents/carers want their children to be on the waiting list for the following academic year, they must reapply.

20. Training for staff

All staff involved in operating these provisions receive training as determined by their Headteacher appropriate to their role.

21. Monitoring provisions

The Board of Trustees will review this policy annually and each Local Governing Body will review the School Admissions Policy at least annually.

22. Links to other policies and procedures

This policy is linked to:

- Behaviour Policy (Home School Agreement)
- SEND and inclusion Policy
- Accessibility Plan
- Looked After Children/Previously Looked After children Policy
- School Uniform and Equipment Codes (where separate to Behaviour Policy)

Appendix I - Catchment Area Map

Catchment area can be located via the West Sussex County Council website [here](#)